



**PORT OF WOODLAND  
Meeting Minutes  
February 16, 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
	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. Rescind January 16, 2023 Minutes approved on February 3, 2023 Meeting**

Secretary Cline made a motion to rescind January 16, 2023 Minutes approved on February 3, 2023 Meeting. Commissioner Rich seconded the motion.

Discussion: Secretary Cline noted that the date was incorrect on the agenda and motion at the February 3, 2023 Meetings. No changes to the minutes.

Vote was unanimous. The motion was carried.

### **B. January 19, 2023 Minutes**

Commissioner Rich made a motion to approve minutes of the January 19, 2023 regular meeting as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

### **C. February 3, 2023 Minutes**

Commissioner Rich made a motion to approve February 3, 2023 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 as presented. 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/warrants/electronic payments/debits 20422 through 20469 in the amount of \$384,035.33. Commissioner Rich seconded the motion.

*Discussion: No changes to the motion.*

*Vote was unanimous. The motion was carried.*

### **ACTION ITEMS**

#### **A. Rose Way Industrial Park Bldgs 1 & 2 Award**

*Secretary Cline made a motion to award the Rose Way Industrial Park Building 1 construction to Rotschy, Inc. Commissioner Rich seconded the motion.*

*Discussion: No change to the motion.*

*Vote was unanimous. The motion was carried.*

**Direction: President Wile directed Executive Director Wray-Keene to finalize the contract with Rotschy, Inc. for Rose Way Industrial Park Building 1.**

*Secretary Cline made a motion to award the Rose Way Industrial Park Building 2 construction to Rotschy, Inc. Commissioner Rich seconded the motion.*

*Discussion: No change to the motion.*

*Vote was unanimous. The motion was carried.*

**Direction: President Wile directed Executive Director Wray-Keene to finalize the contract with Rotschy, Inc. for Rose Way Industrial Park Building 2.**

#### **B. Long Term Care Policy**

*Secretary Cline made a motion to approve Resolution 518. Commissioner Rich seconded the motion.*

*Discussion: No change to the motion.*

*Vote was unanimous. The motion was carried.*

**Direction: President Wile directed Executive Director Wray-Keene to update the Personnel Manual.**

#### **C. Employee Conversion for PTO**

*Secretary Cline made a motion to table the Employee Conversion to PTO until the March 2<sup>nd</sup> meeting. Commissioner Rich seconded the motion.*

**Discussion: No change to the motion.**

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

**UNFINISHED BUSINESS**

None

Auditor Moore was excused from the meeting.

**NEW BUSINESS**

Executive Director Wray-Keene and Commissioners discussed selection of the next building to be constructed at Rose Way Industrial Park.

**UPCOMING MEETINGS**

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

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 status of backbone and Fiber-to-the-Home
- Washington State Correction Crew clean up on river property
- Legal preparing ground lease on Martin’s Bar property

**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 11:25 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

DocuSigned by:  
  
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Paul Cline, Secretary

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Robert D. Rich, Commissioner