

**PORT OF WOODLAND**  
**Meeting Minutes**  
May 16, 2011

A regular meeting of the Woodland Port Commission was held on May 16, 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 special meeting (executive session) April 20, 2011**

**C. Approval of minutes from regular meeting April 21, 2011**

**D. Approval of minutes from special meeting (commission workshop) April 28, 2011**

- President Cline would like to see an added "bullet" to the minutes of April 21, 2011. Under Action Item B, add a bullet describing the surplus property location, size and the information given the port by Cowlitz Building & Planning concerning use of this property.

**Commissioner Boon made a motion to approve Items B, C and D with the added information included. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.**

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

- Matt Peterson would like to state that as a taxpayer he is unhappy with the way the port handled the lease at 1670 Schurman Way. He feels that too much time elapsed once the tenant fell behind in their lease payments and when the port finally evicted them. He does not feel that the tenant brought enough new jobs to the area. This building was built with grant money and the tenant that leases that building should have a larger employee base. He also suggests the port take a look at the equipment that is still on site. He questions who owns the equipment, that maybe if the tenant who vacated owns the equipment, the port could put a lien against the equipment.

### **ACTION ITEMS**

#### **A. Approve building and ground lease**

**Secretary Peterson made a motion to approve Action Item A, approve building and ground lease for 1670 Schurman Way, per staff recommendation. Commissioner Boon seconded the motion. Discussion. Secretary Peterson states that the amount this tenant is offering to pay is far lower than the amount the ports other tenants are paying per square foot. The port would be leasing this building for the first year for approximately .28 cents per sq.ft. The commission discusses a more appropriate rate for this lease. The commission voted on this motion. The final vote was 3 no's. The motion failed.**

- The commission directs Ex. Director Holmberg to negotiate with Noah's Ark charter bus line the following lease amount: Base lease of \$6,000.00 per month for years one through five and \$7,000.00 per month for years six and seven (plus leasehold excise tax).

#### **B. Authorize executive director to pay broker fee's**

- This Action Item is dropped from the agenda due to the motion on Action Item A failing.

#### **C. Authorize rent relief for long-term port tenant for 2011**

**Commissioner Boon made a motion to authorize rent relief for long-time port tenant by 15% from January 2, 2011 through June 30, 2012, per staff recommendation. Secretary Peterson seconded the motion. Discussion: It is stated that this company has been with the port for many years, did \$750,000 worth of tenant improvements to the office space of the previous building they occupied and walked away from those improvements when they moved to another port location, promptly pay their lease each month, have a large employee base and are supporters of the community. Vote was unanimous. The motion was carried.**

#### **D. Approve agricultural ground lease with Dean Boon**

- Commissioner Boon abstains from any discussion or vote on this action item.  
**Secretary Peterson makes a motion to authorize agricultural ground lease with Dean Boon, per staff recommendation. President Cline seconded the motion. Vote was unanimous with Commissioner Boon abstaining. The motion was carried.**

#### **UNFINISHED BUSINESS**

##### **A. Sargent update**

- Ex. Director Holmberg updates the commission on the issue with Lonnie Sargent concerning the access permit agreement. There is still barbed wire that he has not removed from the ports property and there is now a lock on a gate that he has put in place. Ex. Director Holmberg also reported that a meeting with the Washington State Department of Ecology, State Department of Fish & Wildlife, Cowlitz County Department of Building & Planning, US Army Corps of Engineers, and the port to visit the site and discuss the situation and options, was scheduled for May 31. Rebecca Schroeder of Ecology had invited both Burle and Lonnie Sargent by both letter and by email. The commission directs Ex. Director Holmberg to notify Burle Sargent and Lonnie Sargent by letter, stating they are violating their access permit agreement with the port. If violations are not corrected immediately, the access permit agreement will be revoked.

#### **NEW BUSINESS**

##### **A. City of Woodland Request for Letter of Support for Transportation Benefit District**

- The commission directs Ex. Director Holmberg to not write a letter of support.
- Secretary Peterson asks why the port is not asking for a refund from the appraiser, Integra Realty Resources, for not doing the appraisal on the property that was being appraised for surplus, as directed. The port paid \$3,000.00 for an appraisal they could not use when deciding on the value of the property they were surplus. The commission directs Ex. Director Holmberg to check into a full refund from Intergra Realty Resources for the appraisal they did on the property adjacent to 1881 Dike Road.

#### **UPCOMING MEETINGS**

See report

- President Cline suggests that the port consider scheduling their annual meeting upriver. The commission directs Ex. Director Holmberg to check into scheduling this meeting for July at the same location as last year.

## **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 13791 thru 13830 totaling \$35,639.49, per staff recommendation. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.**

## **STRATEGIC PLANNING**

### **A. No report**

## **EXECUTIVE DIRECTOR REPORT**

See report.

- President Cline asks where the port is on the promotional video that Terry Richard is producing? Ex. Director Holmberg states that due to bad weather, the filming of testimonials has been delayed. Just waiting for nicer weather.
- Commissioner Boon asks if CRRVP supplied documentation supporting the dollars paid for tenant upgrade, as requested. Ex. Director Holmberg states that yes, that documentation has been received.

## **COMMISSIONERS REPORTS**

- Commissioner Boon has heard that the Cougar restrooms are not being kept cleaned. President Cline volunteers to check the restrooms to see if they are being properly taken care of by the janitor.

**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 6:53 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