



**PORT OF WOODLAND
Meeting Minutes
October 6, 2022**

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, Washington. Those wishing to participate in the Commission meeting via Zoom through ID Room: 237-755-8282 and password 642020 or call 1-669-900-6833 and use the same ID room and password. Public wishing to provide public comment to items on or off the agenda may do so via email to jkeene@portofwoodland.com by 8:00 A.M. of the day of the Commission Meeting. These comments will be read into the record.

CALL TO ORDER

President Wile called the meeting to order at 9:00 A.M.

Roll Call:	President	Robert Wile
	Secretary	Paul Cline
	Commissioner	Robert D. Rich – Via Zoom
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore – Excused Absence
	Admin Assistant	Debbie Karlsson
	Maintenance Supervisor	Jeremiah Landels

NOTE: Commissioner Rich was delayed in attending meeting due to technical difficulties.

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Secretary Cline made a motion to approve the agenda as presented. President Wile seconded the motion.

Vote was as follows – President Wile – Yes; Secretary Cline – Yes, Commissioner Rich – Absent. The motion was carried.

PUBLIC COMMENT

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. September 15, 2022, Regular Meeting

Secretary Cline made a motion to approve minutes of the September 15, 2022 regular meeting as reviewed. President Wile seconded the motion.

Discussion: No changes to the minutes.

Vote was as follows – President Wile – Yes; Secretary Cline – Yes, Commissioner Rich – Absent. The motion was carried.

NOTE: Commissioner Rich joined meeting.

QUARTERLY MAINTENANCE REPORT

Maintenance Supervisor Landels provided the Commissioners with the following updates:

- **Correction Crew work done at Cougar drainage and Down River Drive landscape.**
- **Breakdown of hours for Austin Point, Martin Bar and Cougar.**
- **Painting of curbs in Orchard and Centennial Industrial area.**
- **Yearly Checks being performed.**
- **Clean up being done on various locations including landscaping.**

ACTION ITEMS

A. Utiligi Change Order

Secretary Cline made a motion to approve Utiligi Change Order #1. Commissioner Rich seconded the motion.

Discussion: No changes made to the motion.

Vote was unanimous. The motion was carried.

Direction: The Commission directs Executive Director Wray-Keene to sign the Utiligi Change Order #1.

B. Yale Community Library COLO Agreement

Secretary Cline made a motion to approve the Lease Agreement between Yale Valley Community Library and Port of Woodland. Commissioner Rich seconded the motion.

Discussion: No changes made to the motion.

Vote was unanimous. The motion was carried.

C. Letter to Support – Cowlitz County LTAC Request Woodland Visitor’s Center

Motion to approve the letter of support for Lodging Tax Advisory Committee as presented. Commissioner Rich seconded the motion.

Discussion: No changes made to the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Comprehensive Scheme of Harbor Improvements

Secretary Cline made a motion to rescind the award of Comprehensive Scheme of Harbor Improvements with WSP. Commissioner Rich seconded the motion.

Discussion: No changes made to the motion.

Vote was unanimous. The motion was carried.

NEW BUSINESS

A. Internet Security

Administrative Assistant Karlsson reviewed documents provided to Commissioners in regards to how the #1 email scam works, stressing the importance of watching what is opened. It is recommended to commissioners and Executive Director Wray-Keene be extra careful while attending WPPA Small Ports Convention.

UPCOMING MEETINGS

October 12-14 – PNWA Annual Convention – Vancouver, WA (Rich, Wray-Keene)

October 20-21 – WPPA Small Ports Seminar – Leavenworth, WA (Wile, Cline, Rich, Karlsson, Wray-Keene)

October 22 – Woodland Rotary Club’s Scott Hill Park Fundraiser – Gold Leaf at Summit Grove Lodge (Wile, Cline, Rich, Wray-Keene)

December 7-9 – WPPA Annual Meeting – Hotel Murano Tacoma, WA

COMMISSIONERS/EXECUTIVE DIRECTOR REPORTS

Executive Director Wray-Keene and Commissioners discussed location cleanup at 1391 Down River Drive and approval by Commissioners of hiring Executive Director Wray-Keene’s suggested candidate for helping Maintenance Supervisor Landels at this location and other work. Executive Director Wray-Keene supplied updates to matters in regards to Arial to Cougar Dark Fiber, Rose Way Industrial Park, Woodland Career Exploration, Port Tenants and Owners Association.

ADJOURNMENT

Commissioner Rich made a motion to adjourn. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 11:13 AM.

WOODLAND PORT COMMISSION

DocuSigned by:
Robert Wile
33384E26AD90413...
Robert Wile, President

DocuSigned by:
Paul Cline
60EE4021E200410...
Paul Cline, Secretary

DocuSigned by:
Rob Rich
4839C400455E418...
Robert D. Rich, Commissioner