

PORT OF WOODLAND
Meeting Minutes
July 20 2010

A regular meeting of the Woodland Port Commission was held on July 20, 2010 in the office of the Port of Woodland, 141 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:30 P.M.

Those present were:	President	Paul Cline
	Secretary	Jerry Peterson
	Commissioner	Dale Boon
	Executive Director	Nelson Holmberg
	Auditor	Carol Moore
	Guests present:	See List

OPENING REMARKS

A. Approval of minutes from regular meeting June 17, 2010
Secretary Peterson made a motion to approve minutes from regular meeting June 17, 2010. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

PUBLIC COMMENT

President Cline opens the regular meeting to public comment.

- Jay Pyle-CRRVP – Asks when the Cowlitz County burn ban begins. The burn ban begins on July 15, 2010. He asks who to contact if a fire is left unattended on the ports property. He also states that the property that is currently being leased by M&J Farms, may need mowing, due to the grass being a fire hazard.

President Cline closes public comment.

ACTION ITEMS

A. Cowlitz County Fire District No. 1 Contract

Commissioner Boon made a motion to approve Action Item A, per staff recommendation. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

The Commission signs the contract.

UNFINISHED BUSINESS

A. August Port Commission Meeting

Secretary Peterson made a motion to hold the August 19, 2010 regular meeting of the Woodland Port Commission at Cowlitz-Skamania Fire District #7, Station 1, located at 11670 Lewis River Road, Woodland, Washington. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

Commissioner Boon asks the status on the electrical vault at Down River Drive that has water in it. Ex. Director Holmberg states that he will follow-up on the status of the vault.

NEW BUSINESS

A. First Independent Loan Options

Ex. Director Holmberg states that the Port has a balloon payment due to First Independent Bank for \$311,576.68. Interest rate is 6.860. He states that there are maybe three options the port can consider.

- Pay off the loan using reserve funds
- Could refinance loan with First Independent
- Research loan packages at other financial institutions

The Commission directs staff to make phone calls to select financial institutions to research interest rates. If interest rates look to be low enough to validate refinancing this loan, then Ex. Director Holmberg is directed to do an RFP for financial package and bring that to the August meeting.

B. TEAM High School

Ex. Director Holmberg stated that he was approached by Woodland Superintendent Michael Green and asked if the Port would ever consider moving the office. He is very interested in expanding Team High by leasing the port office space and combine it with the space they already lease for Team High.

Ex. Director Holmberg stated that he has looked into other possibilities for office space. He has checked into the old AmeriCoating building at Down River Drive, he has also checked into the three suites at Swanson Plaza and has contacted Del Swanson. Del offered the three spaces for \$1,800.00. Recently Del Swanson has lowered that amount to \$1,550.00. Commissioner Cline asks the cost of leasing AmeriCoating as oppose to taking it over for port office space.

Commissioner Boon suggests the upstairs area of the new building on Schurman Way, now being leased by DKC or the office space across from Eager Beaver. The commission directs Ex. Director Holmberg to check out other sites. Commissioner Peterson states he thinks the port office should remain downtown.

UPCOMING MEETINGS

- July 21st Port of Woodland Planning Retreat, Lewis River Golf Course
- July 21st WOCC, 2nd Quarter Meeting at 6:00 pm, hosted by the City
- July 22nd Cowlitz-Wahkiakum Council of Governments Board Meeting
- July 23rd Ex. Director Holmberg – Vacation Day
- July 25th thru July 27th WPPA Commissioner Seminar, Leavenworth. Commissioner Cline will be attending
- August 19th Port of Woodland Board of Commissioners Meeting
- September 13th Three-Ports Meeting (Ridgefield, Camas-Washougal, Vancouver); Port of Woodland is a special guest at the meeting, hosted by the Port of Ridgefield.

AUDITOR'S REPORT – C. Moore

A. Approval of Auditor's report of port finances

Secretary Peterson made a motion to approve Item A, per staff recommendation. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

B. Approval of vouchers and warrants (plus wire)

Commissioner Boon made a motion to approve Item B, warrants numbered 13289 thru 13346 plus wire totaling \$75,720.99, per staff recommendation. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

EXECUTIVE DIRECTOR REPORT – N. Holmberg

See attached report.

- Commissioner Boon asks if there is a report on how many hits the ports website receives. Ex. Director Holmberg states that there is an average of 330 visits to the website per month. Out of those visits, people are looking primarily at the notices, contact information and port location. He is concerned that the marketing information is not being accessed.
- President Cline asks about the status of a current newsletter.
- Secretary Peterson wants to know if the port has to stay with the Washington State Investment Pool. Staff is directed to check into this issue.

COMMISSIONERS REPORTS

- Commissioner Boon gives a report on the PNWA Mid-Year Conference he attended with Ex. Director Holmberg.
- Commissioner Boon states that We Are Woodland is cancelled this year.
- President Cline asks about the status of the ports 50th birthday celebration.

EXECUTIVE SESSION (Real Estate & Possible Litigation)

At 6:44 P.M. President Cline closes the Regular Meeting to go into Executive Session until 7:00 pm. No action will be taken during the Executive Session.

At 7:00 P.M. President Cline re-opens the regular meeting.

ADJOURNMENT

President Cline declared the Regular Meeting adjourned at 7:02 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner