



**PORT OF WOODLAND
Meeting Minutes
September 21, 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 – Via Zoom
	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

Executive Director Wray-Keene added Unfinished Business C. Reschedule October 19, 2023 Regular Meeting.

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. September 7, 2023, Regular Meeting

Commissioner Rich made a motion to approve regular meeting minutes for the September 7, 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 20720 through 20755 in the amount of \$627,980.92. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. JWA Change Order 02 Building 1

Secretary Cline made a motion to approve Johansson Wing Architects Change Order #02 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.

Direction: President Wile directed Executive Director Wray-Keene to execute Change Order 02 for Johansson Wing Architects Rose Way Industrial Park Building 1.

B. JWA Change Order 02 Building 2

Secretary Cline made a motion to approve Johansson Wing Architects Change Order #02 for Rose Way Industrial Park Building 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 02 for Johansson Wing Architects Rose Way Industrial Park Building 2.

UNFINISHED BUSINESS

A. Preliminary 2024 Budget

Executive Director Wray-Keene and Commission discussed the Preliminary 2024 Budget.

B. Rescheduling December 7 Meeting

Secretary Cline made a motion to cancel the December 7, 2023 regular meeting. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

C. Reschedule October 19, 2023 Regular Meeting

Secretary Cline made a motion to reschedule the October 19, 2023 regular meeting to Tuesday, October 24, 2023. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

NEW BUSINESS

None

UPCOMING MEETINGS

September 22, 2023 – Kelso-Longview State of The Ports (Longview, Kalama and Woodland)

October 4, 2023 – Centennial Industrial Park Owners Association and Schurman Way Industrial Park Owners Association Meetings

October 11-13, 2023 – PNWA Annual Convention

October 26-27, 2023 – WPPA Small Ports Conference at Lake Chelan

December 6-8, 2023 – WPPA Annual Meeting

EXECUTIVE DIRECTOR REPORTS

Noted: Executive Director Wray-Keene will be out of the Office October 5-16. During this time, Auditor Moore is designated as authorization in her absence.

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

- Dark Fiber Phase 1/Utiligi
- Dark Fiber Phase 2
- Martin Bar
- Austin Point
- Exploration of long-term short line raiiling options for Schurman Way
- Cougar restroom transfer to Pacific Power
- City of Woodland/Fire Station 100 Davidson Avenue at stand still

COMMISSIONERS REPORTS

President Wile informed commissioners of positive meetings with Commissioner Dahl and Congresswoman Gluesenkamp Perez. Both were very productive meetings and eye opening to what the Port of Woodland is doing and working towards.

ADJOURNMENT

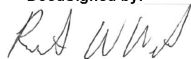
Commissioner Rich made a motion to adjourn. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 9:55 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