

**PORT OF WOODLAND  
Meeting Minutes  
September 15, 2022**

At Port of Woodland Commission Room, 1608 Guild Road, Woodland, WA. 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. Those 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
	Admin Assistant	Debbie Karlsson - (Excused Absence)

**OPENING REMARKS**

**A. Pledge of Allegiance**

**B. Approval of Agenda**

Discussion: No changes to the agenda

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

**PUBLIC HEARING**

**2023 Preliminary Budget**

At 9:01 A.M. President Wile recesses the regular meeting.

President Wile asks if there is any public comment.

No public comment via on-line, email or in-person.

At 9:02 A.M. President Wile re-convenes the regular meeting.

**MINUTES**

**A. September 1, 2022 Regular Meeting**

Discussion: Minutes will be amended as follows:

- Unfinished Business B: Change Office Manger to Office Manager.

**Commissioner Rich made a motion to approve the minutes of the September 1, 2022 regular meeting as amended. Secretary Cline seconded the motion.**

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

**FINANCIAL REPORT**

**A. Approval of Port's Financial Report**

**Secretary Cline made a motion to approve the Port's Financial Report. Commissioner Rich seconded the motion.**

**Discussion: No changes to the financial report.**

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

**B. Approval of vouchers, warrants and electronic payments**

**Secretary Cline made a motion to approve vouchers, warrants and electronic payments 20243 through 20277 in the amount of \$229,157.26. Commissioner Rich seconded the motion.**

**Discussion: None**

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

**ACTION ITEMS**

**A. Composite Ventures Lease 1395 Suite D, Down River Drive**

**Secretary Cline read 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 received a lease security of \$2,417.03 in January 2017 and will be obtaining an additional lease security amount of \$ 748.13 from Composite Ventures, LLC. The Port agrees to move City utilities to the Port's name and will obtain a utility deposit of \$500.00. I move to approve the lease for Composite Ventures, LLC effective January 1, 2023 to December 31, 2027. Commissioner Rich seconded the motion.**

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

**B. Composite Ventures Lease 1387 Suite C, Down River Drive**

**Secretary Cline read 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 lease security amount of \$ 2,792.79 from Composite Ventures, LLC. The Port will be obtaining a utility deposit of \$500.00. I move to approve the lease for Composite Ventures, LLC effective November 1, 2022 to December 31, 2027. Commissioner Rich seconded the motion.**

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

**C. Fee Schedule Adoption for 2023**

**Secretary Cline made a motion to approve the 2023 Fee Schedule. Commissioner Rich seconded the motion.**

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**UPCOMING MEETINGS**

- September 17-22 Ports '22 Conference and Presentation (Wray-Keene)
- October 12-14 PNWA Annual Convention Vancouver
- October 20-21 WPPA Small Ports Leavenworth (rooms are booked)
- October 22 Woodland Rotary Club's Gold Leaf Event at Summit Grove Lodge
- December 7-9 WPPA Annual Meeting Hotel Murano Tacoma

**EXECUTIVE DIRECTOR REPORT**

The Commission and Executive Director Wray-Keene review and discuss Port projects and future meetings. Executive Director Wray-Keene announces that she was appointed Communications Chair for WPPA.

**COMMISSIONERS REPORTS**

None

**ADJOURNMENT**

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

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

President Wile declared the Regular Meeting adjourned at 9:35 A.M.

**WOODLAND PORT COMMISSION**

DocuSigned by:

*Robert Wile*

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Robert Wile, President

DocuSigned by:

*Paul Cline*

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Paul Cline, Secretary

**ABSENT**

Robert D. Rich, Commissioner