

PORT OF WOODLAND
Meeting Minutes
April 21, 2011

A regular meeting of the Woodland Port Commission was held on April 21, 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

- Commissioner Boon states that he has a conflict with his schedule and must leave at 6:00. Therefore:

Commissioner Boon made a motion to move public comment period to after action items. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

B. Approval of minutes from regular meeting, March 17, 2011

Secretary Peterson made a motion to approve minutes from regular meeting, March 17, 2011. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

ACTION ITEMS

A. Resolution to surplus property.

Secretary Peterson made a motion to approve and sign Resolution 381, declaring property surplus adjacent to 1881 Dike Road, per staff recommendation. Commissioner Boon seconded the motion. Vote was unanimous. The motion was carried.

B. Consider sale of surplus property.

- Ex. Director explains that this boundary line adjustment for property adjacent to 1881 Dike Road on North and South, provides the opportunity to square up some property that had been separated in an original purchase & sale agreement back in the late 1980's, and for some reason there was a stranded piece of property of about 1.39 to 1.41 acres. Cowlitz County Building & Planning has stated that the only people who could have any possible use for this surplus property are the people at 1881 Dike Road or the adjacent neighbor to the south. The adjacent neighbor to the south is not interested in this property. The neighbor at 1881 Dike Road is interested in this surplus property and has a first right of refusal in their current lease with the port. This boundary line adjustment will also include the small sliver of land, 0.14 acre, on the north side. Staff recommendation is to sell this property to CRRVP. Ex. Director Holmberg also states that this property can-not be used for residential purposes.
- Ex. Director Holmberg states that the residents of 1881 Dike Road have agreed to pay a fee of \$44,000.00 for the boundary line adjustment for the property adjacent to 1881 Dike Road. The residents at 1881 Dike Road will pay the closing costs for this transaction and the port will pay the legal costs.
- Secretary Peterson is concerned about the gap between the two surveys done on this property. One was so much higher than the other. Ex. Director Holmberg explains that the higher survey was based on residential value. The property is currently zoned heavy manufacturing. The second appraiser studied the property as surveyed, so he came back with the appraisal based on what the port asked for.

Secretary Peterson made a motion to declare the property as surplus and sell it at the price of \$44,000.00, per staff recommendation. Commissioner Boon seconded the motion. Discussion: Commissioner Boon has a concern that the residents at 1881 Dike Road have not provided verification of the leasehold improvements to the property. Ex. Director Holmberg states that he will work with the residents of 1881 Dike Road, to provide that information. President Cline appreciates the time Ex. Director Holmberg has taken with Cowlitz County Assessor Terry McLaughlin and Cowlitz County Planning & Building Department. Vote was unanimous. The motion was carried.

C. Authorize Executive Director to sign Letter of Intent for building lease at 1670 Schurman Way.

- Secretary Peterson asks if this new tenant will need extra land for parking and how much the previous tenant's rate was. He would also like to know what the port

charges other tenants per square foot. Commissioner Boon asks if this qualifies for the sales tax exemption. Secretary Peterson is concerned about the price per square footage.

Commissioner Boon made a motion to proceed with a lease with Wessinger LLC, DBA Noah's Ark for the building at 1670 Schurman Way and renegotiate the rates that were proposed and increase rates for years two, three and four to \$6,500.00 and to include-state leasehold tax on all proposed rates. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

President Cline recesses the public meeting at 5:50 P.M., for a public hearing to consider the adoption of the Port of Woodland's Strategic Plan 2020.

President Cline asks if there is any public comment.

Secretary Peterson asks if the commission can go back and make changes if necessary.

President Cline suggests that the quarterly check list not be part of the strategic plan, but remain as a management tool.

President Cline suggests adding pictures of the port's properties to the strategic plan document.

President Cline closes the public hearing at 6:03 P.M. and enters back into the regular public meeting.

D. Consider adoption of Port of Woodland Strategic Plan 2020.

Commissioner Boon makes a motion to adopt the Port of Woodland's Strategic Plan 2020 with the consideration of the two items discussed during the public hearing. Remove the check-list and use it for management purposes and add pictures of the port's properties to the strategic plan document. Secretary Peterson seconded the motion. Vote was unanimous. The motion was carried.

Commissioner Boon is excused from the public meeting at 6:04 P.M.

President Cline opens the regular meeting to public comment.

- Jay Pyle would like to mention that the port's new website has blind drop downs.
- Fran Woolsey owns property on the west side of Old Pacific Highway and has put the property up for sale. She is aware that real estate is not moving. She is visiting the port to collect information from the strategic plan.

UNFINISHED BUSINESS

NEW BUSINESS

UPCOMING MEETINGS

See report

- The April 28th workshop has been cancelled.
- The commission suggests moving the May 10th workshop regarding the proposed boat launch project to May 16th at 3:30.

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. President Cline 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 13743 thru 13790 totaling \$65,349.55, per staff recommendation. President Cline seconded the motion. Vote was unanimous. The motion was carried.

STRATEGIC PLANNING

A. Staff report on progress toward goals – first quarter 2011

- Ex. Director Holmberg states that since an action was taken to remove this item from the strategic plan, he has nothing to report at this time. This item will now be under the executive director report.

EXECUTIVE DIRECTOR REPORT

See report.

- The commission directs Ex. Director Holmberg to get the newsletter on the website as soon as possible.
- President Cline asks about the progress on the fencing of Down River Drive Industrial Park.
- President Cline asks about the progress in regards to the letter received from the Department of Fish and Wildlife in regards to the work that needs to be done to the berm on the west side of the property M&J Farms leases.

COMMISSIONERS REPORTS

- President Cline reports on the WQCC meeting. The City is considering a Transportation Benefit District to help fund the Scott Avenue Project. President Cline has information concerning the idea.

ADJOURNMENT

Secretary Peterson made a motion to adjourn. President Cline seconded the motion. Vote was unanimous. The motion was carried.

President Cline declared the Regular Meeting adjourned at 6:41 pm.

WOODLAND PORT COMMISSION

Paul Cline, President

Jerry Peterson, Secretary

Dale Boon, Commissioner