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# PORT OF WOODLAND
## Meeting Minutes
## October 1, 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 to 9:00 A.M.

| | | |
|---|---|---|
| Roll Call: | President | Robert Wile |
| | Secretary | Robert D. Rich |
| | Commissioner | Patrick Canfield |
| | Executive Director | Christopher Herman |
| | Operations Director | Debra Karlsson |
| | Finance Director/Treasurer | Veronica McPherson |
| | Maintenance/Project Supervisor | Jeremiah Landels |
| | Finance/Administration Coordinator | Pam Chace |
| | Project Manager | David Ripp (via Zoom) |

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

*Secretary Rich made a motion to approve the October 1, 2026, Regular Meeting 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

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**B. Items NOT ON the agenda**
None

**PUBLIC HEARING**
**2027 Preliminary Budget**

At 9:02 A.M., President Wile recesses the regular meeting.
At 9:02 A.M., President Wile opened the public hearing for 2027 Preliminary Budget.
President Wile asks if there is any public comment.
No public comment via online, email, or in-person.
At 9:03 A.M., President Wile closed the public hearing.
At 9:03 A.M., President Wile reconvenes the regular meeting.

**MINUTES**
**A. September 17, 2026, Regular Meeting**

*Secretary Rich made a motion to approve the Port of Woodland September 17, 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.*

**WORKSHOP**
**Port of Woodland Strategic Plan – 2026 Update**
Project Manager Ripp and Executive Director Herman reviewed with Commission the status and plans updating the Port of Woodland Strategic Plan.

**DEPARTMENT REPORTS**
Maintenance Supervisor Landels updated the Commission on the following:

- Man-lift Update

Finance Director McPherson updated the Commission on the following:

- WFOA Conference
- Audit
- 2027 Budget

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## EXECUTIVE DIRECTOR REPORT

Executive Director Herman updated the Commission on the following:

- Lelooska Foundation
- Martin Bar North
- Staff Anniversaries/Milestones

## UPCOMING MEETINGS

October 12, 2026, Holiday, Columbus/Indigenous People's Day
October 13-15, 2026, M5/M84 Conference and 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)
October 30, 2026, Downtown Halloween Event
November 4, 2026, CEDC Annual Meeting and Luncheon (Commission, Herman)
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

None.

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**ADJOURNMENT**

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

*Vote was unanimous. The motion carried.*

President Wile declared the Regular Meeting adjourned at 10:49 A.M.

WOODLAND PORT COMMISSION

Signed by:
Robert Wile
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Robert Wile, President

Signed by:
Rob Rich
4639C486455E418...
Robert D. Rich, Secretary

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