



# Port of Woodland

Business is better here.

## **PORT OF WOODLAND Meeting Minutes May 5, 2016**

A regular meeting of the Woodland Port Commission was held on May 5, 2016 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 3:02 P.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Gerald Peterson
	Executive Director	Jennifer Keene
	Auditor	Carol Moore
	Guests present:	See List

### **CALL TO ORDER**

#### **OPENING REMARKS**

- A. Pledge of Allegiance**
- B. Approval of Agenda**

**Secretary Boon made a motion to approve the agenda with the following change: Add Action Item A - Approval of SAO Annual Report for Fiscal Period Ending December 31, 2015. 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

**ACTION ITEMS**

**A. Approval of SAO Annual Report for Fiscal Period Ending December 31, 2015.**

**Commissioner Peterson made a motion to approve SAO annual report for fiscal period ending December 31, 2015. Secretary Boon seconded the motion.**

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

**UNFINISHED BUSINESS**

**A. Employee Manual**

Discussion of vacation, sick leave, jury duty and holiday policies.

**NEW BUSINESS**

**UPCOMING MEETINGS**

SWEDD Meeting- Commissioner Boon 11:30 AM-1 PM Parks in Castle Rock - no one was available for meeting.

WPPA Spring Meeting- Commissioner Cline and ED Keene May 11-13

**COMMISSIONERS REPORTS**

Commission asks for an update on website design bid; painting bid for Down River Drive; and burning project at Taggart property.

Commission discuss examining Executive Directors job duties and reassigning them to the Auditor.

Commissioner Peterson was excused at 4:15.

**ADJOURNMENT**

**President Cline made a motion to adjourn. Motion died due to lack of a second.**

**Secretary Boon made a motion to adjourn. President Cline seconded the motion. Vote was unanimous. The motion was carried.**

President Cline declared the Regular Meeting adjourned at 4:22 P.M.

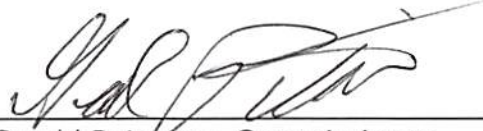
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

Attest:



Carol Moore, Port Auditor

PORT OF WOODLAND  
COMMISSION MEETING

May 5, 2016

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

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