



**PORT OF WOODLAND  
Special Meeting Minutes  
May 3, 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](mailto: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
	Commissioner	Robert D. Rich
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore – Excused Absence
	Admin Assistant	Debbie Karlsson – Excused Absence
	Mary Moran	David Evans and Associates, Inc.
	Jyll Smith	David Evans and Associates, Inc.

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

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

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

**WORKSHOP ITEMS**

**A. Austin Point Open House Preparation**

DEA reviewed the boards for the open house on May 11<sup>th</sup>. Commission provided feedback and suggestions for edits.

**B. Commission Communication Process**

Executive Director Wray-Keene and Commission discussed Executive Director Wray-Keene's report, coversheets and procedures for updates via email.

**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 11:23 AM.

WOODLAND PORT COMMISSION

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Robert Wile, President

DocuSigned by:  
  
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Paul Cline, Secretary

DocuSigned by:  
  
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Robert D. Rich, Commissioner