

PORT OF HOOD RIVER COMMISSION
Tuesday, December 3, 2013
Marina Center Boardroom
5:00 p.m.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
 - None
4. Reports, Presentations and Discussion Items
 - Strategic Business Plan-- Key Projects List
5. Director's Report
6. Commissioner, Committee Reports
 - Urban Renewal – Streich/Shortt
7. Action Items
 - a. Approve Contract with Flowing Solutions Inc., for the Hook West Launch Project Not to Exceed \$9,500
8. Commission Call

-
9. Executive Session under ORS 192.660(2)(e) Real Property
 10. Possible Action
 11. Adjourn

If you have a disability that requires any special materials, services, or assistance, please contact us at 541-386-1645 so we may arrange for appropriate accommodations.

*The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

Commission Memo

To: Commissioners
From: Michael McElwee
Date: December 3, 2013
Re: Strategic Business Plan— Key Projects List

A key part of the State of Oregon's Strategic Business Plan template for Oregon Ports is an "Implementation Plan" part of which is a listing of the most important projects that the Commission expects to pursue in the future. An updated draft of the list based on Commission discussion and public input is attached.

A draft of the strategic plan will be distributed at the meeting. Afterward, we will modify the Key Projects List based on Commission direction and then post it to the Port's web site for public input. A final draft will be ready for discussion at the December 17 meeting. A request for adoption will be in January.

RECOMMENDATION: Review and discussion.

CAPITAL PROJECTS LIST (Priority Order)

DRAFT

12/03/13 Commission Meeting for Discussion

Project	Cost	Timeframe	Funding Source
Land Acquisition			
Industrial Property	1,500,000	2014-18	Port/Loan
Site Prep., Entitlements & Marketing	200,000		
Waterfront Industrial-- Lot 1			
Nichols Basin Ped / Bike Path	500,000	2014-15	Port / Grant Funding
1st Street Relocation, including roundabout	1,238,000	2016	Port / URA
New Commercial Building	2,500,000	2017-18	Port /Loans
Anchor Way 1st to 2nd, including stoplight	1,000,000	2018	Port /URA
New Industrial Building	6,000,000	2018-19	Port /Loans
Interstate Bridge			
Deck Weld Repairs	50,000	2013-Ongoing	Port
Lift Span Inspection	35,000	2014-15	Port
Seismic Vulnerability Study	30,000	2014-15	Port
Gusset Plate Triage Evaluation	40,000	2014=15	
Repair North Approach Ramp	325,000	2014-15	Port
Repair Auxiliary Brace Connections	400,000	2014-15	Port
Lift Span Upgrade	100,000	2015-16	Port
Seismic Upgrades	1,005,000	2017-18	Port
Ken Jernstedt Airport			
	<i>NOTE: AMOUNTS ARE PORT COSTS - NO FAA</i>		
Revise Master Plan & Airport Layout Plan	30,000	2014-15	Port / FAA
Fence perimeter	30,000	2014	Port / FAA
Develop additional T-Hangars	375,000	2016	Port
Taxiway B Ext & South Apron Reconstruction	170,000	2017-18	Port / FAA
Relocate FBO & Av Gas	100,000	2018-18	Port / FAA
Marina			
Master Plan	60,000	2014-15	
Visitor Dock Rehabilitation	695,000	2017	Port / OSMB
South Dock Upgrade	500,000	2019-20	Port
Recreation			
Frontage Road Ped/Bike Path	400,000	2014	Port / ODOT
Hook: West Launch	150,000	2014-15	CGWA/Parks/Port
Hook: Bike / Ped Trail	100,000	2014-15	Port / City
Jensen Building			
Breezeway, Vendor & Solar Improvements	110,000	2014-15	Port

Executive Director's Report

December 3, 2013

Staff & Administrative

- Final interviews are still underway for the Development/Property Manager position. I expect to have a decision by the December 17 meeting.
- Given the upcoming holidays and potential Commission action items, I recommend that we hold one meeting in January on the 14th. This would allow finalization of the Strategic Business Plan in December and possible adoption on January 14.
- As a follow-up to the Gorge-wide Ports meeting on November 14, the Columbia River Gorge Commission Executive Director Darren Nichols is proposing a follow-up meeting on January 6 or 9 with the boards of all five ports and possibly other agencies. The agenda has not been fully defined but it would include further discussion and identification of action steps related to key regional economic challenges.
- Please review the attached calendar for key dates in December including a staff potluck and closure of the Toll Booth on Christmas Eve.

Recreation

- We have sent a notice of non-renewal to a tenant for a long history of actions that has negatively impacted the Marina. We have not yet received any feedback from this tenant.
- Throughout the year, 15 slip tenants have terminated their moorage for various reasons. This is consistent with prior-year averages; however, the notice of lease rate increases has not yet been received by most tenants and we expect the number of non-renewals to rise. There are about 40 names on the current wait list.
- We have submitted an application to ODOT for ConnectOregon V funds for the Nichols Basin path. The requested amount is \$475,000 and the Port's match is 20% of the grant. The application was prepared by Genevieve Scholl. The Connect programs are very competitive and the evaluation process should carry through next May.
- CGWA has submitted a check (copy and note attached) that represents half of the expected fee to carry out engineering and permit application for the Hook West Launch Project. This is a proposed action item.
- We have entered into an agreement to allow Mt. Hood Meadows to park three busses on Portway Avenue in front of the Event Site through the winter. These are used to pick up employees for work. The buses will relocate to the DMV parking lot after the GorgeNet contractor vacates that property in mid-December.
- The Mt Hood Railroad will use Lot #1 for parking for the Polar Express on about 15 days in December.

Development

- The City has contacted staff and indicated that HRJCO has requested permission to move their trucks back to the Burger King parcel.
- We are experiencing some HVAC start-up problems in the Pfriem expansion space in the Halyard Building.
- Naito Development seeks to close their purchase agreement with the Port by year end. However, the following items remain to be fully resolved: final path design, easement for emergency access, final designation of public parking spaces and new sewer easement. Apparently, LUBA is expected to render a decision on the latest appeal by "Friends of the Waterfront" in early December.
- In early November HRD reported leaks in the new Maritime Building roof. The roofing contractor was very responsive. It was determined that the roof was mostly weather tight but that the roof insulation has detached and significant condensation is occurring. We are obtaining a quote to re-attach the insulation.

Airport

- The AAC met on November 19. Issues discussed include: Port staff transition, flush mounted runway lights, the upcoming 2014 master plan process, incidents involving a glider operator and various maintenance issues. The next meeting will occur in January.
- Kevin Latschaw, our primary FAA contact through the runway shift project, has been transferred to another geographic area. We have been introduced to our new contact Andrew Edstrom via telephone conference.

Bridge/Transportation

- Weather permitting, welding continues three days per week. HNTB Engineer Matt Deml has conducted his first inspection of the test area and all welds are holding. His preliminary recommendation is to continue with a 4-weld pattern as repairs continue. Our objective is to weld all damaged areas south of the lift span before January.
- A reminder that the Toll Booth will be closed from 8:00 p.m. on December 24 to 4:00 a.m. December 26.

Commission Calendar

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																		
1	2	3 Comm Mtg 5pm SBP discussion	4 Klickitat Cnty Transp Mtg 10am (MM) BOLI Conference-PDX (FK)	5 BOLI Conference-PDX (FK)	6	7																																																																																		
8	9 OR Business Summit-PDX (Davies ?) URA Mtg-Shortt, Streich 6pm City Hall	10	11	12	13	14																																																																																		
15	16 KIHR Radio 8am	17 OPPA-Salem 10am (MM) Comm Mtg 5pm SBP discussion continues; approval January 14, 2014	18 Office Holiday Potluck 11:30am-1pm	19	20	21																																																																																		
22	23	24 Christmas Eve (Office Closes at 2pm) Tollbooth Closes 8pm (free crossings <u>after</u> 8pm)	25 Christmas Day (Office Closed) Tollbooth Closed (free crossings <u>all day</u>)	26 Tollbooth Reopens 4am (free crossings <u>until</u> 4am)	27	28																																																																																		
29	30	31 New Year's Eve (Office open reg hrs)																																																																																						
EVENTS: Hood River Yacht Club lighted parade Dec. 7 Polar Express customer parking on Lot 1 (Nov/Dec) Mt. Hood Meadows employee bus parking on Portway (13/14 ski season)		November 2013 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </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	January 2014 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </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		Notes:
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STRATEGIC BUSINESS PLAN CALENDAR

DECEMBER 2013

Monday	Tuesday	Wednesday	Thursday	Friday
2	3-Comm Mtg 5pm SBP Discussion (Duckwall absent)	4	5	6
9	10	11	12	13
16	17-Comm Mtg 5pm SBP Discussion	18	19	20
23	24	25-Christmas Day OFFICE CLOSED	26	27
30	31 Office open regular hours			

JANUARY 2014

Monday	Tuesday	Wednesday	Thursday	Friday
		1 New Year's Day OFFICE CLOSED	2	3
6	7 Meeting moved to 14 th ; only one meeting in January	8	9	10
13	14-Comm Mtg 5pm SBP APPROVAL	15	16	17
20	21	22	23	24
27	28	29	30	31

December 2013/January 2014 calendar updated 12/03/13

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: December 3, 2013
Re: Hook Launch Proposal

Since the Commission last reviewed the feasibility studies for the proposed Hook launch, two funding sources have been identified. The Columbia Gorge Windsurfing Association Board voted last week to contribute \$50,000 toward the project and the Hood River Valley Parks and Recreation Board agreed to contribute \$20,000. Per the feasibility studies, the engineering, permitting, and construction for the project have been estimated to cost \$125,000. Staff will be meeting with the City of Hood River planning and engineering departments to discuss possible efficiencies to align construction with the outfall relocation project to reduce costs.

Andrew Jansky of Flowing Solutions has submitted a proposal (see attached) to provide preliminary engineering and COE/DSL permitting services. The contract is for \$9,500 and is estimated to be a 12-month process, with construction starting during the winter of 2014/2015. The CGWA has agreed to pay 50% of the Flowing Solutions contract, subtracting that amount from their \$50,000 commitment. A check in the amount of \$4,750 has been received.

Once the permit application has been submitted, an additional contract with Flowing Solutions would need to be approved by the Commission to complete the engineering drawings for construction.

RECOMMENDATION: Approve contract with Flowing Solutions for engineering and permitting services associated with the Hook West Launch Project not to exceed \$9,500 plus reasonable reimbursables.



November 13, 2013

Liz Whitmore
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

RE: The Hook Launch Access Permitting

Dear Liz,

We are pleased to provide this proposal for preliminary engineering and COE/DSL permitting for the Hook Launch Access located at the west end of the Port of Hood River. The Hook has traditionally been a semi-formal access for use by windsurfers and other public. In the early days, we windsurfed there and experienced the unfriendly nature of the sharp rocks on our feet and equipment. As a teenager, I wished someone would fix it and make it safe and pleasant. Now 30 years later, I am excited to have the opportunity and expertise to make that happen in winter 2014/2015.

The purpose of the project is to improve the beach access ramp and shoreline conditions to encourage safe access for people beginning to windsurf and for families to access the water. Our work will build upon the past investigation done by Bell and we will further explore options and materials that will accomplish this goal. We will develop two layout options and conduct preliminary engineering for the preferred option. Sufficient detail is necessary to present the impacts associated with the project, including materials and volumes placed below high pool (OHW). We will meet with you and an advisory group, if necessary, to discuss and refine the ideas. We can also provide a rough order of construction costs for decision making.

After the ramp concept is developed, work extent established, and materials are agreed upon, we can start preparing the permit application and drawings. Typically during this phase we contact the key agencies and provide an update on our proposed purpose and collect any input or concerns that may change the application strategy.

There are certain types of projects that are eligible for a faster permitting process, but only if certain criteria are met. We will work with you to review when such options exist and explain if the design goals must be compromised to meet an accelerated permit schedule.

Our permitting work would integrate applicable past work for the Port on similar projects, and would include a preliminary design, 8x11 drawings, and permit narrative. We would also include adequate time for user group input, agency pre-submittal coordination and meetings. Final product will include drawings and the completed permit application for the Port to submit to City for land use signature.

We assume the submittal process would take approximately 2-3 months, and then agency permit review would take approximately 9 months. It would be feasible to expect construction winter 2014/2015. This also assumes using the existing survey from 2007 to save on survey costs.



3305 SW 87th
Portland, OR 97225
(503) 297-6311P
(503) 297-6053F

As fill material would be placed in the river below OHW, a permit will be required, however the specific need for mitigation is difficult to estimate, which could include creating additional shallow water habitat elsewhere, removal of pile, or other net benefit improvement.

A Biological Assessment (BA) is typically required for an individual permit in waters with ESA species. Exceptions include projects that can fit under certain 'pre-approved' actions and boat ramps are a current type of project that may use the exemption. It may be possible to design this project as a "Boat Ramp" and avoid the BA altogether, thus we have excluded the cost of BA in our fee.

Based on the proposed scope, our fee would be \$9,500 for preparing and submitting a permit application with drawing to the Port for City signature and final director signature.

Our proposal includes reuse of the existing survey, two site/meeting visits, no geotechnical investigation, or modeling. The proposal does not include upland parking layout and amenities upland beyond the COE/DSL jurisdictional boundary.

Please review this proposal and contact me at (503) 297-6311 if you have any questions

Sincerely,

Andrew Jansky, P.E., M.S.
Principal
Flowing Solutions, LLC
www.flowingsolutions.com

