



Port of Woodland

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PORT OF WOODLAND Commission Special Meeting Minutes April 20, 2017

A workshop of the Woodland Port Commission was held on April 20, 2017 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 4:00 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

WORKSHOP TOPICS

A. Landlord/Tenant Laws – Earl Jackson

Discussion:

- 1) Port lease and what it should clearly identify.
- 2) Drafting a lease application and what its requirements would be.
- 3) Security deposits, rental advance deposits and utility deposits.
- 4) What are the landlords obligations and tenant obligations regarding maintenance and repairs.
- 5) Late payments – define due date, delinquent date and grace period. And landlord process if a payment is delinquent.

B. Reviewing Employee Manual

1. Vacation Time/Compensation

2. Payroll by Commission Discretion

Discussion:

- 1) Page 8 Section 10. Request by staff to remove that portion of the sentence that states - paydays are at the Commission's discretion.
- 2) Page 5 Section 5a. Request by staff to raise vacation accrual days from 20-days, back to 30-days. Further discussion on other ways to make sure staff is not losing earned vacation compensation – suggestion of a cash out policy.

ADJOURNMENT

Secretary Boon made a motion to adjourn. Commissioner Peterson seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Special Meeting adjourned at 4:55 P.M.

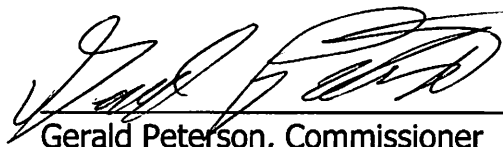
WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary



Gerald Peterson, Commissioner

PORT OF WOODLAND
Workshop
COMMISSION MEETING

4/20/17

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

	<u>NAME</u>	<u>ORGANIZATION</u>
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