

**Port of Hood River Commission  
Meeting Minutes of December 18, 2012 Regular Session  
Marina Center Boardroom  
5:00 P.M.**

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**THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.**

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**Present:** Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt, Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Stephen Burdick, Fred Kowell, Mellissa Halseth and Liz Whitmore

**Absent:** None

**Media:** Ben McCarty, Hood River News

**1. CALL TO ORDER:** President Jon Davies called the meeting to order at 5:00 p.m.

**a. Modifications, Additions to Agenda:** Add DMV lease to Action Items

**2. PUBLIC COMMENT:** Eric Cohn requested the Commission consider setting launch and land dates at the Event Site according to water levels and sand visibility.

**3. CONSENT AGENDA:**

- Approve Minutes of December 11, 2012 Regular Session Meeting
- Approve Service Contract with TraneOregon for Halyard Building

**Motion:** Move to approve Consent Agenda

**Move:** Duckwall

**Second:** McBride

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

**MOTION CARRIED**

**4. Commissioner, Committee Reports:**

▪ Waterfront Recreation – Commissioner McBride reported on the December 12 meeting. The main focus of the meeting was discussion of a High Water Plan for the Event Site. The next meeting will be in January.

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

- Schedule – McElwee proposed rescheduling the January meeting dates to January 8 and 22. Commissioners will let staff know of availability. The Hood River County Museum ribbon cutting is scheduled for January 6. The annual conference for Special Districts Association of Oregon is February 8-10. Commissioners to let staff know if they would like to attend.
- Waterfront Development – McElwee has invited the Hood River Planning Commission for discussion on Lot 1 plans.
- Airport – Steve Burdick, Development Manager, requested the Commission to consider allowing 5lb fire extinguishers instead of the 10lb extinguishers required in the T-Hangar leases. Consensus was to allow the 5lb extinguishers.
- Bridge/Transportation – The toll house will be closed for Christmas December 24, 8PM-December 26, 4AM. Staff received the ODOT underwater bridge inspection. There was nothing changed from previous reports. HNTB is reviewing the report and photos.

**6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:**

- State Lobbying Efforts – Caitlin Sause, Ball Janik advocate at the State level, gave a brief overview of lobbying efforts. Sause is assisting the Port with the bicycle/pedestrian path grant. Sause recommended that staff work with agency staff to apply for more grants. The Commission requested that Sause prepare a discussion paper with bullet points for the board to have readily available when meeting with State Representatives.
- Kiteboarding Access During High Water Conditions – Liz Whitmore, Waterfront Coordinator presented a proposed High Water Plan for the Event Site for the upcoming season. Whitmore

explained that a sub-committee was formed from the Waterfront Recreation Committee to construct the plan and to attempt to manage safety issues during high water. The proposed plan includes hiring a Port employee to direct users at the Event Site to the proper areas for safety and increase communication. The plan includes installing a flag system that would inform users if launching and landing would be permitted from the Event Site on any particular day. McBride added that more directional signage would be placed at each site along the waterfront and possible pay stations installed to increase revenue. This employee would be paid approximately \$10/hour for duration of 12 weeks during the high kiting season. Parking fees which have remained the same since 2007 could be raised to cover the expense for this additional employee. Scott Reynier commented on this new employee's role and is concerned about Port liability and how this employee would be qualified for safety. Reynier also said that there would need to be an employee there at all times. McElwee stated that he thought this new position could increase the Port's risk and liability and one accident could shut down kiting at the Event Site permanently. Commissioner Davies said he didn't think the Port is ready for this employee yet. Davies requested more 5mph buoys between the jetties. Whitmore mentioned that there will be a public hearing for the Oregon State Marine Board held at the Port's January 22 meeting. Davies also suggested that staff work with the City police to enforce the City ordinance. Commissioner Shortt requested a graph of users at the sites for the months of May thru September. Shortt also said that the Port's responsibility should stop at the water's edge. Commissioner McBride wants to see increased launch sites.

#### **7. ACTION ITEMS:**

**a) Reapprove Re-Payment Agreement with Hood River Urban Renewal Agency for Portway Avenue II Project:** On December 10 the Hood River Urban Renewal Agency approved a re-payment agreement for the Portway Avenue II project. The agreement the the agency approved differed from the version the Port Commission previously approved at the November 27, 2012 Commission meeting. The key changes were the loan amount increased from \$214,000 to \$236,000 to reflect the Port's commitment to cover the City's commitment for asphalt paving in front of the park. The actual loan amount will be determined at project completion. The interest rate of the loan decreased from 1.04% to .6% to reflect current interest rates in the State Investment Pool.

**Motion:** Move to Reapprove Re-Payment Agreement with Hood River Urban Renewal Agency for Portway Avenue II Project

**Move:** McBride

**Second:** Duckwall

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

**MOTION CARRIED**

**b) Authorize a Contract Amendment Effective January 1, 2013 with American Cleaning Solutions Not to Exceed \$2,383 Per Month:** Increasing this cleaning contract all Port staff to be used for skilled labor. This contract would be for janitorial of all Port buildings except the Port office. Staff was asked to include these cleaning fees in future leases.

**Motion:** Move to Authorize a Contract Amendment Effective January 1, 2013 with American Cleaning Solutions Not to Exceed \$2,383 Per Month

**Move:** Duckwall

**Second:** McBride

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

**MOTION CARRIED**

**c) Authorize Lease Renewal with the Oregon Department of Motor Vehicles at the Marina Park Office Building No. 2 Subject to Legal Counsel Review:** Due to many years

of CPI increases to the lease, DMV is now paying above market rent for their space. The State is requesting a one-year renewal at the present rate and the ability to extend the leases for an additional year with a 2.5% rental increase.

**Motion:** Move to Authorize Lease Renewal with the Oregon Department of Motor Vehicles at the Marina Park Office Building No. 2 Subject to Legal Counsel Review  
**Move:** Duckwall  
**Second:** McBride  
**Vote:** **Aye:** Davies, Duckwall, McBride, Shortt and Streich  
**MOTION CARRIED**

**8. COMMISSION CALL:** Streich wished all Commissioners and staff a Happy Holiday. McBride mentioned that many local agencies go in together on lobbying efforts. Caitlin Sause, Ball Janik recommended local and coalition meetings. Davies mentioned that he learned from a past Commissioner a lot of history on the Event Site at a Christmas party and that the current success of the Event Site was built by past Commissioners and staff.

**9. EXECUTIVE SESSION:** Regular Session was recessed at 6:39 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called back into Regular Session at 7:20 p.m. There was no action as a result of Executive Session.

**10. ADJOURN:** President Davies adjourned the meeting at 7:20 p.m.

Respectfully submitted,

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Mellissa Halseth

ATTEST:

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Jon Davies, President, Port Commission

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Rich McBride, Secretary, Port Commission