



**PORT OF WOODLAND**  
**Commission Special Meeting Minutes**  
November 14, 2019

A workshop of the Woodland Port Commission was held on November 14, 2019 at the office of the Port of Woodland, 1608 Guild Road, Woodland, Washington. President Cline called the meeting to order at 8:34 A.M.

Those present were:	President	Paul Cline
	Secretary	Dale Boon-absent
	Commissioner	Robert Wile
	Executive Director	Jennifer Wray-Keene
	Port Auditor	Carol Moore

## **CALL TO ORDER**

President Cline noted that Secretary Boon was absent and Executive Director Wray-Keene noted that he had not called or informed the Port of his absence.

## **OPENING REMARKS**

### **A. Pledge of Allegiance**

## **WORKSHOP TOPIC**

### **A. Policy Manual**

Discussion: The Commission reviewed the Port Policy Manual. Suggestions for items to include and changes were discussed.

For the record, Secretary Boon joined the workshop at 9:24 A.M.

### **B. Leasing Deposit Policy**

Commission discussed existing tenant versus new tenant options. Executive Director Wray-Keene to review options with legal and update policy manual and lease documents pending decision.

### **C. VEBA for Commissioners Policy**

Commission discussed the resolution and steps for setting VEBA up.

**ADJOURNMENT**

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

President Cline declared the Special Meeting adjourned at 10:59 A.M.

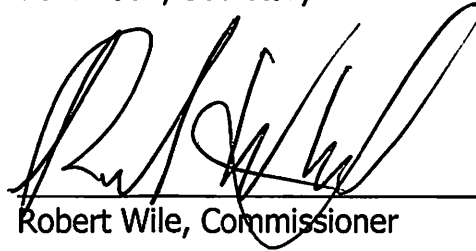
WOODLAND PORT COMMISSION



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Paul Cline, President



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Dale Boon, Secretary



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Robert Wile, Commissioner