



**PORT OF WOODLAND
Meeting Minutes
October 5, 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 – Excused Absence
	Port Auditor	Carol Moore
	Office Manager	Debbie Karlsson
	Legal Counsel	Milt Reimers – Via Zoom

OPENING REMARKS

Note: President Wile stated for the record Executive Director Wray-Keene was excused.

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

None

PUBLIC HEARING

2023 Preliminary Budget

At 9:02 AM, President Wile recesses the regular meeting.

At 9:02 AM, President Wile opened the public meeting.

President Wile asks if there is any public comment.

No public comment via on-line, email or in-person.

At 9:02 AM, President Wile closed the Public Hearing.

At 9:02 AM, President Wile re-convenes the regular meeting.

MINUTES

A. September 21, 2023, Regular Meeting

Commissioner Rich made a motion to approve the regular meeting minutes for the September 21, 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. Five Rivers Construction Retainage Release

Secretary Cline made a motion to release the retainage to Five Rivers Construction Inc in the amount of \$4,475.95. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: President Wile directed Auditor Moore to release Fiver Rivers Construction Inc retainage.

B. Centennial Industrial Park Owners Association transfer of assets

Secretary Cline made a motion to approve the Quit Claim Deed from the Port of Woodland to Centennial Industrial Park Owners Association. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: President Wile directed Office Manager Karlsson to record the Quit Claim Deed.

C. Schurman Way Industrial Park Owners Association transfer of assets

Secretary Cline made a motion to approve the Quit Claim Deed from the Port of Woodland to Schurman Way Industrial Park Owners Association. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: President Wile directed Office Manger Karlsson to record the Quit Claim Deed.

D. Olympic Pipe Line Assignment of Lease to Schurman Way Industrial Park Owners Association

Secretary Cline made a motion to execute the Transfer of Assignment and Assumption of the Olympic Pipe Line Company LLC Lease to Schurman Way Industrial Park Owners Association as presented. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

Direction: President Wile directed Attorney Reimers to notify Olympic Pipe Line.

UNFINISHED BUSINESS

A. Granite Construction Right of Entry Option extension

Commissioners discussed the Granite Construction Right of Entry extension.

B. Wilsonville Concrete Products Right of Entry Option Extension.

Commissioners discussed the Wilsonville Concrete Products Right of Entry extension.

NEW BUSINESS

None

EXECUTIVE DIRECTOR REPORTS

Commissioners reviewed and discussed report supplied by Executive Director Wray-Keene.

UPCOMING MEETINGS

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

October 21 – 2023 Gold Leaf Event @ Summit Grove Lodge(Wile, Cline, Rich, Wray-Keene)

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

December 6-8 – WPPA Annual Meeting @ Vancouver

COMMISSIONERS REPORTS

President Wile and Secretary Cline stated that the Schurman Way Industrial Park Owners Association and the Centennial Industrial Park Owners Association meetings were both successful.

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 9:49 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