

**Port of Hood River Commission
Meeting Minutes of November 27, 2012 Regular Session
Marina Center Boardroom
5:00 P.M.**

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt, Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Stephen Burdick, Fred Kowell, Mellissa Halseth and Liz Whitmore

Absent: None

Media: Adam Lapierre, Hood River News

1. CALL TO ORDER: President Jon Davies called the meeting to order at 5:00 p.m.

a. Modifications, Additions to Agenda: Add Special Presentation to Ernie Enos; provide revised Marina Lease Rate memo; add to Executive Session ORS 192.660(2)(h) Possible Litigation.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- Approve Minutes of October 16, 2012 Regular Session Meeting and November 14, 2012 Regular Session Meeting
- Approve Natural Gas Utility Easement Across the Hood River Bridge

Motion: Move to approve Consent Agenda

Move: Duckwall

Second: Shortt

Vote: **Aye:** Davies, Duckwall, McBride, Shortt and Streich

MOTION CARRIED

4. Commissioner, Committee Reports:

▪ Airport Advisory Committee – Steve Burdick, Development Manager, gave an overview of the November 27 meeting. The committee reviewed the Runway Shift project. K & E Excavation have completed the work for the winter with minimal financial impact on the FBO. There was discussion of a new snow removal plan and reviewed the Fire Marshall report of the T-hangar inspections, which were mostly good.

**Special Presentation to Ernie Enos- McElwee gave a speech about Enos' retirement after 32 years in the Port Maintenance Department. He then presented Enos with a gold watch. Enos thanked everyone and said his years at the Port were a long journey and called the Port home.

5. DIRECTOR'S REPORT: McElwee highlighted the following areas:

- Schedule – Asked Commissioners forward to staff any suggestions or comments regarding the Fall Planning agenda so that it could be finalized.
- Staff & Administration – Port Auditors, Pauley Rodgers, have requested that all Commissioners complete the questionnaire they received and return them as soon as possible.
- Bridge/Transportation – The bridge painting project is complete and the contractor could finish the shim repair as soon as next week, weather permitting.

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

▪ Regional Coal Projects – Brett VandenHeuvel, Columbia River Keepers gave a presentation on the five coal export proposals in the Northwest, 3 of which are in the Columbia River Gorge. Many Columbia River tribes as well as Ports have passed resolutions opposing coal transporting through their areas. Columbia River Keepers are asking the Port of Hood River to also pass a resolution of opposition. Commissioner Shortt asked VandenHuevel to provide the letters signed by

Ports to the Commission for review. The Commission will discuss the Port's involvement at a future meeting after these letters are reviewed.

- Waterfront Annual Report – Liz Whitmore, Waterfront Coordinator, asked for any feedback to the 2012 report. Staff was asked to provide a detailed allocation for staff time. Commissioner Shortt requested that traffic counts be included in the 2013 report. The Commission cautioned against having more than two consecutive weekends reserved for Exclusive Use. Staff will post the 2012 report on the Port's website.
- West Nichols Basin/Lot #1 Planning Update – Mark Clemmons, Dick Spies and Robin Laughlin, Group Mackenzie, gave an overview of the conceptual plans that have been prepared to date before moving to preparing the final documents. The information used to prepare the plans was collected by Group Mackenzie through local business interviews, public input and Port Commissioners and staff. The building spaces proposed could allow up to 287 employees with maximum square footage utilized. The infrastructure could cost up to \$2 million which includes relocating utilities. Group Mackenzie suggested to the Commission to build the infrastructure now so that the land would be ready for development. Commission consensus was to maximize the south end of the basin for water access. McElwee asked that Commissioners email any suggestions of the proposed conceptual plans by Thursday, November 29 for the upcoming committee meeting.

7. ACTION ITEMS:

a) Approve Kiteboard/Windsurf/SUP School Concessionaires: The evaluation process has been completed and after each member of the committee votes separately the group discussed the proposals. Spaces were assigned according to ranking. Shortt commended the evaluation committee for doing an honorable job. Commissioner Streich asked that staff look into ability to transfer permits in the future.

