



**PORT OF WOODLAND
Meeting Minutes
April 20, 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
	Office Manager	Debbie Karlsson
	Maintenance Supervisor	Jeremiah Landels

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Secretary Cline added Financial Report Item C, State Auditor's Office 2022 Annual Report and Action Item B, Right of Entry Agreement WCP, Inc.

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

MINUTES

A. April 6, 2023, Regular Meeting

Commissioner Rich made a motion to approve minutes of the April 6, 2023 regular meeting as reviewed. Motion died due to no second.

Commissioner Rich made a motion to approve the minutes of the April 6, 2023 regular meeting as presented. President Wile seconded the motion.

Discussion: No changes to the minutes.

Vote was as follows – President Wile – yes; Secretary Cline – abstain; Commissioner Rich - yes. 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 as presented. 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 20506 through 20547 in the amount of \$207,496.69. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

C. State Auditor's Office 2022 Annual Report

Secretary Cline made a motion to approve the State Auditor's Office 2022 Annual Report. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: Commissioners directed Port Auditor Moore to submit the report.

STAFF REPORT

Maintenance Supervisor Landels provided the Commissioners with the following updates:

- Martin Bar/Austin Point road condition
 - Commissioners directed for having roads completely repaired by outside service
- Cowlitz County Correction Crew performing weekly clean-up of both Martin Bar & Austin Point
- 1391 Down River Drive clean up
- Utiligi clean up, material surplus inventory and information
- 1383 Down River Drive emergency sewage repair
- Cougar
- Assistants return update and appreciation for assistance on 1391 Down River Drive clean up
- Awnings at Down River Drive
- New Projects –
 - Office fence line
 - Denali landscaping
 - 1395 Down River Drive roof

9:57 Commissioners excused Maintenance Supervisor Landels from the meeting.

ACTION ITEMS

A. Right of Entry Agreement Granite Construction

Secretary Cline made a motion to approve the Right of Entry Agreement with Granite Construction Company. Commissioner Rich seconded the motion.

Discussion: No change to the motion.

Vote was unanimous. The motion was carried.

B. Right of Entry Agreement WCP, Inc.

Secretary Cline made a motion to approve the Right of Entry Agreement with WCP, Inc. Commissioner Rich seconded the motion.

Discussion: No change to the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

UNFINISHED BUSINESS

A. Lower Columbia Channel Briefing

Executive Director Wray-Keene updated commissioners on meetings she has been attending in regards to Lower Columbia River Channel Maintenance Plan and informed commissioners of commissioners briefing prior to release. There will be various briefings so that each commissioner will be attending separate briefings.

B. Austin Point Recreation Workshop Schedule

Workshop will be postponed until a later date.

NEW BUSINESS

None

UPCOMING MEETINGS

May 12, 2023 – Ariel to Cougar Backbone Fiber Event Time @ 2:00 PM

May 17-19, 2023 – WPPA Spring Conference: Commissioners Cline and Rich attending with ED Wray-Keene

June 20-22, 2023 – PNWA Summer Conference (Everett): ED Wray-Keene not attending due to scheduled time off.

July 24-26, 2023 – WPPA Commission Seminar (Alderbrook): Commissioner Wile and Cline possibly attending.

10:32 Commissioners excused Auditor Moore from the meeting.

EXECUTIVE DIRECTOR REPORT

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

- Storage necessary for next phase of Dark Fiber
- City of Woodland Civic Center
- Sponsorships and adjustment of funds
- Update on Grant Applications
- Maintenance Supervisor Landels training on weed spraying
- Security over holidays

COMMISSIONERS REPORTS

None

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 11:04 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