

PORT OF HOOD RIVER COMMISSION
Tuesday, November 4, 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 October 21, 2014 Regular Session
 - Approve Lease with Hoverlabs Corp. in the Maritime Building
 - Approve Accounts Payable to Hood River County in the Amount of \$186,025.16
 4. Reports, Presentations and Discussion Items
 - Waterfront Annual Report
 - Marina Financial Analysis
 - Fall Planning Draft Agenda
 5. Director's Report
 6. Commissioner, Committee Reports
 - Marina Ad-Hoc – Commissioner Davies
 - Waterfront Refinement Plan PAC – Commissioner McBride
 7. Action Items
 - a. Approve Contract with DIVCO Mechanical for HVAC Bi-annual Maintenance Not to Exceed \$16,060
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations
 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 October 21, 2014
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, and Brian Shortt; Port Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach and Laurie Borton

Absent: Commissioner Hoby Streich

Media:None

1. Call to Order: President McBride called the meeting to order at 5:00 p.m.

a. Modifications, Additions to Agenda: Commissioner Jon Davies requested to table the Marina Financial Analysis discussion item to the November 4 meeting; Davies also requested to add a Commissioner Report regarding the October 9 Oregon Aviation Industries Summit; Commissioner Brian Shortt to remove the Urban Renewal Agency Report from the agenda as he had not attended the October 14 meeting and Commissioner Hoby Streich was absent from tonight's meeting; and Executive Director Michael McElwee had a PowerPoint presentation from the September 30 Waterfront Refinement Plan open house that he requested to share following the Nichols Basin West Edge Design Update presentation.

2. Public Comment:

- Linda Maddox commented that the Urban Renewal Agency's purchase of the waterfront parcel from NBW, LLC at the Nichols Basin was hoped to be finalized this week and that all parties were working hard to wrap up the transaction. Maddox also spoke about her grave concerns over waterfront commercial issues. She said she is not opposed to changes; however, she does have questions about the Refinement Plan and she urged more careful thought be put into the Plan.
- Cindy Walbridge, City Planning Director, invited the Commission to attend the first meeting of the Waterfront Refinement Plan Committee on October 22 from 3 to 5 p.m. at City Hall. Walbridge said that public comment will be heard and if at some point the Council or Port indicates a timeout is needed that is what would happen; however, a process to build on work that has already taken place is simply needed. Commissioner Shortt recommended that all Refinement Plan meetings include strong visuals so everyone has a clear understanding and same grounding. Walbridge also commented on the October 14 Urban Renewal Agency meeting stating the timeframe to finish the downtown restrooms has been extended but that completion should occur by December 31.

3. Consent Agenda:

- Approve minutes of October 7, 2014 regular session
- Approve lease with Big Y Fly Co. for Suite 404 at Big 7 Building

Motion: Move to approve Consent Agenda.
Move: Duckwall
Second: Davies
Vote: **Aye:** Davies, Duckwall, McBride, and Shortt
Absent: Streich
MOTION CARRIED

4. Reports, Presentations and Discussion Items:

- **Nichols Basin West Edge Design Update, Christopher Miller, Walker|Macy:** Miller previewed a graphic illustrating 95% construction drawings. A pre-application meeting with the City is scheduled for November 4 with project bidding anticipated for November 10 and bids due December 16 with award by the end of the year. Miller stated the 60% drawings rectified the scope to the budget and with the recent notification of an additional \$35,000 award from the Hood River Valley Parks and Recreation Board he will go back and verify numbers to determine additional amenities and/or bid alternatives for consideration. Miller also said they are in discussions with the City about parking configurations and drop off locations without reducing the N. 1st Street median. McElwee requested the Commission contact staff with any questions or comments.
- **Waterfront Refinement Plan PowerPoint:** A joint City/Port open house was held on September 30 to discuss the Waterfront Refinement Plan ("Plan") process. McElwee ran through an abbreviated PowerPoint presentation discussing the long-term concept plan with input from the Commission on potential revisions for future presentations. As mentioned during Public Comment, the first meeting of the Project Advisory Committee for the Plan will be held October 22. Commissioner McBride sits on this Committee, and either Commissioner Davies or Shortt may attend if work schedules allow. McElwee commented that he believed the Plan can be considered by City Council this year as it is a focused project with design standards and zoning for Light Industrial and the Nichols Basin.
- **Marina Financial Analysis:** There was consensus to table this item to the November 4 Commission meeting.

5. Director's Report/Informational Items: McElwee reported that river levels will be approximately three feet lower than normal for maintenance work at Bonneville Dam. Port staff will take advantage of the low pool to inspect and photograph recreational and bridge areas. Thirty-two applications have been received for the new Communications and Special Projects Manager position and interviews will be scheduled. A trip to Washington, D.C. for McElwee and Commission President McBride looks to be scheduled for November 12. McElwee reported he is working with Hal Hiemstra, Ball Janik, to set up meetings with Oregon and Washington delegates. The D.C. trip will push the annual Fall Planning Work Session to November 20 and all Commissioners indicated they would be available on that date. The Hood River Valley Parks and Recreation board has approved an award of \$35,000 to the Nichols Basin bike/ped trail project from SDC (system development charge) funds. McElwee also reported

that due to repeated vandalism at the Marina restrooms, access will now be allowed by moorage tenant card only. Facilities Manager John Mann recently attended a Pacific Northwest Bridge Maintenance Conference and McElwee noted that Mann would like to pursue certification as a Bridge Level 1 Inspector. There was consensus from the Commission to move forward to complete a "Projects of National and Regional Significance" survey and partner with the Port of Cascade Locks, Hood River County and cities to create rationale for inclusion on the USDOT list that classifies projects as regionally significant for eligible project costs.