Motion: Move to Approve Kiteboard/Windsurf/SUP School Concessionaires

Move: Shortt

Second: Duckwall

Vote: Aye: Davies, Duckwall, McBride, Shortt and Streich

MOTION CARRIED

b) Approve 2013 Marina Lease Rates: Staff provided a revised memo that listed three separate scenarios for 2013 rate increases. Scenario 1: All tenants pay for electrical upgrade with an annual assessment of \$294 and boathouse tenants would cover all costs associated with replacing the boathouse docks with an additional annual assessment of \$2,138. Scenario 2: All tenants pay for the electrical upgrade and \$150,000 of the boathouse dock replacement for an annual assessment of \$405 with boathouse tenants paying for the remainder of the project estimated at \$162,000 for an additional annual assessment of \$870. Scenario 3: All tenants pay for the electrical upgrade and \$150,000 of the boathouse dock replacement for an annual assessment of \$405 with boathouse tenants paying for engineering and permitting costs until construction costs are determined for an additional assessment of \$270. Boathouse tenants would have an additional assessment in 2014 for costs to complete the project. Steve Tessmer who represents the boathouse tenants on the ad-hoc committee read testimony that he provided to be included in the minutes. He stated that boathouse tenants will be looking for longer leases in the future.

Motion: Move to Approve Annual Assessment of \$405 for Marina Moorage Tenants and Annual Assessment of \$675 for Marina Boathouse Tenants Effective January 1, 2013

Move: Duckwall

Second: McBride

Vote: Aye: Davies, Duckwall, McBride, Shortt and Streich

MOTION CARRIED

c) Approve 2013 T-Hangar Lease Rates: Increase rates by 2.5% CPI based on the Portland Consumer Price Index.

Motion: Move to Approve 2013 T-Hangar Lease Rates
Move: McBride
Second: Streich
Vote: **Aye:** Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

d) Authorize Contract with Terra Surveying for Survey Services Not to Exceed \$3,600:

As part of the Purchase & Sale Agreement with NBW-Hood River, LLC the Port agreed to carry out certain surveying work related to vacation of the access easement and boundary line adjustment. NBW will reimburse the Port for one half of the expenses.

Motion: Move to Authorize Contract with Terra Surveying for Survey Services Not to Exceed \$3,600
Move: Duckwall
Second: Shortt
Vote: **Aye:** Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

e) Approve Amendment #1 to Local Agency Agreement Regarding Frontage Road Hood River Bridge Project and Authorize Signature by Port President, Secretary and Legal Counsel:

This amends the Local Agency Agreement with ODOT to identify the pedestrian/bike path as part of the project.

Motion: Move to Approve Amendment #1 to Local Agency Agreement Regarding Frontage Road Hood River Bridge Project and Authorize Signature by Port President, Secretary and Legal Counsel
Move: Shortt
Second: Duckwall
Vote: **Aye:** Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

f) Approve Portway Avenue II Urban Renewal Repayment Agreement: The Port has requested that the Hood River Urban Renewal Agency approve an Intergovernmental Repayment Agreement to provide a repayment mechanism for the significant work the Port carried out this past summer of Portway Avenue.

Motion: Move to Approve Portway Avenue II Urban Renewal Repayment Agreement
Move: Duckwall
Second: McBride
Vote: **Aye:** Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

8. COMMISSION CALL: Streich thanked the media for putting the Port on the front page of the paper for their Cable Park decision. Commissioner McBride asked for staff to follow up with Commissioner email addresses. Staff will discuss this more at Fall Planning. Shortt asked that stakeholders be invited to discuss Lot #1 before the end of the year. Davies thanked McBride, Whitmore and Burdick for their participation in the RFP process.

9. EXECUTIVE SESSION: Regular Session was recessed at 8:39 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Legal Counsel. The Commission was called back into Regular Session at 8:54 p.m. There was no action taken as a result of Executive Session.

10. ADJOURN: President Davies adjourned the meeting at 8:56 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission