



# Port of Woodland

## **PORT OF WOODLAND Meeting Minutes June 15, 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 A.M. 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 A.M.

Roll Call:	President	Robert Wile
	Secretary	Paul Cline
	Commissioner	Robert D. Rich
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson – excused absence

### **OPENING REMARKS**

#### **A. Pledge of Allegiance**

#### **B. Approval of Agenda**

Discussion: Agenda will be amended as follows:

- Add Unfinished Business B - City/County MOA

**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. June 1, 2023 Regular Meeting**

**Commissioner Rich made a motion to approve the minutes of the June 1, 2023, regular meeting as reviewed. Secretary Cline seconded the motion.**

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

**FINANCIAL REPORT**

**A. Approval of Port's Financial Report**

**Secretary Cline made a motion to approve the Port's Financial Report. Commissioner Rich seconded the motion.**

**Discussion: No changes to the financial report.**

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

**B. Approval of vouchers, warrants and electronic payments**

**Secretary Cline made a motion to approve vouchers, warrants and electronic payments 20605 through 20633 in the amount of \$618,731.39. Commissioner Rich seconded the motion.**

**Discussion: Secretary Cline notes for the record 4 voids: #20628, #20629, #20631, #20632.**

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

**ACTION ITEMS**

None

**UNFINISHED BUSINESS**

**A. Marine Terminal Lease Template Discussion**

Executive Director Wray-Keene presents a power point presentation on the highlights of what should be written into a marine terminal lease. The Commission and Executive Director Wray-Keene discuss the points of the presentation.

## **A. City/County MOA**

The Commission and Executive Director Wray-Keene discuss the draft document of the Memorandum of Agreement between the City of Woodland and Cowlitz County (see exhibit A).

### **NEW BUSINESS**

None

### **UPCOMING MEETINGS**

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

Activities Under Delegation of Authority

Executive Director Wray-Keene informs the commission, per her delegation of authority, that she signed two contracts with Columbia West for Rose Way Industrial Park, building I and building II, to provide on-call geotechnical construction monitoring, special inspection and laboratory testing services as requested.

Executive Director Wray-Keene gives an update on the following:

Progress of Utiligi dark fiber construction project

Zoom meeting with Skamania group on potentially extending dark fiber

### **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 11:05 A.M.

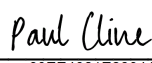
## WOODLAND PORT COMMISSION

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Robert Wile, President

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Paul Cline, Secretary

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Robert D. Rich, Commissioner