

**Port of Hood River Commission
Meeting Minutes of June 4, 2013 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, Steve Burdick and Mellissa Halseth

Absent: Fred Kowell

Media: None

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

a. Modifications, Additions to Agenda: Move Consent Agenda Items Lion's Fee Waiver Request, Next Door Maintenance Contract, Wings Maintenance Contracts and Accounts Payable to Action Items for discussion.

2. PUBLIC COMMENT: Linda Maddox thanked Michael McElwee, Executive Director for arranging a meeting with Eric Carlson, Terra Surveying to discuss the Flowage Easement. She exclaimed that she was upset that the Port sold the small parcels in the Nichols Basin to Naito Development for \$21,000. Davies suggested that Maddox obtain more information on the transaction from Port staff. Davies encouraged her to provide feedback if interested. There was a suggestion to send out a Press Release to better inform the public.

Bob Wendler thanked the Port for the organization at the Event Site. He did ask that all of the lines for the landing box get repainted before weekends. He asked if the Port would consider offering free season passes to volunteers.

3. CONSENT AGENDA:

- o Approve Minutes of May 7, 2013 Budget Meeting and May 7, 2013 Regular Session Meeting
- o Approve Minutes of May 21, 2013 Regular Session Meeting
- o Authorize CGWA Land Use Agreement
- o Authorize Lease Renewal with the Hood River Yacht Club for the Dinghy Racks on C-Dock
- o Authorize Contract with Gorge Window Cleaning Not to Exceed \$3,740.00

Motion: Move to approve Consent Agenda as amended (move Lion's Fee Waiver Request, Next Door Maintenance Contract, Wings Maintenance Contracts and Accounts Payable to Action Items for discussion)

Move: Duckwall

Second: Shortt

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

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

▪ Lot 1 Planning – McElwee presented the proposed outline and schedule of the meetings with potential Stakeholder groups. The first working group session is scheduled for June 19 Noon-1:30 with a light lunch provided. All of the working group meetings will be noticed to the public.

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

▪ Schedule –The Commission will need to elect officers at the first meeting in July. Commissioner Don Hosford's service will be held on Saturday, June 8 at the Hood River Valley Christian Church. A reception will follow at Divots.

- Staff/Administration – McElwee introduced Alison Danko, an intern from Whitman College. Danko will be focusing most of her time assisting ECONorthwest in preparing the Economic Impact Analysis. Danko will be interning with the Port through mid August.
- Waterfront Recreation – LaLonde Electric, Contractor for the Marina Electrical Upgrade, has submitted a new prototype for the pedestals. This has been approved and they are in fabrication.
- Waterfront Development – McElwee requested a meeting with Commissioner Shortt to discuss focus of traffic counts on the Waterfront. Staff will contact ODOT to inquire if the Port could use their traffic counters.
- Airport – The Runway Shift project is ahead of schedule. Staff anticipates a change order for a deduction to the contract amount.
- Bridge/Transportation – McElwee has received a brief summary from HNTB, bridge engineers, regarding the Skagit River bridge collapse and how the Hood River Bridge compares. McElwee will forward to Commissioners.

6. Commissioner, Committee Reports:

- Waterfront Recreation Committee – Commissioner McBride reported on the May 31 meeting. Staff updated the committee about the new concession with Grant Myrdal Photography. There was consensus not to allow adding SUP to current concessions if it was not proposed in the original RFP. The committee will determine if concessions should be reviewed every year or when they expire in 3 years. The High Water sub-committee will be meeting later in the week to prepare a recommendation to McElwee regarding launching and landing at the Event Site.

7. ACTION ITEMS:

a) Approve Airport Advisory Committee Memberships: 6 of the applicants are returning members, with 1 new applicant. The terms have been changed to stagger. Staff will review governance policy with legal counsel to see if the staggered terms fit within the policy.

Motion: Move to Appoint John Benton, Bill Veatch, Gennaro Avolio, Dayle Harris, Jeremy Young, Scott Perry and Judy Newman to the Airport Advisory Committee in staggered terms

Move: Duckwall

Second: Shortt

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

MOTION CARRIED

b) Authorize the Issuance of a Notice of Intent to Award, Notice to Proceed Subject to No Protests and a Public Improvement Contract with Colton Construction Company in An Amount Not to Exceed \$191,911 for Pfriem Brewing Tenant Improvements and Exterior Renovations at the Halyard Building: Four bids were received, but three were significantly higher due to tile specifications.

Motion: Move to Authorize the Issuance of a Notice of Intent to Award, Notice to Proceed Subject to No Protests and a Public Improvement Contract with Colton Construction Company in An Amount Not to Exceed \$191,911 for Pfriem Brewing Tenant Improvements and Exterior Renovations at the Halyard Building

Move: Duckwall

Second: McBride

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

Abstained: Davies

MOTION CARRIED

c) Authorize Lease with WyEast Labs in the Timber Incubator Building: Lease is for Units 100 & 200 with a combined space of 5,000 s.f. There should be no turnover costs other than standard clean-up, exit signage and possible rearrangement of the radiant heat system to accommodate inventory stacked as high as possible.

Motion: Move to Authorize Lease with WyEast Labs in the Timber Incubator Building
Move: McBride
Second: Streich
Vote: **Aye:** Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

d) Approve Fee Waiver for Use of The Spit by the Hood River Eye Openers Lions Club "Old Fashioned 4th of July Fireworks": This item was pulled from consent to discuss the Port's Donation and Fee Waiver policy. Staff will revisit the policy.

Motion: Move to Approve Fee Waiver for Use of The Spit by the Hood River Eye Openers Lions Club "Old Fashioned 4th of July Fireworks"
Move: Duckwall
Second: Streich
Vote: **Aye:** Davies, Duckwall, Shortt and Streich
Nay: McBride
MOTION CARRIED

e) Approve Contract with Next Door Inc. up to \$16,500 for Grounds Maintenance; Approve the Agreement with WINGS to Provide Matching Funds for an Oregon State Marine Board Grant for Marina Maintenance in an Amount Not to Exceed \$3,000; Authorize Renewal of Contract with WINGS Inc. for Marina and Grounds Maintenance Services Not to Exceed \$9,000: These three items were pulled from the Consent Agenda for further explanation. The Next Door received a grant from the Oregon Youth Conservation Corps (OYCC) and the Port would be agreeing to a 50% match. The Port would use a six person crew for eight weeks to do noxious plant removal. Wings, Inc. has also applied for the OYCC grant and received \$3,000 to be used in the Marina on public docks and removal of scotch broom. Additionally, the Port would like to renew the Wings, Inc annual contract that would be used on an as-needed basis.

Motion: Move to Approve Contract with Next Door Inc. up to \$16,500 for Grounds Maintenance; Approve the Agreement with WINGS to Provide Matching Funds for an Oregon State Marine Board Grant for Marina Maintenance in an Amount Not to Exceed \$3,000; Authorize Renewal of Contract with WINGS Inc. for Marina and Grounds Maintenance Services Not to Exceed \$9,000
Move: Shortt
Second: Duckwall
Vote: **Aye:** Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

f) Approve Accounts Payable to Ron Tonkin Nissan in the Amount of \$22,361: This item was pulled from the Consent Agenda to discuss whether the Port tried to shop locally. Staff explained that the Port is now part of a State Pool.

Motion: Move to Approve Accounts Payable to Ron Tonkin Nissan in the Amount of \$22,361
Move: McBride
Second: Duckwall

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

8. COMMISSION CALL: McBride said that he went across the Bridge of the Gods and was able to use a credit card at the booth to purchase tickets. He encouraged staff to keep researching this option for the Hood River Bridge. He also commented that the Waterfront Park parking project should be complete before the 4th of July. Commissioner Shortt thinks that the board may struggle with the amount of tenant improvements being approved and suggested that the board set a threshold. Davies thanked the staff for getting the South Basin dock ready for seasonal leasing.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:38 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees. The Commission was called back into Regular Session at 8:50 p.m. There was no action as a result of Executive Session.

10. ADJOURN: President Davies adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Steve Burdick
Date: June 18, 2013
Re: Port / Benton Agreement Re Property Maintenance

The Port owns the north leg of the airport farm access road and a narrow strip of land along the north side of this road. Because of its configuration and because this strip of land is remote from Port-based maintenance operations, it is inefficient and not cost effective for Port crews to maintain.

Cherry, Pear and Apple Industries, Inc. (Robert Benton) owns an orchard immediately north of the Port's ownership and trees in this orchard may or may not be partially on or overhang the Port property.

The Port has no interest in maintaining or harvesting the fruit from these trees and it is efficient for Mr. Benton to maintain the strip of property in the Port's ownership in conjunction with normal and customary maintenance of the orchard.

Staff recommends that, in exchange for Mr. Benton maintaining the strip of land in the Port's ownership, Mr. Benton will have all rights and responsibilities for these trees until such time as these trees are removed.

RECOMMENDATION: Ratify the agreement between the Port and Cherry, Pear and Apple Industries, Inc. regarding the land on the north edge of the airport farm access road.

AGREEMENT

The Port of Hood River (Port) and Cherry, Pear and Apple Industries, Inc. (Benton) desire to reduce to writing oral understandings regarding property on the north side of the north leg of the airport farm access road.

- The Port owns the north leg of the airport farm access road and a narrow strip of land along the north side of this road.
- Because of its configuration and because this strip of land is remote from Port based- maintenance operations, it is inefficient and not cost effective for Port crews to maintain.
- Benton owns an orchard immediately north of the Port's ownership.
- Trees in this orchard may or may not be partially on or overhang Port property.
- The Port has no interest in maintaining or harvesting the fruit from these trees.
- It is efficient for Benton to maintain the strip of property in the Port's ownership in conjunction with normal and customary maintenance of the orchard.
- Therefore, in exchange for Benton maintaining the strip of land in the Port's ownership, the Port agrees that Benton will have all rights and responsibilities for these trees until such time as these trees are removed.
- Either party may in their discretion terminate this Agreement at any time by giving written notice of termination to the other party.

Cherry, Pear and Apple Industries, Inc.
1575 Nunamaker Road
Hood River OR 97031

Port of Hood River
1000 E. Port Marina Drive
Hood River OR 97031

Robert Benton Date

Michael S. McElwee Date

Commission Memo

To: Commissioners
From: Steve Burdick
Date: June 18, 2013
Re: Repainting of the FBO and Maintenance Hangar

The FY 2013-14 budget anticipates spending \$9,000 for repainting the FBO and maintenance hangar buildings at the airport.

Proposals for this work were solicited from five local painting contractors.

Jason Campbell Remodeling submitted the low quote for \$7,200.

RECOMMENDATION: Authorize a contract with Jason Campbell Remodeling for painting the FBO and Maintenance Hangar in an amount not to exceed \$7,200.00.

SCOPE OF WORK FOR PAINTING AT KEN JERNSTEDT AIRPORT

The following is the scope of work for exterior repainting of two buildings located at its Ken Jernstedt Airport.

The Fixed Base Operator (FBO) building is a one story building of approximately 1,350 s.f. It has wood lap siding and wood frame windows.

The aircraft maintenance hangar is a two story or more building of approximately 4,338 s.f. It has raised metal siding with metal frame windows.

Both buildings will be painted with their existing colors and with the same type of paint as is presently on the buildings. Painting contractors will be responsible for all surface preparation including caulking pre-existing cracks and holes. The painting contractor is responsible for supplying the paint.

Contractors will be responsible for inspecting the building exteriors prior to submitting quotes for this work and no formal walk around will be scheduled. At the time of inspection, contractors must inform the fixed base operator at the airport that they are onsite.

The painting of each building may be scheduled any time between July 1, 2013 and October 15, 2013, but once painting begins on a building the painting of that building must be completed within ten days.

The contact person and project manager for this contract will be Joe Pounders, Port Maintenance Supervisor. Questions may be directed to Mr. Pounders at 541-490-6186.

Commission Memo

To: Commissioners
From: Michael McElwee
Date: June 18, 2013
**Re: MCEDD Intergovernmental Agreement (IGA) –
Amendment Number 1**

The Port entered into an IGA with Mid-Columbia Economic Development District (MCEDD) in 2011 to provide project management services for the Hood River County Economic Development Working Group (EDWOG), which meets monthly to share information about projects, planning and policy initiatives, market conditions and business recruitment/retention prospects.

MCEDD provides EDWOG participants with administrative support including agendas, minutes and special project administration. MCEDD also provides a contribution of in-kind services. Other agencies that provide funding to MCEDD through separate IGA's include the cities of Hood River and Cascade Locks, Hood River County, the Port of Cascade Locks, the Hood River Chamber and Columbia Gorge Community College.

Amendment Number 1 extends the term of the IGA to June 30, 2014; and the Port's annual payment to MCEDD for the project management services is \$1,000.

RECOMMENDATION: Approve Amendment No. 1 to IGA with MCEDD for administrative support services not to exceed \$1,000.00.

Amendment Number 1
to
Intergovernmental Agreement Between Mid-Columbia Economic Development District and the Port of Hood River

1) This is Amendment Number 1 to the Intergovernmental Agreement between Mid-Columbia Economic Development District and the Port of Hood River (Port) for the provision of Project Management Services to the Hood River County Economic Development Working Group.

2) The Agreement is hereby amended as follows (new language is indicated by underlining and bold face and deleted language is indicated by strike through)

This agreement is made and entered into under the authority of ORS 190.010 between the Mid-Columbia Economic Development District (MCEDD) and the Port of Hood River (Port) as a member of the Hood River County Economic Development Working Group. The term of this agreement shall be from July 1, 2012 to June 30, ~~2013~~ 2014.

3) Section 3 of the Agreement is hereby amended as follows (new language is indicated by underlining and bold face and deleted language is indicated by strike through)

Total project funding will be equally distributed among the members of the Hood River County Economic Development Working group with financial contributions from the Port of Hood River, City of Hood River, City of Cascade Locks, Port of Cascade Locks, Hood River County Chamber of Commerce, Columbia Gorge Community College and Hood River County, with in-kind contributions from MCEDD. The Port will provide one thousand (\$1,000) dollars annually in matching funding to compensate MCEDD for services rendered. **Total, not to exceed, compensation under this contract is two thousand dollars (\$2,000).** MCEDD will submit a quarterly invoice to the Port for two hundred and fifty (\$250) dollars for services performed under this agreement. Payment should be made by the Port to MCEDD within 30 days of the invoice.

4) Section 4 of the Agreement is hereby amended as follows (new language is indicated by underlining and bold face and deleted language is indicated by strike through)

Subject to other contract provisions, the period of performance under this Contract will be from July 1, 2012 to June 30, ~~2013~~ 2014, unless sooner terminated as provided herein.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed as of the dates set forth below their respective signatures.

Port of Hood River

Mid-Columbia Economic Development District

By: _____
Michael McElwee, Executive Director

By: _____
Amanda Hoey, Executive Director

Date: _____

Date: _____

Commission Memo

To: Commissioners
From: Steve Burdick
Date: June 18, 2013
Re: Runway Shift Change Order #4, Runway Paving Change

The existing Runway Shift scope calls for crack sealing the existing runway and for applying both an asphalt leveling course and a top lift. After further examination of the existing runway, K&E Excavating and Century West recommend that, on one half of the runway, that the existing pavement should be ground down and one 2.5 inch top lift should be applied on top of the existing pavement. This will actually provide a higher quality and longer lasting runway.

This alternate approach is anticipated to cost less than the original scope, but staff recommends that the change order show no change in the present contract amount.

RECOMMENDATION: Ratify Runway Shift Change Order #4 with no change in the contract amount.

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

AIRPORT IMPROVEMENT PROGRAM

CONTRACT CHANGE ORDER NO. 4 or SUPPLEMENTAL AGREEMENT NO. _____

AIRPORT Hood River Airport DATE 6/3/13

LOCATION Hood River, OR AIP PROJECT NO. 3-41-0026-007

CONTRACTOR K&E Excavating

You are requested to perform the following described work upon receipt of an approved copy of this document or as directed by the engineer:

Item No.	Description	Unit	Unit Price	Quantity	Amount
1	Runway Paving Change	LS	\$0	1	\$0
This Change Order Total			\$0		
Previous Change Order(s) Total			\$91,242.27		
Revised Contract Total			\$3,383,880.57		

The time provided for completion in the contract is unchanged. This document shall become an amendment to the contract and all provisions of the contract will apply. Changes to bid items are shown in the attached change cost summary.

Recommended by: *Walt MacRae* 6/3/13
 Engineer Date

Approved by: _____
 Owner Date

Accepted by: *Richard L. Post* 6/10/13
 Contractor Date

Concurred by: Not Applicable
 State Aeronautics (if applicable) Date

Approved by: _____
 Federal Aviation Administration Date

NOTE: Change Orders and Supplemental Agreements require FAA approval prior to construction, otherwise no Federal participation can be granted. State Aeronautics concurrence is required when state participation is anticipated.

AIP PROJECT NO. 3-41-0026-008CHANGE ORDER NO. 4

(Supplemental Agreement)

AIRPORT Hood River AirportLOCATION Hood River, OR**JUSTIFICATION FOR CHANGE**

1. Brief description of the proposed contract change(s) and location(s).

Proposed change will modify bid quantities to account for runway pavement grind.

2. Reason(s) for the change(s) *(Continue on reverse if necessary)*

Due to unforeseen conditions and irregular grades encountered on the existing runway during construction, it has been determined that grinding the runway pavement down and constructing a single 2.5" asphalt top lift would produce a higher quality and longer lasting runway rehabilitation than crack sealing the runway and adding a leveling and top lift asphalt course.

3. Justifications for unit prices or total cost.

Unit prices are based on bid prices provided by the Contractor.

4. The sponsor's share of this cost is available from:

The sponsor's share is available from capital funds dedicated to this project.

5. If this is a supplemental agreement involving more than \$2,000, is the cost estimate based on the latest wage rate decision: Yes No Not Applicable 6. Has consent of surety been obtained? Yes Not Necessary .7. Will this change affect the insurance coverage? Yes No .8. If yes, will the policies be extended? Yes No .9. Has this (Change Order) (Supplemental Agreement) been discussed with FAA officials?
Yes No When May 2013 With Whom Kevin LatschawComment Proceed with change orderChange Order Summary (spreadsheet)Change Cost Summary (spreadsheet)

Submit 4 copies to the FAA

KEN JERNSTEDT AIRFIELD - HOOD RIVER AIRPORT
 Runway Shift Project
 AIP # 3-41-0026-007

CONTRACT CHANGE ORDER SUMMARY

	Amount	FAA Eligible	Non Eligible	Total	Remarks
Original Contract	\$3,292,638.30				Original Contract Amount (Base Bid & Add. Alt. 1 - Taxiway A)
CO#1	\$79,608.50	\$79,608.50	\$0.00	\$79,608.50	Add REIL Installation to Contract (Add. Alt. 3)
CO#2	\$10,530.96	\$10,530.96	\$0.00	\$10,530.96	Install L806-Supplemental Windcone and Primary Dip Pole
CO#3	\$1,102.81	\$1,102.81	\$0.00	\$1,102.81	Remote Meter Base and service installation
CO#4	\$0.00	\$0.00	\$0.00	\$0.00	Runway Paving Change
Total	\$3,383,880.57			\$91,242.27	

KEN JERNSTEDT AIRFIELD - HOOD RIVER AIRPORT
Runway Shift Project
AIP # 3-41-0026-007

CHANGE COST SUMMARY

ITEM	UNIT	UNIT COST	PROPOSED QTY	EXTENDED TOTAL
ADDITIVE ITEMS (BASE BID)				
Asphalt Concrete Pavement Pulverization (5" depth)	SY	\$1.35	10,250	\$13,837.50
Crushed Aggregate Base Course (P-209)	TON	\$19.15	1800	\$34,470.00
Bituminous Surface Course (P-401)	TON	\$92.20	1250	\$115,250.00
DEDUCTIVE ITEMS (BASE BID)				
Geogrid	SY	\$2.50	-3,783	(\$9,457.50)
Bituminous Leveling Course	TON	\$115.00	-1340	(\$154,100.00)
CHANGE TOTAL				\$0.00

Specification Notes:

Commission Memo

To: Commissioners
From: Fred Kowell
Date: June 18, 2013
Re: Accounts Payable Requiring Commission Approval

SDAO-Workers Comp Insurance **\$14,642.43**

Annual Workers Comp Insurance Policy Year 2013-2014
(This payment will not occur until after July 1, 2013)

Total Accounts Payable and Contracts for Approval **\$14,642.43**



Workers' Compensation Invoice

Policy Year 2013-2014

Policy/Invoice #: 28W16164-71

Revision #:

Date: 6/4/2013

Coverage Period: 7/1/2013 through 6/30/2014

Named Participant:

Port of Hood River
1000 East Port Marina Drive
Hood River, OR 97031

Agent of Record:

Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Class	Description	2013-2014 Rate	2013-2014 Estimated Payroll	2013-2014 Contribution
8742	Director/Sales/Collectors	0.27	\$261,501	\$706.05
8742B	Board Member Coverage	0.27	\$6,000	\$16.20
8810	Clerical Office Employee	0.17	\$348,119	\$591.80
9015	Building Operation Owner	3.52	\$376,004	\$13,235.34
9410	Municipal County Employee NOC	1.50	\$106,500	\$1,597.50

**Payment Due
August 1, 2013**

Manual Contribution:		\$16,146.90
Experience Modification:	x	0.98
Modified Contribution:	=	\$15,823.96
Contribution Volume Credit:	-	\$1,598.87
Underwriting Adjustment:	x	1.00
Terrorism Exposure Contribution:	+	\$110.00
Standard or Minimum Contribution:	=	\$14,335.08
State Assessment - 6.4%:	+	\$917.45
Estimated Workers' Compensation:	=	\$15,252.53
\$1,000,000 Employers Liability Coverage:	+	\$0.00
Net of Commission Discount:	-	\$0.00
Pro Rate Factor:	x	1.00000
Pro Rated Contribution:	=	\$15,252.53

Your payment evidences "acceptance" of this renewal. Invoiced amount includes the amount transferred from the SDIS Trust to SDAO for Membership Dues. Please send a copy of this invoice to help us apply your payment correctly. Thank You.

Select one of the following payment plans:

Quarterly Discounted Payment Plan	\$14,947.48
\$3,736.87 due by August 1, 2013 \$3,736.87 due by October 1, 2013 \$3,736.87 due by January 1, 2014 \$3,736.87 due by April 1, 2014	
Annual Discounted Payment Plan - payment made prior to August 1, 2013	\$14,642.43
No Discount - payment made on due date of August 1, 2013	\$15,252.53

Please Remit To: Special Districts Association of Oregon
P.O. Box 12613
Salem, Oregon 97309

Phone: (800) 285-5461 - Fax: (503) 371-4781
Contact: underwriting@sdao.com

Commission Memo

To: Commissioners
From: Mellissa Halseth
Date: June 18, 2013
Re: Boathouse Term Sheet

Over the course of the past few months the Marina Ad-hoc Committee has discussed issues associated with the boathouses in the Marina including new lease terms and conditions. The attached draft term sheet reflects a general consensus of the Committee about how to better manage the boathouses and upgrade their appearance and condition.

As a reminder, boathouse tenant rates for 2013 included an additional assessment in the amount of \$270 for soft costs (engineering and permitting) associated with the potential boathouse dock replacement. If the project moves forward, there will be an additional assessment for 2014 after the project costs are finalized. Whether the project proceeds or not, staff recommends that the timing is right for new boathouse leases to be in place for January 1, 2014.

Many issues have been discussed in the Marina Committee meetings. The main topics are listed below.

- Fairness— what's equitable between slips and boathouses
- Appearance— how best to encourage owners to improve the condition of their structures.
- Uses— the function of the boathouses and how they are being used.
- Long-term Plan— how to anticipate the long-term uses in the Marina.
- Equity— is the Port facilitating private gain through private investment
- Indirect Benefit— do the boathouses provide other benefits—e.g. fill a market niche, make Hood River more attractive for someone looking to move a business to HR, etc.

Staff is seeking to know whether additional information about any of these issues is desired by Commissioners and what direction to take on general terms of a lease. Staff will make revisions to the term sheet and begin preparation of a full lease for Commission review.

RECOMMENDATION: For discussion.

Lease Term Sheet

Hood River Marina

Prepared: June 18, 2013

DEFINITIONS:	<ul style="list-style-type: none">• "Boathouse" shall be defined as a structure which shall <u>not</u> be used to accommodate living quarters or for a residence of any kind, but shall be used solely for the purpose of providing covered moorage for boats and for storage of related personal property. It is specifically prohibited to use a boathouse as a "dwelling unit" as defined in ORS 90.100(3) under the provisions and terms of this agreement.• "Commission" shall be defined as the Port of Hood River Commission.
TENANT:	Boathouse Owners (Tenant)
AREA:	Approximately 720 to 1,920 square feet Average is 1,169 square feet Any addition of space such as decking must be approved by the Port before installation.
RATE:	\$1.24 square feet + Assessment of \$675 Minimum square foot rate is \$1,475 (Assessment Included) Subject to adjustment for actual costs of new boathouse dock replacement.
RATE ADJUSTMENT:	Lease rate may be adjusted annually no more than the same percentage as average of all boat slips unless conditions require separate Commission action.
TERM:	Five year lease with a one-year rolling renewal option, subject to a compliance with lease terms. Annually, Port or Tenant may terminate lease extension. Tenant may apply to the Port for a 10-year lease with one-year rolling renewal option by submitting a written proposal demonstrating intent to carry out substantial repairs and improvements to Tenant Boathouse for review by Marina Committee. If approved by the Port Commission, 10-year lease would take effect in January following completion of improvements.
LEASE PAYMENTS:	If lease payments or other Port charges are not made in a timely manner, the lease is subject to default.
INSURANCE REQUIREMENTS:	Tenant is required to provide The Port with a Boat House policy with a liability amount of \$500,000, a Watercraft Liability Amount of \$500,000 and if tenant's watercraft has fuel capacity of 30 or more gallons tenant shall also provide, as part of the general liability coverage, proof of Pollution Liability coverage to a limit no less than \$25,000. The Port shall be listed as Additional Insured on all policies.
DEFAULT FOR NON-PAYMENT:	Port will attempt to notify tenant of potential default as soon as possible after discovery. Tenant must remedy default within 30 days of notice and any fees, charges or fines, as approved by Port. In the

	<p>event that tenant does not remedy default or enter into an agreement with the Port to remedy the default within the 30-day period, tenant agrees to forfeit ownership of boathouse to Port. After an additional 30-day waiting period to allow tenant to liquidate the boathouse and pay all Port costs, Port may liquidate the boathouse by offering it for sale.</p>
<p>RESPONSIBILITY FOR CONNECTIONS:</p>	<p>Boathouses shall be connected in a manner approved by Port. All such connections and hardware shall be provided by, paid for by, and maintained by the tenant. Tenant shall hold the Port harmless for the failure of any hardware or equipment provided by tenant. Any damage caused to Port's dock system due to connection hardware failure would be the tenant's responsibility.</p>
<p>MAINTENANCE STANDARDS:</p>	<p>Boathouse shall be maintained to reasonable standards, as recommended by boathouse owners and Marina committee and then approved by Port.</p> <p>Violations must be remedied in a timely fashion:</p> <ol style="list-style-type: none"> 1. <u>Urgent safety measures</u> may be taken by Port staff and charged to tenant. Such charges shall be paid within 30-days of billing. 2. <u>Important safety measures</u> must be addressed by tenant immediately (within a few days) with an action plan acceptable to Port staff. 3. <u>Non-urgent repairs</u> must be addressed by tenant within 14 days with an action plan acceptable to Port staff. 4. <u>Cosmetic repairs</u> must be addressed by tenant within 30 days with an action plan acceptable to Port staff. 5. <u>Optional tenant improvements</u> must be approved by Port staff prior to implementation. <p>If repairs are not made within the stipulated time frames of a Port approved action plan, as listed above, tenant will be notified of default and Port may complete the project, add a reasonable administration fee and charge tenant. If the boathouse owner does not complete repairs, as stipulated in the Port approved Action Plan or does not reimburse Port, as invoiced, default proceedings would be triggered.</p>
<p>LEASE TRANSFERS:</p>	<p>Lease is transferrable with sale of boathouse, subject to the following conditions:</p> <ol style="list-style-type: none"> 1. Buyer's completion of Port lease and quit-claim documents and; 2. Compliance with all other boathouse regulations and; 3. Payment of any amounts due to Port or lien holders.
<p>INSPECTIONS:</p>	<p>The Port shall have the right to cause a qualified official to inspect the boathouse located on the space let under this agreement at any reasonable time to determine adherence to fire, sanitary, health, and safety requirements and/or violation of the terms of this agreement.</p>

Commission Memo

To: Commissioners
From: Fred Kowell
Date: June 18, 2013
Re: **PORTABLE COMPUTING DEVICES – DRAFT POLICY**

There has been on-going discussion on providing portable devices for the Commissioner's use for accessing Port information systems. A draft copy of Section 2.07 related to Portable Computing Devices is attached for discussion. This section will be a part of an IT Policy that I am currently working on.

