



**PORT OF WOODLAND
Meeting Minutes
December 15, 2022**

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, WA. 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. Those 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 – excused absence

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Agenda will be amended as follows:

- Add Action Item AB – Salary Increase Auditor Moore

**Secretary Cline made a motion to approve the agenda as amended.
Commissioner Rich 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 17, 2022 Regular Meeting

Commissioner Rich made a motion to approve the minutes of the November 17, 2022 regular meeting as reviewed. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

FINANCIAL REPORT

A. Approval of 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, warrants and electronic payments

Secretary Cline made a motion to approve vouchers, warrants and electronic payments 20360 through 20383 in the amount of \$462,137.61. Commissioner Rich seconded the motion.

Discussion: None

Vote was unanimous. The motion was carried.

ACTION ITEMS

Note for the record: Before starting the process of taking action on each of these change orders individually, the Commission agree to discuss Change Orders 16 through 24 as a group.

A. Rose Way Industrial Park Change Order 16

The Commission revisits their discussion of Change Order 16.

Secretary Cline made a motion to approve Rose Way Industrial Park Change Order 16. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

B. Rose Way Industrial Park Change Order 17

The Commission revisits their discussion of Change Order 17.

Secretary Cline made a motion to approve Rose Way Industrial Park Change Order 17. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

C. Rose Way Industrial Park Change Order 18

The Commission revisits their discussion of Change Order 18.

Secretary Cline made a motion to approve Rose Way Industrial Park Change Order 18. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

D. Rose Way Industrial Park Change Order 19

The Commission revisits their discussion of Change Order 19.

Secretary Cline made a motion to approve Rose Way Industrial Park Change Order 19. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

E. Rose Way Industrial Park Change Order 20

The Commission revisits their discussion of Change Order 20.

Secretary Cline made a motion to approve Rose Way Industrial Park Change Order 20. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

F. Rose Way Industrial Park Change Order 21

The Commission revisits their discussion of Change Order 21.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 21. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

G. Rose Way Industrial Park Change Order 22

The Commission revisits their discussion of Change Order 22.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 22. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

H. Rose Way Industrial Park Change Order 23

The Commission revisits their discussion of Change Order 23.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 23. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

I. Rose Way Industrial Park Change Order 24

The Commission revisits their discussion of Change Order 24.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 24. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Note for the record: The Commission agree to discuss Change Orders 25 through 27 as a group.

J. Rose Way Industrial Park Change Order 25

The Commission revisits their discussion of Change Order 25.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 25. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

K. Rose Way Industrial Park Change Order 26

The Commission revisits their discussion of Change Order 26.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 26. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

L. Rose Way Industrial Park Change Order 27

The Commission revisits their discussion of Change Order 27.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 27. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Note for the record: The Commission, in consideration of Change Order 01, agree to discuss Change Order 28 and 42 as a group.

M. Rose Way Industrial Park Change Order 28

The Commission revisits their discussion of Change Order 28.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 28. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Note: The Commission agree to take action, at this time, on Action Item AA Rose Way Industrial Park Change Order 42.

AA. Rose Way Industrial Park Change Order 42.

The Commission revisits their discussion of Change 42.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 42. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried

Note for the record: The Commission agree to discuss Change Orders 29 through 41 as a group.

N. Rose Way Industrial Park Change Order 29

The Commission revisits their discussion of Change Order 29.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 29. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

O. Rose Way Industrial Park Change Order 30

The Commission revisits their discussion of Change Order 30.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 30. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

P. Rose Way Industrial Park Change Order 31

The Commission revisits their discussion of Change Order 31.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 31. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Q. Rose Way Industrial Park Change Order 32

The Commission revisits their discussion of Change Order 32.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 32. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

R. Rose Way Industrial Park Change Order 33

The Commission revisits their discussion of Change Order 33.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 33. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

S. Rose Way Industrial Park Change Order 34

The Commission revisits their discussion of Change Order 34.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 34. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

T. Rose Way Industrial Park Change Order 35

The Commission revisits their discussion of Change Order 35.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 35. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

U. Rose Way Industrial Park Change Order 36

The Commission revisits their discussion of Change Order 36.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 36. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

V. Rose Way Industrial Park Change Order 37

The Commission revisits their discussion of Change Order 37.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 37. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

W. Rose Way Industrial Park Change Order 38

The Commission revisits their discussion of Change Order 38.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 38. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

X. Rose Way Industrial Park Change Order 39

The Commission revisits their discussion of Change Order 39.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 39. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Y. Rose Way Industrial Park Change Order 40

The Commission revisits their discussion of Change Order 40.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 40. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Z. Rose Way Industrial Park Change Order 41

The Commission revisits their discussion of Change Order 41.

Secretary Cline made a motion to reject Rose Way Industrial Park Change Order 41. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Executive Director Wray-Keene to prepare communication with Tapani, Inc. regarding the rejected change orders and provide the opportunity to challenge the rejection with documentation or accept the rejection and have the credits reflected through their retainage.

AB. Salary Increase Auditor Moore

Executive Director Wray-Keene provides information regarding action taken at the December 7, 2017 Commission meeting. This action was as follows: *Commissioner Peterson made a motion to increase Auditor Moore's pay \$2,000.00 annually effective January 1, 2018. Secretary Boon seconded the motion and the motion was carried.* Executive Director Wray-Keene explains that the Port is working towards a unified compensation pay structure.

Secretary Cline made a motion to rescind the December 7, 2017 action item C, auditor salary increase. Motion failed due to lack of second.

Secretary Cline made a motion to rescind the December 7, 2017 action item C, auditor salary increase, effective January 1, 2023. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

Direction: Executive Director Wray-Keen and staff are directed to complete a market analysis on base salary rates for all positions.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

- February 2, 2023 WPPA Port Day in Olympia
- March 12-16, 2023 Mission to Washington DC - PNWA
- May 17-19, 2023 WPPA Spring Conference

EXECUTIVE DIRECTOR REPORT

Executive Director Wray-Keene has been in communication with a potential client for 1391 Suite A & B, Down River Drive. She is asking for a tentative date to approve a lease before the end of the year. The Commission agree on Wednesday, December 21 at 8:30 A.M. as a tentative date and time for a special meeting.

Update: Tomorrow the Port goes out to bid for the two buildings at Rose Way Industrial Park. The bid process closes on January 31 and the Commission will award on February 3.

Update: Phase 1 of the Dark Fiber Project will close on December 22. The next phase will be to advertise for Design and Engineering and to apply for state broadband funding.

Update: In communication with the Port of Ridgefield on the Yale to LaCenter Fiber project, result will be a signed contract with Petrichor LLC.

COMMISSIONERS REPORTS

None

ADJOURNMENT

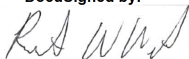
President Wile made a motion to adjourn. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 12:36 P.M.

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