

PORT OF HOOD RIVER COMMISSION
Thursday, April 9, 2015
Marina Center Boardroom
Upon Conclusion of Spring Planning Work Session

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 March 24, 2015 Regular Session – *Laurie Borton*
 4. Action Items
 - a. Approve Fees for 2015 Event Site Parking Passes – *Liz Whitmore*
 - b. Approve Transfer of \$10,573.39 into Port's LGIP for Pedestrian Bridge Trail – *Liz Whitmore*
 5. Commission Call
-

6. 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.*

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**Port of Hood River Commission
 Regular Session Meeting Minutes of March 24, 2015
 Marina Center Boardroom**

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

Present: Commissioners Jon Davies, Rich McBride, Brian Shortt, and Hoby Streich; Port Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, Liz Whitmore, and Laurie Borton

Absent: Commissioner Fred Duckwall

Media: Patrick Mulvihill, Hood River News

1. Call to Order: President McBride called the meeting to order at 5:01 p.m.

a. **Modifications, Additions to Agenda:** The contract with Gorge Electric for on-call services was pulled from the agenda as the contract is still under review.

2. Public Comment: Linda Maddox addressed the Commission with questions regarding the now-completed Hook Launch project, the upcoming construction of the Nichols Basin West Edge Trail (“NBWE”) project, Jensen breezeway units (inquiring if additional spaces were available for rent). For the Hook water access, she was concerned as to how plantings would be watered and commented that the gravel access was very steep. Her questions about the NBWE project regarded vehicular access as well as the elevation difference between Port property and the newly designed Frontage Road for the hotel. Maddox was thanked for her inquires and informed her questions might be addressed during this meeting’s staff report on “...Public Use at Nichols Basin.” Maddox was encouraged to contact staff at any time with questions regarding Port projects, and Commissioner Shortt inquired about the possibility of adding a FAQs section to the project pages on the Port’s website. Maddox offered her assistance in trying to resolve the NBWE trail elevation difference.

3. Consent Agenda:

- o Approve Minutes of March 10, 2015 Regular Session
- o Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$5,139
- o Approve Hook Launch Change Order #2 with Crestline Construction in the Amount of \$789

Motion: Move to approve Consent Agenda

Move: Streich

Second: Davies

Discussion: Davies cited a potential conflict of interest with the Accounts Payable item due to his Columbia River Insurance client relationship with Jaques Sharp Attorneys at Law

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

Absent: Duckwall

MOTION CARRIED

4. Reports, Presentations and Discussion Items:

a. **Gorge Paddling Center and Public Use at Nichols Basin:** Gorge Paddling Center operates a concession from the Nichols Basin. A standard 6-month transient concession agreement will be extended to Gorge Paddling for the 2015 season. The Waterfront Refinement Plan zoning changes will now allow this business to operate as a year-round tenant and Gorge Paddling has expressed interest in

a 3-year lease for 2016-2018. Liz Whitmore, Waterfront Coordinator, reported this would align with the next permit period for kite and windsurfing concessions.

The trail's seven foot elevation difference between Port property and the hotel frontage road was discussed. Commissioner Streich inquired if there had been any dialog with Mr. Hattenhauer (owner of the gas station property) about the possibility of an easement. Whitmore reported the architect for the hotel project, Mark VanderZanden, was also working on the issue and suggested waiting until a new rendering was received that would be shared with the Commission. Executive Director Michael McElwee commented there wouldn't be ADA connectivity until there was resolution for the elevation difference, which likely would not be near term.

Parking and vehicular at Nichols Basin will be available west of the dock but designated for Gorge Paddling, with 10-minute public drop off parking. Enforcement will be monitored by Port staff with assistance from the concessionaire. There will be no parking north of the existing buildings. Staff will be investigating options to protect the path and solar bollards from vehicles. Opening and closing of any gates, or chains and bollard systems will be controlled by Port staff. Trash pick-up, porta potty, path upkeep will all be issues addressed with the concessionaire according to Whitmore, and maintenance of the grass will be done through a partnership with the concessionaire.

McElwee praised the Port facilities crew for the installation of the 19 dead man structures and tieback system to the seawall.

b. **Building Access Plan Report:** Anne Medenbach, Development/Property Manager, briefed the Commission regarding improvements improved security and safety for Port tenants. The goal is to have all buildings updated to a master key system by 2017; this means the Port would have one key to open all doors. Once this system is in place all Knox boxes will be updated for emergency access. Medenbach also reported that staff is evaluating way-finding/escape route signage and tenant directories for needed updates.

5. Director's Report/Informational Items: With the spring planning work session scheduled for April 9, the Commission was asked to contact staff if there were specific topics they wanted to discuss and whether a property tour prior to the work session was desired. An update on tolling software was provided by Finance Manager Fred Kowell. Within the next 60 days the code, which is now de-supported by Windows XP will be recompiled and HDR Engineering will be able to provide more timely follow-up. A web portal will likely happen towards the end of this fiscal year and both projects should come in under budget. McElwee thanked Facilities staff members John Mann, Lewis Ambers, and Steve DePriest for their newly-learned expertise in repair of the liftspan gates and the latest work that was carried out during a nighttime bridge closure. Welding on the bridge deck will occur next week with flagging of 1-lane closures. McElwee also noted the Port seat on the ODOT Region 1 ACT (Area Commissions on Transportation), which likely will be a four-year term, will be filled by a representative from the Port of Cascade Locks.

6. Commissioner, Committee Reports:

a. **Marina Ad-Hoc:** McElwee gave a brief summary of the March 17 committee meeting. The committee will meet again on April 16 for a work session with Marina Master Plan consultant Larry Halgren of Halgren & Associates. This work session will be noticed as a public meeting.

b. **Airport Master Plan Update and Airport Advisory Committee Meeting Minutes:** The Airport Advisory Committee met on March 12 and will be meeting again on April 1. The Airport Master Plan project advisory committee met on March 18. Kowell briefed the Commission and there was discussion on the south taxiway being non-conforming to FAA requirements and the stopway needing to be identified on the Master Plan. Following the April 1 meeting an update will be brought back to the Commission on activity resulting from Master Plan discussions. Commissioner Shortt requested the next update include an air photo with an outline of Port property.

c. **Gorge Innoventure Summit:** Medenbach reported on the March 17 summit, which focused on value-added food processors and how to get products to the shelf, as a good event and provided a good networking opportunity. She reported that Gorge Innoventure covered expenses with a profit.

7. Action Items:

a. **Approve Resolution 2014-15-2 Authorizing Application for Hook Waterfront Trail LGGP Grant:** An application for funding in the ‘small grant’ category will be submitted to the Oregon Parks and Recreation Department (OPRD) Local Government Grant Program. The estimated total project cost for extension of the asphalt trail, solar and vehicular bollards, masonry seat walls and turf rigging areas is \$108,000. Should the application be successful, Whitmore commented that matching funds will be provided by the Port (\$35,000) and the City of Hood River (\$28,000).

- Motion:** Move to approve Resolution 2014-15-2 authorizing application for Hook Waterfront Trail LGGP grant
- Move:** Shortt
- Second:** Streich
- Vote:** **Aye:** Davies, McBride, Shortt, and Streich
Absent: Duckwall

MOTION CARRIED

b. **Approve Contract with Gorge Electric for On-Call Services:** This item was tabled as the contract was still under review by Port counsel.

c. **Approve Intent to Award Public Improvement Contract with Blackline, Inc. for Slurry and Crack Seal at Various Port Properties Not to Exceed \$67,802.60:** Blackline, Inc. is the apparent low bidder for the project to slurry and crack seal 24,067 square yards of asphalt at the event site and boat launch areas. Medenbach noted the bid is below the engineer’s estimate and that the work would be done in September during the FY 15-16 budget period.

- Motion:** Move to approve Intent to Award Public Improvement contract with Blackline, Inc. for slurry and crack seal at various Port properties not to exceed \$67,802.60
- Move:** Davies
- Second:** Shortt
- Vote:** **Aye:** Davies, McBride, Shortt, and Streich
Absent: Duckwall

MOTION CARRIED

d. Approve Contract with Blackline, Inc. for Slurry and Crack Seal for Various Port Properties Not to Exceed \$67,802.60:

- Motion:** Move to approve contract with Blackline, Inc., subject to no bid protests, for slurry and crack seal at various Port properties not to exceed \$67,802.60
- Move:** Davies
- Second:** Shortt
- Vote:** **Aye:** Davies, McBride, Shortt, and Streich
Absent: Duckwall

MOTION CARRIED

e. Approve Intent to Award Public Improvement Contract with Eastside Paving, Inc. for Asphalt Overlay at Various Port Locations Not to Exceed \$168,279: Medenbach reported that early bidding of 9,377 square yards of asphalt overlays would ensure the best pricing and availability of contractors for work that would not begin until September. The overlays are located at the Jensen and Maritime buildings and on Portway Avenue along with a portion at the airport FBO.

- Motion:** Move to approve Intent to Award Public Improvement Contract with Eastside Paving, Inc. for asphalt overlay at various Port locations not to exceed \$168,279
- Move:** Shortt
- Second:** Streich
- Vote:** **Aye:** Davies, McBride, Shortt, and Streich
Absent: Duckwall

MOTION CARRIED

f. Approve Contract with Eastside Paving, Inc. for Pavement Overlay Repair for Various Port Properties Not to Exceed \$168,279:

- Motion:** Move to approve contract with Eastside Paving, Inc., subject to no bid protests, for asphalt overlay at various Port locations not to exceed \$168,279
- Move:** Shortt
- Second:** Streich
- Vote:** **Aye:** Davies, McBride, Shortt, and Streich
Absent: Duckwall

MOTION CARRIED

g. Approve Contract with Walker|Macy for Lot 1 Planning Services Not to Exceed \$65,000: McElwee commented the recent adoption of the City’s Waterfront Refinement Plan provided relative certainty about underlying development standards for Lot 1. The Walker|Macy proposal would serve as the final piece preparatory to submission of a formal subdivision plan and also coincides with staff work in preparing more precise development objectives and sale/lease policies for Commission approval—steps that are necessary to make the site development-ready in 3-4 years. McElwee noted that more Commission input will be required along with public outreach. There was Commission discussion about inclusion of the Barman property (north of Riverside between N. 2nd and N. 1st) but no consensus was reached.

Motion: Move to approve contract with Walker | Macy for Lot 1 planning services not to exceed \$65,000 plus reasonable reimbursable expenses, subject to legal counsel review
Move: Shortt
Second: Davies
Vote: **Aye:** Davies, McBride, Shortt, and Streich
Absent: Duckwall

MOTION CARRIED

8. Commission Call: Kowell was thanked by Streich for getting his iPad back on line and Streich also commended Kowell and Medenbach for a good job with the Airport Advisory Committee meeting. Shortt extended his kudos to Port crews for work at the Nichols Basin. McBride polled the Commission regarding a property tour and there was consensus that one should be organized prior to Spring Planning. McBride also thanked staff for the work that continues to be done, and especially to John Mann and the facilities crew for the added value we're getting for work done associated with the bridge. McElwee acknowledged Hood River News reporter Patrick Mulvihill and welcome his attendance at the meeting.

9. Executive Session: Regular Session was recessed at 6:50 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 7:17 p.m. The following action was taken as a result of Executive Session:

Motion: Move to authorize term extension to Memorandum of Understanding with C.M. and W.O. Sheppard, Inc.
Move: Streich
Second: Shortt
Vote: **Aye:** Davies, McBride, Shortt, and Streich
Absent: Duckwall

MOTION CARRIED

11. Adjourn: President McBride adjourned the meeting at 7:18 p.m.

Respectfully submitted,

 Laurie Borton

ATTEST:

 Rich McBride, President, Port Commission

 Hoby Streich, Secretary, Port Commission

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Commission Memo

To: Commissioners
From: Liz Whitmore
Date: April 9, 2015
Re: Event Site Parking Fees

The Commission previously discussed an increase in Event Site parking fees to assist in offsetting waterfront recreation maintenance and services. The table below indicates the proposed \$1 increase to the daily pass and \$5 increase to the pre-season and annual passes. All other parking fees would remain at the same rate.

Event Site Parking Fees	2007 - 2012	2013 - 2014	2015
Daily	\$5	\$5	\$6
Daily Oversize	\$10	\$15	\$15
Annual Pre-season	\$40	\$50	\$55
Annual	\$50	\$65	\$70
Annual Family	\$20	\$30	\$30
Annual Oversize Pre –season	\$90	\$125	\$125
Annual Oversize	\$100	\$150	\$150

RECOMMENDATION: Approve increase in Event Site parking fees for summer 2015.

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Commission Memo

To: Commissioners
From: Liz Whitmore
Date: April 9, 2015
Re: Pedestrian Bridge Trail

ODOT has closed out the account for the Pedestrian Bridge Trail project and have determined that an additional \$10,573.39 is required to be deposited into the Port's LGIP account as a local match to cover construction costs. Factors driving the overall increase in project cost include:

- Preliminary design engineering costs increased due to rough project scope at outset, uncertainty of Naito hotel, and redesign of original concepts.
- Archeological investigation required that \$26k in contingency costs be released for project.
- Construction engineering was initially budgeted at an estimated \$50,000. Engineer submitted proposal at \$110,000 which was then negotiated down to \$87,000.
- Administration costs are proportionally very high for small projects (less than \$1,000,000).

Construction is currently on schedule and has received no change orders. Funds in the LGIP that are not used for the project will be returned to the Port.

RECOMMENDATION: Approve the transfer of \$10,573.39 into the Port's account with the Local Government Investment Pool (LGIP) for the Pedestrian Bridge Trail project.