

Port of Skamania County
Minutes of the Board of Commissioners
February 9, 2016
Regular Meeting 3:00 pm

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

Attendance: Commissioners Fran Breeding, Gail Collins, and Todd Kingston; Attorney Ken Woodrich, Executive Director John McSherry, Executive Assistant Julie Mayfield, Finance Manager Randy Payne, Facilities Manager Doug Bill. Guests: Bob Hamlin, Paul Spencer, Don Fisher, Ian Langdile, Chloe Langdile, Donald Willing.

Public Comment: Skamania County Commissioner Bob Hamlin gave a brief update on the County's boundary line adjustment at Wind River Business Park (WRBP). He said he was attending also to support leasing WRBP buildings to Don Fisher's cannabis growing operation. He also gave an update on working with Gina Owens and Mose Yellin of the Forest Service regarding the water system and other properties and will be meeting with them on February 18, 2016, which meeting John will also attend. Bob has met with Gina recently and also Lynn Burdette (Forest Service representative for the National Scenic Area).

Ken read aloud a public comment submitted via email by Ann Lueders regarding the proposed lease to the cannabis growing operation at WRBP (attached).

Meetings and Seminars:

John met with the Skamania County Red Carpet Committee, the Community Action Team (CAT), and the Stevenson Park Plaza Project Community Open House that was hosted by the Stevenson Business Association, City of Stevenson and Rock Cove Design, for viewing three conceptual designs for the Courthouse lawn (Q&A and give input). The Red Carpet Committee discussed holding a barbeque for new Port tenants on the waterfront when the weather is warmer.

Minutes Approval:

*---MOTION--- Commissioner Breeding moved to approve the **January 26, 2016 Regular Meeting Minutes**. Commissioner Kingston seconded; the motion carried.*

Vouchers Approval:

*---MOTION--- Commissioner Kingston moved to approve the **Pre-issued General Fund Vouchers numbered 16991 through 16996 in the amount of \$15,784.85 dated January 27, 2016**. Commissioner Breeding seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **Pre-issued General Fund Vouchers numbered 16997 through 16998 in the amount of \$2,960.91 dated January 28, 2016**. Commissioner Breeding seconded; the motion carried.*

*---MOTION--- Commissioner Kingston moved to approve the **General Fund Vouchers numbered 16999 through 17030 in the amount of \$50,221.51 dated February 9, 2016.** Commissioner Breeding seconded; the motion carried.*

Administrative Approvals:

- **Memorandum of Understanding (MOU).** John attended the Skamania County Commission meeting this morning wherein he acquired signatures of the Commissioners on the MOU for management of Wind River Business Park, an agreement for the interim while the Purchase and Sale Agreement (2011) is being finalized. Commissioner Kingston said County Attorney Adam Kick made it clear that Port Attorney Ken Woodrich expedited this process and he thanked him. John thanked Bob Hamlin as well.

*---MOTION--- Commissioner Kingston moved to approve the **Wind River Business Park Management Memorandum of Understanding with Skamania County.** Commissioner Breeding seconded; the motion carried.*

- John explained that the Port has been working toward perfecting the water rights by improving the water system at WRBP, by following the plan outlined in a 2004 report by Skamania County's consultant. The report identified where the Port drilled the well in 2013. The Port also had the line upgraded between the well and the 1111 Hemlock Road building (old Processing Center). The funding for this has been from a Washington State Department of Commerce grant. (The Port issued an RFP last year that brought in four responses: Tenneson was chosen. To date about \$105,000 has been spent of the \$200,000 grant for well work and associated archaeological monitoring.) There was discussion about details of funding the future expansion of the distribution lines, etc. For now, the distribution line will continue to be completed/updated to the building, but in future the plan is for the lines to connect into the existing water system.

*---MOTION--- Commissioner Kingston moved to **authorize John McSherry to sign the contract with Tenneson Engineering for the Trout Creek Field Well Pump/Distribution Line Design, Wind River Business Park, not-to-exceed \$29,500.** Commissioner Breeding seconded; the motion carried.*

- Last US Bag Lease Termination request.

*---MOTION--- Commissioner Breeding moved to **accept Last US Bag's request for early lease termination for 1111 Hemlock Road, Wind River Business Park, as of December 31, 2015.** Commissioner Kingston seconded; the motion carried.*

- Commissioners Kingston and Breeding agreed that the draft lease proposed for Windy River Research LLC cannabis growing operation (previously called Cowlitz Investments) has addressed all of their previous concerns and those of the Stabler Community Council. Don Fisher explained the conundrum of having to have a lease before being issued a license from Washington State Liquor and Cannabis Board (LCB). It was determined that lease amendments can address any additional concerns of the LCB after the fact if LCB requires additional language.

---MOTION--- Commissioner Kingston moved to authorize John McSherry to sign the contract with Windy River Research LLC for buildings 1111 and 1113 Hemlock Road, Wind River Business Park, for 10 years, with a base rate of \$21,835 per month plus WA State Leasehold Tax, and Insurance, prorated to date of possession, with a \$50,000 security deposit, which is less than the RCW recommended one-year lease rate. Commissioner Breeding seconded, Commissioner Collins voted No; the motion carried.

---MOTION--- Commissioner Kingston moved to authorize John McSherry to sign the Washington State Liquor and Cannabis Board Notice of Marijuana License Application for Don Fisher [Windy River Research LLC]. Commissioner Breeding seconded, Commissioner Collins voted No; the motion carried.

- Backwoods Brewing lease amendment. The WA State Liquor and Cannabis Board requested language stating “beer production” is allowed in their lease.

---MOTION--- Commissioner Breeding moved to ratify Backwoods Brewing Lease Amendment 2 for Tichenor Suites 85 and 105. Commissioner Kingston seconded; the motion carried.

Staff Reports:

- **Facilities Report:** Doug reported on digging up inspection ports for the septic system and identifying components to renew the annual large onsite septic system (LOSS) permit for the system at WRBP; Joe Schlick is adding components to the Stevenson Wifi project, which involves the Tichenor building; Doug upgraded the lighting in Tichenor Suite 65 at tenant Phloem Studio; they began tile work at the second restroom in River Point south; installed new furnaces at Tichenor Suites 40 and 50; they are determining how to address a skylight leak at Teitzel building; Beacon Rock Golf Course Clubhouse and gravel for pathway delivered; installing an overhead door is the last item for Backwoods Brewing; Doug noted gutters were installed, and a contractor will install a roof penetration for Backwoods (Commissioner Collins requested that all Port lease language about roof penetrations be in a bold font); Silver Star and LDB in River Point also need roof penetrations in the newly rebuilt roof—Snyder Roofing will install.
- **Attorney’s Report.** Ken has been working with John on WRBP issues and the rest will be covered in Executive Session.

Director’s Report/Unfinished Business:

1. *Tenants Update:* Thomas Meade has purchased Cascade Acupuncture from Carola Stepper; the Port is establishing a new lease with him, as Skamania Acupuncture, with the same terms. Sawnet has been purchased by Wave; John will be reviewing their lease and space needs. Cascade Laundry reported they are doing well at WRBP.
2. *River Point Building:* We finalized and closed out the USED A grant documents.
3. *Wind River Business Park (WRBP).* See Administrative Approvals above.

Commissioner Collins stated he's been contacted several times by Lane Stettler and that John needs to finalize a lease with Lane for controlling weeds on a portion of County property that abuts Lane's property as soon as possible.

4. *Executive Director Cost of Living and Wage Adjustment.* John presented a list of projects/leases for 2015 and compensation rates of equivalent regional public agency directors to the Commission for review (see attached and Executive Session below).

New Business: Skamania County notified the Port that they've changed their policy regarding guided fishing services operating out of the Wind River and Drano Lake boat launches. The Port's Cascade Avenue Boat Launch may receive extra activity. The Port may need to be on the lookout for businesses operating without a vendor permit there.

Executive Session: Commissioner Collins called for an Executive Session, with the Commission, John McSherry and Ken Woodrich, from 5:15 pm to 5:30 pm for 15 minutes per RCW 42.30.110(c) To consider the minimum price at which real estate will be offered for sale or lease when public knowledge regarding such consideration would cause a likelihood of decreased price. However, final action selling or leasing public property shall be taken in a meeting open to the public, and again, with the Commission, John McSherry and Ken Woodrich, from 5:30 pm to 5:45 pm per RCW 42.30.110(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price and again, with the Commission, Ken Woodrich and John McSherry, from 5:45 pm to 6:00 pm for 15 minutes per RCW 42.30.110(g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. However, subject to RCW 42.30.140(4), discussion by a governing body of salaries, wages, and other conditions of employment to be generally applied within the agency shall occur in a meeting open to the public, and when a governing body elects to take final action hiring, setting the salary of an individual employee or class of employees, or discharging or disciplining an employee, that action shall be taken in a meeting open to the public.

The Commission directed John to continue negotiating a lease amendment as discussed.

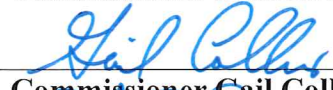
Adjournment: The Chairperson adjourned the meeting at 6:01 pm (Julie left at 5:10).

Next Meeting: The next regularly scheduled meeting of the Board of Port Commissioners is February 23, 2016 at 3:00 pm at the Port office conference room: 212 SW Cascade Avenue, Stevenson, Washington.

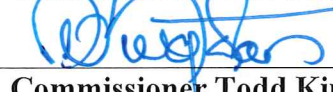
APPROVED BY:



Commissioner Fran Breeding, Secretary (District 1)



Commissioner Gail Collins, President (District 2)



Commissioner Todd Kingston, Vice-President (District 3)

ATTEST:



Julie Mayfield, Executive Assistant