

PORT OF HOOD RIVER COMMISSION
Tuesday, June 17, 2014
Marina Center Boardroom
5:00 p.m.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
 2. Public Comment (5 minutes per person per subject; 30 minute limit)
 3. Consent Agenda
 - Approve Minutes of June 3, 2014 Regular Session Meeting and June 12, 2014 Special Meeting
 - Authorize Addendum 2 to the Intergovernmental Agreement with MCEDD
 - Authorize Addendum 6 to the Pfriem Lease in the Halyard Building
 - Authorize Addendum 2 to the PocketFuel Lease in the Halyard Building
 - Authorize Addendum 1 to the Real Carbon Lease in the Halyard Building
 - Authorize Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons and Ostrye in the Amount of \$5,329
 4. Reports, Presentations and Discussion Items
 - Hood River Valley Sailing Program – Kass Bergstrom
 - Bridge Crossing Tickets
 5. Director’s Report/Informational Items
 6. Commissioner, Committee Reports
 - Urban Renewal Agency– Streich, Shortt
 - Waterfront Recreation Committee – McBride
 - Marina Ad-hoc Committee – Davies
 7. Action Items
 - a. Approve Task Order 15 with HNTB for Construction Administration Services Not to Exceed \$15,000
 - b. Approve Resolution No. 2013-14-9 Accepting FAA Grant in the Amount of \$188,095 for Airport Master Plan Update
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations, ORS 192.660(2)(f) Exempt Public Records, and ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees
 10. Possible Action
 11. Adjourn

If you have a disability that requires any special materials, services, or assistance, please contact us at 541-386-1645 so we may arrange for appropriate accommodations.

*The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

**Port of Hood River Commission
Meeting Minutes of June 3, 2014 Regular Session
Marina Center Boardroom
5:00 PM**

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, Fred Kowell, Anne Medenbach and Mellissa Halseth

Absent: None

Media: None

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

a. Modifications, Additions to Agenda: Add Action Item for Lot 5 License Agreement for Hood River Juice Company.

2. PUBLIC COMMENT: Bob Francis, Chief Operating Officer for Hood River Juice Company stated David Ryan's disappointment with the decision to end DDA negotiations. Francis explained that Hood River Juice would like to work with The Port on a project on a smaller scale. Francis requested the opportunity to make a presentation to the Commission at a later date. Michael McElwee, Executive Director will follow up.

3. CONSENT AGENDA:

- o Approve Minutes of May 20, 2014 Regular Session Meetings
- o Authorize Amendment No. 1 to the Lease with Oregon Brineworks, LLC in the Timber Incubator Building
- o Reappoint John Benton and Bill Veatch to the Airport Advisory Committee with three year terms ending June 30, 2017
- o Authorize Contract with Next Door for Landscaping Services Not to Exceed \$16,500

Motion: Move to Approve Consent Agenda

Move: Duckwall

Second: Davies

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

Abstained: Duckwall and Shortt (from Minutes of May 20 Regular Session Meeting)

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

▪ Gorge Innoventure – Gary Rains described the successes of the organization and events they have planned in the near future. They are currently seeking funds to hire an Executive Director that can increase activity within the organization. Staff will contact Gorge Innoventure to see how The Port can assist with further success.

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

- Schedule – Consensus was to have one meeting in July on the 15th.
- Staff/Administration – The Executive Director annual review packet has been sent to Commissioners. McElwee thanked McBride for attending a Pacific Corp meeting on short notice. He also thanked Laurie Borton, Office Manager for coordinating the luncheon meeting. A result of the meeting was that they are aware of the power cabinet on Marina Green and have agreed to help resolve the relocation issue.
- Waterfront Development – McElwee will be making a presentation for the LGGP grant to the grant review board on June 4.
- Waterfront Recreation – The yellow sail boat at the Hook has requested he be allowed to stay until the water level lowers for him to untie his lines. There were comments from the Commission that allowing anyone to moor in the Hook sets precedence for future incidents. There was a suggestion to use mooring buoys for limited stays in the Marina.

- Bridge/Transportation – The speed limit sign will be installed on the bridge by the end of the week.

6. Commissioner, Committee Reports:

- Marina Ad-hoc Committee – Commissioner Davies reported on the June 3 meeting. Yacht Club liaison, Lance Staughton gave a presentation of the Yacht Club's long term vision for the club and Marina Basin. A schedule update was provided on the Boathouse Dock Replacement Project. There was a brief discussion on what services and amenities should be included in the marina rates for 2015. Staff will bring a committee recommendation to the Commission for rate approval in the fall. The next meeting is scheduled for June 17 at 8AM.

7. ACTION ITEMS:

a) Authorize Intergovernmental Agreement with the City of Hood River for Enforcement of Port Ordinances: This agreement reflects the cooperation with the City of Hood River Police Department and will allow them to respond to Port Ordinance matters.

Motion: Move to Authorize Intergovernmental Agreement with the City of Hood River for Enforcement of Port Ordinances

Move: Shortt

Second: Duckwall

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

MOTION CARRIED

b) Adopt Resolution No. 2013-14-7 Authorizing Budget Transfer for Fiscal Year 2013-14: The resolution will true up the budget for the coming year. Causes for the transfers include the Airport Runway Shift Project, Strategic Business Plan Process, with the remaining transfers within an asset center or cost classification.

Motion: Move to Adopt Resolution No. 2013-14-7 Authorizing Budget Transfer for Fiscal Year 2013-14

Move: Duckwall

Second: Shortt

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

MOTION CARRIED

c) Adopt Resolution No. 2013-14-8 Adopting the FY 2014-2015 Budget in the Total of \$14,642,951 and the Assessed Tax Rate of \$0.0332 per \$1,000 of Assessed Value: This FY 2014-15 Budget was approved by the Budget Committee April 22, 2014.

Motion: Move to Adopt Resolution No. 2013-14-8 Adopting the FY 2014-2015 Budget in the Total of \$14,642,951 and the Assessed Tax Rate of \$0.0332 per \$1,000 of Assessed Value

Move: Shortt

Second: Duckwall

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

MOTION CARRIED

d) Approve Amendment No. 1 for Lot 5 License Agreement with Hood River Juice Company: Extends the current agreement for five months. There are no pricing changes.

Motion: Move to Approve Amendment No. 1 for Lot 5 License Agreement with Hood River Juice Company

Move: Shortt

Second: Davies

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

MOTION CARRIED

8. COMMISSION CALL: Shortt was impressed with the use of Marina Green for the Hood 2 River Relay that had 300 participants. The Hood River Valley Robotics Team will have an outdoor competition in front of Shortt Supply on June 6. The City has agreed to close the street for the competition. Shortt has requested a Budget Summary and a copy of the Strategic Business Plan in the front lobby for public viewing.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:09 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations. The Commission was called back into Regular Session at 6:45 p.m. There was no action as a result of Executive Session.

10. ADJOURN: President McBride adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

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

Present: Commissioners Jon Davies, Rich McBride, and Brian Shortt; Port Counsel Jerry Jaques; from staff, Michael McElwee, Anne Medenbach, and Laurie Borton

Absent: Commissioners Fred Duckwall and Hoby Streich

Media: None

1. Call to Order: President Rich McBride called the meeting to order at 1:35 p.m. The purpose of the Special Meeting was to consider the bid results for the Bridge Approach Overlay and Joint Rehabilitation Project.

2. Action Items:

a. Authorize Issuance of Notice of Intent to Award and Execution of Public Improvement Contract to Wildish Standard Paving, Contingent Upon No Bid Protests, for the Bridge Approach Overlay and Joint Rehabilitation Project in the Amount of \$266,381.40, Subject to Legal Counsel Review: Anne Medenbach, Development/Property Manager, reviewed the competitive bid process for the project that will remove and replace the concrete surface on the Interstate Bridge approaches as well as repair bent delamination on the ground piers on the Oregon and Washington sides. Five contractors attended a mandatory pre-application meeting and two bids were received, which have been reviewed by the Port's bridge engineer, HNTB. Medenbach then reviewed the project schedule, which will begin on July 3. Substantial completion of the deck work should occur by August 8 (before the fruit hauling season), and the underdeck work will be completed by August 31. Staff will use a variety of outreach methods to notify bridge users and key stakeholders of the construction schedule that will consist of one lane closures with up to 10 minute delays from 6:00 a.m. to 6:00 p.m. Monday through Friday. The contract also allows for four nighttime full closures from 11:00 p.m. to 4:00 a.m.; the nighttime closure dates have not been identified at this time. Executive Director Michael McElwee commented he had a high degree of confidence with Wildish--the contractor involved with the toll plaza project in 2006-07.

Motion: Move to Authorize Issuance of Notice of Intent to Award and Execution of Public Improvement Contract to Wildish Standard Paving, Contingent Upon No Bid Protests, for the Bridge Approach Overlay and Joint Rehabilitation Project in the Amount of \$266,381.40, Subject to Legal Counsel Review

Move: Davies

Second: Shortt

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

Absent: Duckwall and Streich

MOTION CARRIED

3. Adjourn: No further action was considered by the Commission. The meeting adjourned at 1:48 p.m.

Respectfully submitted,

Laurie Borton

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Michael McElwee
Date: June 17, 2014
**Re: Intergovernmental Agreement with MCEDD-
Amendment Number 2**

The Port entered into an IGA with Mid-Columbia Economic Development District (MCEDD) in 2011 to provide project management services for the Hood River County Economic Development Working Group (EDWOG), which meets monthly to share information about projects, planning and policy initiatives, market conditions and business recruitment/retention prospects.

MCEDD provides EDWOG participants with administrative support including agendas, minutes and special project administration. MCEDD also provides a contribution of in-kind services. Other agencies that provide funding to MCEDD through separate IGA's include the cities of Hood River and Cascade Locks, Hood River County, the Port of Cascade Locks, the Hood River Chamber and Columbia Gorge Community College.

Amendment Number 2 extends the term of the IGA to June 30, 2015. The Port's annual payment to MCEDD for administrative services is \$1,000. Each participating agency pays the same amount.

RECOMMENDATION: Approve Amendment No. 2 to IGA with MCEDD for administrative support services not to exceed \$1,000.00.

Amendment Number 2
to
**Intergovernmental Agreement Between Mid-Columbia Economic Development
District and the Port of Hood River**

1) This is Amendment Number 2 to the Intergovernmental Agreement between Mid-Columbia Economic Development District and the Port of Hood River (Port) for the provision of Project Management Services to the Hood River County Economic Development Working Group.

2) The Agreement is hereby amended as follows (new language is indicated by underlining and bold face and deleted language is indicated by strike through)

This agreement is made and entered into under the authority of ORS 190.010 between the Mid-Columbia Economic Development District (MCEDD) and the Port of Hood River (Port) as a member of the Hood River County Economic Development Working Group. The term of this agreement shall be from July 1, 2012 to June 30, ~~2014~~2015.

3) Section 3 of the Agreement is hereby amended as follows (new language is indicated by underlining and bold face and deleted language is indicated by strike through)

Total project funding will be equally distributed among the members of the Hood River County Economic Development Working group with financial contributions from the Port of Hood River, City of Hood River, City of Cascade Locks, Port of Cascade Locks, Hood River County Chamber of Commerce, Columbia Gorge Community College and Hood River County, with in-kind contributions from MCEDD. The Port will provide one thousand (\$1,000) dollars annually in matching funding to compensate MCEDD for services rendered. Total, not to exceed, compensation under this contract is ~~two~~ three thousand dollars (~~\$2,000~~) (\$3,000). MCEDD will submit a quarterly invoice to the Port for two hundred and fifty (\$250) dollars for services performed under this agreement. Payment should be made by the Port to MCEDD within 30 days of the invoice.

4) Section 4 of the Agreement is hereby amended as follows (new language is indicated by underlining and bold face and deleted language is indicated by strike through)

Subject to other contract provisions, the period of performance under this Contract will be from July 1, 2012 to June 30, ~~2014~~ 2015, unless sooner terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed as of the dates set forth below their respective signatures.

Port of Hood River

**Mid-Columbia Economic
Development District**

By: _____
Michael McElwee, Executive Director

By: _____
Amanda Hoey, Executive Director

Date: _____

Date: _____

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: June 17, 2014
Re: Pfriem Brewing Lease - Adjustment to Square Footage

Pfriem Brewing, formerly Cascadia Brewing, has been a tenant in the Halyard Building since December 2011. Addendum 6 to the lease corrects some small discrepancies. First, it adjusts the square footage. The architect had made a mistake on the initial leased square footage amounts as had the tenant improvement architect. The correct amounts increase the rental area by 174/sf. Due to the structure of the rent schedule, the rental amount will actually decrease.

The Addendum also identifies the leased premises by suite rather than by use. This enables future interpreters to clearly understand how the premises are demised.

RECOMMENDATION: Authorize Addendum 6 to the Pfriem Brewing lease in the Halyard Building.

SIXTH ADDENDUM TO LEASE

Whereas: On December 5, 2011, Port of Hood River, an Oregon municipal corporation, as Lessor, and Cascadia Brewing Company, LLC, an Oregon limited liability company, as Lessee, entered a Lease for premises known as Tenant Space 101 in the Halyard Building located 707 Portway Avenue, Hood River, Oregon.

Whereas: On January 25, 2012, Lessee restated its Articles of Organization to change its name to Pfriem Brewing Company, LLC.

Whereas: On February 9, 2012, Lessor and Lessee executed a First Addendum. On September 3, 2012, Lessor and Lessee executed Addendum No. 2. On April 15, 2013 Lessor and Lessee executed Addendum No. 3. On June 5, 2013 Lessor and Lessee executed Addendum No. 4. On November 7, 2013, Lessor and Lessee executed Addendum No. 5.

Whereas: On June 5, 2013, Lessor and Lessee executed Addendum No. 4 to Lease and Lease Guaranties. However, the square footages were incorrectly calculated. Additionally, the term for tenant space 102 as referenced in addendum 4, is now known.

Therefore: The table in the fourth paragraph (Rental) is hereby amended to read as follows:

Date	Square Footage	Rate	Monthly Total
July 16, 2012 – December 31, 2012	Suite 101- 4,754 Mezzanine-905	\$0.00 \$0.00	\$0.00
January 16, 2013 – January 31, 2013	Suite 101- 4,754 Mezzanine-905	\$0.88 \$0.22	\$2,262.08
February 1, 2013 – June 30, 2013	Suite 101- 4,754 Mezzanine-905	\$0.88 \$0.22	\$4,382.62
July 1, 2013 – November 4, 2013	Suite 101- 4,754 Mezzanine-905	\$0.88 \$0.44	\$4,581.72
November 4, 2013 – June 30, 2014	Suite 101- 4,774sf Suite 102- 3,590 sf Mezzanine- 873 sf Patio- 790 sf	\$0.88 \$0.88 \$0.44 \$0.22	\$7,918.00
July 1, 2014 – June 30, 2015	Suite 101- 4,774sf Suite 102- 3,590 sf Mezzanine- 873 sf Patio- 790 sf	\$0.88 \$0.88 \$0.66 \$0.22	\$8,110.00

July 1, 2015 – June 30, 2017	Suite 101- 4,774sf	\$0.88	\$8,301.00
	Suite 102- 3,590 sf	\$0.88	
	Mezzanine- 873 sf	\$0.88	
	Patio- 790 sf	\$0.22	

The Lessee agrees to pay the additional amount for suite 101 in conformance to the change in square footage, retroactively beginning November 4, 2013.

Lessee, Pfriem Brewing Co, LLC

Lessor, Port of Hood River

By: _____
Kenneth Stephen Whiteman
General Manager
Date _____

By: _____
Michael S. McElwee
Executive Director
Date _____

Personal Guarantors

Rudolph Kellner
Date _____

Kenneth Stephen Whiteman
Date _____

Joshua Alden Pfriem
Date _____

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: June 17, 2014
Re: PocketFuel, LLC Lease - Adjustment to Square Footage

PocketFuel has been a tenant in the Halyard Building since January 2013. Addendum 2 to the lease adjusts the square footage. The architect had made a mistake on the initial leased square footage amounts as had the tenant improvement architect. The correct amounts decrease the rental area by 170/sf. The rental amount will decrease slightly.

RECOMMENDATION: Authorize Addendum 2 to the PocketFuel, LLC lease in the Halyard Building.

SECOND ADDENDUM TO LEASE

Whereas: On January 17, 2013 Port of Hood River, an Oregon municipal corporation, as Lessor, and Pocket Fuel, LLC, an Oregon limited liability company, as Lessee, entered a Lease for premises known as Tenant Space 103 in the Halyard Building located 707 Portway Avenue, Hood River, Oregon.

Whereas: On May 31, 2013, Lessor and Lessee executed Addendum No. 1 to Lease. Lessee reduced the square footage amount of the mezzanine space, thereby reducing the entire square footage,

Whereas: The Lessor had the building surveyed as there were discrepancies in various floor plans regarding the leasable square footage,

Therefore: The table in the fourth paragraph of Lease (Rental) is hereby amended to read as follows:

<u>Space</u>	<u>Period</u>	<u>Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly Base Rate</u>
103	Mos. 1-24	4,857	\$0.73	\$3,546.00
103	Mos. 25 thru 6/2017	4,857	\$0.90	\$4,371.00

Except as modified by this First Addendum To Lease, all terms and conditions of the Lease shall remain in full force and effect.

Lessee, Pocket Fuel, LLC

Lessor, Port of Hood River

By: _____
 Mark Ribkoff
 Managing Partner

By: _____
 Michael S. McElwee
 Executive Director

Date _____

Date _____

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: June 17, 2014
Re: HNTB Task Order 15 - Bridge Approach Overlay and Joint Rehabilitation Construction Management Services

The Bridge Overlay and Joint Rehabilitation Project will be starting on July 3, 2014. HNTB has proposed a scope of work to assist with the Project's construction management.

Task Order 15 covers those potential items of support and allows the Port to choose the services needed if and when they are required.

RECOMMENDATION: Approve Task Order 15 with HNTB in an amount not to exceed \$15,000 for Construction Management Services.

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: June 17, 2014
**Re: FAA Airport Improvement Grant
Resolution No. 2013-14-9**

In May, the Port applied for a Federal Aviation Administration (FAA) Airport Improvement Program grant to be used for an Airport Master Plan update.

We received an offer letter from the FAA for a grant totaling \$188,095.00. The total project cost is estimated at \$208,995.00. The Port's 10% required match is \$20,899.44.

The Master Planning effort will begin next week with a proposed project completion date of September, 2015. Century West Engineering is the selected firm to lead the project work.

In order to accept the grant, the Commissioners are requested to authorize the resolution referenced below.

RECOMMENDATION: Approve Resolution No. 2013-14-9 to accept the Federal Aviation Administration grant totaling \$188,095.00 for an update of the Ken Jernstedt Airport Master Plan.

**PORT OF HOOD RIVER
Resolution No. 2013-14-9**

**Ken Jernstedt Airfield Airport Improvement Program (AIP)
Federal Aviation Administration Grant**

WHEREAS, Ken Jernstedt Airfield is owned and operated by the Port of Hood River; and

WHEREAS, an Airport Improvement Plan will update the Airport Master Plan; and

WHEREAS, Ken Jernstedt Airfield is a General Aviation airport that is part of the Federal Aviation Administration's National Airport System; and

WHEREAS, the Port of Hood River is eligible for Federal Aviation Administration's Airport Improvement Program grant funds; and

WHEREAS, the Port of Hood River has the legal authority to apply for the grant, to finance and carry out the project; and

BE IT RESOLVED that the Port of Hood River be authorized to accept a Federal Aviation Administration Airport Improvement Program Grant for \$188,095.00 for an update of the Airport Master Plan for Ken Jernstedt Airfield as specified above and abide by all assurances contained within the grant.

FURTHERMORE, BE IT RESOLVED, that the Executive Director be the official representative and be authorized to sign the grant agreement and other documents as necessary.

ADOPTED BY THE BOARD OF COMMISSIONERS this 17th day of June, 2014.

Rich McBride

Jon Davies

Fred Duckwall

Brian Shortt

Hoby Streich

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: June 17, 2014
Re: Real Carbon, Inc. Lease - Adjustment to Square Footage

Real Carbon became a tenant in the Halyard Building in 2011. This first addendum to the lease adjusts the square footage. The architect had made a mistake on the initial leased square footage amounts as had the tenant improvement architect. The correct amounts decrease the rental area by 308/sf. The rental amount will decrease slightly.

RECOMMENDATION: Authorize Addendum 1 to the Real Carbon, Inc. lease in the Halyard Building.

FIRST ADDENDUM TO LEASE

On April 1, 2011, Port of Hood River, an Oregon municipal corporation, as Lessor, and Real Carbon, Inc., an Oregon corporation, as Lessee, entered a Lease for premises known as Tenant Space 104 in the Halyard Building located 707 Portway Avenue, Hood River, Oregon.

Subsequent to the execution of the lease, the leasable square footage was surveyed to clarify the correct square footage of the suite. Therefore, the rent schedule is hereby amended to be:

<u>Space</u>	<u>Period</u>	<u>Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly Base Rate</u>
104	June 1, 2011-June 30 2014	5,029	\$0.73	\$3,671.00
104	July 1, 2014- May 31, 2016	4,774	\$0.73	\$3,485.00

Except as modified by this First Addendum To Lease, all terms and conditions of the Lease shall remain in full force and effect.

Dated: _____, 2014

Real Carbon, Inc.

Port of Hood River

By: _____
Michael E. Graham
President

By: _____
Michael McElwee
Executive Director

Commission Memo

To: Commissioners

From: Fred Kowell

Date: June 17, 2014

Re: Accounts Payable Requiring Commission Approval

Jaques, Sharp, Sherrerd, FitzSimons & Ostrye	\$5,329.00
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Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$5,329.00</u>
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JAQUES SHARP

ATTORNEYS AT LAW

205 3RD STREET / PO BOX 457
HOOD RIVER, OR 97031
(Phone) 541-386-1311 (Fax) 541-386-8771

CREDIT CARDS ACCEPTED

RECEIVED
JUN 11 2014

HOOD RIVER, PORT OF
1000 E. PORT MARINA DRIVE
HOOD RIVER OR 97031

Account No:

Page: 1
June 10, 2014
PORTOFHaM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
MCELWEE EMPLOYMENT CONTRACT					
0.00	54.00	0.00	0.00	0.00	\$54.00
ENVIRONMENTAL INSURANCE					
18.00	306.00	0.00	0.00	-18.00	\$306.00
MISCELLANEOUS MATTERS					
JJ					
234.00	234.00	0.00	0.00	-234.00	\$234.00
LEASE BIG 7 (Slingshot Sports/Jeff Logosz)					
17.00	0.00	0.00	0.00	-17.00	\$0.00
ORDINANCE #24					
864.00	180.00	0.00	0.00	-864.00	\$180.00
ORS 777 CHANGES					
1,550.00	1,239.00	0.00	0.00	-1,550.00	\$1,239.00
PROPERTY TRANSACTION SALE					
108.00	0.00	0.00	0.00	-108.00	\$0.00
REGULAR MEETING FEE					
JJ					
0.00	350.00	0.00	0.00	-400.00	-\$50.00
LEASE (Double Mountain)					
108.00	0.00	0.00	0.00	-108.00	\$0.00
CITY SEWER OUTFALL PROJECT (City of HR)					
630.00	72.00	0.00	0.00	-630.00	\$72.00
ODELL PROPERTY (Robert Hanel)					
1,242.00	720.00	0.00	0.00	-1,242.00	\$720.00

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
SITE DEVELOPMENT	558.00	756.00	0.00	0.00	-558.00	\$756.00
REZONE (BergerABAM/Contract Lot 1 Expo)	18.00	0.00	0.00	0.00	-18.00	\$0.00
LEASE ODELL BUILDING (Oregon Brineworks, LLC)	0.00	18.00	0.00	0.00	0.00	\$18.00
SOFTWARE CONTRACT (RECORDS)	0.00	234.00	0.00	0.00	0.00	\$234.00
CONCESSION PERMIT (Gorge Kiteboard School)	198.00	0.00	0.00	0.00	-198.00	\$0.00
ART INSTALLATION AGREEMENT	432.00	0.00	0.00	0.00	-432.00	\$0.00
TWIN PEAKS LEASE- PARKING (J & J Szeremi, LLC)	54.00	0.00	0.00	0.00	-54.00	\$0.00
CONTRACT (Century West Engineering)	216.00	0.00	0.00	0.00	-216.00	\$0.00
S.D.A.O. INSURANCE TRUST	0.00	288.00	0.00	0.00	0.00	\$288.00
CONTRACT (Big Ads, Inc) Airport Ad Contract	0.00	324.00	0.00	0.00	0.00	\$324.00
BRIDGE SOFTWARE	0.00	54.00	0.00	0.00	0.00	\$54.00
BRIDGE OVERLAY PAVING CONTRACT	0.00	486.00	0.00	0.00	0.00	\$486.00
CITY POLICE IGA (City of Hood River)	0.00	414.00	0.00	0.00	0.00	\$414.00
	<u>6,247.00</u>	<u>5,729.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-6,647.00</u>	<u>\$5,329.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS
RECEIVED THROUGH THE 31st OF MAY UNLESS OTHERWISE STATED

Executive Director's Report

June 17, 2014

Staff & Administrative

- Mellissa Halseth has taken another job and submitted her resignation. Her last day will be June 20. Mellissa has been a big part of our office over the last five years and all of us will miss her very much. Other staff will cover her tasks until a replacement can be identified.
- A reminder that I will be out of the office from June 23-July 8 attending the PNWA Mid-Year conference in Coeur d'Alene and on family vacation. Commissioner Streich will also attend the conference. I will be making a presentation on the Hood River Bridge at the conference.
- OBDD has completed a final draft economic impact analysis of all Oregon ports. This will be available on our web site in a few weeks after it is finalized.
- Jean Hadley has taken over as chair of the internal Port Safety Committee which meets monthly. Jean and John Mann attended SDAO Safety Committee training on June 1.
- Looking ahead to the Commission's July meeting schedule, only one will be held on the 15th. Officer elections will take place at this meeting. Commissioners should be considering committee assignments for FY 14-15 and discuss their preferences with the President-elect. Appointments will be formalized at the first meeting in August.

Recreation

- The LGGP Review Committee has ranked the Nichols Basin project fourth out of 32 statewide applications. Our project was the highest award of any project and funding is now highly likely. The final decision is up to the State Parks Commission and will be made in July. Our ODOT *ConnectOregon V* application was ranked 65 out of 102 state-wide projects and will not be funded. Based on the likelihood of LGGP funding, I met with Walker|Macy on June 10 and directed them to continue with 25% construction drawings.
- The final WRDA bill was signed by the President on May 28.
- Even Construction will begin demolition of the existing boathouse docks on June 16 and boathouses will be detached later in the week. The new floats are expected to arrive on June 17 and be moved into the water that day. All boats moored on the west side of C Dock South will need to be temporarily relocated; we have currently found locations for all of them. John Mann will be the Port's point person for this project during construction.
- Columbia Riverkeeper notified us on June 4 that elevated levels of E. coli were found at Waterfront Park and the Event Site. Subsequent testing the following day found low levels. We are prepared with appropriate signage if this condition recurs. We have also contacted Dave Coles who will attend the next sampling on June 17, take parallel samples and then help us assess this situation and try to gain a better understanding of this situation.

- CGKA will undertake a cleanup of the Sandbar on June 14.
- Kiteboard Launching and landing at the Event Site will end on June 16.
- Attached is a press release regarding the Lions Club 4th of July Fireworks display on the waterfront.
- Staff met with the City Manager on June 13 to discuss the Hook IGA. It appears we are in agreement on all key points. The agreement should be ready for Commission action on July 15.

Development

- The two underground fuel tanks on the Hanel property were successfully removed on June 3. It appears that the tanks were not leaking but soil samples were taken. The Level I by Coles Environmental will be completed as of June 25.

Airport

- We have secured the FAA grant for the Master Plan update at the airport. The master planning process will begin later this month.
- The U.S. Forest Service has been using the Airport as a heli-base for fire-fighting activities.

Bridge/Transportation

- The new speed limit indicator sign was installed and operational on June 5. Special thanks to John Mann for getting this project done. We expect it to have a positive impact on southbound speed at the Toll Booth.
- In the meeting on June 12 the Commission approved a contract with Wildish Construction for the approach ramp re-paving project. Thank you for accommodating this special session as it should save a week of construction schedule.
- The Fracture Critical report has still not been received from ODOT. It appears it will be completed in July.

From: COWAN Mark * OPRD [<mailto:Mark.Cowan@oregon.gov>]
Sent: Monday, June 09, 2014 1:53 PM
To: COWAN Mark * OPRD
Subject: 2014 Local Government Grant Program - Large Grant Application Rankings

Greetings from OPRD -

Attached you will see the **ranking results**, also known as the Priority List, for the **2014 Local Government Grant Program** Large Grant Applications. This list was established by the LGGP Advisory Committee at their annual review meeting held June 3-5.

On the attached spreadsheet you will see a funding cut-off line at the \$2,369,204 level. Projects above the cut-off line can move forward toward funding. Projects falling below the cut-off line will, unfortunately, not be funded.

As with every grant cycle, the Advisory Committee was presented with many worthy and outstanding projects. This year there is enough funding to fund only 9 of the 36 projects presented.

What happens next?

- 1) Projects ranked for funding have been forwarded to the **State Historic Preservation Office (SHPO)** for review.
- 2) The Priority List will then be forwarded to the **OPRD Commission** for review and approval in late July.
- 3) Once projects are approved by the Commission, project **Agreements** can be drafted and sent to project sponsors for review and signing during August & September.
- 4) When Agreements have been signed and returned to OPRD, **Notice to Proceed letters** can then be issued and project work can begin.

* Please keep in mind that grant awards are not considered "official" until they have been approved by the Commission. Public announcement of a grant award would be appropriate any time after the July Commission meeting.

If your application was not successful, here are a few things to keep in mind:

- All applications submitted represented good projects.
- The stark reality is, in this cycle we had \$10.5 million in requests. We only had \$2.3 million available for awards.
- 4 of the 9 successful applications have been submitted (unsuccessfully) in previous years.
- Don't read a lot of significance into being ranked low on the priority list. The point spread between mid-ranked projects and low-ranked projects is quite small.

For those interested in feed-back on how their unsuccessful application was ranked, we will do our best to respond to your request . . . in time. Please understand that staff is usually pressed

into the beginning of yet another grant cycle. So, it may be weeks before we have an opportunity to respond.

Thank you again for participating in the LGGP Application process. If your agency's project can move forward for funding - Congratulations! If not, we wish you the best of success in pursuing other options to make your agency's project become a reality.

Respectfully,

Mark Cowan

Grant Program Coordinator
Oregon Parks and Recreation Dept.
725 Summer St. NE Suite C
Salem, OR 97301-1266
mark.cowan@state.or.us
503-986-0591

www.oregon.gov/OPRD/GRANTS/index.shtml

2014 Local Government Large Grant Rankings					
Rank	Project Name	Sponsor	Grant Type	Total Project Cost	Grant Request
1	Ella Redkey Pool Rehabilitation	City of Klamath Falls	Rehabilitation	\$ 192,686	\$ 115,611
2	Thomas Cully Park Development	Portland Parks & Recreation	Development	\$ 1,216,000	\$ 473,000
3	Orenco Woods Nature Park Development	City of Hillsboro	Development	\$ 2,514,100	\$ 300,000
4	Nichols Basin Rec Area and Waterfront Trail	Port of Hood River	Development	\$ 776,809	\$ 445,000
5	Old Town Loop Trail	City of Forest Grove	Development	\$ 327,000	\$ 163,500
6	Farmington Natural Area Canoe/Kayak Launch	Metro	Development	\$ 575,000	\$ 287,500
7	McKay Park Enhancements	Bend Metro Park and Rec Dist	Development	\$ 742,300	\$ 371,150
8	Port of Toledo Depot Slough Path	Port of Toledo	Development	\$ 156,643	\$ 88,443
9	Mill City Falls - Hammond Park - Phase 1	City of Mill City	Rehabilitation	\$ 156,250	\$ 125,000
\$2,369,204 - Funding is unavailable below this point					
10	Mingus Community Pool Rehabilitation	City of Coos Bay	Rehabilitation	\$ 423,020	\$ 253,812
11	River Forks Park Inclusive Play Area	Douglas County Parks Dept	Development	\$ 278,100	\$ 124,050
12	Community Build Playground	City of Keizer	Development	\$ 591,500	\$ 150,000
13	Happy Valley Park Rehabilitation & Development	City of Happy Valley	Rehabilitation	\$ 160,000	\$ 90,000
14	Botts Marsh Park Acquisition	City of Wheeler	Acquisition	\$ 1,108,400	\$ 886,720
15	South Jetty Park Improvements	City of Bandon	Development	\$ 456,000	\$ 347,600
16	Roger Tilbury Memorial Park Phase 2	Tualatin Hills P&R Dist	Development	\$ 425,000	\$ 212,500
17	MLK, Jr. Park Facility Upgrades and Expansion	Corvallis Parks and Recreation	Rehabilitation	\$ 325,000	\$ 162,500
18	2014 Rivenes Park Restroom Project	City of Hubbard	Development	\$ 204,200	\$ 142,940
19	Azalea Park Field Rehabilitation - Phase One	City of Brookings	Rehabilitation	\$ 552,000	\$ 288,000
20	Taft Park - Acquisition	City of Lincoln City	Acq & Dev	\$ 341,800	\$ 205,080
21	7th Street Complex Enhancement Phase II	John Day Canyon City P&R Dist	Development	\$ 440,890	\$ 352,610
22	Max Patterson Memorial Park Rehabilitation	City of Gladstone	Rehabilitation	\$ 262,625	\$ 157,575
23	Hogan Butte Nature Park Phase 1	City of Gresham	Development	\$ 700,307	\$ 349,978
24	Fir Grove Park Spray-Ground	City of Roseburg	Development	\$ 400,000	\$ 240,000
25	Yamhelas Westsider Trail: Acquisition Phase II	Yamhill County	Acq & Dev	\$ 2,578,739	\$ 1,000,000
26	Crooked River Wetlands Park	City of Prineville	Development	\$ 1,214,000	\$ 653,400
27	Barview Jetty Core Area Community Playground	Tillamook County Parks Dept	Development	\$ 120,000	\$ 96,000
28	N. 11th Street Wellhead Park Project	City of Philomath	Development	\$ 191,100	\$ 150,100
29	Pioneer Park Upgrade	City of La Grande	Rehabilitation	\$ 192,580	\$ 97,999
30	Bullfrog Skatepark and Gold Beach Dog Park	City of Gold Beach	Development	\$ 275,000	\$ 220,000
31	Fort Hoskins Historic Park ADA	Benton County	Development	\$ 436,530	\$ 203,315
32	Punch Bowl Falls - Acquisition	Hood River County	Acquisition	\$ 1,156,000	\$ 578,000
33	Tillamook Bike and Skate Park	City of Tillamook	Development	\$ 200,000	\$ 160,000
34	River Park Restroom and Shelter	City of Lebanon	Rehabilitation	\$ 304,900	\$ 182,940
35	Rainbow Plaza Park Restroom Facility	City of Reedsport	Development	\$ 168,410	\$ 134,728
36	Commercial Avenue Park	Port of Garibaldi	Development	\$ 147,200	\$ 88,320



June 12, 2014

Contact: Michael McElwee, Executive Director
Port of Hood River
(541) 386-1645

Fireworks Limit Access to Popular Recreation Areas

The Fourth of July holiday will limit access to Port of Hood River property beginning Thursday, July 3 when the Hood River Eye Openers Lions Club begin setting up its fireworks display just west of the mouth of the Hood River.

As a result, the following areas will be closed or have limited access:

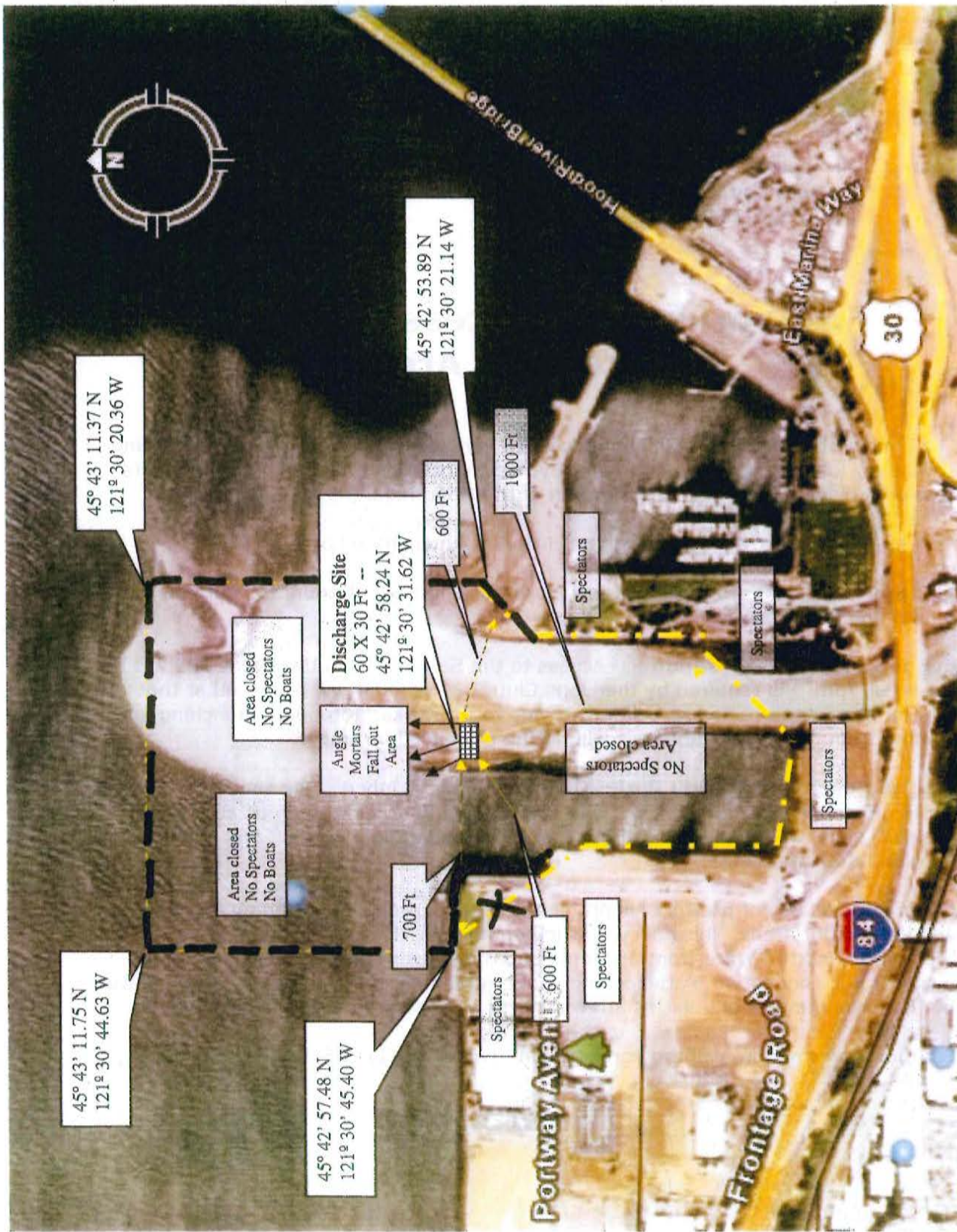
The Spit: The Port of Hood River will close the Spit area at noon on Thursday, July 3 until noon on Saturday, July 5.

Event Site Access to Sandbar: Access to the Sandbar from the Event Site will be closed at 7pm. As required by the Lions Club, the Sandbar will be closed at that time to all spectators and recreationists due to fireworks. Kiteboard launching and landing from the Event Site grass will not be permitted on July 4th.

Marina Beach and Marina Park: On the evening of July 4th, the sand area of the Marina Beach will closed at 7pm. Once the Marina Park parking areas are full, "Closed" signs will be placed at the entrance and additional vehicles will not be allowed into Marina Park.

General public use of fireworks is prohibited on Port property, including the Marina and Waterfront areas. This policy is strictly enforced. Those watching fireworks from the Marina and the Waterfront are reminded the show's conclusion usually brings heavy traffic congestion. Patience and cooperation help to ease the pressure created by the large number of vehicles attempting to exit the area at the same time.

For more information, call the Port of Hood River at (541) 386-1645.



Rev 9-07

Hood River Eye Opener Lions Club Discharge Site Map
 Western Display Fireworks

Estimates for Promotions & Outreach MATS/Hood River Bridge Bicycle Crossings

June, 2014

Vehicle Graphics

• Design/formatting	160.
• Production/installation	400.
(varies depending on size/#colors per)	
<i>Total per vehicle</i>	<i>\$560.</i>

Publicity-Print Press Releases and Radio PSAs

• Copywriting/Editing	140.
• Photography	68.
• Coordination/Distribution	68.
<i>Estimate per Press Release</i>	<i>\$276.</i>

Social Media Graphics

• <i>Design/production (link to website landing page)</i>	<i>\$160.</i>
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Newspaper Advertising

• Ad design and development	160.
• Media Purchase, 2 col. X 6" ad per insertion	162.
(Combo: White Salmon Enterprise/Hood River News)	
<i>Total for four insertions</i>	<i>\$808.</i>

Rack Cards

• Design and production	290.
• Copywriting	120.
• Project Coordination	68.
• Printing, 2000 rack cards, 4/4	440.
<i>Total</i>	<i>\$918.</i>

Posters (based on rack card art)

• Design and production	120.
• Copywriting	34.
• Project Coordination	34.
• Printing, 50 11 x 17" 4/c posters	125.
<i>Total</i>	<i>\$313.</i>

From: Paige Rouse [<mailto:paige@pageworksdesign.com>]
Sent: Tuesday, June 10, 2014 10:58 AM
To: Scott Turnoy
Cc: Michael McElwee
Subject: Re: Marketing transit for HR Bridge crossing

Good morning, Scott,

Here is an outline of various public outreach efforts and costs to promote bicycle crossings over the Hood River Bridge. There are still details of the program to work out, but these estimates will give you an idea of costs attached to various promotion efforts (to be used for grant apps, etc.). A combination of outreach with local bike shops and cyclists, mainstream media publicity, and targeted displays would be my recommendation.

Notes:

- Vehicle graphics production/install is a rough estimate, as it appears MATS vehicles already have graphics and we may be adding to what is there. If we could get photos of the vehicles used for this route, we could better plan this piece.
- Rack cards and poster printing costs were estimated using local vendors. There could be cost savings by going out of state.

I think a \$1500 budget would cover some basic efforts, and a \$3000 budget could accomplish most of these outreach options.

I am available to call in for tomorrow's meeting (at 3:45?). If you have questions in the meantime, let me know.

regards, Paige

Commission Calendar

July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																
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