



**PORT OF WOODLAND
Meeting Minutes
July 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

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

Executive Director Wray-Keene informed commissioners of two phone calls received from separate parties in regard to possibility of Port purchase of Jim Stevens property.

MINUTES

A. July 6, 2023, Regular Meeting

Commissioner Rich made a motion to approve regular meeting minutes for the July 6, 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 20634 through 20681 in the amount of \$312,061.71. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Secretary Cline noted that warrant #20639 was voided.

ACTION ITEMS

None

UNFINISHED BUSINESS

A. Port Policy Manual

Executive Director Wray-Keene, Auditor Moore and Office Manager Karlsson discussed with commissioners various suggested changes to be made to the Port of Woodland Policy Manual.

9:52 Commissioners excused Auditor Moore from the meeting.

NEW BUSINESS

None

UPCOMING MEETINGS

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

August 1, 2023 – National Night Out 6-8 PM @ Horseshoe Lake

August 20, 2023 – After Hours – Advanced Nutrients – 4-7 PM

August 25, 2023 – Chamber Golf Tournament (Commissioner Wile)

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

EXECUTIVE DIRECTOR REPORTS

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

- Fire at Martins Bar North
- Status of Utiligi, LLC
- Cannon Construction LLC for Ariel to Cougar FTTH
- Rose Way extension
- Suggestion to commissioner in regards to old fire station in downtown Woodland
- 2024 Budget
- Port of Woodland Branding
- Access at Austin Point and Martins Bar

COMMISSIONERS REPORTS

Commissioner Rich appreciated Executive Director Wray-Keene and Auditor Moore's attendance at the Columbia River Steamship Operators Association luncheon.

Secretary Cline informed commissioners of discussion with Peterson family in regards to Scott Hill Park baseball scoreboard plaque.

ADJOURNMENT

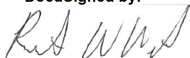
Commissioner Rich made a motion to adjourn. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 11:09 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