



Port of Woodland

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PORT OF WOODLAND
Meeting Minutes
February 17, 2011

A regular meeting of the Woodland Port Commission was held on February 17, 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

B. Approval of minutes from regular meeting, January 20, 2010

C. Approval of minutes from special meeting January 27, 2011 (commission workshop)

Commissioner Boon made a motion to approve minutes from regular meeting, January 20, 2010 and special meeting January 27, 2011. Secretary Peterson seconded the motion. Discussion: President Cline asks Ex. Director Holmberg for an update on the question asked at January's meeting concerning Mitch Ingraham's hourly rates. Vote was unanimous. The motion was carried.

PUBLIC COMMENT

No public comment, no guests.

ACTION ITEMS

A. Award personal services contract for carpet at 1395 Down River Drive, Suite E
Secretary Peterson made a motion to award the contract to Floors-N-More in the amount of \$7,420.39, including sales tax, per staff recommendation. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

B. Approve new lease to Pacific Seafood for space in Down River Drive Industrial Park

- Commissioner Boon notes that the expiration date on the proposed lease with Pacific Seafood should read February 28, 2012, not April 30, 2012. Ex. Director Holmberg states that he will make that change.

Secretary Peterson made a motion to accept the lease with Pacific Seafood, as amended, per staff recommendation. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

UNFINISHED BUSINESS

A. DKC Enterprises/Custom Manufacturing

- Secretary Peterson asks how much DKC is behind in their lease.
- Ex. Director Holmberg states that he has been in contact with Kellie Rowe and as of a week ago, she stated that they are in the process of cleaning the building.
- Ex. Director Holmberg states that he contacted legal counsel and was instructed to remain civil to this tenant until the keys are returned and a walk through is done. At that point, he advises the Port of Woodland to file a collection claim against the tenant.
- Secretary Peterson asks if by losing this tenant, if that could affect the grant that the port received to build the building. Ex. Director states that the grant is not affected, but the sales tax exemption could possibly come due. The port has 30 days to occupy the building.
- Ex. Director Holmberg states that he has two people interested in a short term lease. The commission directs Ex. Director Holmberg to move forward with these two contacts concerning short term leases.
- Ex. Director Holmberg states that he is in contact with Kelly Shea of Coldwell Banker Commercial Real Estate, to find a tenant. He has two customers who are interested in the building.

B. Sign resolutions 378 & 379 from last meeting

- Commissioner Boon asks, concerning resolution 378, if under section E, line 3, where it is written...\$5,000 per year, should it not read \$5,000 per occasion or project? Ex. Director Holmberg agrees. The commission directs Ex. Director Holmberg to make the change.
- Commissioner Boon asks if resolution 379 can be made to not be an annual resolution by not stating the year and budget amount. Ex. Director Holmberg states that he would need to check with the state auditor's office to see if that would be appropriate.

- **Commissioner Boon made a motion to table both resolutions 378 and 379 for wording technicalities, until the next regular meeting. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.**

NEW BUSINESS

A. Targus Fly & Feather

- Ex. Director Holmberg updates the commission on Targus Fly & Feather. He states that although Targus is 5-months behind on their deferred lease, they are in the process of selling the business. Ex. Director Holmberg has been in contact with their attorney, by phone, and has been guaranteed that 2.5 million has been deposited in the attorney's trust account by the buyer. Wayne Ritchy, who will remain as president, wants to lease the old Americoating Building and continue leasing their present building. Ex. Director Holmberg states that he told Wayne that if they want a new lease on another building, then they would have to become current on their old lease. Targus has completed \$13,000.00 in leasehold improvements on the building they are currently leasing.

B. Leasehold tax audit

- Ex. Director Holmberg states that the State Department of Revenue just completed a leasehold tax audit. An auditor was at the port office for two days going through the property contracts. At the end, he only had concerns over the ports three deferred leases: Behrman Transport, Targus and DKC. The port should have been paying the .1284 leasehold tax on the original amount of the lease payment (the fair market value), not on the lower, deferred amount. The total amount of tax owing would be around \$7,200.00 plus interest, but the port would receive a report in the mail in the near future.
- Secretary Peterson states that he thinks the port should contact legal council concerning this issue.
- Commissioner Boon asks how the state can set fair market value.
- The commission directs Ex. Director Holmberg to contact the ports legal council and WPPA concerning this finding.

UPCOMING MEETINGS

See report

- Ex. Director Holmberg adds one more meeting to the list. Commissioner workshop on March 24, 2011.

AUDITOR'S REPORT

A. Approval of Auditor's report of port finances

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

Secretary Peterson made a motion to approve Item A, the auditor's report as presented and Item B, vouchers and warrants numbered 13654 thru 13694 totaling \$36,640.50, per staff recommendation. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

- Auditor Moore received from US Bank, a request to sign an Account Acknowledgement document.

Commissioner Boon made a motion that Chairman Cline sign the account acknowledgement document presented by US Bank. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

STRATEGIC PLANNING

A. Commission discussion of Strategic Planning efforts

- President Cline states that he asked Ex. Director Holmberg if the commission could review the 2011 Marketing Plan first.
- Ex. Director Holmberg presents to the commission the 2011 Marketing Plan. See attached.
- President Cline suggests, due to the time, that discussion on short term and long term Key Initiatives be tabled until the next regular meeting. See attached.

EXECUTIVE DIRECTOR REPORT

See report.

- Ex. Director Holmberg received a bid from Prairie Electric to fix the 48 lights at the Down River Drive Industrial Park. The bid came in over \$9,000.00. The commission directs Ex. Director Holmberg to seek bids from four more electricians from the small works roster.
- President Cline asks if Ex. Director Holmberg has heard anything from the second appraiser, Dan West, on the strip of property that the port is having appraised, that borders CRRVP and Mike Landels property.
- Secretary Peterson asks Ex. Director Holmberg if he contacted Columbia River Carbonates in regards to the barge terminal they are building on the property they purchased from Mike Landels.
- Commissioner Boon states that he has spoken to Ex. Director Holmberg about the possibility of selling that strip of land between CRRVP and what was Mike Landels property to Columbia River Carbonates, they then could use the strip of land as an ingress to get back to their newly purchased property.
- President Cline asks Ex. Director Holmberg about the legislative calls that are on Tuesday mornings at 7:30 at the Chamber office.
- Commissioner Boon asks the status of the Guild Road project. Ex. Director Holmberg states that MacKay & Sposito states the plans are done. The city's construction management contractor has severe concerns about the plans. One concern is where we have the storm water ponds, and the slope from apron of the road down to the storm water. There is no protection from liability; no guard rail, no fence, steep slope and if anyone fell or drove into the pond, they wouldn't be able to get out. The second concern is traffic flow during construction. MacKay & Sposito did not add include traffic control costs. There is also the concern of traffic flow if they do the Schurman road project and

Guild Road project at the same time. The suggestion is to have the city do the Schurman road project this year and have the port do their Guild road project next year. The commission directs Ex. Director Holmberg to contact MacKay & Sposito to correct these problems without cost to the port.

- Commissioner Boon asks for an update on Sargents property and Department of Fish & Wildlife.

COMMISSIONERS REPORTS

ADJOURNMENT

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

President Cline declared the Regular Meeting adjourned at 7:40 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner