

**Port of Hood River Commission
Meeting Minutes of March 6, 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, Linda Shames, Laurie Borton and Mellissa Halseth

Absent: None

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 Resolution on Consent Agenda to Action Items for discussion.

2. PUBLIC COMMENT: Linda Maddox spoke about her concerns for the Naito Cable Park. She asked the Commission to proceed cautiously when making a decision regarding the proposed cable park.

3. CONSENT AGENDA:

- Approve Minutes of February 21, 2012 Regular Session Meeting
- Adopt Resolution No. 2011-12-2 Revising Port of Hood River Governance Policy
- Approve Memorandum of Agreement with Hood River County to Defer Proceeds From Certain Tax Foreclosed Properties Until June 30, 2016
- Approve Accounts Payable to Sussman Shank, LLP in the Amount of \$1,015

Motion: Move to approve Consent Agenda as amended

Move: Shortt

Second: McBride

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

MOTION CARRIED

4. Commissioner, Committee Reports:

- Urban Renewal- Commissioner Streich reported on the February 23 meeting, which was the first meeting with the new City Planning board. Streich was elected as Chair and Mayor Babitz was elected as Vice-Chair. At the next meeting Streich intends to discuss how administrative fees are being paid. Streich will also research financing that was used for previous Urban Renewal Oak Street project.
- SR 35 Bi-State Committee- Commissioner McBride attended the February 23 meeting where they discussed that in order for the bridge replacement to get the attention of either Oregon or Washington DOT's the Port would need to transfer ownership to the counties. McElwee will send a letter to Dale Robins, SW Washington Regional Transportation Commission, explaining why the Port cannot transfer ownership at this time due to bond covenant restrictions. McElwee will also discuss the path that should be taken for bridge replacement funding with Ball Janik representatives.
- Waterfront Recreation Committee- McBride reported on the March 5 meeting. CGWA and CGKA are developing a handout that can be passed out by the Port booth attendant during high water to direct people to the proper areas. The committee is in favor of pre-season parking passes for the 2012 season. At the April 4 meeting they will be discussing the river water level schedule and food vendor placement. Ann Frodel has resigned from the committee and staff will be advertising for the vacant seat.

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

- Staff & Administration – Summer Temporary Season positions will be advertised by the end of March. A draft Auditor RFP is being reviewed. The requests will be due April 13 for approval at the

April 17 meeting. In response to a letter received from Parks & Rec, staff will contact Parks & Rec regarding funding match of \$250 for wooden pipeline signage on the Indian Creek Trail.

- Waterfront Development –Commissioners asked to continue receiving letters submitted to the Port regarding the proposed Naito Cable Park.
- Bridge/Transportation – An overnight bridge closure is scheduled for March 29 where MOWAT will be inspecting the gas line on the bridge. The Maintenance Department will schedule as many repair items as possible to coincide with the closure.

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Bridge Insurance – Scott Reynier, Columbia River Insurance presented David Hearn, Durham & Bates and Michael Giambra, ACE Insurance in regards to our current bridge insurance coverage. Hearn explained it was his role to negotiate price and needs for the Port. Giambra explained that to determine pricing ACE reviews the bridge engineer reports that are submitted to them from the Port annually. Giambra suggested staff review deductibles the Port could afford which may lower the premiums.
- Marina Policy and Public Input – President Davies explained that there may be a need for an advisory committee for the Marina which could discuss Marina policy and allow for public input. If formed, this committee would report directly to the Commission. Staff will work with Davies to determine the need of the committee and bring a recommendation back to the Commission.
- Office Staffing Proposal – McElwee explained that as Executive Director it is one of his primary responsibilities to constantly review the performance and capabilities of all staff in achieving the Port's mission. As a result McElwee provided a staffing proposal which included adding a part-time position for a Waterfront Coordinator resulting in restructuring the Operations Manager position which would become the Office Manager. This position would focus almost entirely on the Waterfront. The Marketing Manager position would be replaced with a Development Manager to maintain its real estate portfolio, leases and assist with construction management. This proposal may result in an overall increase in staff costs of approximately \$15,000. McElwee intends to implement these changes over the next 6-8 weeks. The Commission supports this proposal.

**Regular Session was recessed at 6:57 p.m. for a short break. The Commission was called back into Regular Session at 7:01 p.m.

7. ACTION ITEMS:

- a) Approve Lease Addendum No. 1 with Aero-Spray, LLC:** Aero-Spray leases a two-acre parcel at the Airport. Aero-Spray is an agriculture spray operation and the site includes a concrete pad where tanks are cleaned and re-filled. To insure that residue from operations does not enter groundwater in this area the Port is taking steps to enlarge the wash-down pad. In addition, our environmental consultant, David Coles, has prepared a "Facilities Management Plan for Spraying Operations" that provides a detailed list of best practices to protect the area from contamination. Aero-Spray has agreed to follow the Facility Management Plan in this addendum.

Motion: Move to Approve Lease Addendum No. 1 with Aero-Spray, LLC

Move: Duckwall

Second: McBride

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

MOTION CARRIED

- b) Approve Contract with Crestline Construction Company in the Amount of \$25,400 for Installation of a Concrete Pad for Aero-Spray at the Ken Jernstedt Airport:** As landlord it is the Port's obligation to maintain and replace the concrete pad as needed. After existing pad is removed, if any soil is contaminated it is the Port's responsibility to remove it properly. Staff will monitor use and proper disposal of pesticides at the wash down pad and staff will also request notification from the disposal tank service operator after each tank service.

Motion: Move to Approve Contract with Crestline Construction Company in the Amount of \$25,400 for Installation of a Concrete Pad for Aero-Spray at the Ken Jernstedt Airport
Move: McBride
Second: Duckwall
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

c) Approve Contract with C & M Gutters for Replacement of Gutters at the Marina Office Building Not to Exceed \$5,980: The gutter system on the building is failing and needs replacement. The quote received from C & M Gutters includes Port staff disposing of the old gutters after removal.

Motion: Move to Approve Contract with C & M Gutters for Replacement of Gutters at the Marina Office Building Not to Exceed \$5,980
Move: Duckwall
Second: McBride
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

d) Approve Lease Addendum No. 1 with the Hood River Chamber of Commerce in the Marina Office Building: Due to construction impacts, the Chamber of Commerce has had to relocate during construction to another venue. This addendum would allow for a rent abatement for March and utility abatement for February and March due to significant heat loss from construction.

Motion: Move Approve Lease Addendum No. 1 with the Hood River Chamber of Commerce in the Marina Office Building
Move: McBride
Second: Shortt
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

e) Approve Personal Services Contract with Kevin Cooley, Architect for Architecture Services at the Marina Center Building Not to Exceed \$6,600 Plus Reasonable Reimbursable Expenses: This would allow the space to be ready for any potential office use tenants. Improving the space was included in the current FY budget. Staff anticipates the project could proceed this spring.

Motion: Move Approve Personal Services Contract with Kevin Cooley, Architect for Architecture Services at the Marina Center Building Not to Exceed \$6,600 Plus Reasonable Reimbursable Expenses
Move: Streich
Second: McBride
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

f) Adopt Resolution No. 2011-12-2 Revising Port of Hood River Governance Policy: This action item was tabled for further discussion at the March 20 meeting.

8. COMMISSION CALL: Shortt is concerned that the Naito Cable Park proposal is not a win-win for everyone involved and asked that everyone try to keep this in mind. Streich asked that the Bridge Working Group be restructured to include one permanent toll collector seat and one rotating

seat. McBride exclaimed how much he enjoys being a Commissioner. Davies would like to keep everyone focused as a Commission.

9. EXECUTIVE SESSION: Regular Session was recessed at 7:31 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property, ORS 192.660(2)(f) Exempt Public Records and ORS 192.660(2)(h) Legal Counsel. The Commission was called back into Regular Session at 8:10 p.m. The following action was taken as a result of Executive Session.

Motion: Move to Authorize Executive Director to Execute an Employee Severance Agreement with Mike Doke

Move: McBride

Second: Duckwall

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

MOTION CARRIED

10. ADJOURN: President Davies adjourned the meeting at 8:12 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Jon Davies, President, Port Commission

Rich McBride, Secretary, Port Commission