RECOMMENDATION: For discussion.

PORTABLE COMPUTING DEVICES – 2.07

Purpose

Portable computing devices are becoming increasingly powerful and affordable. Their small size and functionality are making these devices ever more desirable to replace traditional desktop and laptop devices in a wide number of applications. However, the portability and small size offered by these devices may increase the security exposure to organizations using such devices. The purpose of the Port's Portable Computing Security Policy is to establish the rules for the use of portable computing devices and their connection to the Port network. These rules are necessary to preserve the integrity, availability and confidentiality of Port information and assets. This policy covers all portable computing devices (IPAD's, IPOD's, Smart Phones, etc) owned, maintained and operated by the Port.

Note: Laptop and notebook computers are covered under the same policies applicable to desktop computers & workstations.

Administrative Rule

- Only approved portable computing devices may be used to access Port information systems.
- All portable computing devices must be registered with the Finance department's asset management system and included asset identification numbers for tracking purposes.
 - Personal identification markings which could inform a thief of the nature of sensitive material stored on any personal computing device, should be avoided.
- Where technically feasible, all portable computing devices must be password protected and have an inactivity timeout. Any devices with non-public information and have the functionality, shall have enabled a lock-out feature to restrict the number of password guesses and comply with all other Port password policies or shall use encrypted storage for non-public information.
 - All portable computing devices which access the Port network (other than synchronization with a Port desktop or laptop) must have approved antivirus products and firewalls operational at all times to prevent propagation of malicious code (viruses, trojans, worms, etc.).
 - In general, sensitive Port data should not be stored on portable computing devices. However, in the event that there is no alternative to local storage, all sensitive Port data must be encrypted using approved encryption techniques.
 - All remote access to the Port network must be either through a Port approved access gateway or via an Internet Service Provider (ISP).

- Non-Port portable computing devices that require network connectivity must conform to Port information security policies and standards and must be approved in writing by the Executive Director or Finance Manager in consultation with the IT consultant.

- All Port employees must be responsible to secure portable computing devices in their care and possession and immediately report any loss or theft of such devices to the Finance Manager.

Guidelines

- A Commissioner or employee may request a portable computing device. The Finance Manager will be responsible to authorize and issue such a device based upon the business purpose and intent of use of such a device.

- The portable computing device will be Port property and as such will require that its use follow Port policy on appropriate business use. Any personal use must be kept to a minimum.

- As Port property, any data, application or information will be subject to federal and state laws that apply towards disclosure of public information.

- When not in use, external wireless communication mechanisms such as 802.11 or Bluetooth, should be turned off.

- When conducting Port business wirelessly, without VPN technologies, Wi-Fi access points (such as those at coffee shops) should be avoided since they may not have all the proper security features enabled.

Executive Director's Report

June 18, 2013

Staff & Administrative

- PNWA's 2013 summer conference is June 24-26 in La Conner, Washington. I will take a vacation afterward returning July 8.
- A plaque honoring the memory of Linda Hull will be installed on a basalt column at the east end of the Riverwalk Trail the week of June 24. A photo is attached.
- Due to the July 4th holiday, I recommend that we hold one July Commission meeting on the 16th.

Recreation

- Based on recommendation of CGWA and CGKA, launching and landing will end at the Event Site on June 17. Due to high water associated with the Lions' fireworks, we expect to re-open launching and landing for three days on July 3, 4 and 5.
- The first stakeholder work session to discuss Lot #1 will occur Wednesday, June 19 at 12:00 in the Port Commission Room. See attached information regarding attendees and schedule for future meetings.
- The Port has been approached about contributing some funds (\$3,000-\$5,000) toward the tennis court rehabilitation. This would be legal per ORS 777. Commission direction will be needed.

Development

- In the PocketFuel space, drywall is complete. Taping and painting is scheduled for the week of June 17. The project is on schedule.
- Pre-construction meetings are scheduled with Colton Construction on the Pfriem expansion work.
- Permit set plans and specs and bid documents will be complete on the Hearts of Gold tenant improvements by July 1.
- Key Development reports that they have achieved 90% lease commitments for the Lot 3 Building.

Airport

- Steve Burdick will provide an update on construction progress.
- Both glider operators have asked for a 50% reduction in their Concession Agreement fee due to construction activities. I believe such a reduction is appropriate.

Bridge/Transportation

- Staff continues to investigate options for speed limit indicators on the bridge and ways to identify overweight vehicles.
- Some welding work is occurring by Port crews on the bridge deck. We are working closely with David McCurry on a plan to bring more welding expertise using private contractors.
- ODOT is coordinating a kick-off meeting for the next bridge inspection on Thursday, June 20. There is uncertainty about when the inspection will take place and the means and methods of the contractor, David Evans & Associates. Some single-lane flagging will likely be required.




IN HONOR
of our friend and co-worker
LINDA J. HULL
Live - Laugh - Love
WELL OFTEN MUCH
PORT OF HOOD RIVER

Legal Notice**Hood River News, publication date of Saturday, June 15, 2013**

NOTICE OF SPECIAL MEETING

The Port of Hood River Commission will hold a series of Special Meetings (Work Sessions) over the next several months for the purpose of discussing development on vacant portions of the Hood River Waterfront with invited stakeholders. The first 90-minute meeting will be held at 12:00 p.m. on Wednesday, June 19, 2013 at the Port Commission Room located at 1000 E. Port Marina Drive in Hood River, Oregon. No Commission actions will be taken as a result of this Special Meeting (Work Session).

Lot #1 Planning
Stakeholder Work Sessions

Prepared: June 4, 2013

Purpose

Discuss the development of Lot #1 with selected panels of 5-6 key stakeholders.

Key Questions

- What is the appropriate type and scale of development?
- What community objectives should be achieved?
- What role should the Port play in developing the property?

Panel #1: Business

Date: Wednesday, June 19, 2013

Confirmed?

Ken Whiteman 707 Portway Avenue, Suite 101 Hood River OR 97031	Pfriem Brewing Hitch Source	(541) 321-0490	ken@pfriembeer.com ken@hitchsource.com	Yes
Christian Debbaut 715 4 th Street Hood River OR 97031	Nano Technology (entrepreneurs)	(541) 386-2771	acdebbaut@gmail.com	Yes
William Ayer PO Box 1445 White Salmon WA 98672	Software Consultant	(509) 493-3777	wayer@pobox.com	Yes
Jeff Nicol 410 E. Eugene St. Hood River OR 97031	Gorge Tech Alliance (board member)	(503) 701-8470	goprivacy@yahoo.com	Yes
Romeo Robichaud 400 Portway Avenue Hood River OR 97031	RBS Battens (owner)	(541) 386-7677	romeo@rbsbattens.com	Yes
Jeff Pickhardt PO Box 208 Bend OR 97709	Key Development (president)	(541) 410-0339 (c)	jeff@keydevelopment.net	Yes

Lot #1 Planning
Stakeholder Work Sessions

Prepared: June 4, 2013

Purpose

Discuss the development of Lot #1 with selected panels of 5-6 key stakeholders.

Key Questions

- What is the appropriate type and scale of development?
- What community objectives should be achieved?
- What role should the Port play in developing the property?

Panel #2: Market/Development

Date: Wednesday, July 17, 2013

Confirmed?

Mike Graham 707 Portway Avenue, Suite 104 Hood River OR 97031	Real Carbon (owner)	(541) 386-9292	mikegraham@realcarbon.com	Yes
Mark VanderZanden 150 SW Harrison Street, Suite 100 Portland OR 97201	Surround Architecture (principal)	(503) 224-6484	mark@surroundinc.com	Yes
Bob Naito 150 SW Harrison Street, Suite 200 Portland OR 97031	Naito Development LLC (CEO)	(503) 688-1377 (503) 222-7244	bob@naitodev.com	Yes
Eric Hovee PO Box 225 Vancouver WA 98666	E.D. Hovee & Company LLC (owner)	(360) 696-9870 (503) 230-1414 (800) 767-9870	ehovee@edhovee.com	Yes
Stephen Ford 116 3 rd Street Hood River OR 97031	Current Commercial Real Estate LLC (principal)	(541) 386-4580	skford@currentcommercial.com	
Maui Meyer 14 Oak Avenue Hood River OR 97031	Copper West Properties (owner)	(541) 386-2330	maui@gorge.net	
Henry Fischer 310 Oak Street #401 Hood River OR 97031	Developer	(541) 387-3890 (541) 386-5758	hfischer@pobox.com henry@smartdevelopment.com	Yes

Lot #1 Planning
Stakeholder Work Sessions

Prepared: June 4, 2013

Purpose

Discuss the development of Lot #1 with selected panels of 5-6 key stakeholders.

Key Questions

- What is the appropriate type and scale of development?
- What community objectives should be achieved?
- What role should the Port play in developing the property?

Panel #3: Recreation/Environment

Date: Wednesday, August 14, 2013

Confirmed?

Brent VandenHeuvel 724 Oak Street Hood River OR 97031	Columbia River Keepers (executive director)	(541) 387-3030	bv@columbiariverkeeper.org	
Chuck Gehling 3007 Experiment Station Road Hood River OR 97031	HR Watershed Group (chair)	(541) 386-6063	chuck50fis@aol.com	
John Hart 6 Oak Street Hood River OR 97031	Kayak Shed (owner)	(541) 386-4286	john@kayakshed.com	
Pepi Gerald 4310 Wooded Acres Drive Hood River OR 97031	CGKA (president)	(541) 490-6709 (c)	pepi@gorge.net	
Heather Staten 2927 Reed Road Hood River OR 97031	Waterfront advocate	(541) 490-5225 (c)	heatherstayton@gorge.net	
Steve Gates 207 Front Street Hood River OR 97031	Big Winds (owner)	(541) 386-6086	steve@bigwinds.com	

Lot #1 Planning
Stakeholder Work Sessions

Prepared: June 4, 2013

Purpose

Discuss the development of Lot #1 with selected panels of 5-6 key stakeholders.

Key Questions

- What is the appropriate type and scale of development?
- What community objectives should be achieved?
- What role should the Port play in developing the property?

Panel #4: Public Agency and Large Business

Date: Wednesday, September 18, 2013

Confirmed?

Cindy Walbridge PO Box 27 Hood River OR 97031	City of Hood River (planning director)	(541) 387-5210	Cindy@ci.hood-river.or.us	
Cheryl Park PO Box 449 White Salmon WA 98672	Mt. Adams Chamber of Commerce (board president)	(509) 493-3630	info@mtadamschamber.com *Avery Pickard is executive director	
Dave Windsor 3125 Neal Creek Mill Road Hood River OR 97031	Cardinal IG (plant manager)	(541) 354-1280		
Irene Firmat 405 Portway Avenue Hood River OR 97031	Full Sail (CEO)	(541) 386-2281	irenef@fullsailbrewing.com	
Ron Dodge 660 Riverside Drive Hood River OR 97031	Hood River Distillers (CEO)	(541) 386-1588	rond@hrdsprits.com	
Seth Tibbot 400 Portway Avenue Hood River OR 97031	Turtle Island Food (president)	(541) 386-7766	seth@tofurkey.com	



Port of
Hood River

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June 11, 2013

Ken Whiteman
Pfriem Brewing
707 Portway Avenue #101
Hood River OR 97031

- Sample -

Dear Mr. Whiteman:

On behalf of the Port of Hood River Commission thank you for agreeing to participate in a roundtable discussion regarding the property known as Lot #1 on the Hood River Waterfront. The meeting will be held at **12:00 p.m. on Wednesday, June 19** at the Port offices and last for approximately 90 minutes. This will be a noticed public meeting; however, public testimony is not expected. The agenda and attendee list is attached. A light lunch will be provided.

Lot #1 is a significant public asset to Hood River for many reasons including its potential to accommodate jobs, its proximity to recreation areas and its high visibility from downtown. It is also zoned Light Industrial and represents one of the last remaining large industrial properties in the City of Hood River and there is increasing public attention and interest due to the recent projects proposed for the Nichols Basin.

The Port has completed a Concept Plan for the property (Executive Summary enclosed) and is seeking to have the property development-ready in the next 18-24 months. The Commission recognizes that the plan represents only one approach to future development and that other concepts may be more appropriate and that other issues may need to be considered. That is why your input in the forum of an informal discussion is very much appreciated.

If you have any questions or comments in advance, please contact Michael McElwee at (541) 386-1138 or by email at mmcelwee@portofhoodriver.com.

Respectfully,

Jon Davies President, Port of Hood River Commission

cc: Port Commissioners

Agenda

Lot #1 / Waterfront Planning
Port Commission Room, 1000 E. Port Marina Drive
Wednesday, June 19, 2013 – Noon to 1:30 p.m.

Purpose

Discuss the development of Lot #1 and the Hood River Waterfront with key stakeholders.

General Questions for Discussion

- What is the appropriate type and scale of development?
- What community objectives should be achieved?
- What role should the Port play in developing the property?

Resource Materials (enclosed)

- Lot 1 Preliminary Concept Plan – Executive Summary, February 2013, prepared by Group Mackenzie

Resource Materials (<http://www.portofhoodriver.com/waterfront/lot1.php>)

- Group Mackenzie concepts and market research, May 16, 2012
 - Group Mackenzie updated conceptual plans, July 24, 2012
 - Group Mackenzie Lot 1 presentation, November 27, 2012
 - Nichols Boat Basin Public Use Doctrine, January 25, 2012
 - Nichols Boat Basin State Ownership, March 5, 2012
 - Tetra Tech - Nichols Boat Basin Background Information, June 1, 2009
 - Nichols Boat Basin Historic Maps 1 and 2
 - US Army Corps of Engineers Hood River Delta Assessment, June 2010
-

Stakeholder Group #1 – representing the “Business” sector

William Ayer, software consultant
Chris & Anne Debbaut, entrepreneurs
Jeff Nicol, Gorge Technology Alliance board member
Jeff Pickhardt, Key Development president
Romeo Robichaud, RBS Battens owner
Ken Whiteman, Pfriem Brewing general manager; Hitch Source owner
Port Commissioners: Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt
and Hoby Streich

Port Staff: Michael McElwee, Executive Director; Steve Burdick,
Development Manager

PORT OF HOOD RIVER



Lot 1—Preliminary Concept Plan

FEBRUARY 2013

GROUP
MACKENZIE

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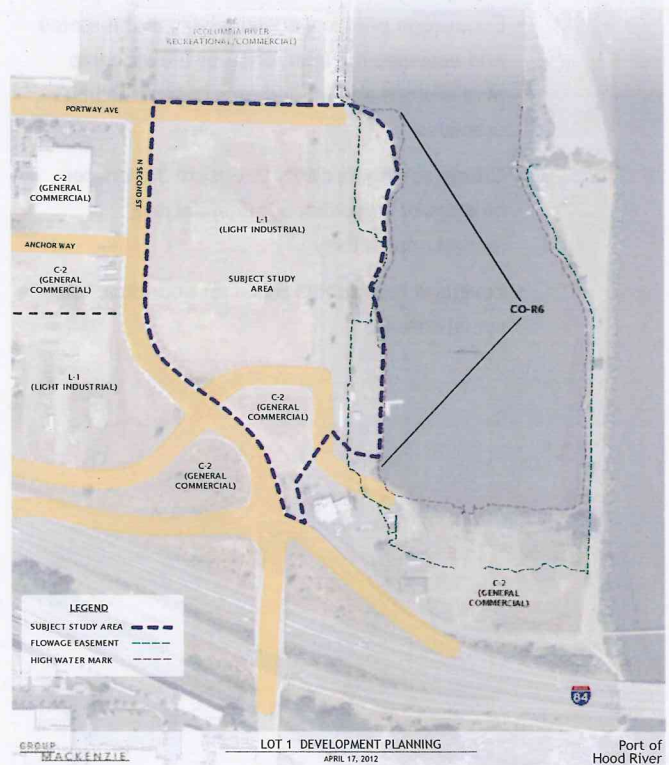
1.0 EXECUTIVE SUMMARY

Group Mackenzie, working with Port staff, has prepared this Lot 1 Preliminary Concept Plan to guide future development. This Concept Plan has been prepared as part of the implementation of the 2007 Hood River Waterfront Development Strategy. The action items in the development strategy called for exploring the market potential and identifying a development concept for Lot 1 that would position the property for future developments.

This Concept Plan was prepared between January and December of 2012 and includes:

- Evaluation and documentation of existing conditions on the site including utilities, easements, rights of way and elevations;
- Preparation of a market analysis of light industrial market conditions, opportunities and constraints;
- Identification of development objectives and issues;
- Preparation of concept alternatives;
- Finalization of concepts and preliminary cost estimates;
- Identification of implementation issues; and
- Public outreach and input.

The concept plan includes both the upland portions of Lot 1 and the portion of the site adjacent to Nichols Basin. The plan was developed with input from the Port Commission at four public Commission meetings, one separate public meeting and two Technical Advisory Meetings specific to the Nichols Basin trail and park element. Additional technical input was provided by E.D. Hovee and Company, who prepared market research, assessment and interviews with local businesses; and from Project Ecological Development, a Portland-based development firm familiar with development in the Hood River Area.



Port of Hood River
Figure 1.

Vision:

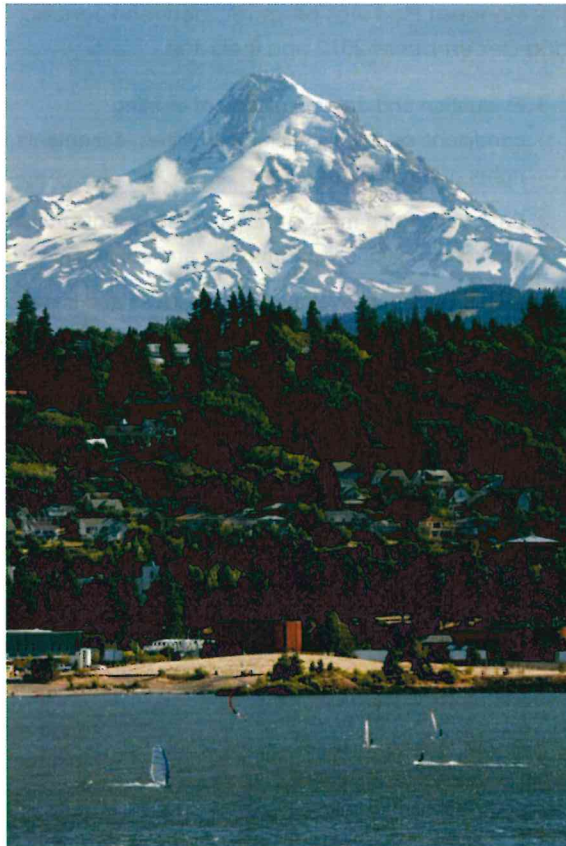
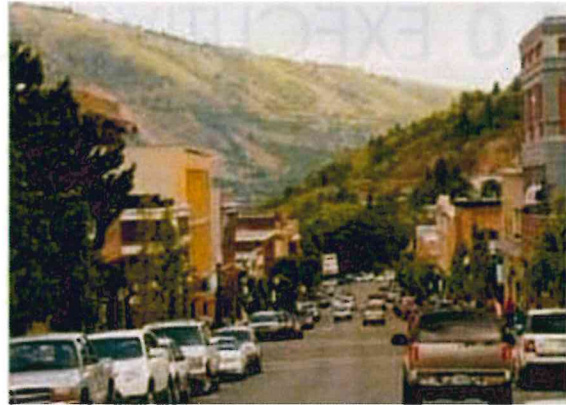
Future development of Lot 1 will reflect the work hard - play hard Hood River brand and will result in a premier location for new jobs. Public access to the river, recreational amenities and commercial services that compliment downtown for area residents, employees and recreational users.

Development Objectives:

- Jobs
- Balance of Uses
- Public Access
- High Quality Development
- Increase Economic Value

Plan Goals:

- Support the growth of the entrepreneurial based local economy
- Encourage practical sustainability that restores and activates the land, ensures stewardship of resources and implements green building practices
- Create zoning flexibility to ensure the proper balance of industrial, commercial and recreational activity
- Leverage the Nichols Basin for economic and social benefit.



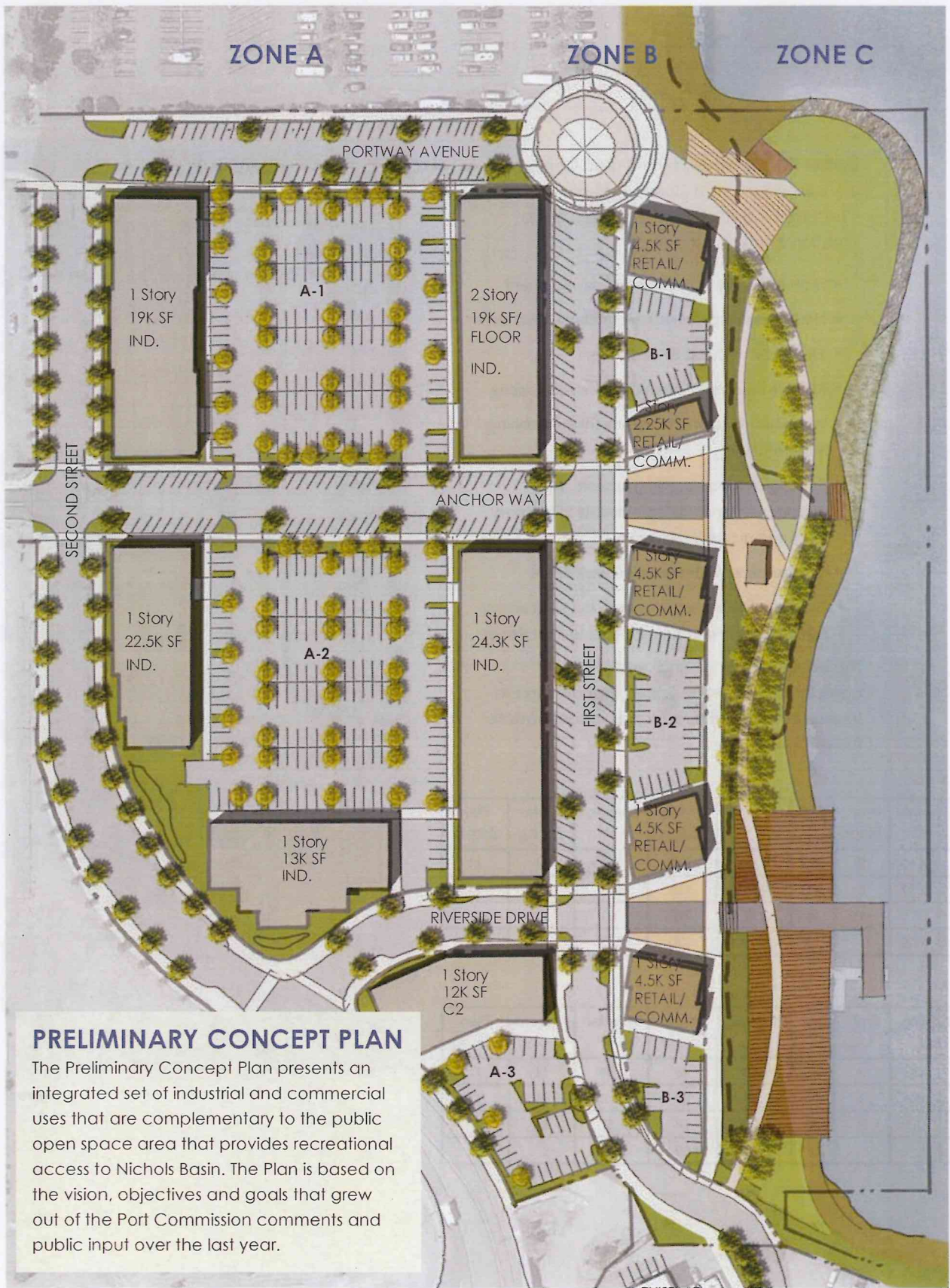


Figure 2.

Zone A: The development area between the Second and First Streets right-of-way area is recommended as the light industrial job creation center for the site.

- Higher density light industrial development
- Natural resource-based, technology, R&D uses
- 15,000 SF - 30,000 SF buildings
- Flexible small and intermediate sized spaces
- Internalized parking to meet minimum zoning requirements
- Parking supports building tenants, with opportunity for cross agreements to support weekend recreational users
- On-site storm water management areas
- Extension of Anchor Way from the west across Second Street and running east to First Street

The intent is for small and medium size companies to have buildings that are flexible to meet their initial needs and accommodate future growth.

Zone A Parcel	Area AC	# of Bldgs	FAR	Bldg. SF	Parking Spaces	Spaces/ 1 K SF	Current Zoning	Plan Zoning
A.1	2.42	2	.54	57,000	132	2.3	LI	LI
A.2	2.97	3	.46	59,800	138	2.3	LI	LI
A.3	.70	1	.39	12,000	36	3.0	C	C
	6.09		.48	128,800	306	2.37		

Zone B Parcel	Area AC	# of Bldgs	FAR	Bldg. SF	Parking Spaces	Spaces/ 1 K SF	Current Zoning	Plan Zoning
B.1	.39	2	.40	6,750	18	2.66	LI	C
B.2	.54	2	.38	9,000	29	3.2	LI	C
B.3	.31	2	.33	4,500	16	3.55	LI	C
	1.24		.37	20,250	63	3.11		

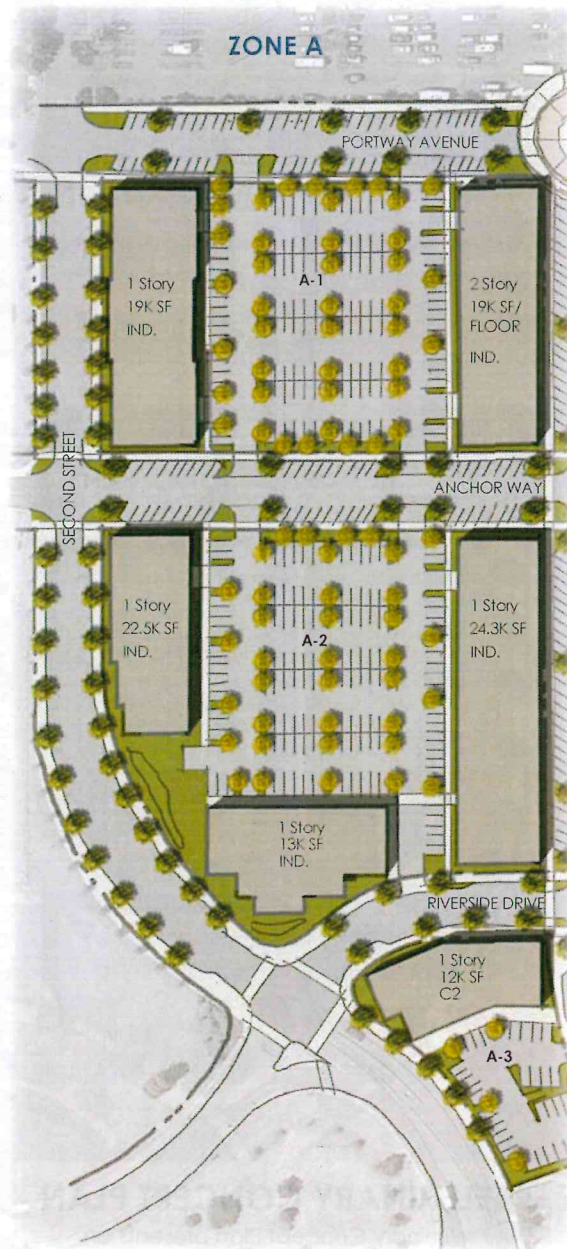


Figure 3.

Zone B: The area between the First Street right-of-way and the top of the bank/top of the flowage easement, is the mixed retail/office and public interface to Nichols Basin. Zone B provides indirect economic support for the overall Lot 1 development by providing an attractive setting for industrial development. Commercial zoning in this area allows area employees to have their day to day needs met with places to eat and shop. This use also accommodates the anticipated need of recreational uses of the area.

