

PORT OF HOOD RIVER COMMISSION
Thursday, March 20, 2014
Marina Center Boardroom
Immediately Following 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 4, 2014 Regular Session Meeting
 - Approve Contract with Blackline, Inc. for Slurry and Crack Seal in an Amount Not to Exceed \$65,000
 - Approve Accounts Payable to Jaques, Sharp, Sherrerd, Fitzsimons and Ostrye in the Amount of \$8,511.25
4. Reports, Presentations and Discussion Items
 - Nichols Basin West Edge Design Alternative
 - Asphalt Maintenance Program – 2014 Overlay
 - Airport Consultant Selection Status
5. Director's Report/Informational Items
6. Commissioner, Committee Reports
7. Action Items
 - a. Authorize Staff to Issue Notice of Intent to Award and Execute a Contract with Marc Even Construction for the Boat House Dock Replacement Project in the Amount of \$179,365 Subject to Legal Counsel Review and Contingent Upon No Bid Protests
8. Commission Call

9. Executive Session under ORS 192.660(2)(e) Real Property

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 March 4, 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 5:01 p.m.

a. Modifications, Additions to Agenda: Move Art Installation to beginning of Discussion Items; add Boat House item to Action Items; move IT contract to Action Items for discussion.

2. PUBLIC COMMENT: Linda Maddox spoke about her concern for water access. She is concerned that the Hood River is getting closed off with the Frontage Road Pathway project and Nichols Basin West Edge project. Maddox stated is against a Waterfront Plan, but suggested that the Expo be rezoned as light industrial. She urges the Port to look at each property and their uses.

3. CONSENT AGENDA:

- o Approve Minutes of February 18, 2014 Regular Session Meeting
- o Approve Renewal of Glider Concession Agreement for 2014 with Cascade Soaring

Motion: Move to Approve Consent Agenda as amended (Move IT Contract with Jack Lerner to Action Items for discussion)

Move: Davies

Second: Shortt

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

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

▪ Art Installation Plan – Kristin Godkin presented a proposed plan for installation of art on the waterfront and in other places in town. The idea is to have a rotating sculpture program that would create an art walk through town and on the waterfront. The pieces would be temporarily installed on concrete pads or wall hanging applications. Staff will work with Godkin to prepare a contract.

▪ Waterfront Entitlements & Planning – Michael McElwee, Executive Director recommended to the Commission that a new Waterfront Plan be completed to take a look at possible zoning changes on the Waterfront. McElwee would work closely with the City Planning Commission, with the City Council initiating the process. Mayor Babitz explained that the process can be long and may take 6-9 months to complete. The benefits of the legislative process would allow the Port, Planning Commission and City to work through the process together and would allow for public input. The new plan would provide cost savings to the City and Port for future planning and projects by saving staff time. Babitz proposed the study area be the properties that touch the water's edge including Nichols Basin. The alternative to the new plan would be a quasi-judicial process to change the zoning on a case by case basis. If it was determined that a new plan was to be completed, the City would request 50/50 funding assistance from the Port for a consultant to work with City staff to prepare the plan. This topic will be discussed at Spring Planning and McElwee will work with the City to prepare a scope of work. Cindy Wahlbridge said the Planning Commission could possibly allow the re-zoning of the Expo to meet the Port commitment to Key Development. Commissioner Shortt requested the Waterfront Narrative and existing Waterfront zoning map be available at Spring Planning.

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

- Schedule – There will be a farewell potluck for Joe Pounders on March 19 at 11:30am. Pounders is retiring on March 28. The next Nichols Basin West Edge meeting will be March 18 where the committee will review two alternatives. The Commission will be presented with the alternatives a Spring Planning for a decision. McElwee will be attending PNWA in Washington DC March 9-12.
- Waterfront Recreation– McElwee met with Sheriff Matt English to discuss the boat house lease payment. McElwee will work with legal counsel to determine the services that are offered in lieu of lease payments and bring an addendum to the lease back for Commission approval. However, the Sheriff's Department will still be responsible for the assessment payments.
- Airport – There were two respondents to the Airport RFQ. The selection committee will meet March 7 to review the submittals. A recommendation will be presented on March 20.

6. Commissioner, Committee Reports:

- Gorge Innoventure – Commissioner Davies reported that the board has a few new members. He thinks the organization is progressing well. The brown bag lunches have been well attended.

7. ACTION ITEMS:

a/b) Approve Resolution No. 2013-14-4 Authorizing Application for the Hook Launch Grant and Approve Resolution No. 2013-14-5 Authorizing Application for the Nichols Basin West Edge Pedestrian/Bicycle Trail Grant: A resolution is required by the application process.

Motion: Move to Approve Resolution No. 2013-14-4 Authorizing Application for the Hook Launch Grant and Approve Resolution No. 2013-14-5 Authorizing Application for the Nichols Basin West Edge Pedestrian/Bicycle Trail Grant

Move: Shortt

Second: Duckwall

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

MOTION CARRIED

c) Authorize Dan Bubb to extend the length of Boat House Slip 311 Not to Exceed 45 Feet: Dan Bubb has requested that he be allowed to add an 8 foot deck onto his existing 41 foot footprint. The lease states that the maximum allowed is 45 feet.

Motion: Move to Authorize Dan Bubb to extend the length of Boat House Slip 311 Not to Exceed 45 Feet

Move: Shortt

Second: Davies

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

MOTION CARRIED

d) Approve Annual IT Contract with Jack Lerner Computer Support Not to Exceed \$18,000:

Commissioner McBride requested this item be pulled from the Consent Agenda because he feels there should be an RFP process. Staff recommended to continue with Jack Lerner for this next year due to replacing the bridge software.

Motion: Move to Approve Annual IT Contract with Jack Lerner Computer Support Not to Exceed \$18,000

Move: Duckwall

Second: Streich

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

MOTION CARRIED

8. COMMISSION CALL: Shortt complimented McElwee on keeping the last Nichols Basin West Edge meeting focused. He asked that the waterfront open space diagram be added to the laptop to pull up from time to time at meetings. Commissioner Duckwall also commented that McElwee handled the NBWE process well.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:35 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called back into Regular Session at 8:16 p.m. There was no action as a result of Executive Session.

10. ADJOURN: President McBride adjourned the meeting at 8:16 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: March 20, 2014
Re: Asphalt Maintenance Program - 2014-Slurry Seal

Capital Asphalt and Pavement Services prepared a Pavement Management Program in April 2013. In preparation of implementing the first year of the program, staff revisited the original recommendations. We cut down the amount of overlay and reconstruct work and added more slurry sealing. A slurry seal is about ¼ of the cost and extends life from 10-12 years. An overlay can last up to about 15 years. Areas that are too deteriorated need the overlay, other areas can make do with a crack and slurry seal.

We expect to slurry seal or overlay the asphalt on Port properties over the next few years as budget allows. This will bring our asphalt condition up to a level that we can maintain with less costly treatments in the future. The areas were prioritized this year by level of deterioration, level of use and grouped for better pricing.

Staff issued a slurry sealing solicitation separate from the asphalt overlay as they are two very different treatments and are done by different companies. Both treatments are scheduled to be done after September 1, 2014.

A solicitation for Slurry Seal quotes was issued on February 21, 2014. The area to be slurry & crack sealed is 235,575 sf. It includes roads and parking lots at the Marina, the DMV and Chamber buildings, Portway (from 1st to 2nd St.) and portions of the Big 7 Building (see attached). Quotes were solicited through the newspaper and from firms recommended by our Consultant. The following quotes included the same mobilization, flagging, preparation and materials specifications:

- | | |
|-----------------------------------------------|-------------|
| 1. Blackline, Inc. (Vancouver) | \$64,041.63 |
| 2. VSS International (Sacramento) | \$194,682 |
| 3. Intermountain Slurry Seal (Salt Lake City) | \$142,455 |

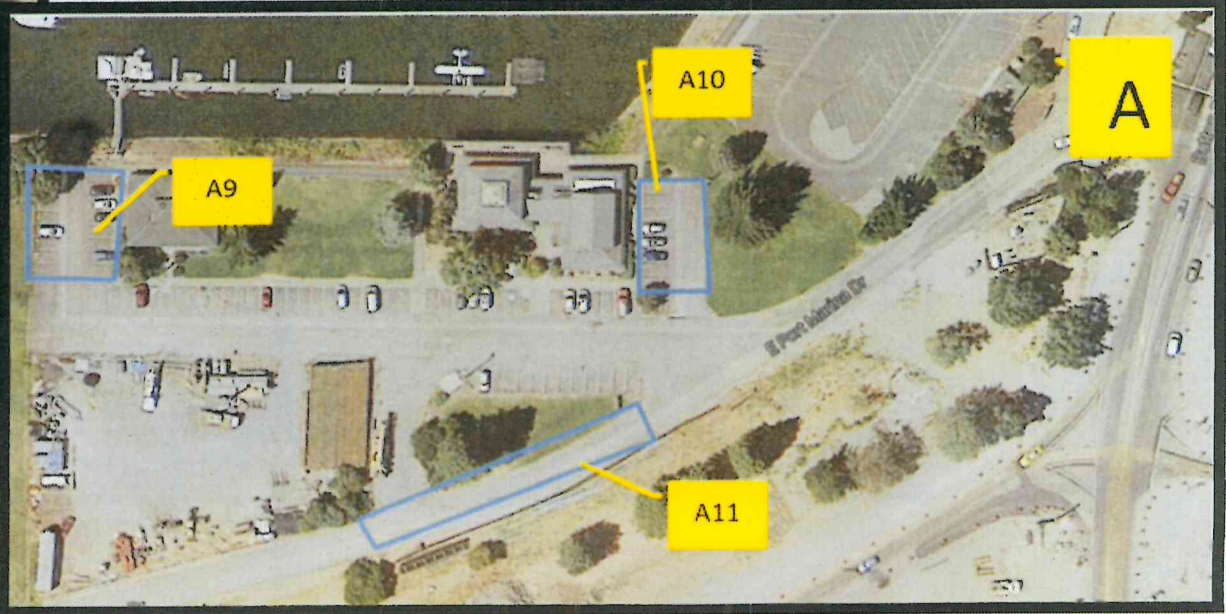
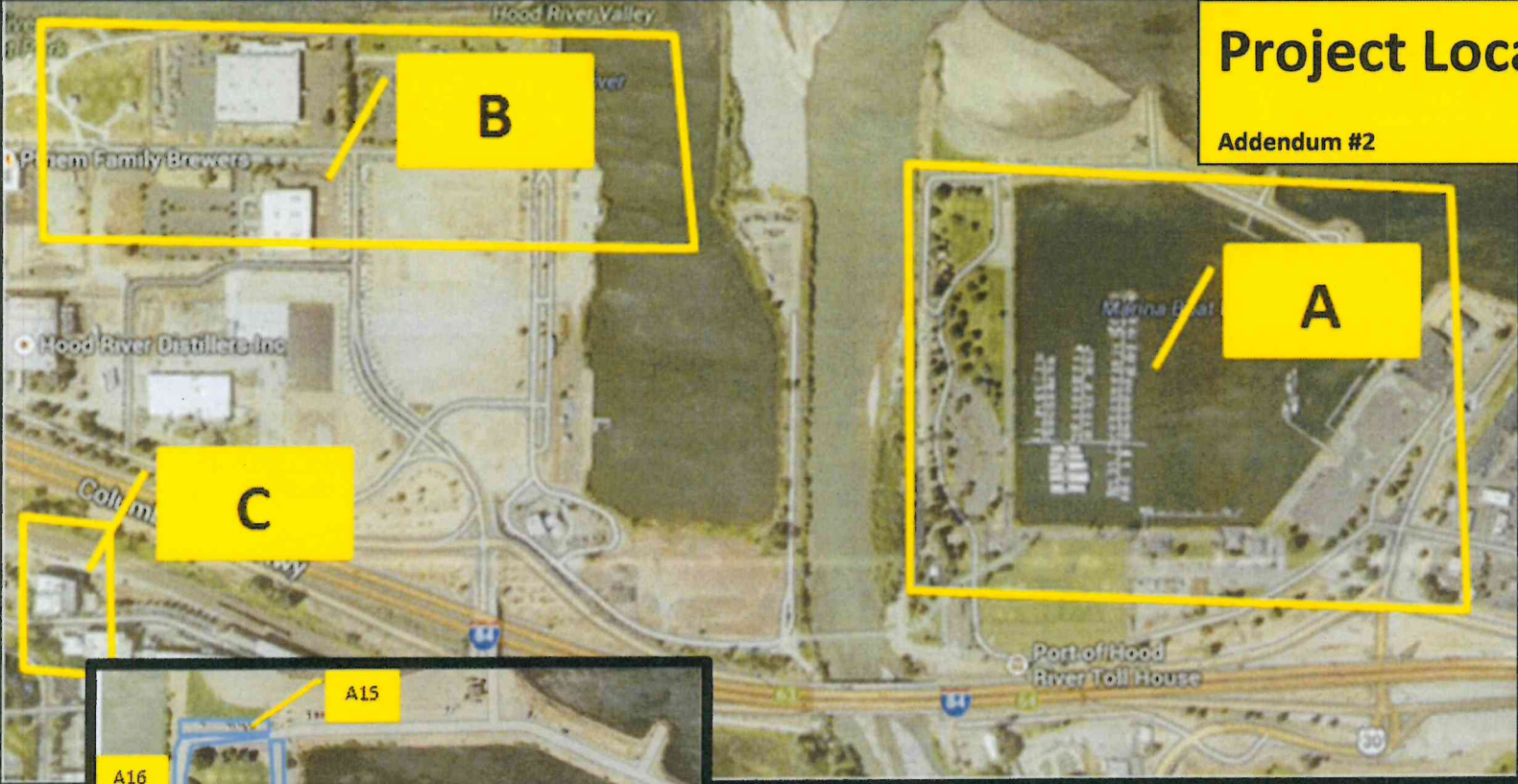
Blackline's quote is in line with the pricing that staff and the consultant were expecting. The other contractor's prices were much higher due to out of state mobilization and subcontractor costs. Staff contacted all of the respondents to

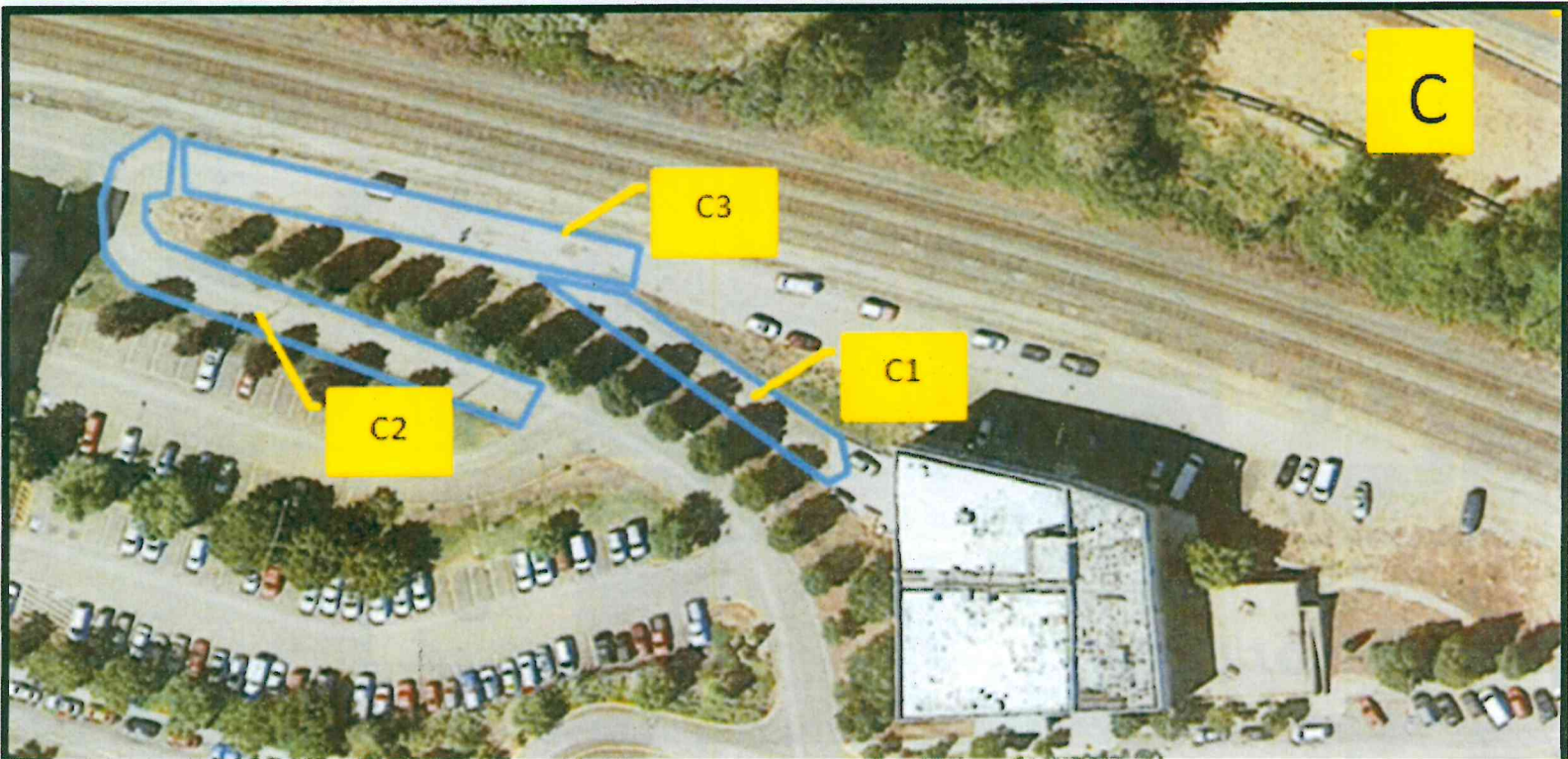
ensure that requirements and specifications were met and that the quotes were not missing anything. Staff also conferred with the consultant about the results.

