



**PORT OF WOODLAND
Meeting Minutes
September 7, 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 – Excused Absence
	Office Manager	Debbie Karlsson
	Maintenance Supervisor	Jeremiah Landels

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 the Commissioners of positive postings on the Port's Facebook page.

DEPARTMENT REPORTS

A. Maintenance

Maintenance Supervisor Landels provided the Commissioners with the following updates:

- Martin Bar/Austin Point Beach Access
- Beach front minimal garbage and auto dumping to date
- Equipment rented and work completed last week
- Cougar
- Appreciation of part time maintenance helper and foresees need to continue and grow
- Explained equipment and attachments usage submitted for funding
- Plans to earn spraying license upcoming winter
- Landscaping completed and planned
- Orchard plans
- Current and future projects

9:41 Commissioners excused Maintenance Supervisor Landels from the meeting.

MINUTES

A. August 17, 2023, Regular Meeting

Commissioner Rich made a motion to approve the regular meeting minutes for the August 17, 2023 meeting as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

B. August 17, 2023, Special Meeting - Workshop

Commissioner Rich made a motion to approve the special meeting – workshop minutes for the August 17, 2023 meeting as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Rose Way Industrial Park Building 1 Change Order 1

B. Rose Way Industrial Park Building 2 Change Order 1

Secretary Cline made a motion to Table Action Item A & B. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Capital Project Financial Plan

Executive Director Wray-Keene reviewed with Commission via Power Point presentation the Port's current Capital Project Financial Plan.

B. 2024 Operations

Executive Director Wray-Keene and Commission discussed matters that were reviewed in the August 17, 2023 Workshop on the 2024 Operations.

NEW BUSINESS

None

UPCOMING MEETINGS

September 22 – Kelso-Longview State of The Ports (Longview, Kalama and Woodland)

October 11-13 – PNWA Annual Convention @ Vancouver (Cline, Rich)

October 26-27 – WPPA Small Ports Conference @ Lake Chelan (Wile, Cline, Rich, Wray-Keene)

December 6-8 – WPPA Annual Meeting @ Vancouver

EXECUTIVE DIRECTOR REPORTS

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

- City of Woodland/Fire Station 100 Davidson Avenue
- Dark Fiber Phase 1/Utiligi

COMMISSIONERS REPORTS

President Wile stated that the Chamber Golf Tournament was a success.

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 11:46 AM.

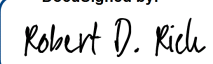
WOODLAND PORT COMMISSION

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Robert Wile, President

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Paul Cline, Secretary

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Robert D. Rich, Commissioner