



Port of Woodland

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PORT OF WOODLAND

Meeting Minutes

January 20, 2011

A regular meeting of the Woodland Port Commission was held on January 20, 2011 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

CALL TO ORDER

OPENING REMARKS

A. Pledge of Allegiance

- President Cline would like to publicly thank Ex. Director Holmberg and Auditor Moore for their work in organizing last night WQCC meeting.
- President Cline would also like to publicly thank Commissioner Boon for attending Monday nights Woodland City Council meeting, where his comments were greatly appreciated, in regards to the third roundabout at Schurman Way.

B. Approval of minutes from regular meeting, December 16, 2010

Commissioner Boon made a motion to approve minutes from regular meeting, December 16, 2010. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

PUBLIC COMMENT

President Cline opens the regular meeting to public comment.

- Darlene Johnson presents an advertising plan to the commission in regards to Loves Street Playhouse, she requests the port to consider advertising with Loves Street Playhouse. The commission directs Ex. Director to check the advertising budget.
- Darlene Johnson would also like to request that the port become more active in the City of Woodland's transportation plan. She is concerned about the industrial area and its accessibility for big trucks. Darlene says that Representative Ed Orcutt and Rob McKenna are working with the highway department to get an answer from them on whether the two roundabouts that are now in place, were built to specifications.
- Darlene also invited the port commission to attend the Chamber luncheon on Tuesday, January 25th, the guest speaker will be speaking on an alternative bridge to the Columbia River crossing issue. The commission directs Ex. Director Nelson to set up a workshop to discuss plans for the Columbia River Crossing. Ex. Director Nelson states that it is on his agenda.

President Cline closes public comment.

CONSENT ITEMS

- A. Resolution 377 – Appointment of staff (Executive Director, Port Auditor, Legal Counsel)**
- B. Resolution 378 – Executive Director Delegation of Authority**
- C. Resolution 379 – Approval of Claims**
- D. Resolution 380 – Staff authority to access investment fund**
- E. Amend Resolution 374 – Authorize 2011 tax levy**

President Paul Cline requests that Consent Item E be pulled for further discussion. Secretary Dale Boon requests that Consent Items B and C be pulled for further discussion. These three consent items will now become action items.

President Cline states that if there is no objection, Consent Items A and D will be adopted.

ACTION ITEMS

A. Resolution 378 – Executive Director Delegation of Authority

- Secretary Boon states that in 2nd paragraph page one, the word "as" needs to be inserted between the word "act" and the word "a". The line would then read *Whereas the board may employ a director to act as a link between the governance*
- Secretary Boon would like further explanation; paragraph 4, which begins *Now therefore be it resolved*, item D.

- Secretary Boon would also like clarification on the last sentence in item F, paragraph 4. He questions “port staff”, does that include commissioners.
- Secretary Boon states that the 2nd paragraph under item M, paragraph 4, should possibly be titled item N.

Commissioner Boon made a motion to adopt Resolution 378, with changes. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

B. Resolution 379 – Approval of Claims

- Secretary Boon states the signature page is not correct. It should read, Jerry Peterson Secretary and Dale Boon Commissioner.

Commissioner Boon made a motion to adopt Resolution 379, with changes. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

C. Resolution 374 – Amend Resolution 374 – Authorize 2011 Tax Levy

- President Cline states that because this consent item is amending a previous approved resolution, that the commission should make a motion to approve the amendment.

Secretary Peterson made a motion to amend Resolution 374. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

UPCOMING MEETINGS

See report

AUDITOR’S REPORT

A. Approval of Auditor’s report of port finances

- Auditor Moore states that the port purchased the QuickBooks payroll module for the 2010 upgrade, and is now online with Intuit. This means that QuickBooks is now providing a more professional paystub. She can still present the commission and staff a payroll stub from her excel spreadsheet, if need be. Commission will accept the new paystub.

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 13597 thru 13653 totaling \$70,645.08, per staff recommendation. Secretary Cline seconded the motion. Vote was unanimous. The motion was carried.

STRATEGIC PLANNING

A. Update on development of specific 2011 port goals.

- The Commission discussed - Organization Values, Operational Values and Strategic Goals.

EXECUTIVE DIRECTOR REPORT

See report.

- The commission directs Ex. Director Holmberg to place a call to Floors N More, in Woodland.
- The commission directs Ex. Director Holmberg to check Mitch Ingraham, (Mitch's Landscape and Maintenance) hourly rates.
- The commission has a short discussion on past due tenants.
- Ex. Director Holmberg states that he has made contact with Kelly Shea, a realtor, concerning the DKC building.

COMMISSIONERS REPORTS

- President Cline reports on the WQCC meeting of January 19, 2011. The top topic of the meeting was the future casino being built at LaCenter. Ex. Director Nelson states that the discussion is now - is the Woodland community ready for the impact of this casino on the Woodland community as a whole.
- Secretary Boon would like to have a workshop concerning Lions Day Park. Should the port purchase the property from Fish & Wildlife? Should the name be changed? He thinks it is time for the port to seriously consider what to do about Lions Day Park.
- Secretary Boon states that the port should have a representative on the Scott Road Overpass Transportation study committee. Ex. Director Holmberg states that he is the chair of the steering committee and President Cline is on the advisory committee.
- Secretary Boon asks if there is any way the port can work with the city on permits in regards to individuals and businesses trying to work through the permitting process.

ADJOURNMENT

Commissioner Boon made a motion to adjourn. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 7:50 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner