



**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 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

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Robert Wile, President

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Paul Cline, Secretary

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Robert D. Rich, Commissioner