

**Port of Hood River Commission  
Meeting Minutes of January 22, 2013 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, Brian Shortt and Rich McBride (Skype); Attorney Jerry Jaques; from staff, Michael McElwee, Stephen Burdick, Fred Kowell, and Mellissa Halseth

**Absent:** Commissioner Hoby Streich

**Media:** None

**1. CALL TO ORDER:** President Jon Davies called the meeting to order at 5:02 p.m.  
**a. Modifications, Additions to Agenda:** None.

**2. OPEN OREGON STATE MARINE BOARD PUBLIC HEARING**

▪ Randy Henry, Oregon State Marine Board, called the public hearing to order at 5:03 p.m. The purpose of the hearing is to receive any public comment on the application submitted by the Port of Hood River for buoys at the Event Site that say "Slow No Wake Zone." Henry explained that the public hearing would remain open for approximately 1-1/2 hours.

**3. PUBLIC COMMENT:** Alan Winans presented the Commission with an idea for a Park & Ride. This concept has been entered into public record with these minutes. Miglena Stanchera talked to the Commission about a healthy vending machine option at the Event Site. The information has been entered into public record with these minutes. Tina Dye spoke to the Commission about her expired bridge tickets. She stated that she and her husband own a small trucking company and still had \$450 in expired tickets that were no longer accepted. Davies explained that they would discuss the use of expired tickets later in the meeting during the Director's Report.

**4. CONSENT AGENDA:**

- Approve Minutes of January 8, 2013 Regular Session Meeting
- Approve Personal Services Contract with Jack Lerner Computer Support in the Amount of \$15,000 Subject to Legal Counsel Review
- Approve Property and General Liability Policy Renewals with Special Districts Association of Oregon

\*\*The Consent Agenda was moved to Action Items.

**5. COMMISSIONER, COMMITTEE REPORTS:**

▪ Urban Renewal Agency – Commissioner Shortt reported on the January 17 meeting. The financial audit was presented. Shortt also reported on the shortage of ball fields in the county. There are 7 different parcels that have been identified. The top 3 or 4 picks will be contacted.

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

- Schedule –The Hood River City Council is holding a goal setting session February 2, which McElwee plans to attend. The SDAO annual conference is February 8-9, which McBride will attend. Hal Hiemstra, Ball Janik will be in town January 29 to visit with Commissioners. Commissioners should contact McElwee to set up an appointment if interested. Mission to Washington is in March and McElwee and Davies plan to attend unless another Commissioner would like to go. Consensus was to have the current Boar President and Executive Director to attend.
- Recreation – Staff has submitted two grant applications seeking funds for a waterfront pedestrian/bike path along the west edge of the Nichols Basin. Staff is researching a joint agreement with USGS to install a river gauge in the Marina. This gauge would help determine proper procedures at the Event Site and also to assist the Toll Collectors to determine if a bridge lift is necessary. Shortt encouraged staff to incorporate wind speeds and direction on the website

where the water level information will be available. Staff will bring back a proposal with price and annual cost at the next meeting.

- Development – TraneOregon has made all of the repairs to the HVAC system in the Halyard building, a large bill will be coming in February.
- Airport – Steve Burdick, Development Manager, assisted in a successful ownership transaction between AeroSpray and Duane Troxell.

\*\*Commissioner McBride joined the meeting at 5:50 p.m. by Skype.

- Bridge/Transportation – The Commissioners discussed the use of expired tickets after the December 31, 2013. The following action was a result of this discussion:

**Motion:** Move to Authorize a new policy that tickets purchased prior to December 31, 2011 may be used as credit to set up a BreezeBy account or exchanged for new tickets at the 2012 toll rates. The old tickets must be exchanged at the Port of Hood River office; they will not be accepted at the Toll Booth. There is no deadline for this exchange to occur.

**Move:** Shortt

**Second:** Duckwall

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

**Absent:** Streich

**MOTION CARRIED**

\*Staff will work with legal counsel to prepare an affidavit for customers who have thrown tickets away prior to the new policy.

## **7. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:**

- 2013 Project List – McElwee reviewed the proposed project list with the Commission.

\*Heather Staten, suggested including a public process in the first 6-months regarding the proposed Nichols Basin pathways.

