



**PORT OF WOODLAND  
Meeting Minutes  
March 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

## **PRESENTATION**

Ellis Beckwith from KPFF Consulting Engineers presented to the Commissioners the Austin Point Dockside Feasibility Study via Power Point.

Note for the Record: Commission takes a 5-minute break at 10:09 AM , reconvening at 10:17 AM.

## **MINUTES**

### **A. March 2, 2023, Regular Meeting**

Commissioner Rich made a motion to approve minutes of the March 2, 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**

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 20470 through 20505 in the amount of \$318,940.76. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Secretary Cline noted that warrant #20479 was voided.

## **ACTION ITEMS**

### **A. Waiver of Late Fees - AmeriGas**

Secretary Cline made a motion to wave the Amerigas Propane, L.P. late free. Commissioner Rich seconded the motion.

Discussion: No change to the motion.

*Vote was unanimous. The motion was carried.*

**B. Interlocal Cooperation Agreement for Telecommunication Services –  
Petrichor Broadband, LLC**

*Secretary Cline made a motion to approve Interlocal Cooperation Agreement for Telecommunication Services with Petrichor Broadband, LLC. 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 execute agreement with Petrichor Broadband, LLC.**

**C. Petrichor Project Management Phase 2 FTTH Contract for Professional Services**

*Secretary Cline made a motion to approve Port of Woodland Professional Services Contract with Petrichor Broadband, LLC. 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 execute agreement with Petrichor Broadband, LLC.**

**D. Reach Holdings, LLC Fiber Optics Lease**

*Secretary Cline stated the Port Commission recognizes per RCW 53.08.085 that a security deposit is to be furnished from tenants when signing a lease agreement but at the Port Commission's discretion.*

*Secretary Cline made a motion to approve the lease for Reach Holdings, LLC effective 5/1/2023 to 4/30/2024. Commissioner Rich seconded the motion.*

*Discussion: No change to the motion.*

*Vote was unanimous. The motion was carried.*

*11:01 Commissioners excused Auditor Moore from the meeting.*

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

None

## **UPCOMING MEETINGS**

May 17-19, 2023 – WPPA Spring Conference

## **EXECUTIVE DIRECTOR REPORT**

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

- Cannon has started going door to door leaving door hangers and began process of determining aerial and underground.
- Legal request meeting with Commissioners regarding Design and Engineering Contract for Rose Way. Commission determined availability for March 28<sup>th</sup> at 9 AM.
- Legal is reviewing PacifiCorp Lease as directed by Commissioners at last meeting.
- News Letter is in process and timeline is expected to be met.
- Roof at 1395 Down River Drive being repaired for safety and longevity.
- Status of Down River Drive Awnings project.
- Processing of Federal Grants and CERB for various projects.
- Notice to Proceed received from EDA for Rose Way Building 2 and permits available Friday.
- Final Change Order for Tapani Rose Way project being prepared.
- Construction began on lots to North of Port office.
- Career Exploration expected participants and prep status.
- Workshop planned for April 11<sup>th</sup> @ 9:00 am for discussion of Public Access at Austin Point.

## **COMMISSIONERS REPORTS**

Secretary Cline gave notice of attending April 6<sup>th</sup> Commissioner meeting remotely.

## **ADJOURNMENT**

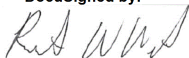
***Commissioner Rich made a motion to adjourn. Secretary Cline seconded the motion.***

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

President Wile declared the Regular Meeting adjourned at 11:41 AM.

## WOODLAND PORT COMMISSION

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Robert Wile, President

ABSENT

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Paul Cline, Secretary

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Robert D. Rich, Commissioner