

**PORT OF BENTON – SAO LEAN TRAINING  
SPECIAL MEETING MINUTES  
JUNE 29, 2023**

**A. CALL TO ORDER:** The special meeting was called to order at 3 p.m. at the Port of Benton Commission meeting room, 3250 Port of Benton Boulevard, Richland, Washington.


**PRESENT:** Executive Director, Diahann Howard; Port Attorney, David Billetdeaux; Director of Finance, Jeff Lubeck; Director of Facilities & Operations, Ron Branine; Facilities Manager, Joe Pisca; Public Information Officer, Summers Miya; Senior Accountant, Veronica Serna; Accounting Clerk, Liz Renz; Director of Real Estate, Teresa Hancock; Director of Marketing, Wally Williams; Airport Manager, Quentin Wright; SAO Lean Facilitator, Joanna Bailey

**The following attendees attended via remote communications:** Port of Benton Commissioner Roy Keck; Port of Benton Commissioner Lori Stevens

The special meeting was notices as required by RCW 42.30.070.

**B. PRESENTATION:**

On June 29, 2023 the Port of Benton staff held a special meeting for the purpose of staff providing a presentation to overview SAO Lean training to stakeholders (Commission). There was no final action and no formal meeting of the Commission was held.

  
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Lori Stevens  
Commission Secretary