

**Port of Hood River Commission
Meeting Minutes of June 5, 2012 Regular Session and Budget Hearing
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, and Brian Shortt; Attorney Jerry Jaques; from staff, Michael McElwee, Linda Shames, Steve Burdick, and Laurie Borton

Absent: Commissioner Hoby Streich; from staff, Mellissa Halseth

Media: None

1. CALL TO ORDER: President Jon Davies called the meeting to order at 5:00 p.m. by opening the Budget Hearing. He stated the Hearing would remain open until 5:30 p.m. at which time budget comments would be called for. The Regular Session was also called to order at 5:00 p.m.

a) Modifications, Additions to Agenda: Airport runway shift projects related to a relocation agreement and joint utility easement were added to the agenda as Action Items; and it was noted that two guest presentations under Public Comment would be given in reverse order.

2. Public Comment: Heather Staten provided draft information to the Commission on a grant application that she and Paige Rouse of Pageworks Design have worked on that will be submitted to the Oregon Department of Transportation under ODOT's Pedestrian and Bicycle Program. If the application is accepted and the Port is invited to continue pursuit of funding for a trail along the west side of the Nichols Basin, final submission is due in December.

Linda Maddox commented on the last Port meeting regarding Lot 1. Although the parcel is currently designated as light industrial, Maddox urged the Commission to expand their thinking beyond an office park environment which she referred to as being a "ghost place" at nights and on weekends. Maddox also commented that while she understands meetings are open to the public, she is opposed to the concept of inviting specific stakeholder groups to talk with the Commission about development of Lot 1.

Rachel Bullene from the Oregon State Marine Board presented a plaque to President Davies recognizing the Port of Hood River as the 12th public Port marina and the 53rd agency to become certified as a "Clean Marina." Bullene specifically thanked Marina Manager Mellissa Halseth and Facilities Maintenance staff Joe Pounders and Lewis Ambers for their work to implement environmental and clean boating programs.

Maija Yasui, with the Hood River County Commission on Children and Families; accompanied by Cheyenne Humphrey, presented a PowerPoint presentation to the Commissioners on binge drinking. Yasui stated that statistics have shown Hood River to be the highest ranked county in Oregon for binge drinking in the 18-25 year age group. Yasui responded to questions from the Commission and Davies suggested that staff could work with the prevention coalition to enhance our current Alcohol Control Policy when groups are renting Port properties for events.

3. Consent Agenda:

- Approve Minutes of May 8, 2012 Budget Committee Meeting and May 22, 2012 Regular Session Meeting
- Ratify Change Order No. 7 and Authorize Increase in Contract with Griffin Construction in the Amount of \$3,591.18

- Approve Accounts Payable to Slca Consulting Civil Engineers in the Amount of \$5,144; Crestline Construction Company, LLC in the Amount of \$3,040; Crestline Construction Company, LLC in the Amount of \$5,017.94 for a Total Amount of \$13,201.94

Motion: Move to approve Consent Agenda.

Move: Duckwall

Second: Shortt

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

Absent: Streich

MOTION CARRIED

4. Commissioner, Committee Reports:

- Urban Renewal – Commissioner Brian Shortt gave a brief report on the May 24 meeting and stated there were no discussions relating to the Port.

5. Director's Report: Executive Director Michael McElwee provided the following highlights:
Schedule – Commissioner Rich McBride will attend the Pacific Northwest Waterways Association (PNWA) summer conference in Seattle on June 28.

Staff & Administration – Two Eagle Scout projects have been presented to Port staff. A changing room at The Spit has been approved but a bird habitat at the Port Office is pending. McElwee brought the discussion to the Commission stating he did not want to over-extend his authority; he also stated that these projects, or any others, need to meet a high standard and not add to maintenance obligations. McElwee commented that he had met with the Scouts to discuss ways to strengthen the applications, which were slightly improved when modifications were made by the parents. After Commission discussion, there was consensus that if project standards are not high, or does not enhance a Port asset or improve maintenance costs then the Port should decline a project. Further, if hierarchy in the Boy Scout leadership needs to be contacted regarding a project application that could be the benchmark for requiring the Scout to attend a Commission meeting to present the project for Commission consideration.

Waterfront Recreation – The Columbia Gorge Windsurfing Association, with endorsement from the Columbia Gorge Kiteboard Association, contacted the Port with a recommendation to end the provisional use at the Event Site for kite launching and landing since the Sandbar was now accessible. The provisional use will end June 6 rather than June 19. McElwee reported he had been contacted by the two schools operating from The Spit about theft problems so a host will be considered for the 2012 season. McElwee acknowledged the work of Heather Staten and Pageworks Design on the \$1.2 million grant application for a trail on the west side of Nichols Boat Basin. Davies inquired about 'Oregon Solutions' facilitating conversations aimed at building consensus around various Hood River waterfront issues, which include the delta (Sandbar) and development of the Nichols Boat Basin. Davies inquired if the Port would have a seat as this goes forward stating the Port should not be blindsided by criteria that we may end up having to enforce. There was consensus that a letter should be directed to the Hood River Watershed Group requesting the Port be identified as a co-convenor having a seat at the meeting table.

Airport – The preliminary estimate by Century West Engineering for the runway shift project, including the Taxiway A alternate, is \$3.77 million, which has budget implications if there is greater than a 10% variance in the amount that has been budgeted. The Federal Aviation Administration (FAA) has suggested the Port enter into contingent agreements with other airports that either don't need or cannot immediately use funding that has been earmarked for projects. There was Commission consensus to pursue this funding opportunity. McElwee

noted that he had asked for a sample agreement but that none had been received up to the time of the meeting.

6. Reports, Presentations, and Discussion Items:

- Fee Waiver Request – Davies explained he had suggested that Double Mountain Brewery contact the Port with a fee waiver request for the Oregon Brewers Games that will take place in the Marina Park on June 16. Proceeds from the Games will be given to Helping Hands Against Violence. Davies stated this is a first-time event for Hood River that would have a positive economic impact for the community. The Commissioners were polled for comments. Shortt said fee waivers for initial events could be entertained but suggested that ongoing events need to help sustain maintenance costs. McBride stated the Port's Donations & Fee Waivers policy needed subjective criteria so that all requests were considered equally. He found it difficult to approve this request when the Commission had denied requests at the previous meeting. He said the current policy is vague as written but he wasn't sure that a revision to consider 'first year' events was enough. Commissioner Fred Duckwall said he was in favor of no waivers. Staff will seek information from other Port districts on fee waivers and consider a policy revision. It was also suggested that event organizers be invited to make a presentation on their event at a Commission meeting. Davies then called for a motion on the fee waiver request.

Motion: Move to approve fee waiver request for Oregon Brewers Game.

Move: Shortt

Second: Davies

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

Nay: Duckwall, and McBride

Absent: Streich

MOTION FAILED

At 6:35 p.m. President Davies called for comments on the Budget. With no comments, the Budget Hearing was closed at 6:35 p.m.

7. ACTION ITEMS:

a) Approve Execution of Facilities Relocation Agreement with Northwest Natural and Payment of \$15,948.40; and Approve Execution of Joint Utility Easement with Northwest Natural Subject to Legal Counsel Review and Approval: McElwee regretted this agenda walk-on item but reported the information had just been received and it would be important to the runway shift project ("project") timeline to take action at this meeting so that, if approved, Northwest Natural could schedule the relocation of a two inch gas line along Orchard Road around the east end of the new runway. McElwee reported the easement document was not available for review at meeting time, and he stated similar agreements and easements will need to be executed with other utility providers affected by the project. McElwee reported that 90% of the required payment will be reimbursed by the FAA.

Motion: Move to Authorize Executive Director to Execute Facilities Relocation Agreement with Northwest Natural and Payment of \$15,948.40.

Move: McBride

Second: Duckwall

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

Absent: Streich

MOTION CARRIED

Motion: Move to Authorize Executive Director to Joint Utility Easement with Northwest Natural Subject to Legal Counsel Review and Approval.

Move: McBride

Second: Duckwall

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

Absent: Streich

MOTION CARRIED

8. COMMISSION CALL: McBride said he believed the extended dates for the kite launch/land privileges at the Event Site went well and he was pleased to know that kites were paying attention if dangers existed. Davies reminded the Commission about the June 20 Gorge Innoventure fundraiser for the Business Accelerator Program.

9. EXECUTIVE SESSION: At 6:40 p.m., President Davies called the Commission into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees. Upon conclusion of Real Property matters, all staff members were excused at 7:30 p.m. Executive Director McElwee was called back into Executive Session at 7:45 p.m. for a discussion on his annual review. At 8:00 p.m. Davies called the Commission back into Regular Session. No action was taken as a result of Executive Session.

10. ADJOURN: President Davies adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Laurie Borton

ATTEST:

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission