



**PORT OF WOODLAND
Commission Special Meeting Minutes
August 17, 2020**

The Commission workshop will be hosted via zoom.us.

No public access will be allowed at the Port office to meet Governor Inslee’s proclamation regarding COVID-19 order Stay Home - Stay Healthy. Public wishing to provide public comment may do so by 8:00 A.M. August 17 to jkeene@portofwoodland.com and will be read into the record to the Port Commission.

Public wishing to listen to the commission meeting, may do so but will be muted by attending meeting. ID Room: 237-755-8282 or call 1-669-900-6833 or 1-253-215-8782 and enter the meeting ID Room number. Please note you will need to enter a password to enter the room: 642020. President Wile called the meeting to order at 8:38 A.M.

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

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

WORKSHOP TOPIC

A. Port Policy Manual

B. Port Personnel Manual

The Commission review with Executive Director Wray-Keene suggested edits to the Port Policy and Personnel Manual.

C. Budget Inputs From Items A and B

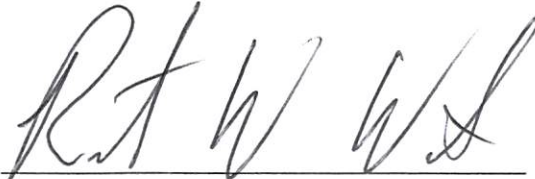
Executive Director Wray-Keene uses a power point presentation to highlight the upcoming 2021 budget.

ADJOURNMENT

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

President Wile declared the Special Meeting adjourned at 10:35 A.M.

WOODLAND PORT COMMISSION

A handwritten signature in black ink, appearing to read 'R W Wile', written over a horizontal line.

Robert Wile, President

A handwritten signature in blue ink, appearing to read 'Paul Cline', written over a horizontal line.

Paul Cline, Secretary

A handwritten signature in black ink, appearing to read 'Dale Boon', written over a horizontal line.

Dale Boon, Commissioner