



**PORT OF WOODLAND
Meeting Minutes
June 1, 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
	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. May 25, 2023 Regular Meeting

Commissioner Rich made a motion to approve the May 25, 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. Personnel Manual

Secretary Cline made a motion to approve the revised Port of Woodland Non-Exempt Personnel Manual. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

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

June 17, 2023 – Woodland Planters Days Parade (Commission and Staff)

TBD – Port Night Columbia River Cup – Ridgefield/Cowlitz Baseball

July 24-26, 2023 – WPPA Commission Seminar (Cline and Wile)

August 25, 2023 – Chamber Golf Tournament (Wile)

October 26, 2023 – WPPA Small Ports Conference – Lake Chelan

EXECUTIVE DIRECTOR REPORT

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

- Utiligi LLC material change order
- Update of Scope of Work for Martin Bar Public Access Entries
- Yale Bridge Dark Fiber
- Port of Woodland Newsletter
- Rose Way Industrial Park permits
- Planter's Days Parade
- Preparation of Leases for Martin Bar
- EDA Reimbursement for Rose Way Industrial Park

- Council of Government meetings regarding further funding for Dark Fiber projects
- BNSF lease/payments
- Fans being installed at 1387 Down River Drive Suites A & B
- Update of Scope of Work for 1383 Down River Drive
- Pacificorp/Cougar
- Lower Columbia River Channel Maintenance Plan

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 10:04 AM.

WOODLAND PORT COMMISSION

DocuSigned by:

33384E26AD96413...
Robert Wile, President

DocuSigned by:

60EE4021E280410...
Paul Cline, Secretary

DocuSigned by:

4639C486455E418...
Robert D. Rich, Commissioner