

**PORT OF WOODLAND**  
**Meeting Minutes**  
August 18, 2011

A regular meeting of the Woodland Port Commission was held on August 18, 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 recognize the port staff for a clean state audit.

**B. Approval of minutes from regular meeting, July 21, 2011**

**C. Approval of minutes from special meeting, July 27, 2011 (Scott Avenue Workshop)**

**Commissioner Boon made a motion to approve minutes from regular meeting of July 21, 2011 and minutes from special meeting of July 27, 2011 (Items B & C) per staff recommendation. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.**

*President Cline opens the regular meeting to public comment.*

- *Paul Montague introduces himself as the new executive director of Identity Clark County, Vancouver. He has taken over the position from Ginger Metcalf who sends her regards, but she was unable to make the port meeting. ICC works closely with the ports of SW Washington to help improve the overall economic picture of SW Washington. He spoke briefly about the Land Here Live Here campaign.*
- *Nick Massie would like to acknowledge the port in their effort to work with the city about infrastructure in the city.*
- *Shannon Barnett, representing J.L. Storedahl & Sons, would like to remind the commission that the Storedahl sand contract is nearing its expiration date and would like to present the commission with a proposal for extending the contract. Executive director Holmberg states that the opportunity to modify the contract is written into the current contract, but has contacted legal counsel to make sure the port does not need reopen the contract to the bidding process.*

## **ACTION ITEMS**

### **A. WPPA Building Purchase**

**Commissioner Boon made a motion to support WPPA in the purchase of the building they are currently leasing and to approve a one-time dues assessment of \$1,088.00, for the purpose of a down payment for the WPPA building purchase. Secretary Peterson seconded the motion. Discussion: Secretary Peterson asks if WPPA has done their homework and are sure that purchasing this building is the best way to go. Executive director Holmberg states that Eric Johnson, executive director of WPPA, has been doing research on the purchasing of this building for close to a year and a half. The lease income they will receive is greater than the debt payment, and the difference will go into an account to cover expenses associated with owning a building. President Cline explains that at the trustee meeting that he will be attending tomorrow as the delegate for the Port of Woodland, there will be a vote on making changes to the bylaws so that WPPA can own property and if for any reason they sell this property, all ports will receive back that % that they paid towards the down payment. Commissioner Boon states that in the paperwork, there is mention that WPPA might contract out to a professional property management company to manage the tenants in the building. He doesn't feel WPPA should go to that expense for only two or three tenants. Vote was unanimous. The motion was carried.**

**B. Targus Fly & Feather lease for shop space in 1385 Downriver Drive, Suite E**

**Secretary Peterson made a motion to approve a lease for shop space with Targus Fly & Feather, per staff recommendation. Commissioner Boon seconded the motion. Discussion: Secretary Peterson asks how much per square foot is the port charging. Executive Director Holmberg states that the port will be getting .49 cents per square foot. Commissioner Boon is concerned about Targus's past payment history on the building they currently lease from the port. President Cline asks if this lease is back dated to July 1, 2011. Executive director Holmberg states that the tenant paid for July and August when he signed the lease. Vote was unanimous. The motion was carried.**

**C. Automated gate at Noahs Ark**

The commission directs executive director Holmberg to seek three estimates/bids for this expense, from the ports small works roster.

**Commissioner Boon made a motion to table this agenda item until the September meeting. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.**

**D. Surplus office equipment (copier) for sale or disposal**

**Commissioner Boon made a motion to surplus the office copier, per staff recommendation. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.**

## **UNFINISHED BUSINESS**

**A. Sargent Update (action may be taken at the discretion of the commission)**

- Executive director Holmberg states that Lonnie Sargent selected representation to help him with this process. Yesterday, Lonnie's representative sent an email to the county requesting the list of permits Lonnie needs to get. They also requested a copy of the letter dated March 14<sup>th</sup> that explains the permits required. Executive director Holmberg states that the county, just today, has responded by sending a copy of the letter requested, to Lonnie's legal representative. Lonnie states that right now his legal counsel is looking to find the bottom line cost of the permits. Lonnie states that if he can possibly afford to keep the road, he would rather not have to take the road out. President Cline asks if the county is okay with the way this is advancing.
- Jay Pyle asks when the port is going to issue a letter and check to close out CRRVP, LLC's two leases. Executive director Holmberg states that he dropped a letter and check off to Shirley Temming at their place of business, but that Shirley noticed the check was made out incorrectly. Executive director Holmberg states that he is asking the county to reissue the check to the proper name.
- Secretary Peterson asks for an update of the reimbursement request for the appraisal Integra Realty Resources did. Executive director Holmberg states that he

has called the company twice, but nothing has been done by them. Secretary Peterson requests an answer by the next meeting. Nick Massey suggests that the port contact the Real Estate Board.

### **NEW BUSINESS**

- President Cline would like to discuss the recent state accountability audit the port just went through. At the exit interview, Tina Watkins, Audit Manager, had a couple of exit comments, but the overall audit turned out to be a very clean audit. The auditors office recommends that the port put in place a policy regarding delinquent lease payments. They also suggested that at any executive session that pertains to a legal topic or issue, the port should have legal council present. Another recommendation was for the port to consider putting in place, a policy concerning travel expenditures, promotional hosting and other port expenditures for business meetings. The port is not doing anything wrong, but should have these policies in place so that the state auditor's office has something to audit against. Executive director Holmberg states that he is already working on policies for the commission to review at the next meeting.

### **UPCOMING MEETINGS**

See report

### **AUDITOR'S REPORT**

#### **A. Approval of Auditor's report of port finances**

**Secretary Peterson made a motion to approve Item A, the auditor's report as presented, per staff recommendation. Commissioner Boon 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, vouchers and warrants numbered 13944 thru 13992, totaling \$66,724.41, per staff recommendation. Commissioner Boon seconded the motion. Discussion: Secretary Peterson asks for clarification of the Vancouver Business Journal advertising expenditure. President Cline asks if all tenants are current. Executive Holmberg states that Targus and Liquid Concrete are behind, but that he had spoken to Targus and they said they would be in next week to pay. He talked to Liquid Concrete and they asked him to contact the president of the company and he will do that this following week. President Cline also asks for an update on the utilities that Chris Lacey owes. Executive Director Holmberg states that he will contact Chris and give him 30 days to pay. President Cline asks if it is possible that some kind of report be inserted in the commissioners packet stating which tenants, if any, are late for whatever reason. Executive Director Holmberg states that he will see to it that a report is given to the commission each month. Vote was unanimous. The motion was carried.**

## **STRATEGIC PLANNING**

### **A. Grant application for Guild Road Incubator Park**

- Executive director Holmberg states that he is working with Jennifer Keene, Council of Governments, on locating grants, so that when the Guild Road Project is complete, money will be in place to begin the construction of the Guild Road Incubator Park.

## **EXECUTIVE DIRECTOR REPORT**

See report.

## **COMMISSIONERS REPORTS**

- President Cline asks about the meeting that Executive director Holmberg had with Representative Ann Rivers in regards to the Scott Avenue Project. He also asks for an update about the committee Executive director Holmberg is putting together with the help of Rosemary Siipola.
- Commissioner Boon asks for an update on port signage at Down River Drive and Schurman Way.
- Commissioner Boon asks for an update on the progress of a boat launch on the ports river front property.
- Commissioner Boon asks if the commission will have to have a special meeting concerning the Storedahl sand contract.
- President Cline gives an update on the Port of Ridgefield's annual picnic.

## **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 7:05 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

