



**PORT OF WOODLAND
Commission Special Meeting Minutes
December 21, 2022**

A Special meeting of the Woodland Port Commission was held on December 21, 2022 at the 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.

CALL TO ORDER

President Wile called the meeting to order at 8:38 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 the Agenda

Discussion: No changes to the agenda:

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

Vote was unanimous. The motion was carried.

AGENDA ITEM

A. Hewn Elements LLC Lease

The Commission review and discuss the Hewn Elements LLC lease document.

Secretary Cline 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 has obtained a security deposit in the amount of \$16,830.00 and utility deposit in the amount of \$1,000.00 from Hewn Elements LLC. I move to approve the lease for Hewn Elements LLC, effective January 1, 2023 Suite B and January 16, 2023 Suite A thru December 31, 2027. Commissioner Rich seconded the motion.

Vote was unanimous. The motion was carried.

For the Record: Executive Director Wray-Keene gave an update on the communication she had with Tapani, Inc. regarding Rose Way Industrial Park Project Change Orders and the action the Commission took at their December 15, 2022 commission meeting.

ADJOURNMENT

Secretary Cline made a motion to adjourn. Commissioner Rich seconded the motion. Vote was unanimous. The motion was carried.

President Wile declared the Special Meeting adjourned at 9:02 A.M.

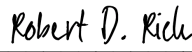
WOODLAND PORT COMMISSION

DocuSigned by:

33384E26AD96413...
Robert Wile, President

DocuSigned by:

60EE4021E280410...
Paul Cline, Secretary

DocuSigned by:

4639C486455E418...
Robert D. Rich, Commissioner