- Relocation and reconstruction of First Street to create development opportunities to the east
- Lower scale/smaller format pedestrian-oriented development dedicated to office/flex and retail uses
- Smaller development parcels with a mix of tenants of a variety of sizes and uses
- 30' - 60' building depths
- Rezoning from Light Industrial to Commercial
- On-site parking meets minimum zoning requirements. On street parking on First Street, Riverside, Portway and Anchor Way supports uses
- Continuous waterfront experience includes a pedestrian esplanade overlooking the Nichols Basin park area and includes access connections to park area

Zone C: This zone includes the area between the flowage easement and the water's edge at Nichols Basin. It provides public access to the water, open space for the general area and a trail connection linking Lot 1 and downtown. This zone supports other Lot 1 uses with a physical and visual transition to the Zone B esplanade.

- Provides recreational amenities
- Provides pedestrian connections between the Zone B esplanade and Zone C
- Creates three distinct use areas
- Creates trail access along water's edge
- Provides bicycle and pedestrian connections to the Event Center and downtown
- Creates lawn areas near the trail for seating
- Provides gathering places protected from wind
- New habitat area at water's edge
- Connections to upland retail at select areas



Figure 4.

IMPLEMENTATION ISSUES

The Preliminary Concept Plan is the result of a year's process of Commission and public input, technical analysis, and development planning. The Plan documents complete works and sets the stage for further development planning and implementation on the Lot 1 parcel. The ultimate goal is to have private development occur that meets the vision, goals, and objectives articulated in the Plan. To facilitate such development, there are a number of technical, policy and entitlement issues that will need to be addressed. The development planning process in Hood River includes significant opportunities for public input and review. It is expected that public involvement will be a key element as the planning process continues.

The key next steps for implementing this plan include:

- Refinement of the Initial Concept Plan and finalization of development plan
- Public engagement
- Identification of funding sources
- City agreements and entitlements
- Key infrastructure investments
- Site marketing

Moving forward with these steps there will be technical, entitlement and prioritization issues that will need to be addressed.



Figure 5.

Technical Site Issues:

- Final design of Zone C park improvements
- Preparation of final development plan
- Environmental investigation
- Geotechnical investigation
- Storm water management
- Parking strategies for employees, customers and recreation users
- Design guidelines
- Public access while maintaining company security

Port Policy Issues:

- Phasing and funding of infrastructure investments by Port
- Phasing and funding of Zone C park improvements
- Development Agreement with the City of Hood River
- Decision on sale or lease of property
- Initiate property marketing

Entitlement Issues:

- Rezoning to allow commercial development in Zone B
- Regulatory approvals for Zone C park improvements, including flowage easement, habitat improvements and riparian restoration
- Site access, circulation and ROW dedication
- Subdivision platting

Prioritization:

The existing conditions of Lot 2 will influence near term development. In order to provide an attractive development ready site there are a number of infrastructure improvements that can be made. Below is a list of priority improvements that would provide the greatest return to attract private investment in Lot 1.

1. Relocation and improvements of First Street that would include diagonal parking,

sidewalks, street trees, lighting and storm water management. This street sets the eastern boundary of the Zone A development, the western boundary of the Zone B development and provides access on three sides to the primary job creation portion of Lot 1 (Zone A).

2. Extension of Anchor Way, diagonal parking, sidewalks, street trees, lighting and storm water management and relocation of utilities. Public access and park improvements adjacent to Nichols Basin.
3. Reconstruction of Riverside Drive including a 42' ROW, parallel parking, curb and gutters, sidewalks, street trees, lighting and storm water management.
4. Improvements to Portway Avenue east of Second Street that would include diagonal parking, sidewalks, street trees, lighting and storm water management.

The above stated priorities support the Lot 1 concept plan by providing a clear path to development with area amenities attractive to potential site users. While the development pattern of smaller buildings in a multi-tenant environment is the articulated vision of the concept plan, the market can often deliver unforeseen opportunities. If a larger user who met the economic development and job creation goals did appear, not having Anchor Way in place provides the ability to meet their needs.

As development opportunities are presented, it will be important to recognize the impact of the development of Anchor Way. Early development of this roadway will support the Zone B development patterns with direct vehicular and pedestrian circulation. Should this roadway not be developed to accommodate a larger Zone A end user, the redistribution of vehicular and pedestrian traffic will need to be addressed in the development patterns of Zone B.

Preliminary Cost Estimates

The cost estimates for infrastructure, open space and trail improvements for the Preliminary Concept Plan totals \$4.4 million.

Below is a summary of the key elements of the cost estimate. A more detailed explanation of the preliminary cost estimates can be found in Appendix IV.

- First Street, Relocation and Construction: \$1,171,500
- Anchor Way Extension, First Street to Second Street: \$500,500
- Zone C - public open space and trail improvements: \$1,716,330
- Riverside Drive Reconstruction, First Street to Second Street: \$247,000
- Portway Avenue, Cul-de-sac: \$67,000
- Esplanade Improvements: \$441,450

Commission Calendar

July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
	1	2 Comm Mtg 5pm CANCELED?	3	4 Independence Day (Office Closed; however maintenance crew works)	5	6																																																																																											
7	8 URA Mtg-Shortt, Streich 6pm City Hall	9 Lead Toll Collector Mtg 11am (staff)	10	11	12	13																																																																																											
14	15 KIHR Radio 8am	16 Comm Mtg 5pm	17 Lot 1 Forum #2 Noon to 1:30pm	18	19	20																																																																																											
21	22	23	24	25	26	27																																																																																											
28	29	30	31	EVENTS: Marina Basin: Bass Tournament, July 13 Marina Basin: R/C Yachts, July 19-21 Basin: Gorge Jr. Sailing Program begins July 1 Picnic Shelter Reservation: July 5; July 19 continued...																																																																																													
EVENTS: continued... Event Site: KB 4 Cancer, July 12-14 EXCLUSIVE Lot 1: KB4C overflow event parkingm July 13 Event Site: Gorge Cup Races, July 20-21 CLOSED July 3 noon; reopens noon July 5		June 2013 <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </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							August 2013 <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> </tr> </tbody> </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	Vacations: Michael: July 1-5 Michael: July 1-5 Mellissa H: July 22-29 Liz: July 25-August 5
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Commission Memo

To: Commissioners
From: Laurie Borton
Date: June 18, 2013
Re: July Meeting – Election of Officers and Oaths and Committee Assignments

Looking ahead to next month and the start of the new fiscal year, the following action will need to take place at the first meeting in July:

1. Election of Officers
2. Swearing in/Oath of Office for re-elected Commissioners Jon Davies, Fred Duckwall, and Rich McBride

Typically, committee assignments are identified at the following meeting which gives each Commissioner an opportunity to discuss assignments (to change or remain status quo) with the President-elect.

Commissioner assignments for the 2012-2013 FY were as follows:

- Airport (two Commissioners): Fred Duckwall, Hoby Streich
- Waterfront Recreation (one Commissioner): Rich McBride, Brian Shortt
- Finance: Secretary and Treasurer, per Governance
- Personnel: President and Vice President, per Governance
- Budget: All Commissioners, by statute
- Marina Ad Hoc: Jon Davies

- Pacific Northwest Waterways Association (PNWA): meetings are open to all Commissioners
- Hood River Urban Renewal Agency: Hoby Streich, Brian Shortt
- Gorge Innoventure: Rich McBride, ex officio

RECOMMENDATION: For information only.

**Committee Membership and Term
2012-2013
(As Indicated in Governance Policy)
(Red denotes active committees)**

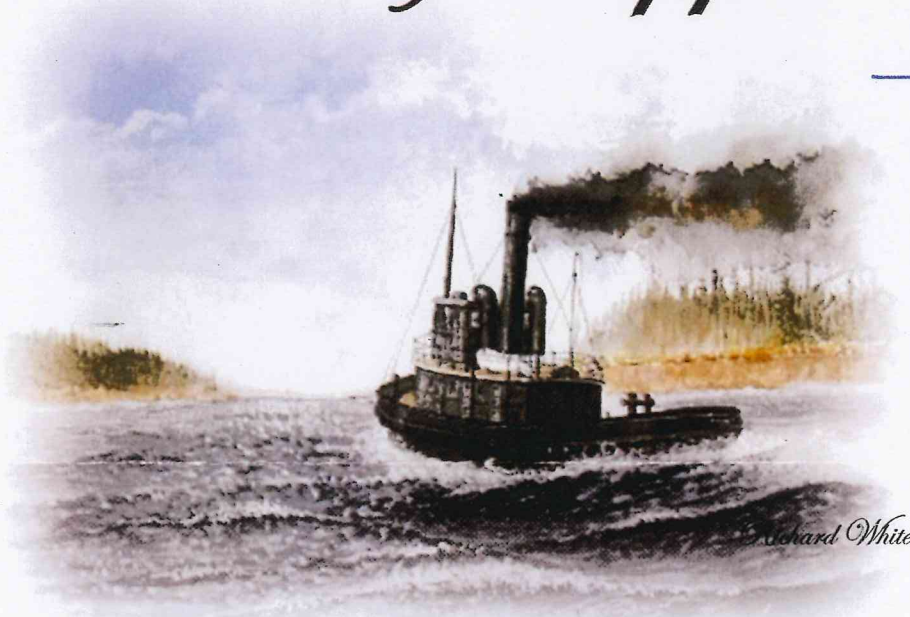
Committee	Staff Ex officio	Commissioners Appointed annually July 1	Public	Appointed Term
Airport	Exec Dir Dev Mgr	Duckwall Streich	Gennaro Avolio (2015) John Benton (2014) Dayle Harris (2015) Scott Perry (2016) Bill Veatch (2014) Jeremy Young (2016) Judy Newman (appointed 2013 thru 2016) Scott Gifford , FBO (ex officio)	3 years <i>Terms expire June 30</i>
Budget (By statute)	Exec Dir; Finance Mgr	ALL	John Everitt (2014) Jeff Nicol (2015) Rich Truax (2016) John Benton (2016) Larry Brown (2016)	3 years <i>Terms expire June 30</i>
Finance (Internal)	Finance Mgr; Exec Dir	Streich <i>(per Gov)</i> Duckwall <i>(per Gov)</i>	N/A	1 Year
Personnel (Internal)	Exec Dir	Davies <i>(per Gov)</i> McBride <i>(per Gov)</i>	N/A	1 Year
Waterfront Recreation	Waterfront Coord;	McBride, chair Shortt	Cori Bison <i>(6/30/15)</i> Pepi Gerald <i>(6/30/15)</i> Sam Bauer <i>(06/30/15)</i> Doug Archbald <i>(6/30/13)</i> Laney Gale <i>(6/30/13)</i> Parks & Rec – Lori Stirn <i>(06/30/15)</i> CGKA-Adam Lapierre (as of January 2013) <i>(6/30/15)</i> CGWA-Bill Lake <i>(6/30/15)</i> (Greg Stiegel, alternate)	3 years <i>Terms expire June 30</i>
Ad Hoc Marina (formed 07/10/12)	Exec Dir Marina Mgr	Davies	Marina Tenants <ul style="list-style-type: none"> • One Power Boat • One Sail Boat • One Boathouse • Hood River Yacht Club 	Limited Assignment Not to Exceed 2 yrs
Architectural Site Review (Currently inactive)			One Commissioner or Port Director One Independent Architect Three Public (full-time residents of Port District) City Planner (ex-officio)	3 years Quorum req.
Community Relations (Currently inactive)			One Commissioner Port Director Port Newsletter Contractor Two Public (full-time residents of Port District)	3 years Quorum not required

Organizational Appointments:

<p>PNWA Pacific Northwest Waterways Association</p> <p><i>NOTE: Any Commission may attend PNWA meetings.</i></p>	<p>No Commissioner Appointment. (NOTE: Trips to be decided on case by case basis, as needed.)</p>
<p>HR Urban Renewal Agency</p> <p><i>NOTE: Port position on Urban Renewal Agency needs to be submitted to the City for Council approval.</i></p>	<p>Hoby Streich, Brian Shortt</p> <p>URA Budget Committee: Fred Duckwall (2012-June 30,2013) Rich McBride (2012-June 30, 2014)</p>
<p>MCEDD Mid Columbia Economic Development District</p> <p><i>NOTE: Oregon Port representative (Cascade Locks, Hood River, The Dalles) rotates every two years in September.</i></p>	<p>Steve Burdick</p>
<p>EDWOG HR County Economic Development Working Group</p>	<p>Michael McElwee</p>
<p>GORGE INNOVENTURE</p>	<p>Rich McBride, ex officio</p>
<p>Hood River Visitors Council</p>	<p>Staff</p>
<p>Hood River County Chamber of Commerce (ex officio member)</p>	<p>Michael McElwee</p>
<p>CGEDA Columbia Gorge Economic Development Association</p>	<p>Staff</p>
<p>OEDA Oregon Economic Development Association</p>	<p>Staff</p>
<p>OPPA Oregon Public Ports Association</p>	<p>Michael McElwee</p>
<p>OAMA Oregon Airport Managers Association</p>	<p>Michael McElwee</p>
<p>GTA Gorge Technology Alliance</p>	<p>Staff</p>
<p>Rotary</p>	<p>Michael McElwee</p>

Port of Umpqua

RECEIVED
JUN 10 2013



COPIES TO
COMMISSION

1913 - 2013

You and your friends are cordially invited to attend the

Centennial Celebration

Commemorating

The Hundredth Birthday

For the

Port of Umpqua

June 19, 2013 @ 1:00 p.m.

Port of Umpqua Annex

1841 Winchester Ave.

Reedsport. OR 97467

Commission Memo

To: Commissioners
From: Fred Kowell
Date: June 18, 2013
Re: FY 2013-14 Budget Adoption

Oregon Budget law contemplates and allows for adjustments to the budget that was approved by the budget committee and after the public hearing to account for all new information. There are restrictions on the amounts that can be made by the governing body without holding a second hearing. The restrictions are that the budget must be in balance and the expenditures may not increase by more than \$5,000 or 10% of the total expenditures per fund, whichever is greater.

There are no adjustments to be made from the Approved Budget to the Adopted Budget.

General Fund - None

Bridge Fund – None

Revenue Fund – Increase debt service from

- It should be noted that from the Budget Committee meeting that \$500,000 is being set aside in both the Bridge Repair & Replacement Fund as well as the Revenue Fund. This contingency amount is to be used for an emergency, or an extraordinary event occurs that additional resources need to be used. This will provide enough resources that staff can take action immediately, while the Board of Commissioners can convene a special meeting of the Budget Committee to address such an emergency.

I am available at your convenience to answer any questions regarding the FY 2013-14 budget that you may have.

RECOMMENDATION: Approve Resolution No. 2012-13-6 Adopting the FY 2013-14 Budget in the Total of \$12,796,534 and the Assessed Tax Rate of \$0.0332 per \$1,000 of Assessed Value.

Resolution No. 2012-13-6

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby adopts the budget for fiscal year 2013-14 in the total of **\$12,796,534** now on file at the Port office, 1000 E Port Marina Drive, Hood River Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2013, and for the purposes shown below are hereby appropriated

General Fund		Revenue Fund	
Personnel Services	\$ 61,283	Personnel Services	\$ 1,646,053
Materials & Services	\$ 274,398	Materials & Services	\$ 1,758,567
Capital Outlay	\$ -	Capital Outlay	\$ 3,408,252
Transfers	\$ -	Debt Servcie.....	\$ 329,979
Contingency.....	\$ -	Transfers	\$ 1,707,138
Total	\$ 335,681	Contingency.....	\$ 500,000
		Total	\$ 9,349,989
Bridge Repair & Replacement Fund			
Personnel Services	\$ 12,250		
Materials & Services	\$ 19,661		
Capital Outlay	\$ 195,000		
Debt Servcie.....	\$ 704,000		
Transfers	\$ -		
Contingency.....	\$ 500,000		
Total	\$ 1,430,911		
		Total Appropriations, All Funds	\$ 11,116,581
		Unappropriated and Reserve Amounts, All Funds	\$ 1,679,953
		TOTAL ADOPTED BUDGET	\$ 12,796,534

IMPOSING THE TAX

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby imposes the taxes provided for in the adopted budget:

(1) at the rate of \$.0332 per \$1000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2013-14 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation
 General Fund.....\$.0332/\$1000

The above resolution statements were approved and declared adopted on this 18th day of June 2013.

X _____
 Brian Shortt

X _____
 Jon Davies

X _____
 Fred Duckwall

X _____
 Hoby Streich

X _____
 Rich McBride

Commission Memo

To: Commissioners
From: Jon Davies
Date: June 18, 2013
Re: Executive Director Contract

On June 14, 2013 in our capacity as Personnel Committee of the Port Commission, Vice-President McBride and I met with Michael McElwee to discuss his employment contract.

Based on his recent performance review, the positive progress being made on a variety of Port initiatives and the salaries of comparable port positions state-wide, we believe that an adjustment to the Executive Director's salary is warranted in FY 14 and FY15. We also discussed the need for McElwee to fully utilize his vacation each year. For example, in FY 13 he will have approximately 70 un-used vacation hours. We stressed that utilizing the vacation time allocated to him is intended to benefit both him and the Port and that this factor will be specifically considered in his next annual performance review.

RECOMMENDATION: Authorize the Fifth Amendment to the employment contract with the Executive Director.

EMPLOYMENT AGREEMENT FIFTH AMENDMENT

RECITALS:

The Port of Hood River ("Port") and Michael McElwee ("McElwee") entered into an Employment Agreement dated June 17, 2008, that was amended on June 23, 2009, July 20, 2010, July 12, 2011 and July 12, 2012 ("Employment Agreement"). McElwee and Port wish to amend the Employment Agreement to change McElwee's monthly salary beginning July 1, 2013.

IT IS AGREED:

Salary Change

Paragraph "5" of the Employment Agreement is amended by adding a new last sentence stating:

"Effective July 1, 2013, the Port shall pay the Executive Director for services rendered a monthly salary of \$9,564"

DATED: _____, 2013

DATED: _____, 2013

Michael McElwee, Port Executive Director

Jon Davies, Port Commission President

Salary Comparables

7-Jun-13

Port	ED Salary	Staff	O&M Budget	Net Assets
Large Ports				
Morrow	\$ 180,000	35	\$ 7,625,000	\$ 38,443,000
Astoria	\$ 130,000	15	\$ 3,260,000	\$ 20,098,000
Umatilla	\$ 140,000	5	n/a	n/a
Hood River	\$ 106,300	24	\$ 3,051,000	\$ 32,124,000
Coos Bay	\$ 132,000	23	\$ 2,617,000	\$ 43,850,000
Tillamook Bay	\$ 96,000	17	\$ 2,618,000	\$ 25,000,000 (est.)
Newport	\$ 114,000	20	\$ 1,655,000	\$ 49,350,000
St. Helens	\$ 113,568	12	\$ 1,112,000	\$ 37,726,000
Medium/Small Ports				
Cascade Locks	\$ 112,800	15	\$ 810,000	\$ 4,114,000 Prior ED
Garibaldi	\$ 84,460	5	\$ 772,800	\$ 1,159,000
The Dalles	\$ 82,500	4	\$ 718,000	\$ 8,324,000

Note: Information from OPPA Salary Survey prepared October 2012. Does not reflect any increases for FY14.