



**PORT OF WOODLAND  
Meeting Minutes  
May 25, 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 – Excused Absence
	Port Auditor	Carol Moore
	Office Manager	Debbie Karlsson
	Maintenance Supervisor	Jeremiah Landels

**OPENING REMARKS**

**Note: President Wile stated for the record Executive Director Wray-Keene was excused.**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

**Secretary Cline added Action Item B. Utiligi LLC Change Order dated 5/11/2023, Action Item C. Utiligi LLC Change Order 0250-T02 and Action Item D. Utiligi LLC Change Order 0250-03313.**

**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. May 4, 2023, Regular Meeting**

**Commissioner Rich made a motion to approve regular meeting minutes for the May 4, 2023 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 20548 through 20604 in the amount of \$380,449.75. Commissioner Rich seconded the motion.**

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

**Vote was as follows: President Wile – Nay; Secretary Cline – Nay, Commissioner Rich - Yes. The motion was denied.**

**Secretary Cline made a motion to approve vouchers/warrants/electronic payments/debits 20548 through 20604 in the amount of \$380,449.73. Commissioner Rich seconded the motion.**

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

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

Secretary Cline noted that warrant #20571 was voided.

**ACTION ITEMS**

**A. BNSF Late Fee**

**Secretary Cline made a motion to waive the BNSF Late Fee. Commissioner Rich seconded the motion.**

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

**Vote was as follows: President Wile – Nay; Secretary Cline – Nay, Commissioner Rich - Nay. The motion was denied.**

Kara Riebold informed Commissioners of recommendations of Utiligi LLC Change Orders being presented in Action Item B, Action Item C and Action Item D.

**B. Utiligi LLC Change Order dated 05/11/2023**

**Secretary Cline made a motion to approve Utiligi LLC Change Order dated 5/11/2023. Commissioner Rich seconded the motion.**

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

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

**Note: President Wile stated for the record Utiligi LLC Change Order dated 05/11/2023 made no financial adjustment to project.**

**Direction: Commissioners directed President Wile to sign Utiligi LLC Change Order dated 05/11/2023.**

**C. Utiligi LLC Change Order 0250-T02**

**Secretary Cline made a motion to approve Utiligi LLC Change Order 0250-T02. Commissioner Rich seconded the motion.**

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

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

**Note: President Wile stated for the record Utiligi LLC Change Order 0250-0T02 made no financial adjustment to project.**

**Direction: Commissioners directed President Wile to sign Utiligi LLC Change Order 0250-T02.**

**D. Utiligi LLC Change 0250-03313**

**Secretary Cline made a motion to table Utiligi LLC Change 0250-03313. Commissioner Rich seconded the motion.**

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

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

**UNFINISHED BUSINESS**

**A. Public Access Entries**

**Maintenance Supervisor Landels informed the Commissioners on the emergency bids exceeding expected dollar amount for the Martin Bar/Austin Point public access entries. Maintenance Supervisor Landels discussed with Commissioners suggestions/recommendations obtained from contractors and discussion with Executive Director Wray-Keene. Secretary Cline appreciated Maintenance Supervisor Landels proactive approach discussed.**

**Maintenance Supervisor Landels also informed Commissioners in regards to parking lot at Flashco discovered during last repairs made.**

**B. Personnel Manual Update**

The Commission reviewed and discussed draft copy of the Personnel Manual requesting a clean copy for next meeting for final approval.

**NEW BUSINESS**

None

**UPCOMING MEETINGS**

June 6, 2023 – Legislative Wrap up – Chamber of Commerce @ Noon: All Commissioners

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

August 4, 2023 – City of Woodland Hot Summer Nights

**COMMISSIONERS REPORTS**

President Wile stated good communications at Scott Hill Park After Hours and was thanked by Secretary Cline for Port representation.

Secretary Cline and Commissioner Rich recognized compassionate leadership by WPPA Executive Director Eric ffitich at the WPPA Commission Seminar.

**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 10:27 AM.

WOODLAND PORT COMMISSION

DocuSigned by:  
  
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Robert Wile, President

DocuSigned by:  
  
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Paul Cline, Secretary

DocuSigned by:  
  
4639C486455E418...  
Robert D. Rich, Commissioner