



Port of Woodland

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PORT OF WOODLAND

Meeting Minutes

September 16, 2010

A regular meeting of the Woodland Port Commission was held on September 16, 2010 in the office of the Port of Woodland, 141 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:31 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 August 19, 2010

Secretary Peterson made a motion to approve minutes from regular meeting August 19, 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 asks if there is any update on the coal facility at Austin Point. Ex. Director Holmberg states that there is no new information.
- Jay Pyle asks when is the budget workshop. Ex. Director Holmberg states it will be September 23, 2010 at 3:30 at the port office.
- Noel Johnson would like to say how he appreciates the work of the new Executive Director and he would like to thank the port for the support of his website.

President Cline closes public comment.

ACTION ITEMS

A. Gardner Trucking lease for Pekin Road Office Space & Ground
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. Commissioners sign the lease.

B. Resolution 369 Specific Use of Port of Woodland Tax Proceeds
Secretary Peterson made a motion to table Action Item B till next month's regular meeting. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

C. Resolution 370 Administrative Support for Tourism & Recreation Non-Profits
Commissioner Boon made a motion to approve Action Item C, per staff recommendation. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

D. Resolution 371 Tenant Rent Relief Policy
Secretary Peterson made a motion to table Action Item D till next month's regular meeting. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. CRRVP Update

- Ex. Director Holmberg states that the first appraisal has gone through the process and the appraiser is just finishing up the paperwork. Ex. Director Holmberg also states that he has received confirmation from a second appraiser to complete a second appraisal, just waiting to secure a date. Commissioner Boon asks the cost of the appraisals. Ex. Director Holmberg states that the cost for the first appraisal is \$3,000.00.

B. First Independent Loan Update

- Ex. Director Holmberg states that the loan has been approved, but there is no clear documentation that Ex. Director Holmberg can sign the loan documents. Ex. Director Holmberg has a letter for the Commission to sign stating that he can sign the loan documents. See attached letter.

Commissioner Boon made a motion to authorize Ex. Director Holmberg to sign the loan documents with First Independent Bank. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

C. Boat launch planning process

- Ex. Director Holmberg states that the boat launch planning process needs to be revisited and suggests a workshop to discuss proceeding with the planning process.

D. Creagan/West Coast Training – Service to Lions Day Park Access update

- Ex. Director Holmberg states that Creagan did go down and grade the access road. After checking out the work done, Ex. Director Holmberg does agree that Creagan did work on the access road, but will probably need more work done in the future. Secretary Peterson suggests working with WCT for continued maintenance on the road. President Cline asks why Creagan has not completed the work stated in the contract. Ex. Director Holmberg states that Chris Creagan does in fact consider the work and therefore the contract completed.
- Ex. Director Holmberg states that he has talked with Jeff Woolever, West Coast Training, concerning the access road at the south side of Martins Bar adjacent to CRRVP. He talked to Jeff about laying and spreading gravel on the access road.
- Jay Pyle asks the commission about the access road constructed by Lonnie Sargent. The Commission directs Ex. Director Holmberg to get in contact with Lonnie Sargent and check out the access road he has built and see where the ports liability is. Secretary Peterson states that Lonnie Sargent should be asked to speak directly to Ex. Director Holmberg in the future concerning his roadway permit and any alterations he wants to make.

E. Video Project

- A. Ex. Director Holmberg states that in response to the direction from the commission to receive more information about the cost of the subscription renewal. He has indeed found that the cost of entering into this contract will be \$5,900.00 a year, therefore, his recommendation is to not move forward with this project at this time.

F. New office move update

- B. Ex. Director Holmberg that he has finalized the lease agreement with Swanson Plaza, LLC and will be moving into the new office on October 1, 2010. Ex. Director Holmberg states that he had the ports council look over the agreement.

NEW BUSINESS

A. 2011 Preliminary Budget Process

- Ex. Director Holmberg confirms the budget process for the 2011 preliminary budget. September 23, 2010, there will be a budget workshop at the port office at 3:30, to discuss the proposed budget, this meeting is open to the public. The preliminary budget will be presented at a public hearing at the October Commission meeting. The final budget will be presented to the Commission at the November meeting for final approval.

B. Columbia River Crossing

- Ex. Director Holmberg states that the port has an opportunity to state the port's support for the Columbia River Crossing project. Ex. Director Holmberg reads a letter of support for this project. See attached letter.

C. Reschedule October and November Board of Commissioners Regular Meeting

- Due to a conflict of schedules, Ex. Director Holmberg requests that the October Commission meeting be moved to October 19th and move the November Commission meeting to November 10th.

D. Cowlitz County Parks agreement re: Cougar Restroom

- Ex. Director Holmberg states that it is time to renew the ten-year maintenance agreement the port has with Cowlitz County Parks and Recreation for reimbursement of costs associated with the maintenance of Cougar restroom. The new agreement has not changed from the original agreement, the port will receive \$4,000.00 a year to help with expenses.

Commissioner Boon made a motion to renew the ten-year maintenance agreement with Cowlitz County Parks and have Ex. Director Holmberg sign the agreement. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

UPCOMING MEETINGS

See report

AUDITOR'S REPORT

A. Approval of Auditor's report of port finances

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

B. Approval of vouchers and warrants (plus any wire)

Secretary Peterson made a motion to approve Item B, warrants numbered 13402 thru 13440 totaling \$45,833.04, per staff recommendation. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

STRATEGIC PLANNING

A. Read mission & vision statement, values

- Ex. Director Holmberg states that the intent of the port is to discuss the strategic plan at each commission meeting.
- Ex. Director Holmberg reads the mission statement, vision statement and the titles of the ports organizational and operational values.

B. Introduce Key Initiatives for discussion

- Ex. Director Holmberg reads the titles of the strategic goals and key initiatives.
- After a short discussion, consider changing the word "procure" in the mission statement.

EXECUTIVE DIRECTOR REPORT

See report.

COMMISSIONERS REPORTS

- Secretary Peterson states that the building/windows in the northwest corner of the Down River Drive leaseholds, needs attention. They are covered with dirt and cobwebs. Ex. Director Holmberg knows which building Secretary Peterson is speaking of and will see to the cleanup.
- Secretary Peterson states that a letter criticizing the port was printed in the newspaper. He feels the person who wrote the letter needs to be called and apology needs to be issued and an explanation as to why the cement blocks were placed. Ex. Director Holmberg states that he agrees and will contact the person and also check out what can be done to make access to the porta-potties more accessible to handicap patrons.

EXECUTIVE SESSION

A. Real Estate

B. Personnel

EXECUTIVE SESSION

At 7:25 P.M. President Cline closes the Regular Meeting to go into Executive Session until 7:55 pm. No action will be taken during the Executive Session.

At 7:55 P.M. President Cline re-opens the regular meeting to state that the commission will need to go back into Executive Session.

At 7:56 P.M. President Cline closes the Regular Meeting to go into Executive Session until 8:21 P.M. No action will be taken during the Executive Session.

At 8:22 P.M. President Cline re-opens the regular meeting.

ADJOURNMENT

President Cline declared the Regular Meeting adjourned at 8:22 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner