



**PORT OF WOODLAND  
Meeting Minutes  
May 4, 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](mailto: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
	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.  
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 20, 2023 Regular Meeting**

**Commissioner Rich made a motion to approve the April 20, 2023 regular meeting minutes as reviewed. Secretary Cline seconded the motion.**

**Discussion: No changes to the minutes.**

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

## **ACTION ITEMS**

### **A. Reimbursement of Payment Error**

**Secretary Cline made a motion to reimburse Executive Director Wray-Keene the amount of \$1,169.94. Commissioner Rich seconded the motion.**

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

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

**Commission directed Auditor Moore to issue the warrant per motion.**

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS**

None

## **UPCOMING MEETINGS**

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

May 17-19, 2023 – WPPA Spring Conference (Wray-Keene, Cline and Rich)

May 18, 2023 – Chamber After Hours – Scott Hill Park

June 6, 2023 – Legislative Wrap Up – Chamber of Commerce @ Noon

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

## **EXECUTIVE DIRECTOR REPORT**

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

- Preparation of Leases for Martin Bar
- Ports involvement with 426 acres
- Utiligi/Dark Fiber extension
- Dark Fiber Celebration
- City of Woodland Civic Center Municipal Interlocal Agreement
- Rose Way Industrial Park status
- Down River Drive Awning completion and expected painting 2024

- Dark Fiber Yale to La Center
- Emergency Scope of Work for Martin Bar/Austin Point entrances
- Newsletter status

**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 10:11 AM.

WOODLAND PORT COMMISSION

DocuSigned by:

*Robert Wile*

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Robert Wile, President

DocuSigned by:

*Paul Cline*

60FE4021E280410...

Paul Cline, Secretary


DocuSigned by:

*Robert D. Rich*

4639C486455E418...


Robert D. Rich, Commissioner

Prepared By:

DocuSigned by:  
  
06B3DFEA0C6A416...

Debra Karlsson, Office Manager

Reviewed By:

DocuSigned by:  
  
80EE4021E280410...

Paul Cline, Commission Secretary