6. Commissioner, Committee Reports:

- **Urban Renewal Agency** – No report.
- **Annual Pacific Northwest Waterways Association (PNWA) Conference** – Shortt reported on his attendance at the October 15-17 conference held in Vancouver, Washington.
- **Oregon Aviation Industries Summit (agenda addition)** – Davies reported on his attendance at the October 9 conference held in Hood River.

7. Action Items:

a. **Approve Contract with Coburn Electric Inc. in an Amount Not to Exceed \$36,705 for Lighting Upgrade to the Jensen Building.** Anne Medenbach, Development/Property Manager reported on a plan to upgrade lighting inside the building that will be a cost-savings benefit with a payback time of 2.8 years. The Port will be reimbursed for 36% of the installed cost from the Energy Trust of Oregon.

Motion: Move to Approve Contract with Coburn Electric Inc. in an Amount Not to Exceed \$36,705 for Lighting Upgrade to the Jensen Building.

Move: Duckwall

Second: Davies

Discussion: A suggestion to include this benefit in tenant lease negotiations was suggested.

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

Absent: Streich

MOTION CARRIED

b. **Approve Contract with KPFF Consulting Engineers for a Structural Analysis of the Event Site Docks Not to Exceed \$10,310.** Staff is recommending an analysis of the Event Site docks, both upper and lower, to assess their condition and determine whether repairs are necessary to ensure ongoing safety of users. If approved, KPFF can schedule the inspection to coincide with the drawdown of the Bonneville pool scheduled for October 24.

Motion: Move to Approve Contract with KPFF Consulting Engineers for a Structural Analysis of the Event Site Docks Not to Exceed \$10,310.

Move: Davies

Second: Shortt

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

MOTION CARRIED

8. Commission Call: Davies mentioned his endorsement for Greg Colt as candidate for Hood River mayor, stating he would not attach his Commission title to the endorsement. McBride will attend the October 22 Refinement Plan meeting as a member of the Project Advisory Committee.

9. Executive Session: Regular Session was recessed at 6:43 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

10. Possible Action: The Commission was called back into Regular Session at 7:14 p.m. No action was taken as a result of Executive Session.

11. Adjourn: President McBride entertained a motion for adjournment at 7:14 p.m.

Motion: Move to Adjourn the October 22, 2014 meeting.
Move: Shortt
Second: Davies
Vote: **Aye:** Davies, Duckwall, McBride, and Shortt
 Absent: Streich

MOTION CARRIED

Respectfully submitted,

Laurie Borton

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: November 4, 2014
Re: Hoverlabs Corp. – Maritime Building Lease Approval

The Commissioners approved lease negotiations for Hoverlabs Corp. in the Maritime Building mezzanine. The lease is month to month for up to 1 year with one (1) year extension option. The rate is \$0.60/sf NNN for 400 sf.

RECOMMENDATION: Approve Lease with Hoverlabs Corp. in the Maritime Building.

Commission Memo

To: Commissioners
From: Fred Kowell
Date: November 4, 2014
Re: Accounts Payable Requiring Commission Approval

Hood River County

Property tax statements over \$5,000

• Jensen	\$ 39,572.46
• Marina Office Building	\$ 11,459.77
• Wasco Building	\$ 23,542.69
• Halyard Building	\$ 54,583.80
• Big 7	\$ 21,788.33
• Maritime Building	\$ 15,088.98
• Expo	\$ 13,044.72
• Timber Incubator	\$ 6,944.41

Total Property Taxes to Pay \$186,025.16

TOTAL ACCOUNTS PAYABLE TO APPROVE

\$186,025.16

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: November 4, 2014
Re: 2014 Waterfront Annual Report

Please see the attached 2014 Waterfront Annual Report. The report provides a summary of the usage, site improvements, and events along the waterfront this past season. Also included in the report is information on Event Site parking receipts, and Waterfront Recreation revenue and expenditures.

RECOMMENDATION: For discussion.



Overview 2014

With consistent wind and sunshine, another great season was reported for the Port of Hood River at its many sites along the waterfront. Windy days brought throngs of kiteboarders and windsurfers, while stand-up paddle boarders and beach goers came out to enjoy the calm days. Sailing programs were busy at the Marina Basin and the picnic shelter in the Marina Park was booked solid throughout the summer. Port facilities staff did an excellent job maintaining the properties along the waterfront, with the grounds looking better than ever. Development of pedestrian and bicycles path projects are well under way for the Nichols Basin West Edge, Pedestrian Bridge, and Boat Launch parking lot, with Waterfront Rec Committee and community members providing valuable feedback. These projects will be constructed in the spring of 2015 and will serve as a continuous and safe pathway for users to enjoy. Key statistics for the season include:

- A total of (22) user groups scheduled events from March through October.
- Parking passes for the Event Site increased by 5% from 2013 for a total of \$77,439 sold.
- With expenses exceeding revenue, the Port of Hood River contributed \$318,000 to fund waterfront recreation sites for 2014.



PORT OF HOOD RIVER WATERFRONT ANNUAL REPORT

Event Site

Usage:

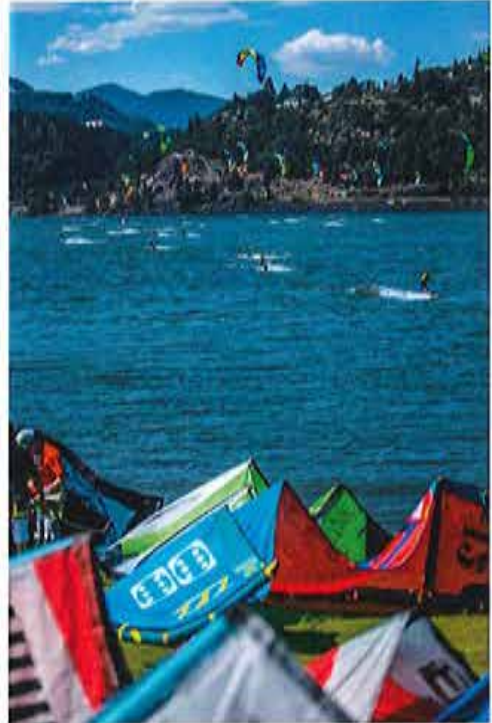
The five school concessions and two food vendors all reported excellent business. User groups at the Event Site got along well with the division of the kiteboarding and windsurfing areas.

Site Improvements:

- New concrete pad installed for outdoor shower behind restrooms.
- Repaired picnic tables.
- Two maple trees will be planted in windsurfing area for additional shade.

Site Statistics:

- Parking lot was at full capacity 12 times from June through Labor Day.
- Two non-life threatening kiteboard accidents on sandbar resulted in calls to 911.
- 109,000 vehicles visited the Event Site from June 1 through September 30 per the Army Corp of Engineers traffic counter.
- 377 items turned into Lost & Found by Event Site hosts.



Events:

Events scheduled at the Event Site included the Gorge Cup Windsurfing Race Series, Windfest, Kiteboarding 4 Cancer, and Harvest Fest.

Kiteboarding 4 Cancer raised \$122,000 with 154 participants competing in a 6-hour endurance race for over 100 miles.

The Spit

Usage:

Two kite schools operated from locations in the parking area.

Events:

4th of July Fireworks by the Lions Club was a success. Through coordination with Port staff and organizers, the water level was not raised for the fireworks, resulting in sandbar access for kiteboarders and increased safety at the Event Site.



Nichols Basin

Usage:

For the summer of 2014, stand up paddle boarding continued to be a very popular activity in the Nichols Basin. Waking up at the crack of dawn, kids of all ages participated in the Big Winds Junior SUP program practicing their skills on calm water. The Gorge Paddle Center operated from the west shore providing SUP and kayaking rentals and classes.

A welcome addition to the area at Slackwater Beach was the Big Winds SUP containers that enabled users to store their boards for the summer.



The Hook

Usage:

Two school concessions and CGWA Gorge Groms operated from the Hook during the 2014 season.

Events:

King of the Hook sponsored by the Columbia Gorge Windsurfing Association drew a crowd of 75 people with our own Port Commissioner, Jon Davies using his antique gear to win the King of the Hook prize.

Harley Davidson Photo Shoot, produced by Gravy Productions with photographer Benedict Campbell, took place at the Hook this past spring.





PORT OF HOOD RIVER WATERFRONT ANNUAL REPORT

Marina Basin

Site Improvements:

The boathouse dock installation was completed in August, adding value and safety to the Marina. New GFCI circuits will be installed to increase efficiency for the electrical system.

Events:

Port of Hood River Commissioner's Cup held its first annual regatta with 20 youth sailors participating. During the lunch break, Port Commissioners and staff were partnered with high school sailors as crew. It was a fun day for all and a great collaboration for Gorge Junior Sailing, the HRV High School sailing team, the Hood River Yacht Club, and the Port.

The fall *Cruise Ships* visited the Port in September and October, making a total of (12) stops.



Marina Green

Usage:

The Marina Green continued to be an important community asset as field space. Youth lacrosse used the area for practices and games from March through May and September through October.

Events:

Hood 2 River Relay held its first annual race in May, with 320 participants competing from the start at Mt. Hood Meadows and finishing at the Marina Green. There were six legs that included Alpine ski, Nordic ski, mountain bike, road bike, and road run for 6000 vertical feet of downhill racing.



The Columbia Gorge Marathon located its finish line and celebration at the Marina Green. Runners started at the Mark O. Hatfield west trail, headed east to Rowena Crest and then turned around for the run back to Hood River and the Marina Green.



2014 Waterfront Recreation and Marina Events

LOCATION/EVENT	DATE	FEE	WAIVED
Event Site			
CGWA Gorge Cup - 7 races	May - Aug	\$700	
CGWA Windfest	June 28-29	\$1,800	
Kiteboarding 4 Cancer	July 11-13	\$2,075	
Harvest Festival	October 16-19	\$4,025	
Nichols Basin			
Kayak Shed Demo	May 17	\$150	
Lot #1			
Meadows Employee Bus Parking	Nov - April	\$500	
Army COE - Emergency Communication Ops	May 2		\$175
Oregon Rally Group	May 3-4	\$275	
National Guard Fueling Ops	June 29		\$175
Jensen Parking Lot			
CGWA Swap Meets	June - Aug	\$225	
The Spit			
Windance Kite Demo	June 21-22	\$250	
4th of July Fireworks	July 3-5		\$1,100
Marina Park/Picnic Shelters			
(20) Picnic Shelter Reservations	May - Sept	\$1,000	
Windsurfing Camp - ABK Boardsports	July 7-11	\$400	
Marina Green			
Hood 2 River Relay	May 31	\$1,000	
Youth Lacrosse Spring Practices	March - May		\$5,200
Youth Lacrosse Spring Games	April - May		\$1,200
Youth Lacrosse Fall Practices	Sept-Oct		\$750
Columbia Gorge Marathon	Oct 26-27	\$1,000	
Marina Basin			
Oregon Model Yacht Club/Radio Regatta	July 17-20	\$300	
GORGE Junior Sailing	July-August		\$2,000
Cross Channel Swim	Sept 2	\$250	
Hook			
King of the Hook	August 24	\$125	
Cruise Ships			
12 Cruise Ship Stops	Sept - Oct	\$1,785	
2014 Total Revenue from Events		\$15,860	
2014 Total Waived Revenue from Events			\$10,600
2013 Total Revenue from Events		\$14,275	
2012 Total Revenue from Events		\$21,925	



2014 Event Site Parking Receipts

EVENT SITE										
	Daily	Oversize	Annual	Annual	Weekly	Weekly	School	2nd Car	Instruct	
Fees	\$5	\$15	\$50/\$65	\$125/\$150			NC	\$30	\$30	Total
2014	6626	172	595	17			11	96	20	\$77,439
2013	6186	148	573	20	0	0	7	103	0	\$73,445
2012	5331	181	642	17	0	0	11	63	2	\$61,845
2011	4660	101	510	12	0	0	5	64	8	\$51,160
2010	3333	72	440	28	0	0	11	47	12	\$43,425
2009	4104	168	497	28	0	0	9	49	17	\$51,255
2008	3491	135	423	31	0	0	1	55	21	\$44,485
2007	4365	150	91	7	14	1	0	10	3	\$29,250
2006	5231	206	258	18						\$37,684
2005	4597	151	253	17						\$34,248
2004	5406	129	228	15						\$35,749
2003	8387	149	205	15						\$35,711
2002	7163		161							\$20,652
2001	7666		161							\$30,886
2000	5888		131							\$24,059



**2013-14 Fiscal Year
Waterfront Recreation Expenditures/Revenue**

EXPENDITURES	ACTUAL
Event Site	
Personnel Services	\$96,368
Materials and Services	\$34,126
Capital Outlay	\$8,634
Total	\$139,128
Hook and Spit	
Personnel Services	\$38,068
Materials and Services	\$11,187
Capital Outlay	\$39,970
Total	\$49,255
Marina Park	
Personnel Services	\$199,532
Materials and Services	\$60,778
Capital Outlay	\$10,100
Total	\$270,411
Total Waterfront Recreation Expenses	
	\$458,793
REVENUE	
Events, Parking Passes, Concessions, HR Yacht Club	\$140,367
Total Waterfront Recreation Revenue	
	\$140,367
2014 Expenses Exceeding Revenue	
	-\$318,426
2013 Expenses Exceeding Revenue	
	-\$332,388
2012 Expenses Exceeding Revenue	
	-\$326,320

Commission Memo

To: Commissioners
From: Fred Kowell
Date: November 4, 2014
Re: Marina Rate Discussion - Forecast

The Marina Ad-Hoc Committee has met several times over the last several months to start the process on what should be included in their slip fees. Although the discussion has been over more substantive issues like revenue generation outside of rates and what should be included in rates, there was some consensus that the attached "Discussion Points" had merit with respect to having a correlation with the Marina, and most likely a cost causative relationship. However, there is a level of uncertainty related to what each individual member would be willing to pay.

The following are a number of objectives related to the Marina:

- The Marina should be self-sustaining with regard to the revenues generated from slip owners but also from the public, grants and any other fees.
- Items depicted as "Discussion Points" have a direct correlation to the Marina and the owners do have a benefit from the costs incurred, at least at some level.
- The bond covenants are being adhered to such that any financial shortfall in one year is made up the next several years through rates.
- Normalize or smooth rates over time such that rate shock (i.e., significant increases over a short period of time) does not occur.
- Provide a reserve such that rate shock can be mitigated at some level with respect to rates.
- Fund the Marina Manager position through rates.

In one of your attachments is the "Discussion Points" that was presented to the committee members. In the Forecast these costs have NOT been included but should be over time.

FY 2013-14 closed with a negative cashflow from Marina operations. What is more concerning is that in FY 2014-15, we will most likely see another operating loss as well, unless rates are increased to meet the costs to operate and maintain the Marina.

What has come out of the Marina Ad-Hoc committee are the following suggestions:

- Charge slip owners a \$5 monthly amount for garbage and water.
- Charge slip owners with a minimum electric charge of \$5 per month. If they use more than that amount will continue to be charged.
- Keep the rate increase to 5% for the next 3-4 years.
- Once there is positive cash flow, set aside a reserve amount for future unknown capital needs.

When I started working on the financial model, the 5% rate increase was not sufficient to meet the objectives of the Marina. The primary issue is that labor costs are rising between 2.5-4.0%, fully burdened. This is even when labor hours allocated to the Marina are decreasing. Utility costs are rising around the same amount. With only a 5% increase in rates, the net impact is not enough to make up the difference in the shortfall that occurred in FY 2013-14.