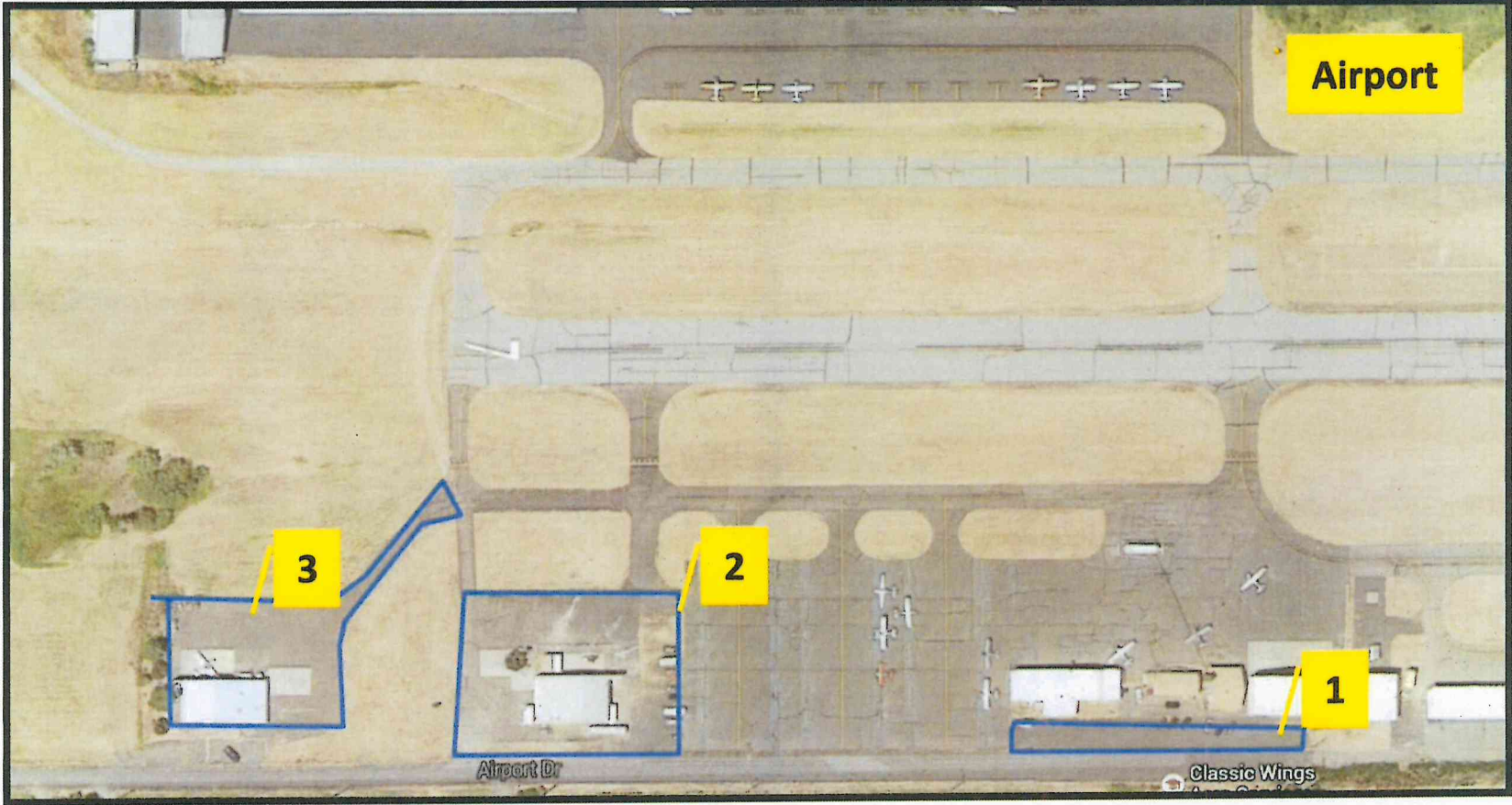
RECOMMENDATION: Authorize a contract with Blackline, Inc. for slurry and crack seal in an amount not to exceed \$65,000.00.

Project Location Map

Addendum #2







Airport

3

2

1

Airport Dr

Classic Wings

Commission Memo

To: Commissioners
From: Fred Kowell
Date: March 20, 2013
Re: Accounts Payable Requiring Commission Approval

Jaques, Sharp, Sherrerd, Fitzsimons & Ostrye Attorney services per attached summary	\$8,511.25
---------------------------------------------------------------------------------------------------	-------------------

TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$8,511.25</u>
------------------------------------------	--------------------------

JAQUES, SHARP, SHERRERD, FITZSIMONS & OSTRYE
 ATTORNEYS AT LAW
 205 3RD STREET / PO BOX 457
 HOOD RIVER, OR 97031
 (Phone) 541-386-1311 (Fax) 541-386-8771

CREDIT CARDS ACCEPTED

Page: 1
 March 10, 2014
 Account No: PORTOHaM

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

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
ENVIRONMENTAL INSURANCE	990.00	144.00	0.00	0.00	-990.00	\$144.00
HANGAR LEASE (Insitu, Inc.)	234.00	0.00	0.00	0.00	-234.00	\$0.00
MISCELLANEOUS MATTERS JJ	162.00	72.00	0.00	0.00	-162.00	\$72.00
LEASE BIG 7 (Slingshot Sports/Jeff Logosz)	51.00	0.00	0.00	0.00	-51.00	\$0.00
ORDINANCE #24	1,260.00	990.00	0.00	0.00	-1,260.00	\$990.00
ORS 777 CHANGES	0.00	900.00	0.00	0.00	0.00	\$900.00
LEASE DMV BUILDING (Thomas Keolker, Heart of Gold)	18.00	0.00	0.00	0.00	-18.00	\$0.00
LEASE (Pfriem Brewing)	54.00	0.00	0.00	0.00	-54.00	\$0.00
GLIDER CONCESSION AGREEMENT'S 2012	0.00	108.00	0.00	0.00	0.00	\$108.00
PROPERTY TRANSACTION SALE	486.00	72.00	0.00	0.00	-486.00	\$72.00

HOOD RIVER, PORT OF

Account No:

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
REGULAR MEETING FEE JJ	-350.00	1,050.00	0.00	0.00	-700.00	\$0.00
PROPERTY SALE (Bob Naito; NBW Hood River)	3,222.00	2,790.00	0.00	0.00	-3,222.00	\$2,790.00
LEASE (Hood River Distillers)	18.00	0.00	0.00	0.00	-18.00	\$0.00
T-HANGER LEASE FORMS (2012-2013)	54.00	0.00	0.00	0.00	-54.00	\$0.00
BOAT HOUSE LEASE	846.00	2,718.00	0.00	0.00	-846.00	\$2,718.00
CITY SEWER OUTFALL PROJECT (City of HR)	360.00	180.00	0.00	0.00	-360.00	\$180.00
ODELL PROPERTY	234.00	216.00	0.00	0.00	-234.00	\$216.00
EXPO SITE DEVELOPMENT (Key Development;Pickhardt)	126.00	0.00	0.00	0.00	-126.00	\$0.00
LICENSE DEFAULT(Airfresh Seafoods)	54.00	0.00	0.00	0.00	-54.00	\$0.00
TAX AUDIT CLAIM (WA Dept. Of Revenue)	1,605.00	36.00	0.00	33.25	-1,605.00	\$69.25
REZONE (ABAM/Contract Lot 1 Expo)	252.00	0.00	0.00	0.00	-252.00	\$0.00
LEASE ODELL BUILDING (Oregon Brineworks, LLC)	36.00	126.00	0.00	0.00	-36.00	\$126.00
WATERFRONT TRAIL	0.00	126.00	0.00	0.00	0.00	\$126.00
	<u>9,712.00</u>	<u>9,528.00</u>	<u>0.00</u>	<u>33.25</u>	<u>-10,762.00</u>	<u>\$8,511.25</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 28th OF FEBRUARY UNLESS OTHERWISE STATED

Commission Memo

To: Commissioners
From: Michael McElwee
Date: March 20, 2014
Re: Nichols Basin Trail

The third meeting of the Nichols Basin West Edge Project Advisory Committee (PAC) was held on March 18. The PAC was expected to review and discuss two conceptual plans for the location of the pedestrian/bicycle trail, water access locations, areas for upland development, and other features.

Based on the project schedule, the March 20 Spring Planning meeting is the opportunity for the Commission to review the concept plans and give staff direction on which plan to refine further. Walker|Macy, the project designer, will then initiate the work in preparation for the final PAC meeting in April.

Concept plans and other information will be provided at the March 20 meeting. Staff and Mike Zilis from Walker|Macy will review the public input received to date, design challenges and opportunities, program alternatives, the two concept plans and PAC recommendations.

RECOMMENDATION: For information.

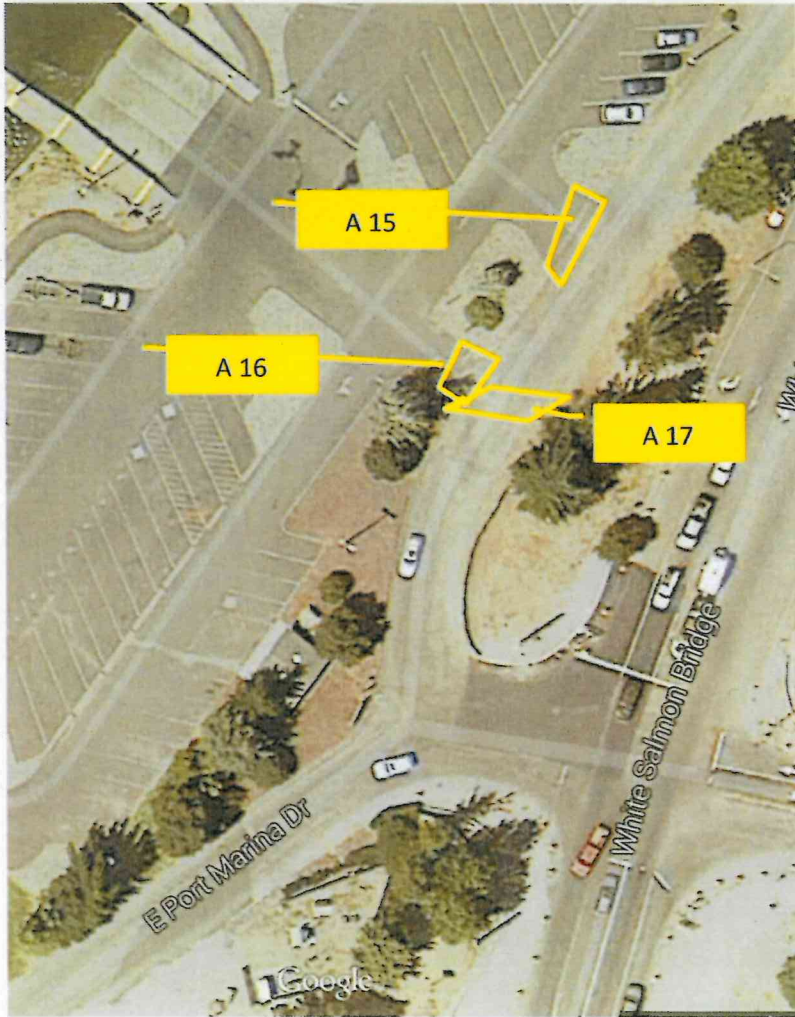
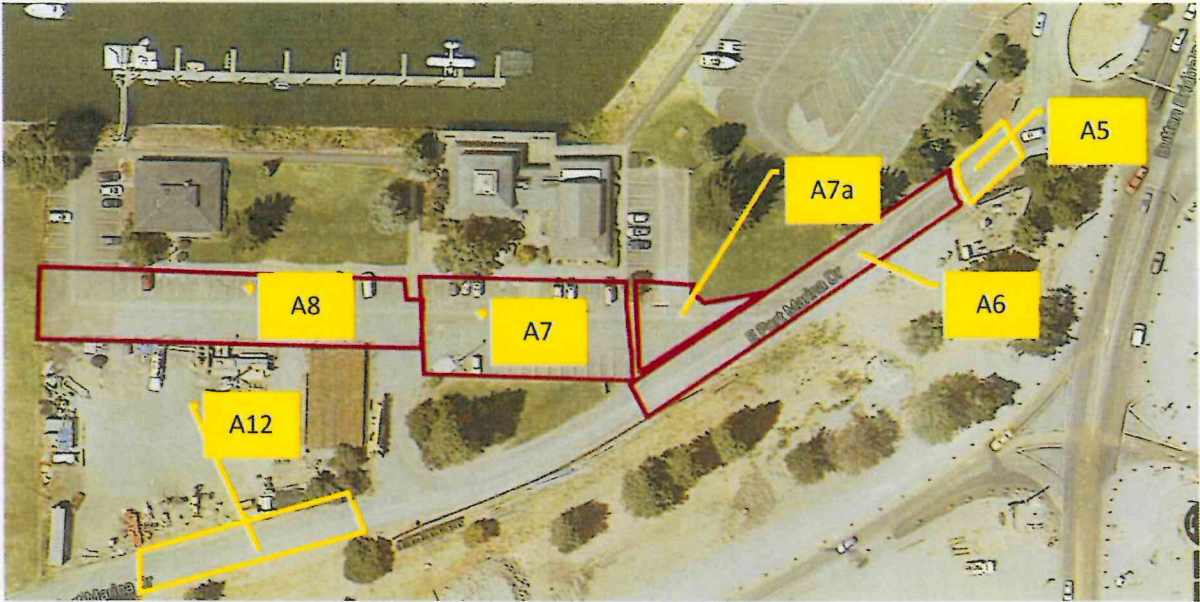
Commission Memo

To: Commissioners
From: Anne Medenbach
Date: March 20, 2014
Re: Asphalt Maintenance Program - 2014 Overlay

A solicitation for asphalt overlay and patch quotes was issued on February 28, 2014. The area to be overlaid and patched is 31,180sf. It includes roads and parking lots at the Marina, the DMV and Chamber buildings. (See attached.) Proposals were solicited from firms that were recommended by our consultant and through advertisement in the "Hood River News" and "Oregon Daily Journal of Commerce."

The quotes are due March 18th and staff will have a recommendation at the March 20 meeting.

RECOMMENDATION: For information.



Commission Memo

To: Commissioners
From: Anne Medenbach
Date: March 20, 2014
Re: Airport Consultant Selection

The Port has had a contract with CenturyWest for the past ten years to provide planning and engineering services for the airport. A solicitation for Airport Consulting Professional Services was issued on January 30. Two responses were received by the February 20 deadline—CenturyWest and WH Pacific.

The Airport Consultant Selection Committee met on March 14 to rank the proposals. Both firms are well qualified and the ranking was very close. Of the two consultants, CenturyWest was ranked as the number one firm.

Staff expects to move forward with contract negotiations with CenturyWest. An important component of early work will be the scope and fee for the Airport Master Plan.

Once we have come to an agreeable pricing structure, staff will come back to the Commission for final contract approval.

RECOMMENDATION: For Discussion.

Commission Memo

To: Commissioners
From: Mellissa Halseth
Date: March 20, 2014
Re: Boathouse Dock Replacement Project Contractor Selection

In January 2013 the Commission directed staff to prepare specifications, drawings and apply for permits to replace the boathouse dock. After receiving the required permits, staff advertised an Invitation to Bid in February 2014. The bid opening date was March 13, 2014.

Three bids were received as listed on the attached spreadsheet. The apparent low bid was received from Marc Even Construction of Tigard, Oregon in the amount of \$179,355. The engineer's estimate is \$193,470.

Staff has reviewed and verified all bids submitted and have determined that Marc Even Construction is the lowest responsive bidder. The contract would be awarded March 28, 2014 subject to no bid protests.

RECOMMENDATION: Authorize staff to issue a Notice of Intent to Award to Marc Even Construction and to execute a contract with Marc Even Construction for the Boathouse Dock Replacement Project in the amount of \$179,355 subject to Legal Counsel review and contingent upon no bid protests.

Marina Boathouse Dock Replacement
Schedule of Values
Bid Opening: March 13, 2014

Item Description	ENGR'S ESTIMATE <i>Prepared February 11, 2014</i>				LEGACY			BERGERSON			EVEN CONSTRUCTION		
	Qty	Unit	Unit Cost \$ Total \$		Qty	\$	Total \$	Qty	\$	Total \$	Qty	\$	Total \$
1 Mobilization	1	ls	15,000	15,000	1	19,600	19,600	1	14,400	14,400	1		1,968
2 Pile and connection measurement/shop drawings	1	ls	5,000	5,000	1	5,000	5,000	1	1,500	1,500	1		1,788
3 Temporarily secure existing boathouses to pile/dock	11	ea	2,500	27,500	11	610	6,710	11	591	6,501	11		3,108
4 Removal of existing dock, and disposal	1	ls	7,500	7,500	1	24,000	24,000	1	27,900	27,900	1		24,989
5 Main concrete dock w/conduits/covers and thru-rod sleeves	1092	sf	60	65,520	1092	69	75,348	1092	90	98,280	1092		65,989
6 Pile hoop/connections	14	ea	750	10,500	14	1,000	14,000	14	350	4,900	14		18,561
7 Installation of concrete dock and connection to existing	1	ls	22,000	22,000	1	13,100	13,100	1	13,300	13,300	1		23,625
8 Portable fire extinguishers mounted in cabinet	3	ea	750	2,250	3	650	1,950	3	1,117	3,351	3		630
9 Water system with drain, isolation valve and air flush port	1	ls	3,500	3,500	1	9,300	9,300	1	9,725	9,725	1		5,316
10 Galvanized steel connection point (3 per boathouse)	11	per 3	500	5,500	5	2,100	10,500	5	930	4,650	11		4,770
11 Special attachment bracket/modification allowance	1	ls	5,000	5,000	1	1,200	1,200	1	1,225	1,225	1		5,000
12 Fender knee bumpers and attachments (2 per boathouse)	11	per 2	450	4,950	5	640	3,200	5	1,370	6,850	11		2,220
13 Fender log	11	ea	600	6,600	5	2,100	10,500	5	670	3,350	11		5,940
14 1/2" galvanized long link chain and shackles (4 per boathouse)	11	per 4	500	5,500	5	700	3,500	5	1,280	6,400	11		5,541
15 Flexible rubberized water connection dock to boathouse	11	ea	150	1,650	5	245	1,225	5	400	2,000	11		4,170
16 Reconnect boathouse chains, and sign off	11	ea	500	5,500	5	300	1,500	5	490	2,450	11		5,740
Intall electrical panels, connections, lights and energize system (not in contract)			NIC	NIC	NIC	NIC	NIC	NIC	NIC	NIC	NIC	NIC	NIC
Bid Total				\$193,470			\$200,633			\$206,782			\$179,355