



Application For Appointment To Port of Woodland Commissioner District 3

Thank you for your interest in serving the community as a member of the Port of Woodland Commission.

The timeline for filling the Commission vacancy is as follows:

June 6, 2025: Deadline - Applications due to the Port of Woodland by 5:00 pm

June 17, 2025 Starting at 6 PM: Candidate interviews (Special Meeting, open to the public)

To be considered, your application must be completed and received by the Port of Woodland (1608 Guild Road, Woodland, WA, 98674) or emailed to jkeene@portofwoodland.com **no later than 5:00 pm on June 6, 2025 by 5:00 PM**. Applications received after 5:00 pm will not be accepted. Additional written information after this date will not be accepted, unless requested by the Port of Woodland Commission.

Please submit the following items to be considered for the position:

- Application (see page 3)
- A cover letter (**1 page**) indicating your interest and general qualifications for the position
- A resume of **no more than 2 pages**
- Completed answers to the Supplemental Questions of **no more than 3 pages total**

The application and any correspondence should be addressed to:

Jennifer Wray-Keene
Executive Director
1608 Guild Road
Woodland, WA 98674
(360) 225-6555
jkeene@portofwoodland.com

Commissioner Eligibility, Requirements & Public Disclosure

To be eligible to be appointed to the Port of Woodland Commission, you:

- Must be a resident within District 3 of the Port of Woodland district boundaries; and
- Must be a registered voter in Cowlitz County.

If you hold, participate in or are involved in any contract(s) with the Port of Woodland, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter. Please visit www.portofwoodland.com/about to determine if you are in District 3. You may also confer with the Cowlitz County Elections at elections@co.cowlitz.wa.us, 360.577.3005 or in person at 207 N. 4th Avenue Room 107.

Please Note that:

- Once a Commissioner application is filed with the Port of Woodland, it is a public record available to the public.
- The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the supplemental questions, will be posted on the Port of Woodland's website the week of the initial interviews.
- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission (www.pdc.wa.gov).
- The appointment is through the final date of certification of the 2025 General Election. If the appointed person has not been elected, their appointment term will end and the elected Commissioner will take the position immediately.
- Filing week for the primary election is May 5-9. It is not required to have filed for election for the appointment.

Commissioner Duties & Compensation

The Port of Woodland is a municipal corporation which exercises local governmental powers. The Port has a three-member Commission which acts as the Port's policy making and regulatory body. The Commission duties include adopting a plan for harbor improvements, creating industrial improvement districts, establishing user rates for port facilities, setting compensation levels and expense reimbursement for Port staff, adopting the Port budget, levying taxes, providing promotional hosting expenditures, and executing contracts. Information on the legal authority of Port districts and the role of Port Commissioners is available through the Municipal Research and Services Center (MRSC) and Washington Public Ports Association (WPPA).

The duties of a Port Commissioner will likely involve an average minimum commitment of 10-20 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Commission duties include, but are not limited to:

- Required attendance at regular Port Commission meetings, which are held on the first and third Thursday at 9 A.M. From time to time, Port of Woodland Commission President may call special Commission meetings to handle Port business.
- Commissioners are expected to serve on regional boards and commissions, and to represent the Port Commission at various community functions. These various meetings and functions occur normally during the evenings, but may also occur occasionally on weekends, and during weekdays. This may include conferences and trainings and include travel and overnights.
- Advise the Executive Director on long-range planning. Approve basic long- and short-range operating plans and budgets as recommended by the Executive Director in keeping with established direction, objectives, and policies.
- Decide on matters which exert major influence on the manner in which the Port's business is conducted; and in general, protect and make the most effective use of the Port of Woodland's assets.

The Commissioner compensation is based on per diem rate and a monthly salary per RCW 53.12.260 and set by Washington State Office of Financial Management (OFM).

Each Candidate should come to the interview prepared to speak to the following questions:

1. Why do you want to serve on the Port of Woodland Commission?
2. What experiences, talents or skills would you bring to the Port and community that you would like to highlight?
3. Are there any Port issues in which you have a particular interest or expertise?
4. Given the limited term of the appointment, what do you hope to accomplish as a Port Commissioner?
5. What is your understanding of Port governance and the decision-making process?

The Commission may ask additional questions of candidates during the interview.



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Applicant Information

Applicant Name: _____

Residence Address: _____

Mailing Address (if different): _____

Home Phone: _____ Work Phone: _____

E-Mail: _____

Employer: _____

Cover Letter & Resume

Please attach a one page cover letter and a resume of no more than two pages to this application.

Supplemental Questions

Please respond to the following questions regarding your interest in the position of Commissioner for the Port of Woodland on separate pages using no more than 3 pages total:

1. Why are you interested in serving as a Port of Woodland Commissioner?
2. What strength(s) would you bring to the Commission?
3. Explain your current and past community involvement and/or service on city, nonprofit, or public boards, committees, task forces, or commissions and how this has contributed to the Cowlitz County community. Address its relevance to the position of Port of Woodland Commissioner.
4. Is there anything else that you may wish to add that would help us get to know you a little better?

Please return this form, your cover letter, resume and answers to the supplemental questions to the Port of Woodland 1608 Guild Road, Woodland, WA, 98674) or via email listed below **no later than 5:00 pm on October 31, 2018**. Applications received after 5:00 pm will not be accepted.

The application and any correspondence should be addressed to:

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Executive Director
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Woodland, WA 98674
(360) 225-6555
jkeene@portofwoodland.com