To meet the objectives of the Marina, slip rates will need to increase at 5% plus CPI. This will need to occur over a 3 year time frame, and then rates can settle into having only a CPI increase per year.

Staff at this point, have not looked at comparable Marina slip fees and have not looked at a different allocation model. Both of these items will be researched in the months to come.

RECOMMENDATION: For Discussion.

PORT OF HOOD RIVER
Schedule of Marina Activities - Current and Future
Discussion Points for Consideration

<u>Property</u>	<u>Currently</u>		<u>Staff Recommendation</u>	
	<u>Included</u>	<u>Not Included</u>	<u>Included</u>	<u>Not Included</u>
<i>Marina Breakwater</i>				
Grading		X	X	
Spraying		X	X	
Restrooms		X		X
<i>North Overflow Dock</i>				
Cleat Repair/Replacement	X		X	
Float Maintenance	X		X	
Rub Rail Maintenance	X		X	
Power	X		X	
Water		X	5%	
Garbage		X	5%	
<i>Marina Slips to Include South Basin Dock</i>				
Pressure Washing	X		X	
Painting	X		X	
Cleat Repair/Replacement	X		X	
Float Maintenance	X		X	
Rub Rail Maintenance	X		X	
Power	X		X	
Water		X	5%	
Garbage		X	5%	
Key Card Access	X		X	
Cameras	X		X	
<i>Transient Dock/Boat Ramp</i>				
Pressure Washing	X		X	
Cleat Repair/Replacement	X		X	
Float Maintenance	X		X	
Rub Rail Maintenance	X		X	
Power		X	5%	
Water		X	5%	
Garbage		X	5%	
<i>Boat Launch Parking Lot</i>				
Plowing	X		X	
Line Striping	X		X	
Seal Coating	X		X	
Lighting		X	25%	
Garbage		X	25%	
<i>Boat Launch Restrooms</i>				
Cleaning	X		X	
Supplies	X		X	
Repairs	X		X	
Lighting		X	25%	
Garbage		X	25%	
Cameras		X	X	
<i>Public/Marina Restrooms (Yacht Club)</i>				
Cleaning		X	50%	

PORT OF HOOD RIVER
Schedule of Marina Activities - Current and Future
Discussion Points for Consideration

<u>Property</u>	<u>Currently</u>		<u>Staff Recommendation</u>	
	<u>Included</u>	<u>Not Included</u>	<u>Included</u>	<u>Not Included</u>
Supplies		X	50%	
Repairs		X	50%	
Lighting		X	50%	
Garbage		X	25%	
Key Card Access		X	X	
Dry Storage		X		X
<i>Marina Parking Lot</i>				
Plowing		X	X	
Line Striping		X	X	
Seal Coating		X	X	
Lighting		X	X	
Garbage		X	X	
<i>Marina Park</i>				
Mowing		X		X
Landscaping		X		X
Sprinkler System		X		X
Water		X		X
Lighting		X		X
Garbage				
<i>Picnic Shelter</i>				
Table Maintenance		X		X
Power		X		X
Water		X		X
Garbage		X		X
<i>Marina Green</i>				
Mowing and Landscaping		X		X
Sprinkler System		X		X
Water		X		X
Lighting		X		X
Garbage		X		X
<i>Marina Access Road</i>				
Plowing		X	X	
Mowing		X		X
Landscaping		X		X
Key Card Access		X	X	
Seal Coating		X	X	
<i>Perimeter Pathway</i>				
Landscaping		X	X	
Fence Repair		X	X	
Weed Spraying		X	X	
Maintenance		X	X	

PORT OF HOOD RIVER
Forecast of Marina Revenues and Expenses

	FY 2013-14 Unaudited	5%			%	Costs Per Points of Discussion*
		FY 2014-15 Forecast	FY 2015-16 Forecast	FY 2016-17 Forecast		
<i><u>Operating Revenues</u></i>						
Moorage - including subleases	\$ 242,202	\$ 249,667	\$ 257,216	\$ 265,141		
Special Assessment	(83,213)	(83,213)	(83,213)	(83,213)		
	158,989	166,454	174,003	181,928	77%	
Utility Service fee (\$5 Base Electricity, Water, Garbage)		16,200	16,200	16,200	8%	
Electric Reimbursement	14,731	14,864	16,000	17,000	7%	
Miscellaneous	11,105	11,105	11,000	11,000	5%	
Grant	6,100	6,244	6,500	6,500	3%	
<i>Operating Revenues</i>	<u>190,925</u>	<u>214,867</u>	<u>223,703</u>	<u>232,628</u>	<u>100%</u>	
<i><u>Operating Expenses</u></i>						
Labor, taxes and burden	121,727	122,298	127,190	132,278	57%	12,262.97
Electric, water and garbage	11,007	17,364	17,972	18,691	8%	6,785.81
Insurance	13,547	14,000	15,000	16,000	6%	
Maintenance	23,110	25,000	26,000	27,000	12%	
Miscellaneous	9,214	8,000	9,000	9,000	4%	
Security/IT	3,121	1,500	1,500	1,500	1%	
Professional Services	1,194	2,000	2,000	2,000	1%	
Legal	6,876	2,000	2,000	2,000	1%	
<i>Operating Expenses before 2010 FlexLease Debt</i>	<u>189,796</u>	<u>192,162</u>	<u>200,662</u>	<u>208,469</u>		<u>19,048.78</u>
Debt Service - 2010 FlexLease	24,261	23,901	23,901	28,425	11%	
<i>Operating Expenses before depreciation</i>	<u>214,057</u>	<u>216,064</u>	<u>224,563</u>	<u>236,894</u>	<u>100%</u>	
<i>Net Cashflow before depreciation</i>	<u>(23,132)</u>	<u>(1,196)</u>	<u>(861)</u>	<u>(4,265)</u>		
<i>Depreciation before CIP - 10 yr recovery on base</i>	<u>4,167</u>	<u>4,167</u>				
Existing Annual Depreciation - 1/10th Recovery	\$ 41,673					
Marina Electric Project - No Recovery of Depreciation	\$ 22,247					
Boat House Project - No Recovery of Depreciation	\$ 6,825					
	% of Functions time Dedicated to Marina	% of Functions time Dedicated to Marina				
Marina Manager	60%	43.0%				
Front Desk	10%	9.0%				
Maintenance	10%	7.4%				
Administration	15%	12.0%				
Finance/Accounting	5%	6.0%				
Development/Property Manager		2.5%				

