



Port of Woodland

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## PORT OF WOODLAND

### Meeting Minutes

November 10, 2010

A regular meeting of the Woodland Port Commission was held on November 10, 2010 in the office of the Port of Woodland, 115 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 special meeting, October 18, 2010 (budget workshop)**

**B. Approval of minutes from regular meeting, October 19, 2010**

**Commissioner Boon made a motion to approve minutes from special Meeting, October 18, 2010 and regular meeting October 19, 2010.**

**Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.**

*At 5:33 President Cline puts the regular meeting into recess until after the public hearing-2011 Final Budget.*

- Darlene Johnson, Joy Haasl and Noel Johnson want to express their thanks for the port's continued community support.
- Vivian Mosby would like to request that Woodland Downtown Revitalization become an acting member of WQCC.

*At 5:38 President Cline opens the public hearing-2011 Final Budget*

## **ACTION ITEMS**

### **A. 2011 Final Budget - Resolution 373 to adopt 2011 Port of Woodland Budget**

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

### **B. Resolution 374 to certify the port's 2011 tax levy**

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

### **C. Lease for Dobbins Berry Farm (Taggart Property)**

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

## **UNFINISHED BUSINESS**

### **A. Update on Storedahl Contract for sand sales**

- Ex. Director Holmberg states that he has reviewed the contract with Storedahl and it stipulates in the contract that Storedahl is responsible to pay the port a minimum of \$250,000.00 during the first two years, by the end of September, 2010, that stipulation has been met. Ex. Director Holmberg further states that there is no stipulation in the contract for keeping the sand pit open during normal business hours.
- The Commission directs Ex. Director Holmberg visit Storedahl's office in Kelso, to discuss in person, sand sales at the Woodland location.

### **B. Update on cleaning at Down River Drive Industrial Park**

- Ex. Director Holmberg states that he has contacted Mitch Ingraham and directed him to power wash the outside of the building at DRD.
- Commissioner Boon asks if the barrier in front of the porta potty has been moved. Ex. Director Holmberg states that he has been in contact with Jeff at WCT and they are setting up a time to have WCT go down and reposition the barrier.
- Commissioner Boon asks if the port has sent a thank you note to Jeff at WCT for the work WCT did on the entry road to Martins Bar/Lions Day Park.
- Commissioner Boon asks if Ex. Director Holmberg has done any work on the project of surplusing the pile of dirt at Schurman Way.
- Commissioner Boon asks if the roundabout visit has been rescheduled.

## **NEW BUSINESS**

### **A. Open Enrollment**

- Ex. Director Holmberg wants to remind staff and commission that open enrollment began on November 1<sup>st</sup> and ends November 30<sup>th</sup>. This is the time to make changes, if any, to their insurance coverage.

### **B. Update on WQCC After Hours**

- Auditor Moore states that the After Hours runs from 5:00 pm to 7:00 pm on Tuesday, November 16<sup>th</sup>. There will be goodie bags, wine tasting, high school and middle school art teachers will be displaying students art work, Kim Miller and her high school class are doing the appetizers, Mary Ellen Vetter and her floral class will be doing the arrangements, Marilee McCall will be the emcee, and there will be wonderful door prizes.

### **C. New Carpeting for 1395 Down River Drive, Building 1, Suite E**

- Ex. Director Holmberg states that he has been showing this building, which is the only vacancy the port has. He states that the carpet is in really bad shape and needs to be replaced. The commission directs Ex. Director Holmberg to get the bids needed to purchase the carpet and bids to paint the office area. If these bids come in under \$5,000.00 for each job, the commission directs Ex. Director Holmberg to have the work completed per the delegation of authority.

### **D. Advanced Composite**

- Ex. Director Holmberg states that there is cracking in the concrete wall. He states that he has contacted Liquid Concrete to see if their materials are suitable for repairing this kind of cracking. He has asked Liquid Concrete to take a look at the site and make a determination.

### **E. Behrman Transport**

- Ex. Director Holmberg states the Behrman Transport has a need for improved lighting inside their shop. Ex. Director Holmberg states that he will be looking into the lighting upgrade program through Cowlitz PUD for industrial spaces. Also, Behrman Transport would like to install a truck wash bay outside, they have already purchased water recycling equipment. He would like to install that equipment in a vault underground, and needs the port to do the excavation, concrete and grading work.

### **F. Topper Industries**

- Ex. Director Holmberg states that their Battle Ground facility had a fire which did extensive damage. They would like to relocate to Cowlitz County, preferably Woodland. Ex. Director Holmberg states that he has met with Judy and discussed port property with her, but her preference is to purchase property. At this time they are very interested in the Coca Cola building, they have also looked at the Fleetwood facility.

## **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)**

**Commissioner Boon made a motion to approve Item B, warrants numbered 13497 thru 13544 plus wire totaling \$166,174.60, per staff recommendation. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.**

## **STRATEGIC PLANNING**

- Ex. Director Holmberg has written a suggested strategic plan (see attached).
- Ex. Director Holmberg suggests scheduling a workshop that is focused on the strategic plan. This would be open to the public. Commissioner Cline suggests tackling a portion/section of the strategic plan during regular scheduled commission meetings. Commissioner Cline suggests having pictures of the port properties added to the strategic plan.

## **EXECUTIVE DIRECTOR REPORT**

See report.

## **COMMISSIONERS REPORTS**

- President Cline states that this year's Small Ports Seminar was very informative. He has a packet of information for the staff and other commissioners to look through.

**ADJOURNMENT**

President Cline declared the Regular Meeting adjourned at 7:06 pm.

WOODLAND PORT COMMISSION

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Paul Cline, President

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Jerry Peterson, Secretary

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Dale Boon, Commissioner