



**PORT OF WOODLAND
Meeting Minutes
April 6, 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 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 – Excused Absence
	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.
President Wile seconded the motion.**

**Vote was as follows – President Wile – yes; Secretary Cline – absent;
Commissioner Rich - yes. The motion was carried.**

PUBLIC COMMENT

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. March 16, 2023 Regular Meeting

Commissioner Rich made a motion to approve the March 16, 2023 regular meeting minutes as reviewed. President Wile seconded the motion.

Discussion: No changes to the minutes.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich - yes. The motion was carried.

B. March 28, 2023 Special Meeting

Commissioner Rich made a motion to approve the March 28, 2023 special meeting minutes as reviewed. President Wile seconded the motion.

Discussion: No changes to the minutes.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich - yes. The motion was carried.

ACTION ITEMS

A. Rose Way Industrial Park Change Order 43 (Tapani)

Commissioner Rich made a motion to approve Rose Way Industrial Park Change Order 043. President Wile seconded the motion.

Discussion: No changes to the motion.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich - yes. The motion was carried.

B. Johansson Wing Change Order (Additional Services)

Commissioner Rich made a motion to approve Johansson Wing Architects Additional Services 01 in the amount of \$36,280.00. President Wile seconded the motion.

Discussion: No changes to the motion.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich - Yes. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

May 17-19, 2023 – WPPA Spring Conference

June 20-22, 2023 – PNWA Summer Conference (Everett)

July 24-26, 2023 – WPPA Commission Seminar (Alderbrook)

EXECUTIVE DIRECTOR REPORT

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

- Granite lease has been sent to legal for final review for Martin Bar.
- Career Exploration business/student interaction and preparation.
- Changes have been made by Reach Holdings, LLC. Submitted to Port Legal to review.
- Awnings at Down River Drive moving forward.
- Attended meeting on Tuesday with Representative Gluesenkamp Perez and Undersecretary Torres Small in regards to broadband.
- Had Pre-Building meeting in regards to building 1 & 2 at Rose Way Industrial Park on Tuesday.
- Maul Foster Alongi Contract signed for Port newsletter.
- Scheduling meeting with Maritime Industry Director Stephanie Bowman.
- Workshop originally scheduled for April 11th is cancelled and will be rescheduled at a later date.
- Part Time Maintenance worker is recovering and will return to work in May.

COMMISSIONERS REPORTS

Commissioner Rich appreciated Port of Cascade Locks workers public acknowledgement and communication when stopped at a Port of Cascade Locks location.

Commissioner Rich was impressed set up and student engagement at Woodland Career Exploration.

ADJOURNMENT

Commissioner Rich made a motion to adjourn. President Wile seconded the motion.

Vote was as follows – President Wile – yes; Secretary Cline – absent; Commissioner Rich - Yes. The motion was carried.

President Wile declared the Regular Meeting adjourned at 10:15 AM.

WOODLAND PORT COMMISSION

DocuSigned by:

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Robert Wile, President

Absent
Paul Cline, Secretary

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Robert D. Rich, Commissioner