

**Port of Hood River Commission
Meeting Minutes of May 22, 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 and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Linda Shames and Mellissa Halseth

Absent: None

Media: None

1. CALL TO ORDER: President Jon Davies called the meeting to order at 5:02 p.m.

- a. Modifications, Additions to Agenda:** Staff provided an updated memo for Action Item d) Contract with Auditor reflecting the staff recommendation.

2. PUBLIC COMMENT: Heather Stayton presented the Commission with a grant opportunity regarding pedestrian access for Lot #1 on the Waterfront. The grant would require a 10.27% match. Stayton explained that there was a multi-stage process with short deadlines. Stayton offered her assistance in preparing a narrative for the initial submittal. Staff was directed to continue working with Stayton to prepare the submittal. Tonia Farman, Director, Athletes 4 Cancer, spoke about her request for a fee waiver for the 2012 Kiteboard 4 Cancer event held July 13-15 at the Event Site. Farman stated there was not an admission fee for the event that was open to the public. Their previous sponsor, the John Wayne Foundation, notified them that will no longer be funding events. Farman explained that all monies collected for sponsorship were by contestant pledges. All proceeds for this event are dispersed to local organizations. The Commission stated they would discuss the topic further in the agenda under Presentations. Becky Bishop asked the Port to consider a recreation center on Port property. Bishop explained that she understood there would be zoning and funding blocks if considered.

3. CONSENT AGENDA:

- Approve Minutes of May 1, 2012 Regular Session Meeting and May 16, 2012 Special Meeting-Lot 1
- Approve the 2012 Concession/Land Lease Permit and Permit Addendum #1 with Christa Scheer dba the Sandbar Café
- Approve 2012 Land Use Agreement with CGWA for Temporary Parking and Columbia River Access
- Approve Payment to Secure Pro Technologies, LLC for Security System in the Halyard Building Suite 201 Not to Exceed \$5,830
- Ratify Change Order No. 6 and Authorize Increase in Contract with Griffin Construction in the Amount of \$1,876
- Approve Contract with SLCA Consulting Engineers for Construction Inspection Services Associated with the Portway Avenue Improvement Project Not to Exceed \$10,000 Contingent Upon Legal Counsel Approval
- Approve Permit Plans for Lot #3 of the Waterfront Business Park Dated May 2, 2012
- Approve Accounts Payable to American Heating, Inc. in the Amount of \$1,899.26; to Jeanette M. Launer, Attorney in the Amount of \$2,452.50; to Jaques, Sharp, Sherrerd, Fitzsimons & Ostrye in the Amount of \$7,128 for a Total Amount of \$11,479.76

Motion: Move to approve Consent Agenda as amended (Commissioner McBride requested that Secure Pro Technologies be moved to Action Items for discussion)

Move: Duckwall

Second: McBride

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

MOTION CARRIED

4. Commissioner, Committee Reports:

- Lot #1 Public Meeting – Commissioner Davies stated that he thought the meeting was well attended. Most interest was on the water’s edge with less concern of the Light Industrial uplands. There was great input and there were no negative comments received.
- Executive Director Review – Davies instructed the Commission to complete the evaluation form provided for the Executive Director’s annual review and return to legal counsel by Friday, June 1. McElwee stated that he would provide an updated work plan and self evaluation electronically. The review will take place in Executive Session at the June 5 meeting.

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

- Schedule – There is an EDWOG roundtable scheduled on May 31st at 3PM in the Marina Center Boardroom. Commissioners are encouraged to attend. The regional PNWA Conference is June 27-29 in Seattle, WA. McElwee requested the Commission confirm with staff if there are interested in attending.
- Staff & Administration – New staff members were introduced. Stephen Burdick, Development Manager, whose main focus will be property management. Liz Whitmore, Waterfront Coordinator, whose main focus will be working with school and food concessionaires as well as waterfront visioning.
- Waterfront Recreation – The Corps of Engineers has asked if the Port is interested allowing a Life Jacket Kiosk to be located on the Waterfront. McElwee proposed the kiosk be placed at the Marina Swim Beach. Commission consensus was to gather more information from the Corp of Engineers to install the Kiosk. The water level of the Columbia has not yet receded and is not anticipated until mid-June. Commissioner consensus was to Authorize Executive Director to continue the High Water Plan through June 19; there will be a review at the June 19 meeting.
- Waterfront Development – The City of Hood River has posted signs on 8th Street that there is no truck parking allowed. The Port was not notified before this occurred. McElwee will speak with Bob Francis, City Manager after Francis returns from vacation. In the meantime McElwee gave truck drivers permission to park on Portway Avenue.
- Airport – The engineers estimate exceeds the project budget by \$1 million, mainly due to the amounts of fill that would be needed. Century West will revise the designs for the runway shift.
- Bridge/Transportation – There is another SR-35 Working Group meeting scheduled for May 23 at 5PM in the Marina Center Boardroom. Commissioners Duckwall and Streich will attend with McElwee.

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Lot #1 Planning – McElwee plans to present Lot #1 to the Planning Commission on June 18. Commissioner Shortt explained that he was disappointed there was not more discussion on the uplands part of the project. McElwee requested that the Commission provide invitees to McElwee for a roundtable to discuss Lot #1.
- Fee Waiver Requests – Columbia Gorge Windsurfing Association (CGWA) and Athletes 4 Cancer have requested fee waivers for their events scheduled at the Event Site for the summer of 2012. There was discussion of the impacts on the recreation sites during these events and the lost revenues when they are closed for exclusive use events because no parking fees would be collected by the Port. McBride suggested a Port-wide parking pass or other ways to collect funds from all users in the future to increase revenues at the Waterfront recreation sites. The Commission recognized the positive impact all the fundraising events have on the community, but were not in support of the fee waiver requests. Commissioner Shortt directed staff to research ways to increase the revenues and diminish the negative balance of costs associated with maintaining all of the Waterfront recreation sites.

7. ACTION ITEMS:

- a) Approve Reappointment of Gennaro Avolio, John Benton, Richard Clarke, Ed Drew, Dayle Harris, Scott Perry, Bill Veatch, and Jeremy Young to the Airport Advisory**

Committee for a One-Year Term Ending June 30, 2013: The Commission will revisit the Airport Advisory Committee in May 2013 to reflect staggered terms.

Motion: Move to Approve Reappointment of Gennaro Avolio, John Benton, Richard Clarke, Ed Drew, Dayle Harris, Scott Perry, Bill Veatch, and Jeremy Young to the Airport Advisory Committee for a One-Year Term Ending June 30, 2013

Move: Duckwall

Second: Shortt

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

MOTION CARRIED

b) Approve Access and Utility Easements with Big Tree Properties, LLC in the John Weber Business Park and Termination of Right to Purchase Property Agreement with Brian Prigel: The Utility Easement and Termination of Right to Purchase will be voted on separately.

Motion: Move to Approve Access and Utility Easements with Big Tree Properties, LLC in the John Weber Business Park

Move: McBride

Second: Streich

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

MOTION CARRIED

Motion: Move to Approve Termination of Right to Purchase Property Agreement with Brian Prigel in the John Weber Business Park

Move: Duckwall

Second: Shortt

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

MOTION CARRIED

c) Approve Lease Amendment No. 2 with Veolia Water and Lease Amendment No. 3 with Locus Interactive at the Marina Office Building: Locus Interactive would like to expand their space and Veolia Water would like less space.

Motion: Move to Approve Lease Amendment No. 2 with Veolia Water and Lease Amendment No. 3 with Locus Interactive at the Marina Office Building

Move: Shortt

Second: Duckwall

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

MOTION CARRIED

d) Authorize a Three-Year Auditor Services Contract with Pauley Rogers and Co. PC in the Amounts as Submitted in the Proposals: President Davies, Linda Shames, Finance Manager and Laurie Borton, Office Manager reviewed the three proposals submitted by Pauley Rogers and Co., PC, Isler CPA and Onstott, Broehl & Cyphers. The proposals were ranked by relevant experience and expertise of staff. After ranking the proposals based on technical qualification the cost proposals were reviewed. All the proposals were within \$1,000 of each other. Onstott, Broehl & Cyphers have been the Port auditor since 1998 and although the Port is not dissatisfied with them, the reviewers concurred that a fresh look at the Port's operations could be beneficial.

Motion: Move to Authorize a Three-Year Auditor Services Contract with Pauley Rogers and Co. PC in the Amounts as Submitted in the Proposals

Move: Duckwall
Second: McBride
Vote: Aye: Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

e) Approve Memorandum of Agreement with Hood River County to Defer Proceeds from Sale of Certain Tax Foreclosed Property: No discussion.

Motion: Move to Approve Memorandum of Agreement with Hood River County to Defer Proceeds from Sale of Certain Tax Foreclosed Property
Move: Shortt
Second: Streich
Vote: Aye: Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

f) Approve Payment to Secure Pro Technologies, LLC for Security System in the Halyard Building Suite 201 Not to Exceed \$5,830: McBride pulled this item from Consent Agenda for further discussion. McBride requested that in the future McElwee research other quotes from more than one vendor. McElwee explained that Secure Pro was the low bidder and had installed the main security system and that this was an add-on to the existing system.

Motion: Move to Approve Payment to Secure Pro Technologies, LLC for Security System in the Halyard Building Suite 201 Not to Exceed \$5,830
Move: Duckwall
Second: Streich
Vote: Aye: Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

8. COMMISSION CALL: Commissioner Streich thanked McBride and Shortt for bringing up good discussion during the meeting. McBride mentioned that he attended a function for the Fish Food Bank. There will be fundraising for a storefront for the food bank that will make it easier for its patrons and volunteers. Davies thanked staff for assisting with the bridge closure the previous Friday.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:34 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called back into Regular Session at 6:53 p.m. There was no action taken as a result of Executive Session.

10. ADJOURN: President Davies adjourned the meeting at 6:53 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission