



**PORT OF WOODLAND  
Meeting Minutes  
November 17, 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](mailto: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
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

***Commissioner Rich made a motion to approve the agenda as amended.  
President Cline seconded the motion.***

***Vote was unanimous. The motion was carried.***

**PUBLIC COMMENT**

**A. Items ON the agenda**

None

**B. Items NOT ON the agenda**

None

## **MINUTES**

### **A. November 3, 2022, Regular Meeting**

Commissioner Rich made a motion to approve minutes of the November 3, 2022 minutes as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

## **FINANCIAL REPORT**

### **A. Approval of the Port's Financial Report**

Secretary Cline made a motion to approve the Port's Financial Report. Commissioner Rich seconded the motion.

Discussion: No changes to the financial report.

Vote was unanimous. The motion was carried.

### **B. Approval of vouchers and warrants (plus wire)**

Secretary Cline made a motion to approve vouchers and warrants 20320 through 20359 in the amount of \$496,618.72. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Port Auditor Moore was excused from the meeting.

## **ACTION ITEMS**

### **A. Rose Way Industrial Park Change Order 15**

Secretary Cline made a motion to approve the Tapani Inc. Change Order 015. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

### **B. Rose Way Industrial Park Change Order 16**

Secretary Cline made a motion to to reject Tapani Inc. Change Order 016. Commissioner Rich seconded the motion.

Discussion: No changes to motion.

Vote was unanimous. The motion was carried.

### **C. Rose Way Industrial Park Change Order 17**

Secretary Cline made a motion to to reject Tapani Inc. Change Order 017. Commissioner Rich seconded the motion.

Discussion: No changes to motion.

Vote was unanimous. The motion was carried.

**Direction to Staff by commissioners to create individual change orders per item listed (attachments) along with auditing weigh tickets for next commissioner meeting. Commission directed Commissioner Wile to assist staff in reviewing documents due to his expertise.**

### **D. Resolution #515: 2023 Levy Rate**

The Commission reviewed and discussed the resolution document that was provided in their commissioner packet.

Secretary Cline made a motion to approve Resolution #515 2023 Levy Rate at 101%. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

### **E. Resolution #516: 2023 Final Operations and Capital Budget**

The Commission reviewed and discussed the resolution document that was provided in their commissioner packet.

Secretary Cline made a motion to approve Resolution #516. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

### **F. 2022 Comprehensive Scheme of Harbor Improvements**

Secretary Cline made a motion to adopt the 2022 Comprehensive Scheme of Harbor Improvements. Commissioner Rich seconded the motion.

Discussion: No changes to the 2022 Comprehensive Scheme of Harbor Improvements.

**Vote was unanimous. The motion was carried.**

## **G. 2023 Calendar**

The Commission reviewed and discussed the schedule provided in their commission packet changing the February 2<sup>nd</sup> meeting to February 3<sup>rd</sup>, March 16<sup>th</sup> meeting to March 23<sup>rd</sup> and May 18<sup>th</sup> meeting to May 25<sup>th</sup>.

**Secretary Cline made a motion to approve 2023 schedule of meetings as amended. Commissioner Rich seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **UNFINISHED BUSINESS**

### **A. Gibbs and Olson Invoices**

Commissioners and Executive Director Wray-Keene discussed the two invoices presented to the commission.

## **NEW BUSINESS**

### **A. December 1, 2022 Commission Meeting**

**Secretary Cline made a motion to cancel the December 1, 2022 Regular Meeting. Commissioner Rich seconded the motion.**

**Discussion: No changes to the motion**

**Vote was unanimous. The motion was carried.**

## **UPCOMING MEETINGS**

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

February 2, 2023 – WPPA Port Day at Olympia

March 12-16, 2023 – 2023 Mission to Washington DC – PNWA

May 17-19, 2023 – WPPA Spring Conference – Spokane

## **EXECUTIVE DIRECTOR REPORT**

Staff attended two webinars hosted by L & I, "Know Your Workers Rights" and Employers guide to Worker Rights".

Executive Director Wray-Keen gave commissioners update on the following –

- Astound/Dark Fiber update
- PacifiCorp Cougar Restroom lease update
- Amendment to KPFF contract extending through 1<sup>st</sup> Quarter 2023
- DEA update
- ELS update and wrap up
- Capital request expected for 2023

- Informed commission regarding land developments
- Advanced Composite Services Inc. update for 1391 Down River Drive
- 1670 Schurman Way Office update and plan
- Expected major Capital Maintenance for 2023
  - Awnings at Down River Drive Buildings
  - Roofing check at 1395 Down River Drive
- Office Manager gave commissioners update on holiday gifts to tenants

**COMMISSIONERS REPORTS**

President Wile congratulated Composite Ventures/Edge Rods on the turnout and presentation at the ribbon cutting on November 11<sup>th</sup>.

**ADJOURNMENT**

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

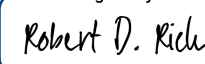
**Vote was unanimous. The motion was carried.**

President Wile declared the Regular Meeting adjourned at 11:49 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

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Paul Cline, Secretary

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Robert D. Rich, Commissioner