



**PORT OF WOODLAND
Meeting Minutes
October 24, 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

None

MINUTES

A. October 5, 2023, Regular Meeting

Commissioner Rich made a motion to approve the October 5, 2023 regular meeting minutes 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 20756 through 20814 in the amount of \$1,157,198.90. Commissioner Rich seconded the motion.

Discussion: No changes to the motion.

Vote was unanimous. The motion was carried.

President Wile noted that warrant #20792 is a void.

Note for the record Commissioners appointed President Wile to represent the commissioners for the upcoming Accountability Audit the week of November 6, 2023.

ACTION ITEMS

A. Tapani Retainage Release for Rose Way Industrial Park horizontal construction

Secretary Cline made a motion to approve the release of retainage to Tapani Inc. for the Rose Way Industrial Park Improvement project in the amount of \$234,453.23. 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 Tapani Inc. retainage.

B. Contract Amendment #01 Rotschy Building 1

Secretary Cline made a motion to approve the Rotschy Inc Contract Amendment #01 for the Rose Way Industrial Park PW-2022-03 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 the Contract Amendment #01 Rotschy Building 1.

C. Contract Amendment #01 Rotschy Building 2

Secretary Cline made a motion to approve the Rotschy Inc Contract Amendment #01 for the Rose Way Industrial Park PW-2022-02 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 the Contract Amendment #01 Rotschy Building 2.

UNFINISHED BUSINESS

A. Ecological Land Services/Gibbs & Olson Austin Point Recreational Planning Proposal

Secretary Cline made a motion to approve the Scope of Works and Project Estimate for Austin Point Improvements with Ecological Land Services and Gibbs & Olson. 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 proceed with Ecological Land Services/Gibbs & Olson Austin Point Recreational Planning Proposal.

NEW BUSINESS

A. 2024 Capital Budget

a. Down River Drive Exterior Painting Project (2024)

Executive Director Wray-Keene and Commissioners discussed bids received for the Down River Drive Exterior Painting Project to be performed in 2024.

b. Down River Drive 1391 Parking Lot Repair Project (2024)

Executive Director Wray-Keene and Commissioners discussed bids received for the Down River Drive 1391 Parking Lot Repair Project to be performed in 2024.

UPCOMING MEETINGS

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

December 6-8, 2023 – WPPA Annual Meeting

EXECUTIVE DIRECTOR REPORTS

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

- Leases for Martin Bar
- Rail Road operation and maintenance lease
- Port's applying for USDOT Smart Grant in regards to electric rail cars
- Utiligi contract closed
- Dark Fiber Phase 2 bidding closes November 9, 2023
- HHPR

COMMISSIONERS REPORTS

Secretary Cline stated that the PNWA has a staff that is very knowledgeable. It was great to reconnect while attending the PNWA annual convention.

Commissioner Rich stated that when attending the Meet-and-greet at Luckman's Coffee, it was very packed. It was a very respectful meeting by all legislative representatives.

ADJOURNMENT

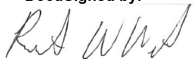
Commissioner Rich made a motion to adjourn. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 10:42 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