

**Port of Skamania County  
Minutes of the Board of Commissioners  
December 22, 2015, 3:00 pm Regular Meeting**

**Call to Order:** Commissioner Collins called the meeting to order at 3:00 pm.

**Attendance:** Commissioners Todd Kingston, Gail Collins, and Tony Bolstad; Executive Director John McSherry, Attorney Ken Woodrich, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Auditor Monica Masco, Facilities Manager Doug Bill. Guests: Don Fisher, Ian Langdile, Paul Spencer, Norm Ward, Fran Breeding, Philip Watness.

**Public Comment:** Don Fisher of Cowlitz Investments stated that by December 27, 2015, it will be costing his company \$2,500 a day to wait for a cannabis production facility; he offered a check of \$50,000 to the Port as earnest money toward a lease for Building 2130 at 1111 Hemlock Road at Wind River Business Park. Commissioner Kingston responded that the Port Commissioners are going to continue discussions regarding leasing to Cowlitz Investments and that the Port is in transition with a new commissioner for District 1 and is going to wait until that commissioner is on board. The Port also is going to follow through with discussions with the Stabler Community Council (SCC). Don Fisher noted he's tried to set up a meeting with the SCC and asked if the Port really has to wait until SCC January 12, 2016 meeting to move forward. Commissioner Bolstad said the decision-making process can proceed in a timely manner and expressed confidence that issues and concerns can be adequately addressed and mitigated through the lease conditions. He also noted that earlier today the three Skamania County Commissioners voted in favor of the Port leasing to Cowlitz Investments and that he would vote in favor as well if he was not at the end of his term as Port commissioner.

Ian Langdile said the Cowlitz Investments cannabis production company would be called "Windy River Research." Norm Ward said Wind River Biomass LLC would greatly benefit from the cannabis production as a customer. He also said when his company is up and running they will employ 10 people and potentially associated greenhouse businesses would employ another 10 to 15 people.

The Commission decided to hold a special meeting December 31, 2015 to appoint the new District 1 commissioner, and a second special meeting on January 5, 2016 to discuss leasing to Cowlitz Investments. They also directed John to place an ad in the Pioneer for the January 5 meeting.

**Meetings and Seminars:**

John, Julie, and Randy attended the Chamber and EDC's combined annual Open House.

**Minutes Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **December 8, 2015 Regular Meeting Minutes**. Commissioner Kingston seconded; the motion carried.*

Commissioner Bolstad commended Monica for capturing the major components of a complex meeting [Julie was on vacation.]

### **Vouchers Approval:**

*---MOTION--- Commissioner Bolstad moved to approve the **Pre-issued General Fund Vouchers numbered 16884 through 16895 in the amount of \$23,882.20 dated December 16, 2015.** Commissioner Kingston seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 16896 through 16916 in the amount of \$23,990.17 dated December 22, 2015.** Commissioner Bolstad seconded; the motion carried.*

### **Administrative Approvals:**

*---MOTION--- Commissioner Bolstad moved to **ratify the lease with Cascade Laundry at Wind River Business Park Building 2127 at 1212 Hemlock Road on a month-to-month basis, with a rate of \$750 plus Washington State Leasehold Tax, plus a \$750 deposit, which is less than the RCW recommended deposit of one-year's lease rate, beginning January 1, 2016.** Commissioner Kingston seconded; the motion carried.*

### **Staff Reports:**

**Auditor's Report:** presented by Monica Masco.

November 30, 2015 Cash Balance was \$1,143,300.78.

Total revenue for November was \$513,774.81 and expenditures were \$300,528.96; netting excess revenue over expenditures for the month in the amount of \$213,245.85. Year-to-date expenditures are over revenue in the amount of \$101,042.02.

### **Unfinished Business/Director's Report:** Presented by John McSherry

1. *Tenants update:* Doug has been working on improving Tichenor Building Suites 65, 85, and 105. John has been working with Ken Woodrich regarding relocating his office to accommodate Backwoods Brewing's office space needs. Katy Archer has given notice of termination of her month-to-month lease and will move her office to Vancouver. John will visit Beacon Rock Golf Course (BRGC) tomorrow to review the storm damage including trees and tree limbs falling on the course and determine the best way to clean up. He is not sure if it is worth making an insurance claim.

Commissioner Kingston asked if the Port's work on Tichenor Suites 85/105 is holding up Backwoods in any way; Doug reported their project manager told him the answer is no.

Julie reported on the schedules for the tour boats. American Cruise Lines (Queen of the West) will have a new boat called American Pride; American Queen Steamboat Company with the American Empress submitted their 2017 schedule as well.

2. *River Point Building Roof and Improvements:* We are working on the project close-out documents for our USEDA grant—waiting on As-builts and Operations and Maintenance Manual from Snyder. The USEDA is releasing the majority of grant funds ahead of schedule based on excellent project progression.

3. *New Skye Building (Discovery III)*: John reported the consultant CIDA has been working on the SEPA (State Environmental Policy Act) and permits; no update on removal of the old building.
4. *Cascade Avenue Updates Project*: The metal adornments were added to the Stevenson Landing Gateway structure today. John reminded the Commission that the Port committed matching funds to this project and the Quiet Zone project; however the City of Stevenson has not yet invoiced the Port and therefore the funds will not show up in our 2015 financials.
5. *Cooler for Sale*: John reported he approved sale of the last cooler in the Tichenor Building to David Ryan of Ryan's Juice, Hood River; David wants to purchase it and donate it to a charity; John approved a discount price of \$4,000.

*---MOTION--- Commissioner Bolstad moved to ratify the sale of the last cooler in the Tichenor Building to David Ryan for \$4,000. Commissioner Kingston seconded; the motion carried.*

**New Business:** Commissioner Bolstad thanked Fran Breeding for attending our meetings for the past four months and noted her financial experience is very helpful. He urged the Commission to support the Cowlitz Investments request to become a tenant and that details of where any revenue should be directed should be worked into the lease. He said he has greatly enjoyed his eight years with the Port.

**Executive Session:** None

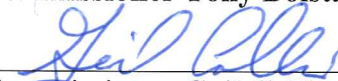
**Adjournment:** 3:49 pm (Annual Open House followed)

**Next Meeting:** The next regularly scheduled meeting of the Board of Port Commissioners is December 8, 2015, 3:00 pm, at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

**APPROVED BY:**



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**Commissioner Tony Bolstad**, Vice-President (District 1)



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**Commissioner Gail Collins**, President (District 2)



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**Commissioner Todd Kingston**, Secretary (District 3)

**ATTEST:**



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**Julie Mayfield**, Executive Assistant