



**PORT OF WOODLAND  
Meeting Minutes  
January 19, 2023**

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 AM 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 AM

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

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

**President Wile added Maintenance Supervisor, Jeremiah Landels, Quarterly Maintenance Report after Public Comments.**

**Commissioner Rich made a motion to approve the agenda as amended. Secretary 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

### **QUARTERLY MAINTENANCE REPORT**

**Maintenance Supervisor Landels provided the Commissioners with the following updates:**

- **1387 Down River Drive Emergency Sewer repair.**
- **Cleaning update at 1391 Down River Drive.**
- **Informed Commissioners with procedures followed on dumped vehicles and trespassing at Martin's Bar and Austin Point.**
- **Cougar drainage cleanup.**

### **MINUTES**

#### **A. January 5, 2023, Regular Meeting**

*Commissioner Rich made a motion to approve minutes of the January 5, 2023 regular meeting 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**

*Commissioner Rich made a motion to approve the Port's Financial Report. Secretary Cline 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/warrants/electronic payments/debits 20384 through 20421 in the amount of \$202,882.73. Commissioner Rich seconded the motion.*

*Discussion: No changes to the motion.*

*Vote was unanimous. The motion was carried.*

Secretary Cline noted that warrant #20340 in the amount of \$13,428.93 was cancelled due to wrong amount and due to it being in a previous reconcile. It had to be cancelled rather than voided.

**ACTION ITEMS**

**A. Hewn Elements Late Fee**

Secretary Cline made a motion to wave the late fee for Hewn Elements. Commissioner Rich seconded the motion.

Discussion: No change to the motion.

Vote was unanimous. The motion was carried.

**B. Advertising for Scott Hill Park Sport Complex**

Secretary Cline made a motion to approve \$13,000.00 to the Scott Hill Park and Sports Complex Scoreboard for the auxiliary field. Commissioner Rich seconded the motion.

Discussion: No change to the motion.

Vote was unanimous. The motion was carried.

**C. Cowlitz PUD Easement**

Secretary Cline made a motion to approve the Electric Power Easement with Cowlitz County Public Utility District No. 1. Commissioner Rich seconded the motion.

Discussion: No change to the motion.

Vote was unanimous. The motion was carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**UPCOMING MEETINGS**

January 21, 2023 - Woodland Chamber of Commerce Annual Banquet – Lewis River Golf Course

January 23, 2023 – WPPA Regional Meeting – Port of Kalama 3-5 PM

February 2, 2023 – WPPA Port Day in Olympia

February 28, 2023 – CEDC Annual Event 11:30 AM-1:30 PM

March 19-24, 2023 – PNWA Mission to Washington DC

May 17-19, 2023 – WPPA Spring Conference

## **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene updated the Commissioners on the following matters–

- Dark Fiber
  - Utiligi expected completion by end of month however per contract has until March, 2023.
  - Currently out for bid for Fiber-to-the-Home Design Work.
  - Port has filed for 2 additional fundings for additional homes not associated with original funding.
  - Currently working with 3 suppliers for ISP.
- Rose Way Industrial Park
  - Meeting on Monday, January 23, 2023 with City of Woodland Mayor, employees and third party reviewers along with the Port's engineering group and Executive Director Wray-Keene.
  - Bid due date has been moved to February 7, 2023.
- Updated Commissioners on other businesses status in Centennial Industrial Park and Shurman Way Industrial Park.

## **COMMISSIONERS REPORTS**

None

## **ADJOURNMENT**

***Secretary Cline 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 9:43 AM.

WOODLAND PORT COMMISSION

---

Robert Wile, President

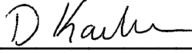
---

Paul Cline, Secretary

---

Robert D. Rich, Commissioner

Prepared By:

DocuSigned by:  
  
06B3DFEA0C6A416...  
Debra Karlsson, Administrative Assistant

Reviewed By:

DocuSigned by:  
  
60EE4021E280410...  
Paul Cline, Commission Secretary