Port of Hood River
Fall Planning Work Session

November 20, 2014 – 12:00 Noon
Marina Center Boardroom

Agenda

- | | | |
|---|------------------|---------|
| 1. Overview/Objectives | <i>(5 min.)</i> | McBride |
| 2. Financial Summary* | <i>(30 min.)</i> | Kowell |
| <ul style="list-style-type: none">• <i>Operating Revenues, Expenditures, Sources/Uses</i>• <i>Budget Versus Actual Performance</i>• <i>10-Year Long Term Financial Plan (Unaudited)</i> | | |
| 3. Discussion Topics (Attachments) | <i>(3 hr.)</i> | All |
| <ul style="list-style-type: none">• Development (MSM)<ul style="list-style-type: none">○ <i>Policy Regarding Property Sales/Leases</i>○ <i>Waterfront Planning</i><ul style="list-style-type: none">▪ <i>Commercial Issues</i>▪ <i>Refinement Plan</i>▪ <i>Parking Strategy</i>○ <i>Lot #1 Planning</i><ul style="list-style-type: none">▪ <i>Subdivision & Plan</i>▪ <i>Infrastructure Plan</i>○ <i>Light Industrial Lands</i><ul style="list-style-type: none">▪ <i>Hanel Mill Site</i>• Recreation (FK/JL)<ul style="list-style-type: none">○ <i>Marina</i><ul style="list-style-type: none">○ <i>Master Plan</i>○ <i>Visitor Dock</i>• Facilities (AM)<ul style="list-style-type: none">○ <i>Building Condition Assessment</i>○ <i>Jensen / Maritime Buildings</i>• Bridge/Transportation (FK)<ul style="list-style-type: none">○ <i>2015 Rates and Ticket Policy</i>○ <i>2014-16 Work Plan</i>• Airport (FK/AM)<ul style="list-style-type: none">○ <i>Master Plan Update</i> | | |
| 4. Other Issues (MSM) | <i>(30 min.)</i> | All |
| <ul style="list-style-type: none">• <i>Regional Advocacy</i>• <i>Education Initiatives</i> | | |

Adjourn.

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: November 4, 2014
Re: HVAC Maintenance Contract

The Port has 76 HVAC units from 13 different manufacturers in our buildings. In the past, the Port has done no preventive maintenance on these units. The practice has been to fix them when they break and replace filters 1-3 times per year.

For the past few years, the Port has been using one contractor who has been able to keep our older units going. This contractor is no longer available. Also, our units are getting older and are being budgeted for replacement as their down time is starting to be considerable which has a negative impact on tenants.

Our maintenance personnel are not trained to do the more technical preventive maintenance that is required to extend unit life; i.e. fluid, belt, motor inspection, lubing and maintenance. Hence, our units may not be lasting as long as they could and the end of their lives is filled with breakdowns.

Staff went out to bid preventive maintenance on all of our units, not including filter replacement as Port staff can do that. We had two bids come back from local companies, DIVCO and A&E Heating. They bid maintenance for 1, 2 and 4 times per year. The standard is to inspect and maintain units on a quarterly basis; however, we feel that two times per year will be sufficient to start.

A & E Heating and Cooling: \$ 7,852

DIVCO Mechanical: \$16,060

Staff recommends DIVCO for a number of reasons even though they are more costly. (A selection matrix will be provided at the Commission meeting.) We would like to try this for two years to determine if preventive maintenance is cost effective.

RECOMMENDATION: Approve Contract with DIVCO Mechanical for HVAC Bi-annual Maintenance Not to Exceed \$16,060.

Executive Director's Report

November 4, 2014

Staff & Administrative

- Commissioner McBride and I will travel to Washington D.C. November 12-14 to meet with legislative staff and to discuss Port and regional priorities.
- Pauly Rogers completed their final audit fieldwork on October 29. Thanks to Fred Kowell, Melissa Child and Janet Lerner for the significant preparation they completed in advance of the auditor's visit.
- The siding on the front of the Port offices will be replaced during the first two weeks in November.
- Anne Medenbach attended the "Oregon Connections" conference in Hood River on October 28. The conference focused on the Internet of Things (IoT) including data security and storage capacity, networks and reducing vulnerability of systems through a combination of localized (LPWA, wireless and broadband) systems.
- Interviews for the Communications and Special Projects Manager position are scheduled for November 5th and 6th.
- I continue to participate in formation efforts for One Gorge, a regional advocacy group focused on legislative and project efforts that affect economic development. This is a discussion item for Fall Planning.

Recreation

- All but two Boathouse owners have fixed the physical connections to their boathouse floats. I have offered to have our crew install the connections for the Sheriff's boathouse.
- For the NBWE project, Walker|Macy is working to complete 95% construction drawings, specifications and cost estimates. I am keeping the PAC updated with project progress summaries as needed. Facilities staff has completed investigation of the tie-backs at the NBWE seawall using a rented backhoe. The excavation revealed an elaborate, albeit informal system, with tie-backs welded to vertical I-beams at regular intervals. The project's structural engineer inspected the system but has not yet submitted written findings. We have retained MKE Well Drilling to remove the pump and shaft from existing structure within the project site. The well itself will be re-covered and retained for possible future Port use.
- The low water conditions on October 24 provided an opportunity to survey the public boat launch. Occasionally, over the last several years boaters have mentioned a sharp drop-off at the end of the concrete ramp. The survey shows a drop-off but also that it would only impact launching at extremely low water conditions. Staff is assessing options to address this issue.
- The Hood River Valley Parks & Recreation District is developing concept plans for a "Dog Park" that might be located on City and Port property west of the Sewer Plant. I will meet with HRVPRD representatives to learn more about this proposal.

Development

- The draft of the Waterfront Refinement Plan (WRP) Overlay Zone has been further developed by Angelo Planning Group. The WRP Advisory Committee met again on October 28 to review the draft. One significant recommendation was to expand the scope of the plan area to include the Port-owned Expo, Burger King and Barman properties.
- Anne attended the annual Oregon Airport Managers Association (OAMA) conference in Eugene. UAS and communicating the importance of airports in local economies were the main focus. Anne reports she made many contacts and has a better understanding of airports on a higher level.
- I have met with the owners of Sheppard's to review the MOU and discuss terms of the potential DDA. Sheppard's is actively engaged in assembling a development team and initiating preparation of updated plans.

Bridge/Transportation

- The ACT Steering Committee met on October 27 to discuss the two One-ACT options prepared the Technical Committee. There was a strong consensus to further develop the option based roughly on population proportionality similar to the version attached.
- We are now actively pursuing a designation of replacement and/or repair of three bridges in the Central Gorge as a "Project of National and Regional Significance." ODOT has decided to submit the Gorge Bridges project to the PNRS as a locally developed project.
- Deck maintenance welding has been delayed to late November and December due to other priorities for staff.

TOPOGRAPHIC SURVEY DURING DRAW DOWN, LOW POOL
for
THE PORT OF HOOD RIVER

LOCATION:

BOAT RAMP LOCATED IN A PORTION OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 13 EAST OF THE WILLAMETTE MERIDIAN, CITY OF HOOD RIVER, COUNTY OF HOOD RIVER, STATE OF OREGON.

BASIS OF BEARING AND VERTICAL DATUM:

BASIS OF BEARING OF THIS SURVEY IS OREGON STATE PLANE, NORTH ZONE (NAD83). GRID BEARINGS & INTERNATIONAL FEET.

U.S.G.S STATION PONDOR-2
LATITUDE = 45°42'39.27105" (N)
LONGITUDE = 121°32'59.78083" (W)
ELEVATION = 336.74'



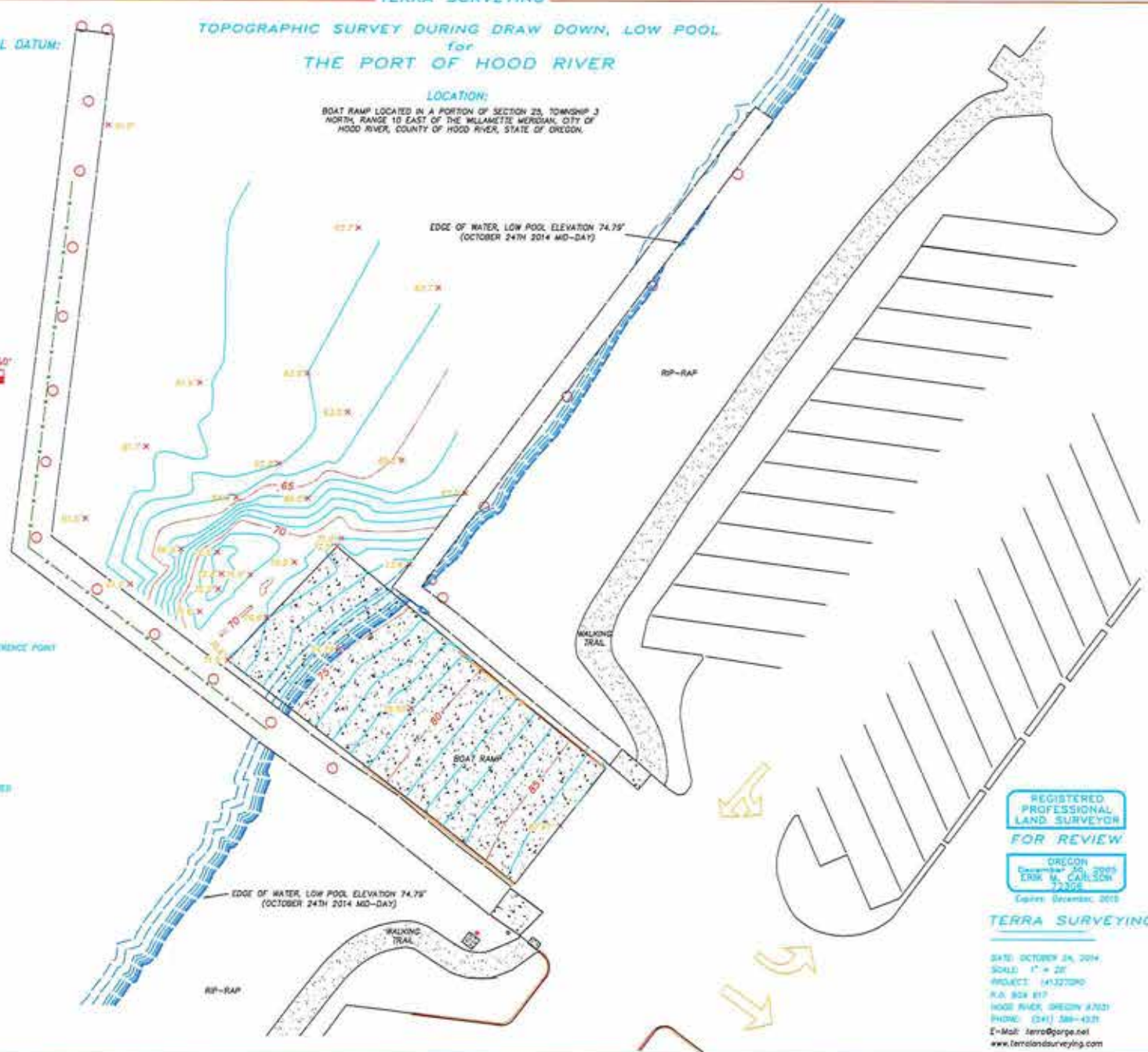
SCALE: 1" = 20'

LEGEND:

- BM CONTROL POINT OR NEAR REFERENCE POINT
- SOD
- ELECTRONIC WATER
- PVI STATION BVI
- x SPOT ELEVATION

LINE/MATCH LEGEND:

- CONCRETE, UNLESS NOTED
- - - EXISTING FENCE



REGISTERED
PROFESSIONAL
LAND SURVEYOR
FOR REVIEW

OREGON
December 20, 2009
TERRA U. CARLSON
7-209
Expires: December, 2010

TERRA SURVEYING

DATE: OCTOBER 24, 2014
SCALE: 1" = 20'
PROJECT: 141327090
P.O. BOX 817
HOOD RIVER, OREGON 97031
PHONE: (541) 388-4321
E-Mail: terra@terra.com
www.terrasurveying.com

1 ACT Membership Proposal

		ACT Membership	elected/port/transit 50% minimum*
Multnomah County			
8 members	County Commissioner	1	1
	Portland elected	1	1
	Other City Rep elected	1	1
	4 Stakeholders selected jointly by Portland and EMCTC	4	
	Business Stakeholder	1	
Washington County			
6 members	County Commissioner	1	1
	City Rep elected	1	1
	3 Stakeholders selected by WCCC	3	
	Business Stakeholder	1	
Clackamas County			
6 members	County Commissioner	1	1
	City Rep elected	1	1
	3 Stakeholders selected by C-4	3	
	Business Stakeholder	1	
Hood River County			
4 members	County Commissioner	1	1
	City Rep elected	1	1
	1 Stakeholder	1	
	Business Stakeholder	1	
OTHER Stakeholders			
6 members			
Metro	JPACT Chair	1	1
ODOT	Region 1 Manager	1	
TriMet	General Manager	1	1
Small Transit Provider	1 rural	1	1
Port of Portland	Executive Director	1	1
Active Transportation		1	
Subregions should select stakeholders that include the following affiliations: <ul style="list-style-type: none"> • Health • Agriculture • Freight • Timber • Tourism • Environmental Justice • Citizen representatives, such as from Hamlets and Villages • Additional City representatives 			
*At least 2 stakeholders must be an added City Rep to reach the 50% minimum			
Total Reps		30	13

Commission Calendar

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
						1																																																																																				
2	3	4 Commission Mtg	5 First Round Interviews Comm & Spec Proj Mgr WF Refinement PAC 3-5pm	6 First Round Interviews Comm & Spec Proj Mgr	7	8																																																																																				
9	10 Urban Renewal Agency	11 Veterans Day OFFICE CLOSED	12 DC Trip (Michael, Rich)	13 DC Trip (Michael, Rich)	14 DC Trip (Michael, Rich)	15																																																																																				
16	17 KIHR Radio, 8am	18	19	20 FALL PLANNING, noon (with lunch), followed by Reg + Exec Session	21	22																																																																																				
23	24	25	26	27 Thanksgiving OFFICE CLOSED	28 (Office Open)	29																																																																																				
30		October 2014 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>		S	M	T	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		December 2014 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>		S	M	T	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Out of Office: Janet Lerner: Nov. 10-14 Jean Hadley: Nov. 5; Nov. 28 Liz Whitmore: Nov. 14; Nov. 24-28
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