

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

A regular meeting of the Woodland Port Commission was held on October 18, 2011 in the office of the Port of Woodland, 115 Davidson Avenue, Woodland, Washington. President Cline called the meeting to order at 5:32 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, September 15, 2011
- C. Approval of minutes from special meeting (budget workshop 1), September 21, 2011
- D. Approval of minutes from special meeting (special meeting), October 6, 2011

**Secretary Peterson made a motion to approve minutes from all three meetings, (items B, C and D), per staff recommendation. Commissioner Boon seconded the motion.**

**Discussion: President Cline would like to see language added to the minutes of the October 6, 2011 special meeting, reflecting the purpose of the special meeting and why it was scheduled ahead of the regular meeting on October 18, 2011. He wants to show, for future reference, that the meeting needed to be expedited to keep the Guild Road project on track.**

**President Cline called for a vote. Secretary Peterson voted no. Commission Boon voted no. President Cline voted no. The motion failed.**

**Secretary Peterson made a motion to approve minutes from the September 15, 2011 meeting (item B) and September 21, 2011 special meeting (item C), per staff recommendation. Commissioner Boon seconded the motion.**

**Disussion: None**

**Vote was unanimous. The motion was carried.**

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

*Lonnie Sargent presented the commission with an update on the road permitting. He states that the statute of limitations has run out on the agencies to file legal action on him not getting the proper permits for his road. That ran out during September. All legal action has now been dropped. The commission asks Executive Director Holmberg if he has heard anything from the agencies involved and he states that he has not heard.*

*Michael Jackson presented the commission with an update on possible changes to the fire protection and emergency services in the city of Woodland. See attached.*

### **ACTION ITEMS**

**A. Approve ground & building lease renewal – Gardner Trucking**  
**Secretary Peterson made a motion to approve ground and building lease renewal for Gardner Trucking, per staff recommendation. Commissioner Boon seconded the motion.**

**Discussion: Commissioner Boon asks if there is any maintenance issues with this tenant. Executive Director Holmberg states that yes, the tenant has asked the port to fix an area at the Northwest corner of their office building that fills with water each rainy season. Commissioner Boon asks about a fence post, near their gate, that has been damaged for quite awhile. Executive Director Holmberg states that an employee hit the post and private insurance paid a settlement to the port. Now that the money has been received, repair of the post will be taken care of. President Cline asks if there are any other maintenance issues concerning this tenant.**

**Vote was unanimous. The motion was carried.**

**B. Approve request to sublease space at 1670 Schurman Way**  
Commissioner Boon made a motion to approve request to sublease space at 1670 Schurman Way, per staff recommendation. Secretary Peterson seconded the motion.

Discussion: None

Vote was unanimous. The motion was carried.

### UNFINISHED BUSINESS

**A. Automate gate for 1670 Schurman Way**  
Secretary Peterson made a motion to approve putting in an automated gate at 1670 Schurman Way, per staff recommendation. Commissioner Boon seconded the motion.

Discussion: President Cline asks if this company is on the ports small works roster. Executive Director Holmberg, states that he is sure they are, but will double check to make sure they are on the ports small works roster. President Cline states that any tenant approval is to be made by the tenant. This is clearly a tenant improvement. But now that the lease is signed by the commission, the port is obligated to precede in installing this automated gate. The commission agree that for future reference, these type of items will be the responsibility of the tenant.

Vote was unanimous. The motion was carried.

### NEW BUSINESS

#### UPCOMING MEETINGS

See report

- Executive Director Holmberg adds one more meeting to the schedule. There is a WQCC quarterly meeting, October 26, 2011 at the High School Commons at 6:00 pm. Port of Woodland is hosting.
- President Cline asks if at the budget workshop, should there be an executive session to review Executive Director Holmbergs annual evaluation.

#### AUDITOR'S REPORT

**A. Approval of Auditor's report of port finances**  
Commissioner Boon made a motion to approve Item A, the auditor's report as presented, per staff recommendation. Secretary Peterson seconded the motion.

**Discussion: President Cline asks if there is a late tenant payment report. President Cline asks how far behind Targus is at this point. Auditor Moore states that Targus #6 is behind 4-months and Targus #1 is behind 2-months. The commission directs Executive Director Holmberg to begin the pay or vacate process. The commission also directs Executive Director Holmberg to send a letter to each of the ports tenants, that beginning January 1, 2012, the port will require all lease payments to be made by the 5<sup>th</sup> of each month.**

**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 14034 thru 14089, totaling \$60,960.04, per staff recommendation. Commissioner Boon seconded the motion.**

**Discussion: Commissioner Boon wants to see Mitch's Landscape and Maintenance mow all the way up to the fence at Behrman's.**

**Vote was unanimous. The motion was carried.**

## **STRATEGIC PLANNING**

**A. Quarterly status update**

See attached report

## **EXECUTIVE DIRECTOR REPORT**

See report

- Executive Director Holmberg states that he has heard nothing from Mike Landel's in regards to his public records request.

## **COMMISSIONERS REPORTS**

- Commissioner Boon asks for an update on the new signage.
- Commissioner Boon asks for an update on the boat launch purchase at Austin Pt.
- Commissioner Boon asks if the port should be involved in the new sports field complex, here in Woodland.
- Secretary Peterson would like to see the port fix the standing water problem at Gardner Trucking as soon as possible.
- Secretary Peterson questions the gate Lonnie Sargent has on the road he has put in, that crosses port property.

**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 7:05 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