



**PORT OF WOODLAND  
Meeting Minutes  
April 5, 2018**

A regular meeting of the Woodland Port Commission was held on April 5, 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	Via Phone - Gerald Peterson
	Executive Director	Excused Absence
	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

**Secretary Boon made a motion to approve the agenda, as presented.  
Commissioner Peterson 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. March 15, 2018 Regular Meeting**

**Secretary Boon made a motion to approve the minutes of the March 15, 2018 regular meeting, as presented. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **ACTION ITEMS**

### **A. Pacific Seafood Lease**

**Secretary Boon made the following motion: 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 \$0.00 from Pacific Seafood, therefore I move to approve the lease for Pacific Seafood effective May 1, 2018 to April 30, 2019. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

### **B. Collins Architecture Port Office Bidding and Construction Management**

**Secretary Boon made a motion to approve services by Collins Architecture for the port administration building, bidding, contracting and construction management not to exceed \$20,500.00 for all services. President Cline seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **UNFINISHED BUSINESS**

### **A. Stellar J Late Fee**

**Secretary Boon made a motion to waive January late fee for Stellar J. Commissioner Peterson seconded the motion.**

**Vote was unanimous. The motion was carried.**

## **NEW BUSINESS**

### **A. WPPA Spring Conference Submission of Orchard Project**

Commissioners reviewed letter drafted by Executive Director Keene. President Cline stated that if the Commissioners had any changes they would like made, to communicate those requests to Executive Director Keene.

**UPCOMING MEETINGS INFORMATION**

April 18 - WQCC - City of Woodland host. 6:00 P.M. at City Council Chambers

**COMMISSIONERS REPORTS**

None

**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 3:35 P.M.

WOODLAND PORT COMMISSION

  
\_\_\_\_\_  
Paul Cline, President

  
\_\_\_\_\_  
Dale Boon, Secretary

  
\_\_\_\_\_  
Gerald Peterson, Commissioner

PORT OF WOODLAND

COMMISSION MEETING

4/5/18

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
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