



**PORT OF WOODLAND
Meeting Minutes
April 7, 2022**

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, Washington. Those wishing to participate in the Commission meeting via Zoom through ID Room: 237-755-8282 and password 642020 or call 1-669-900-6833 and use the same ID room and Password. Public wishing to provide public comment to items on or off the agenda may do so via email to jkeene@portofwoodland.com by 8:00 A.M. of the day of the Commission Meeting. These comments will be read into the record.

CALL TO ORDER

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

Roll Call:	President	Robert Wile
	Secretary	Paul Cline – Via Zoom
	Commissioner	Robert D. Rich
	Executive Director	Jennifer Wray-Keene – Excused Absence
	Port Auditor	Carol Moore
	Admin Assistant	Debbie Karlsson

OPENING REMARKS

A. Pledge of Allegiance

B. Approval of Agenda

Discussion: Secretary Cline changed Action Item A from Schedule Change of Regular Meeting: May 5, 2022 to Cancel of Regular Scheduled Meeting: May 5, 2022.

Commissioner Rich made a motion to approve the agenda as amended. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

PUBLIC COMMENT

A. Items ON the agenda

None

B. Items NOT ON the agenda

None

MINUTES

A. March 17, 2022, Regular Meeting

Commissioner Rich made a motion to approve minutes of the March 17, 2022 regular meeting as reviewed. Secretary Cline seconded the motion.

Discussion: No changes to the minutes.

Vote was unanimous. The motion was carried.

B. March 22, 2022 Special Meeting

Secretary Cline made a motion to approve the March 22, 2022 workshop minutes as reviewed. President Wile seconded the motion

Discussion: No changes to the minutes

Vote was as follows: President Wile – Yes, Secretary Cline – Yes, Commissioner Rich – Abstain. The motion was carried.

ACTION ITEMS

A. Cancel of Regular Scheduled Meeting: May 5, 2022

Secretary Cline made a motion to cancel the May 5, 2022 regular meeting. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

B. Composite Venture LLC Lease 1387 Down River Drive Suite A and B

The Commission review and discuss Composite Venture LLC lease that was provided in their commission packet.

Commissioner Rich reads into record: The Port Commission recognizes per RCW 53.08.085 that a security deposit is to be furnished from tenants when signing a lease agreement but at the Port Commission's discretion. The Port will be obtaining a deposit amount of \$6,330.32 for lease and \$1000 for utilities from Composite Ventures LLC. I move to approve the lease for Composite Ventures LLC effective 5/1/2022 through 12/31/2027. Secretary Cline seconded the motion.

Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

A. Commission Communication Planning

Discussion of adding commissioners' communication process moving forward to agenda on May 3, 2022 workshop.

UPCOMING MEETINGS

- April 15 – Port of Kalama Ribbon Cutting for Spanway
- April 21 – Regular Meeting at Yale Valley Community Library
- April 21 @ 10 AM – Meeting with PacifiCorp at Cougar Rest Room site
- May 3 @ 9 AM – Workshop-Austin Point DEA
- May 4-6 – WPPA Spring Conference at Skamania Lodge

COMMISSIONERS REPORTS

None

ADJOURNMENT

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

Vote was unanimous. The motion was carried.

President Wile declared the Regular Meeting adjourned at 9:14 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

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Paul Cline, Secretary

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Robert D. Rich, Commissioner