

**Port of Hood River Commission
Meeting Minutes of February 7, 2012 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 Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Mike Doke, Linda Shames, Laurie Borton and Mellissa Halseth

Absent: None

Media: Adam Lapierre, Hood River News

1. CALL TO ORDER: President Jon Davies called the meeting to order at 5:01 p.m.

- a. Modifications, Additions to Agenda:** Sam Griffin from Griffin Construction will come to introduce himself; Bob Francis is unable to attend to give presentation on the Wastewater Treatment Plant Outfall, McElwee will present; revised memo distributed increasing contract with Crestline Construction in the new amount of \$34,000; add action item for Marina Office Building change orders.

2. PUBLIC COMMENT: Linda Maddox is concerned with public use of Nichols Basin if Naito Cable Park is approved. She complimented McElwee on his presentation February 6 at the Planning Commission meeting. Maddox asked that the Commission maintain ownership of the bank on Lot 1 to allow for public uses.

Sam Griffin, Griffin Construction, introduced himself as the General Contractor on the Marina Office Building Project. He will be using as many local sub-contractors as possible and anticipates completion by the end of April.

3. CONSENT AGENDA:

- Approve Minutes of January 17, 2012 Regular Session Meeting
- Approve Audit for Fiscal Year Ending June 30, 2011
- Approve Accounts Payable to Jeanette M. Launer, Attorney in the Amount of \$4,095 and Pioneer Waterproofing Company, Inc. in the Amount of \$2,834.88 for a Total of \$6,929.88

Motion: Move to approve Consent Agenda

Move: Streich

Second: Duckwall

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

MOTION CARRIED

4. Commissioner, Committee Reports:

- Pub Talk- Commissioner McBride commented that there were great projects presented at the January 31 at the Port sponsored event.
- Bridge Working Group- Commissioner Shortt reported that this group develops a line of communication with the toll collectors. There was discussion on mass transit. McElwee will contact Mt. Adams Transportation and provide the Commission with an update regarding the bike racks and new routes. Shortt requested a discussion of mass transit at Spring Planning.

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

- Staff & Administration – Requested Commissioners confirm availability with Laurie Borton, Operations Manager for April 17 Spring Planning Work Session. The Commission was also asked to provide any feedback regarding McElwee's work plan. Commissioner Davies suggested that staff request the assistance of Hal Hiemstra regarding the progress of the bike/pedestrian path. Staff will request that ACE Insurance representative attend the March 6 meeting to discuss bridge insurance.

- Waterfront Development –The Port has received the loan approval for the Expo renovation. Staff will not act on the loan until a lease is in place. Group Mackenzie will make a presentation to the Commission on Lot 1 in March.
- Bridge/Transportation – The bridge painters have found pitting on the first span of the south side of the bridge and HNTB will be inspecting the findings. The Bi-State Bridge meeting will be February 23 at 5PM in the Marina Center Boardroom. The County has requested an Intergovernmental Agreement with the Port deferring tax payments. Staff will bring agreement to next meeting for approval.

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Wastewater Treatment Plant Outfall – McElwee explained that it is necessary for the City to extend the outfall pipe from the Wastewater Treatment Plant further into the Columbia River. The most cost effective route for the pipe is along the length of the Hook road. McElwee will discuss further the timeline for summer 2013 construction with Bob Francis and impact on Port planned construction on Portway Avenue.
- Real Estate Policy – The Commission provided comments on the draft provided. McElwee will discuss the policy with McBride, Shortt, Davies and legal counsel.
- Executive Director Signing Authority – The changes in the draft clarifies the governance policy for the Executive Director’s signing authority. McElwee will provide final draft to Streich and Davies before next Commission packet mailing. Staff will present final draft for approval at next meeting.

7. ACTION ITEMS:

- a) Approve Contract with Civil Construction Company, Inc. in the Amount of \$42,345 for Replacement of Marina Gangway:** It was determined during the electrical upgrade analysis that the current Marina gangway needed to be replaced to accommodate new conduit for a heavier electrical load. The new gangway will be 20 feet longer and also have a better slip resistant surface. Civil Construction Company, Inc., a local contractor, was low quote.

Motion: Move to Approve Contract with Civil Construction Company, Inc. in the Amount of \$42,345 for Replacement of Marina Gangway

Move: Duckwall

Second: McBride

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

MOTION CARRIED

- b) Approve Contract with Civil Construction Company, Inc. in the Amount of \$24,190 for Installation of Transition Plate at the Launch Ramp:** This project will replace a failing float at the boat launch ramp. Oregon State Marine Board encouraged that this be replaced, which qualifies as matching funds for the OSMB Maintenance Assistance Program.

Motion: Move to Approve Contract with Civil Construction Company, Inc. in the Amount of \$24,190 for Installation of Transition Plate at the Launch Ramp

Move: McBride

Second: Duckwall

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

MOTION CARRIED

- c) Approve Contract with Crestline Construction in the Amount of \$34,000 for Rip Rap Repair:** This will provide rip rap repair just west of the Toll Bridge and also at the Hook. The increase, from the original quote of \$28,800 reflects the requirement from the Corps of Engineers that a silt curtain be installed at both project sites prior to construction.

Motion: Move to Approve Contract with Crestline Construction in the Amount of \$34,400 for Rip Rap Repair

Move: Duckwall

Second: Streich

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

MOTION CARRIED

d) Approve Lease Amendment No. 1 with Cascadia Brewing to Include Name Change, Square Footage Adjustment, and Increase to Promissory Note: The tenant also requests that if the bid price is reduced through value engineering negotiations, the Promissory Note initial principal balance would be reduced by one-half of the reduction as well as the tenant's direct payment be reduced by one-half of the reduction.

Motion: Move Approve Lease Amendment No. 1 with Cascadia Brewing to Include Name Change, Square Footage Adjustment, Increase to Promissory Note and if Bid Price is Reduced Allowing the Promissory Note Initial Principal Balance and Tenant's Direct Payment be Reduced by One Half of the Reduction Subject to Legal Counsel Review

Move: McBride

Second: Duckwall

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

MOTION CARRIED

e) Approve Contract with Colton Construction in the Amount of \$242,500 for Cascadia Brewing Tenant Improvement Project at Halyard Building: Staff worked with Colton Construction to appropriately allocate project items under the Lessor and Tenant Improvement budgets. This shifted \$10,018 to the Port's costs, involving items that will remain with the building.

Motion: Move to Approve Contract with Colton Construction in the Amount of \$242,500 for Cascadia Brewing Tenant Improvement Project at Halyard Building

Move: McBride

Second: Shortt

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

MOTION CARRIED

f) Accept Proposed Change Orders 1, 6 and 7 and Authorize Increase to Contract with Griffin Construction Not to Exceed \$59,716: Change orders include installation of the exterior deck, entry demolition, drywall and paint and sanding and refinishing the entry doors on the lobby and upper deck. With these changes this still allows a \$50,000 contingency for the project.

Motion: Move to Accept Proposed Change Orders 1, 6 and 7 and Authorize Increase to Contract with Griffin Construction Not to Exceed \$59,716

Move: Duckwall

Second: Shortt

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

MOTION CARRIED

8. COMMISSION CALL: McBride and Duckwall were both glad that the Port was part of the January 31 Pub Talk. Duckwall especially appreciated Davies short speech. Shortt asked staff to research the options for providing local contractors and consultants opportunities to see upcoming projects to allow for more local use. Streich mentioned that he would be attending the regional

PNWA meeting in Seattle, WA on February 15 and that he also had a meeting with the Port lobbyist from Ball Janik next week.

9. EXECUTIVE SESSION: Regular Session was recessed at 7:19 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(h) Possible Litigation. The Commission was called back into Regular Session at 7:41 p.m. There was no action taken as a result of Executive Session.

**Additional Commission Call: Duckwall requested staff install a fence screen around the maintenance yard.

10. ADJOURN: President Davies adjourned the meeting at 7:42 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission