

**Port of Hood River Commission
Meeting Minutes of March 5, 2013 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 Fred Duckwall, Rich McBride, Brian Shortt; Attorney Jerry Jaques; from staff, Stephen Burdick, Fred Kowell, Mellissa Halseth, Liz Whitmore and Genevieve Scholl

Absent: Commissioners Jon Davies and Hoby Streich; from staff Michael McElwee

Media: None

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

a. Modifications, Additions to Agenda: Move the following Consent Agenda item to Action Items for discussion: Underground Right of Way Easement at the Airport with Pacific Power. Add Executive Session ORS 192.660(2)(f) Exempt Public Records.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- Approve Minutes of February 19, 2013 Regular Session Meeting
- Approve Easement with Hood River Electric Co-op on the North Side of the Big 7 Building
- Authorize the Underground Right of Way Easement at the Airport with Pacific Power
- Authorize Uncollectable Debt to be written off
- Approve Appointment of Larry Brown and Rich Truax and Re-Appointment of John Benton to the Budget Committee

Motion: Move to approve Consent Agenda as amended

Move: Duckwall

Second: Shortt

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

Absent: Davies and Streich

MOTION CARRIED

4. Commissioner, Committee Reports:

- Urban Renewal Agency – The February 28 meeting was rescheduled.
- Marina Ad-hoc Committee – Mellissa Halseth, Marina Manager reported on the February 26 meeting. There was lengthy discussion about the Boathouse dock replacement project, financing options and equity. Boathouse leases will be the main discussion item at the next meeting as well as a lease plan for the South Basin dock seasonal slips. There was a brief discussion about live aboard tenants. Staff will send a letter to those suspected and explain the concern. Commissioner Shortt recommended staff review the Columbia Yacht Club leasing policies.

5. DIRECTOR'S REPORT: In absence of the Executive Director, Steve Burdick, Development Manager highlighted the following areas:

- Schedule – Site tour tentatively scheduled for Wednesday, April 10, ending the tour with lunch at Pfriem. Bus will pick everyone up at Pfriem at 9AM.
- Staff & Administration – Commissioners were encouraged to use Port emails if they are not already. Commissioner McBride suggested that Port emails get forwarded to personal email so they can easily check it.
- Waterfront Recreation – Liz Whitmore, Waterfront Coordinator mentioned there are potentially four food vendors for the 2013 season, two on the Cruise Ship dock, one at the lawn near the Jensen Building and one at the end of the Waterfront Trail at the beginning of the Hook. Also there

will be a vending machine installed on the backside of the restrooms. McBride was concerned about the ambiance with food vendors using generators. Whitmore will inquire with the vendors.

- Waterfront Development – STIP results are in and the Port did not have any projects approved, but other entities in Hood River County did.
- Airport – K & E Excavating plans to tentatively resume work at the airport April 1, weather dependant

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Toll Operator’s Manual – Genevieve Scholl, Special Projects gave an update on creating the Toll Operator’s Manual. To this date there has never been a specific manual. The purpose of the manual is to make toll operations clear and assist in training of new toll collectors. A first draft will be presented at the next Lead Toll Collectors meeting March 12. Scholl intends on presenting a final draft to the Commission in April. Commissioners can provide feedback to Scholl beforehand with any suggestions or changes.
- Grant Updates – Scholl gave an update on the grants the Port has applied for. The TEDBP grant was not awarded but there was a suggestion to apply for an engineering grant. Scholl applied for this grant as well and the Port is not being recommended. The OPRD grant application is requesting \$122,263 for construction. Scholl will be giving a presentation at the April Parks & Rec board meeting.
- Recreation Site Fees – Liz Whitmore explained staff would like direction on how much of the parks maintenance the Port should subsidize. In 2012 the Port subsidized 73% of the maintenance costs. Commissioner Shortt suggested that the ticket booth get moved to a better location to incorporate most of the recreation sites and increase revenue. Shortt also requested a 12 month traffic count to determine where users are going. McBride also agreed that there was a need to collect fees from a broader range of users. Duckwall stated there was a need to reduce the subsidy. Consensus was to discuss at the March 19 meeting and look at alternatives to reduce maintenance costs.

7. ACTION ITEMS:

a) Authorize the Third Amendment to the Lease Agreement with Pfriem Brewing Company, LLC:

This amendment will increase the lease space and include updates to reflect the beginning of the lease term and when rent payments would begin.

- Motion:** Move to Authorize the Third Amendment to the Lease Agreement with Pfriem Brewing Company, LLC
Move: Duckwall
Second: Shortt
Vote: **Aye:** Duckwall, McBride, and Shortt
Absent: Davies and Streich
MOTION CARRIED

b) Approve Contract with ORANGEWALLstudios for the Architecture and Engineering Services Related to the Pfriem Lease Expansion in the Amount of \$21,000:

For plans and specifications for modifications to Suite 101 and improvements to Suite 102 in the Halyard Building.

- Motion:** Move to Approve Contract with ORANGEWALLstudios for the Architecture and Engineering Services Related to the Pfriem Lease Expansion in the Amount of \$21,000
Move: Duckwall
Second: Shortt
Vote: **Aye:** Duckwall, McBride, and Shortt
Absent: Davies and Streich
MOTION CARRIED

c) Authorize Amendment of the Existing HNTB Contract for Engineering Services

Associated with the Hood River Bridge Not to Exceed \$75,000: The existing contract would be amended to include a deck weld program and on-call services as well.

Motion: Move to Authorize Amendment of the Existing HNTB Contract for Engineering Services Associated with the Hood River Bridge Not to Exceed \$75,000
Move: Shortt
Second: Duckwall
Vote: **Aye:** Duckwall, McBride, and Shortt
Absent: Davies and Streich
MOTION CARRIED

d) Authorize the Underground Right of Way Easement at the Airport with Pacific Power: This item was pulled from the Consent Agenda to add the language "Subject to Legal Counsel Review".

Motion: Move to Authorize the Underground Right of Way Easement at the Airport with Pacific Power Subject to Legal Counsel Review
Move: Duckwall
Second: Shortt
Vote: **Aye:** Duckwall, McBride, and Shortt
Absent: Davies and Streich
MOTION CARRIED

8. COMMISSION CALL: Commissioner Duckwall commented on the STIP process and feels it will get more political as it goes.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:10 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(f) Exempt Public Records. The Commission was called back into Regular Session at 6:48 p.m. There was no action as a result of Executive Session.

10. ADJOURN: Vice-President McBride adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Hoby Streich, Secretary, Port Commission