



**PORT OF WOODLAND
Meeting Minutes
June 7, 2018**

A regular meeting of the Woodland Port Commission was held on June 7, 2018 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 3:05 P.M.

Those present were:

President	Paul Cline
Secretary	Dale Boon
Commissioner	Gerald Peterson
Executive Director	Jennifer Keene
Auditor	Carol Moore

Guests present: See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: No changes to the agenda

**Commissioner Peterson made a motion to approve the agenda, as presented.
Secretary Boon seconded the motion.**

Vote was unanimous. The motion was carried.

PUBLIC COMMENT (5-minute limit)

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. May 17, 2018 Regular Meeting

Secretary Boon made a motion to approve the minutes of the May 17, 2018 regular meeting, as presented. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

ACTION ITEMS

A. 1670 Schurman Way Lease: Metro Transmission

Secretary Boon made a motion to approve lease addendum with Metro Transmission. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

B. 1670 Schurman Way Lease: Hamilton Drywall

President Cline reads into record: The Port Commission recognizes per RCW 53.08.085 that a security deposit is required from tenants when signing a lease agreement. The Port requires rent to be secured; however, at a lower security amount than required by the state law. The Port will be obtaining a deposit amount of \$3,799.32 from Hamilton Materials Washington LLC dba Hamilton Drywall Products.

Secretary Boon made a motion to approve the lease for Hamilton Materials Washington LLC dba Hamilton Drywall Products effective June 18, 2018 thru September 30, 2020. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

C. 1670 Schurman Way Termination of Lease: Superior Industrial Services

Commissioner Peterson made a motion to terminate lease at 1670 Schurman Way with Superior Industrial Services effective June 7, 2018. Secretary Boon seconded the motion.

Vote was unanimous. The motion was carried.

D. Washington Department of Fish and Wildlife Third Addendum

Secretary Boon made a motion to approve third addendum for the Washington Department Fish and Wildlife lease. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

E. Resolution Cowlitz Wahkiakum Economic Development District

Secretary Boon made a motion to approve resolution #455 Port of Woodland membership to Cowlitz Wahkiakum Economic Development District. Commissioner Peterson seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. Guild-Klady Centennial Orchard Irrigation

Executive Director Keene reported to the Commission that Mitch Ingraham has requested that the Port consider installing irrigation at the orchard.

Direction: The Commission directs Executive Director Keene to set up a workshop at the site and invite Mitch to explain the process.

NEW BUSINESS

A. Dark Fiber Development

Executive Director Keene reported on a workshop she attended in South Bend, hosted by CERB regarding broadband infrastructure.

UPCOMING MEETINGS INFORMATION

- WPPA Finance Conference (Moore) June 12-15
- Planters Days June 14-17 (Port Sponsors Fireworks on June 14) Candy Bag Delivery for parade (Boon)
- PNWA Conference (Keene) June 24-27
- Dark Fiber Tour Port of Whitman County (Keene and Cline) June 27

COMMISSIONERS REPORTS

- Commissioner Peterson discussed his concerns regarding costs of future projects.
- Commissioner Peterson stated for the record his intention to resign in the near future.
- President Cline, per direction, reports on the Woodland Chamber meeting he attended on June 5. They had the first reading of a letter of support for the Port of Woodland Guild Road I and II Industrial Parks project. President Cline was there to highlight important facts regarding this project and to answer any questions.

ADJOURNMENT

Secretary Boon made a motion to adjourn. Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 4:37 P.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
COMMISSION MEETING
June 7, 2018

GUEST LIST: Please sign your name and the organization you represent.

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	Larry Lucas	Hamilton Daywall Products
2.	TROY STARZINA	POK / COG
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