



**PORT OF WOODLAND  
Meeting Minutes  
February 3, 2023**

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](mailto:jkeene@portofwoodland.com) by 8:00 AM 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 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

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

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

## **MINUTES**

### **A. January 16, 2023 Regular Meeting**

Commissioner Rich made a motion to approve the January 16, 2023 regular meeting minutes as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

## **ACTION ITEMS**

### **A. Down River Drive Awning Replacement Project: Award of Bid**

Secretary Cline made a motion to award Five Rivers Construction Inc proposal for the Down River Drive Awning Replacement Project. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: President Wile directs Executive Director Wray-Keene to complete contract with Five Rivers Construction Inc.

### **B. Ariel to Cougar FTTH Design and Engineering: Award of Consultant**

Secretary Cline made a motion to award Cannon Companies proposal for the Design and Engineering Project for the Ariel to Cougar Fiber-to-the-Home. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: President Wile directs Executive Director Wray-Keene to negotiate contact with Cannon Companies.

### **C. 2023 Appointment of Staff**

Secretary Cline made a motion to approve Resolution # 517. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

## **D. Ecological Land Services Permitting and DAHP service for Dark Fiber (FTTH) Phase 2**

Secretary Cline made a motion to award the Ecological Land Services proposal for for the Design and Engineering Project for the Ariel to Cougar Fiber-to-the-Home. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direct: President Wile directs Executive Director Wray-Keene to negotiate contact with Ecological Land Services.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

None

### **UPCOMING MEETINGS**

February 21, 2023 – Chamber of Commerce meeting – State of the Port

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

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

May 17-19, 2023 – WPPA Spring Conference

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Wray-Keene update the commissioners on the following matters –

- Travel form created for commissioners attending conferences
- Award of Rose Way Industrial Park Buildings #1 & #2 will be on Tuesday, February 7, 2023.

### **COMMISSIONERS REPORTS**

Commissioners stated that the WPPA Port Day in Olympia was a very good learning experience.

### **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 10:09 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