



**PORT OF WOODLAND
Commission Special Meeting Minutes
November 26, 2018**

A special meeting of the Woodland Port Commission was held on November 26, 2018 at the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 10:00 A.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon
	Commissioner	Position Vacant
	Executive Director	Jennifer Wray-Keene
	Auditor	Excused Absence - Carol Moore

Guests present: See List

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

ACTION ITEMS

A. Emergency Replacement HVAC System at 1395 Down River Drive

Secretary Boon made a motion to approve the emergency replacement HVAC system for 1395 Down River Drive as proposed by Entek. President Cline seconded the motion.

Vote was unanimous. The motion was carried.

WORKSHOP TOPIC

A. Resolution # _____: Board Operations

The Commission discussed in depth Article II offices and rotation of offices and Article IV Section K remote attendance of meetings. Commission discussed the necessity of the RCW placement as required within sections of the Resolution.

ADJOURNMENT

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

President Cline declared the Special Meeting adjourned at 11:02 A.M.

WOODLAND PORT COMMISSION



Paul Cline, President



Dale Boon, Secretary

PORT OF WOODLAND
Special Meeting
COMMISSION MEETING

11/26/18

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

	<u>NAME</u>	<u>ORGANIZATION</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
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19.	_____	_____
20.	_____	_____