

**North Bonneville Public Development Authority Minutes**  
**Thursday August 7, 2014**  
**6 pm**

**Note: The public is invited to attend all board meetings at 102 CBD Mall #3**

**Meeting called to Order:** 6:00pm

**Roll Call:** by Secretary/Treasurer Dan Smith confirmed the presence of all Board Members.

**Staff:** Consultant John Spencer, Both Attorney Teunis J. Wyers & Attorney Teunis G. Wyers and City Manager Steve Hasson were also present.

**Pledge of Allegiance to the US Flag:** No flag was present.

**Agenda Changes and/or Additions:** Attorney Teunis J. Wyers asked to have an extensive executive session later and the chair added it under New Business.

**Public Comments:** Fern Armstrong spoke in explanation of her lease agreement proposal for office/meeting space on the agenda saying it was negotiable..

City Manager Steve Hasson addressed the board with the following direct quote:  
When I spoke - I suggested the PDA hold off on entering into a contractual arrangement for leased space until it has an approved retail marijuana license and noting that Fern Armstrong has constructed a one year lease agreement for the PDA's signature, which means a commitment of \$9600 plus another \$800 security before this governmental operation has established an income stream with any degree of certainty to pay for its expenses.

I also cautioned that before the PDA enters into a contractual agreement with anyone – it should have the retail operation up and running and noting the start up costs may be significantly more than contemplated and this lease action may impair its ability to financially address other pressing matters.

I noted the PDA should forgo such an agreement until it has a solid understanding of its business costs relative to income stream and again noting that any return on investment is simply conjecture at this point in time.

I also expressed the opinion if the PDA needs space at this time it ought to go through an open and competitive solicitation process to assure it is receiving the best return on the investing of public dollars.

I do not understand why the PDA would have an aversion to placing an ad in the Skamania Pioneer in order to solicit for PDA space if there is an immediate need for that action? If the PDA does not advertize for space to the broadest extent possible it certainly leaves the impression it

is not seeking to be an open and transparent government. I think the need for that transparency is especially important given the fact that Fern has put the PDA on notice if they do not lease her space – she may not consider investing financially in the PDA operation and also noting here relationship with a board member. There is certainly the appearance of a conflict of interest present.

I think the PDA opens itself to public criticism for lack of propriety [if it does adequately advertise] that could come back on the City Council. Certainly, if Fern has the most reasonably priced space available - there should not be hesitation to confirm that fact through public advertisement – soliciting with the broadest reach possible. That action will demonstrate to the community that the PDA acts in a fair, transparent and impartial manner and respects competition and the marketplace in its decision making process. A public notice via a newspaper of record is also a good insurance policy for deflecting suspicion, regardless of who ends up providing the space if fairness and competition are criteria in the selection process which they need to be.

I hope the PDA carefully considers what I have to say – I would appreciate my comments being restored to the minutes – Steven

**Board Comments:** None

**Staff Report:** John Spencer reported the results of the North Bonneville Planning Commission's recent approval of a special use permit required by the City to complete our license application. Their approval was conditional on several requirements including a traffic report and landscaping oversight. Complying with the requirements is expected to cost several thousand dollars.

He said he is also actively seeking the various types of insurance that will be needed and is looking for a suitable accountant to handle the business bookkeeping and taxes.

**Old Business:**

**Banking** - Attorney Teunis G. Wyers described the process by which he plans the **creation of the LLC '484 Evergreen'** for the purpose of real property development which would allow the opening of a bank account and the accepting of loan proposals. He said the process would take two or three days and he was instructed to proceed with that plan.

**Licensing** - President Dudley reported no activity to date but said he was aware of a meeting underway and he expected to hear from the LCB soon.

**Funding** - Several loan proposals have been submitted and consideration of them was delayed pending the establishment of the LLC, part of New Business.

**New Business:**

**Building Leases** - Two lease proposals were up for discussion. The Board adjourned to executive session @ 7:50pm for approximately 45 minutes. Upon returning around 8:40pm they reported having made no leasing decisions in executive session and reconvened the meeting.

**Appointment of Board Officer(s)** - This item was not taken up.

**Discussion: Powers of PDA Management** - This item was table until the next meeting

**Discussion: Next steps/timeline** - Mr. Spencer passed out a two page list of details which needed completing and a suggested timeline thru October for addressing them. He asked members of the Board for help with the listed items. Director Judy Whitcomb indicated she would address the development of a logo and signage and to research point of sale security systems. Dan Smith recommended a web designer he had worked with recently. Tim Dudley agreed to draw up plans/specs for the remodeling of the building as well as develop personnel policies. Mr. Spencer asked to receive suggestions and recommendations from the Board members concerning potential inventory, merchant services and building maintenance, among others.

**Approve Invoices** - This item was tabled until the next meeting.

**Approve Minutes** - Minutes from the last meeting were approved by unanimous vote

**Approve New Loans** - Approval of loan proposals was delayed until such time as the LLC could be established.

**Next Meeting Date** - The next meeting was set for Thursday August 14, 2014 @ 5:30pm

**Closing Public Comment:** None

**Closing Board Comments:** None

**Adjournment:**The Chair adjourned the meeting at 8:10pm

Dan C. Smith  
Board Secretary.