The Commissioners made the following suggestions: add a section for Commissioner Tasks to include assisting with the Strategic Plan, and state and federal lobbying efforts. Include public input in Waterfront Narrative. Contact a sub-contractor for traffic counts. Possibly ask ODOT if they could lend out the counters. Split the Lot 1 Planning to include sections for the water's edge, the uplands and a parking strategy. There will be review of the Project List at Spring Planning.

- 2013 Marina Action Plan – McElwee and Mellissa Halseth, Marina Manager gave an overview of the plan. Andrew Jansky, Flowing Solutions also answered questions. There was brief discussion with members of the audience to bring them up to speed about the Marina Action Plan. Consensus was to move forward with the electrical upgrade quickly. There was a brief discussion on the boathouses as to whether they should remain in the basin. Consensus was to prepare designs and plans and apply for permitting. The Commission will revisit the project after permitting is received and will discuss alternate leasing options at a later date. There was a request from the Marina Ad-hoc Committee to make the key card access restrooms at Marina exclusive to moorage tenants. There was consensus that they could be exclusive for winter closure of October 1 thru April 15.

- Board Communications – Fred Kowell, Finance Manager provided the new Commission email procedure. Packets will be posted on the website and emailed to the Commission beginning February 1 for the next packet. Commissioners are to get back to Kowell with their preference for an electronic devise to view packets at meetings.

**8. ACTION ITEMS:**

**a) Approve Lease with Pocket Fuel, LLC in the Halyard Building:** There was no discussion.

**Motion:** Move to Approve Lease with Pocket Fuel, LLC in the Halyard Building  
**Move:** Duckwall  
**Second:** Shortt  
**Vote:** **Aye:** Davies, Duckwall, McBride and Shortt  
**Absent:** Streich  
**MOTION CARRIED**

**b) Approve Change Order No. 7 with S & K Painting in the Amount of \$132,720 for Additional Flagging Services:** At the end of the project total flagging hours exceeded the initial estimate. Flagging costs, including this additional amount, was 6.9% of the total construction cost.

**Motion:** Move to Approve Change Order No. 7 with S & K Painting in the Amount of \$132,720 for Additional Flagging Services  
**Move:** Duckwall  
**Second:** McBride  
**Vote:** **Aye:** Davies, Duckwall, McBride and Shortt  
**Absent:** Streich  
**MOTION CARRIED**

**c) Approve Minutes of January 8, 2013 Regular Session Meeting:** Moved from the Consent Agenda

**Motion:** Move to Approve Minutes of January 8, 2013 Regular Session Meeting  
**Move:** Duckwall  
**Second:** McBride  
**Vote:** **Aye:** Davies, Duckwall, McBride and Shortt  
**Abstained:** Shortt because he was not present for the January 8 meeting  
**Absent:** Streich  
**MOTION CARRIED**

**d) Approve Personal Services Contract with Jack Lerner Computer Support in the Amount of \$15,000 Subject to Legal Counsel Review:** Moved from the Consent Agenda

**Motion:** Move to Approve Personal Services Contract with Jack Lerner Computer Support in the Amount of \$15,000 Subject to Legal Counsel Review  
**Move:** McBride  
**Second:** Duckwall  
**Vote:** **Aye:** Duckwall, McBride and Shortt  
**Abstained:** Davies because Jack Lerner is a client  
**Absent:** Streich  
**MOTION CARRIED**

**e) Approve Property and General Liability Policy Renewals with Special Districts Association of Oregon:** Moved from the Consent Agenda

**Motion:** Move to Approve Property and General Liability Policy Renewals with Special Districts Association of Oregon  
**Move:** Duckwall  
**Second:** Shortt

**Vote:**     **Aye:** Duckwall, McBride and Shortt  
**Abstained:** Davies because Columbia River Insurance is his employer  
**Absent:**   Streich  
**MOTION CARRIED**

**9. COMMISSION CALL:** None.

**10. CLOSE OREGON STATE MARINE BOARD PUBLIC HEARING**

- Randy Henry asked if there was anyone in the audience that would like to comment on the placement of the buoys. There was no comment and the public hearing was closed at 6:44 p.m.

**11. EXECUTIVE SESSION:** Regular Session was recessed at 8:10 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property and ORS 192.660(2)(f) Exempt Documents. The Commission was called back into Regular Session at 8:31 p.m. There was no action taken as a result of Executive Session.

**12. ADJOURN:** President Davies adjourned the meeting at 8:31 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