



**PORT OF WOODLAND
Meeting Minutes
August 17, 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

Email was received from gentleman in regards to Port plans on industrial and public access on waterfront. Executive Director Wray-Kenne sent email to commissioners for

their information. Executive Director Wray-Kenne responded to gentleman's email explaining numerous discussions with Port of Kalama has occurred.

MINUTES

A. August 3, 2023, Regular Meeting

Commissioner Rich made a motion to approve regular meeting minutes for the August 3, 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 in the amount of \$784,781.29. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Secretary Cline noted that Warrant #20660 was cancelled.

Note: Attached Exhibit A shows numbers 20682 through 20719 for Voucher/Warrants.

ACTION ITEMS

A. Cannon Construction Change Order 01 Fiber to the Home Phase 2

Secretary Cline made a motion to approve Cannon Construction Change Order 01 for the Ariel to Cougar Fiber to the Home Phase 2. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: President Wile directed Executive Director Wray-Keene to execute Change Order 01 for the Ariel to Cougar Fiber to Home Phase 2 contract with Cannon Construction.

B. Resolution #519: RCO Local Parks

Secretary Cline made a motion to approve Resolution 519. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

C. Utiligi Change Order

Executive Director Wray-Keene explained to commission possibility of need for extension of contract date for Utiligi.

Direction: Commissioners directed Executive Director Wray-Keene to proceed with Utiligi Change Order for extension of contract date with no financial changes.

UNFINISHED BUSINESS

A. Cancellation of Rose Way Industrial Park Building One Change Order 1

Secretary Cline made a motion to cancel Rotschy Inc. Change Order 001 for Rose Way Industrial Park Building 1. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

9:36 Commissioners excused Auditor Moore from the meeting.

NEW BUSINESS

None

UPCOMING MEETINGS

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 –

- City of Woodland’s plan on old Fire Station at 100 Davidson
- Reviewing utility billing with City
- Joint meeting recap in regards to Woodland Bottoms

COMMISSIONERS REPORTS

Commissioners stated that the Advanced Nutrition open house walk through was very interesting and informative.

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 9:56 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

DocuSigned by:

60FE4021E280410...
Paul Cline, Secretary

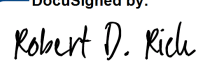
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Robert D. Rich, Commissioner

EXHIBIT A

We, the undersigned Board of Commissioners of the Port of Woodland, Cowlitz County, Washington, do hereby certify the merchandise or services hereinafter specified have been received.

The following vouchers/warrants/electronic payments/debits in the amount of \$784,781.29, are approved 1

Vouchers/Warrants - General and Capital
numbers: 20682 through 20719

DEBIT/EFT - Payroll
debit: in the amount of \$19,923.71
debit: in the amount of \$6,125.10

Wires, Electronic Payments & Other Debits
dates: amount:
dates: amount:
dates: amount:

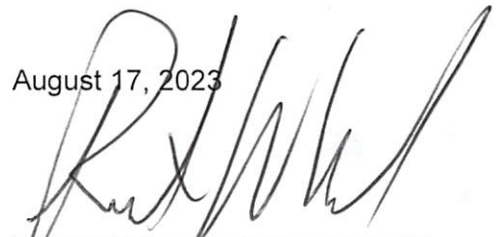
Cancelled
numbers: 20660

Attest:



Port Auditor

August 17, 2023



Robert Wile, President



Paul Cline, Secretary



Robert D. Rich, Commissioner