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PORT OF WOODLAND
Meeting Minutes
September 17, 2026

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, WA or virtually through Zoom.

CALL TO ORDER

President Wile called the meeting to order at 9:00 A.M.

Roll Call:	President	Robert Wile
	Secretary	Robert D. Rich
	Commissioner	Patrick Canfield
	Executive Director	Chris Herman
	Operations Director	Debra Karlsson
	Finance/Administration Coordinator	Pam Chace
	Maintenance/Project Supervisor	Jeremiah Landels
	Finance Director	Veronica McPherson (excused absence)

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Secretary Rich made a motion to approve the September 17, 2026, agenda as presented. Commissioner Canfield seconded the motion.

Vote was unanimous. The motion carried.

PUBLIC COMMENT

The opportunity for public comment was provided in person, through Zoom, and in written form, which would be read into the record.

A. Items ON the agenda

None.

B. Items NOT ON the agenda

None.

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MINUTES

A. September 3, 2026, Regular Meeting

Secretary Rich made a motion to approve the Port of Woodland September 3, 2026, Regular Meeting minutes as reviewed. Commissioner Canfield seconded the motion.

Discussion was made with no changes to motion.

Vote was unanimous. The motion carried.

FINANCIAL REPORTS

A. Monthly

Secretary Rich made a motion to approve the Port of Woodland's August 2026 Financial Report. Commissioner Canfield seconded the motion.

Discussion was made with no changes to motion.

Vote was unanimous. The motion carried.

B. Warrants and Vouchers

Secretary Rich made a motion to approve vouchers, warrants, electronic payments and debits #22868 through #22903 in the amount of $344,133.88, noting no voids. Commissioner Canfield seconded the motion.

Discussion was made with no changes to motion.

Vote was unanimous. The motion carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

DEPARTMENT REPORTS

Operations Director Karlsson updated the Commission on the following:

- Owner's Association Meetings

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Maintenance Supervisor Landels updated the Commission on the following:

- End of Summer Social Event Recap

Finance/Administration Coordinator Chace updated the Commission on the following:

- End of Summer Social Event

EXECUTIVE DIRECTOR REPORT

Executive Director Herman updated the Commission on the following:

- Hamilton
- End of Summer Social Event Recap
- Finance Director McPherson's one year anniversary
- Rose Way Industrial Park
- Brown & Strauss
- Austin Point/RCO
- Grant recap

UPCOMING MEETINGS

October 1, 2026, Regular Commission Meeting
October 12, 2026, Holiday Columbus/Indigenous People's Day
October 13-15, 2026, PNWA Annual Meeting (Herman)
October 17, 2026, Rotary Gold Leaf Event (Rich, Herman, McPherson, Karlsson, Landels, Chace)
October 20, 2026, Regular Commission Meeting
October 22-23, 2026, WPPA Small Ports Conference (Rich, Canfield, Herman, Karlsson)
November 5, 2026, Regular Commission Meeting
November 11, 2026, Holiday, Veteran's Day
November 19, 2026, Regular Commission Meeting
November 26-27, 2026, Holiday Thanksgiving
December 9-11, 2026, WPPA Winter Meeting
December 12, 2026, Christmas Ships on the Columbia River

COMMISSIONERS REPORTS

Secretary Rich commented on the End of Summer Social and stated it was a terrific opportunity, great start, and heard nothing but positive comments from guests. He attended both Chamber of Commerce Luncheon's and was pleased to be able to hear different perspectives.

President Wile wanted to publicly thank staff, Brandy Lyn, Jeff Creighon, and North Bound Taphouse and Sports Bar for partnering with us and all their help in making this successful.

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ADJOURNMENT

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

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 10:01 AM.

WOODLAND PORT COMMISSION

Signed by:
Robert Wile
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Robert Wile, President

Signed by:
Rob Rich
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Robert D. Rich, Secretary

Signed by:
Pat Canfield
77640E20158E461...
Pat Canfield, Commissioner