

**PORT OF HOOD RIVER COMMISSION**  
**Tuesday, October 15, 2013**  
**Marina Center Boardroom**  
**5:00 p.m.**

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**Regular Session Agenda**

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1. Call to Order
  - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
  - Approve Minutes of October 1, 2013 Regular Session Meeting and October 8, 2013 Port of Cascade Locks Joint Meeting
  - Approve Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons & Ostrye in the Amount of \$9,036.00 and to All-Phase Contracting, LLC in the Amount of \$1,600.00 for a Total Payable Amount of \$10,636
4. Reports, Presentations and Discussion Items
  - Hook Outfall/Windsurfing Launch Update
  - Waterfront Annual Report
  - Gorge Networks Easement/License
  - Draft Fall Planning Agenda
  - Strategic Business Plan
5. Director's Report
  - Schedule
  - Staff & Administration
  - Waterfront Recreation
  - Waterfront Development
  - Airport
  - Bridge/Transportation
6. Commissioner, Committee Reports
  - Urban Renewal Agency – Streich/Shortt
7. Action Items
  - a. Authorize Lease Amendment with Gorge Networks, Inc.
8. Commission Call

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9. Executive Session under ORS 192.660(2)(e) Real Property

10. 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.*

**Port of Hood River Commission  
Meeting Minutes of October 1, 2013 Regular Session  
Marina Center Boardroom  
5:00 PM**

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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 Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; Attorney Isa Anne Taylor; from staff, Michael McElwee, Steve Burdick, Fred Kowell, Mellissa Halseth and Liz Whitmore

**Absent:** Commissioner Jon Davies; Attorney Jerry Jaques

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

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

**a. Modifications, Additions to Agenda:** Add new staff member introduction after Public Comment; add Change Order No. 1 for Hearts of Gold Tenant Improvements to Action Items; add City Sewer Plant to Discussion Items.

**2. PUBLIC COMMENT:** None.

**3. CONSENT AGENDA:**

- o Approve Minutes of August 20, 2013 Regular Session Meeting
- o Authorize Contract with All Phase Contracting, LLC for Re-roofing the Yacht Club Building Not to Exceed \$8,500
- o Approve Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons & Ostrye in the Amount of \$6,964

**Motion:** Move to approve Consent Agenda

**Move:** Duckwall

**Second:** Streich

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

**Absent:** Davies

**MOTION CARRIED**

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

- Boathouse Term Sheet – Mellissa Halseth, Marina Manager reviewed the draft term sheet that was prepared in collaboration with the Marina Ad-hoc Committee. The revised term sheet included changes to the lease rate and special assessments, a default process, as well as responsibility for dock connections. A grandfather clause was included for the existing tenants to maintain the existing footprint and dimensions of their boathouses. Any major alterations would need to be approved by the Commission. Steve Tessmer, Boathouse Representative on the Marina Ad-hoc Committee provided his input on the term sheet and felt the terms were reasonable. The Commission took comments from the boathouse owners who were in attendance. Commissioner Shortt requested a revised Marina Master Plan be prepared. Commission consensus was to work with legal counsel to prepare a lease agreement for Commission approval in November.
- Ball Janik Update – Hal Hiemstra, Ball Janik presented the Commission with congressional updates and a strategy for 2014. Hiemstra strongly encouraged Commissioner Presence at the PNWA Conference in Washington DC each year. He also suggested setting up meeting before or after the conference for private meetings with congressional staff. McElwee reminded the Commission that the Port had a limited contract with Ball Janik and the need to focus on specific priorities for the Port.
- Draft Ordinance 24 – Liz Whitmore, Waterfront Coordinator walked through the changes to Ordinance 22 that will now be superseded by 24. The goal was to create an ordinance that has built-in flexibility to allow changes. The draft includes site specific regulations that would defer

to official signage. Whitmore explained the process for adoption which includes two public hearings and then Commission vote to adopt. The ordinance would then go into effect 30 days after adoption.

- Property Management Strategies – Steve Burdick, Development Manager reviewed the information that Port management staff used to collect, organize, assign and manage maintenance requests; record work completed on each property; monitor the time, place and work completed by each employee by day and week; roll up time by task categories over seasonal periods to determine staffing needs.
- Per Diem Policy Fred Kowell, Finance Manager discussed the option for per diem rates for travel. The current auditors prefer the use of a per diem rate as opposed to collection of receipts. Commission consensus was to not go forward with a per diem rate and each Commissioner is responsible for their receipts for reimbursement.
- Bridge Signage – Fred Kowell presented the Commission with options for electronic signage for the bridge. Consensus was to install a “Your Speed” sign in each direction. The Commission suggested staff contact Port of Cascade Locks to see how their signs were mounted to the bridge.
- Strategic Business Plan – Michael McElwee, Executive Director reviewed the Strengths, Weaknesses, Opportunities, and Threats (SWOT) Assessment. McElwee requested Commissioners to provide him any feedback.
- Sewer Treatment Plant Odor Monitoring – Commissioner Streich requested staff invest some time in monitoring the odor coming from the plant and work with the City to resolve any odor issues.

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

- Waterfront Recreation –Mt. Hood Meadows has requested use of Lot 1 through the winter months for overflow parking. They have also requested their buses be parked in the gravel lot by the DMV. The Commission suggested using the Event Site parking lot. Staff will gather more information and return with for further review with the Commission.
- Airport – Steve Burdick prepared a survey letter for people on the T-hangar wait list to explore the feasibility and need of developing additional T-hangars. Consensus was to mail the letter.
- Bridge/Transportation – Staff was successful in refinancing the 2003 Bridge Revenue bonds at a new rate of 2.38% with potential savings of over \$200,000.00 over the term of the loan. McElwee mentioned that David McCurry has resigned from HNTB. McElwee will gather more information about McCurry’s new firm to determine if it would be beneficial to retain their services.

**6. Commissioner, Committee Reports:**

- Marina Ad-hoc Committee – Mellissa Halseth reported on the September 17 meeting where the focus was on getting to a consensus on the Boathouse Term Sheet. There was an update that the boathouse dock replacement permit was received. Tessmer requested that he be included in the planning and specifications process. Staff will put Tessmer in touch with the engineer. Committee members have began dock walks again and there were minor repair needs reported.
- Waterfront Recreation Committee – McBride reported on the September 18 meeting. There was an overview of the season presented to the committee which included feedback on the new signage, food vendor locations and 4<sup>th</sup> of July setup. The committee was supportive of the proposed emergency access signage with Hood River Fire Department. There is still one opening on the committee. Members will inquire with community members to fill the seat. The next meeting is likely to be in the spring.
- Airport Advisory Committee – There was consensus to include Taxiway B in the Master Plan. There was considerable discussion on jet fuel. The financial analysis prepared by staff shows a negative return on investment. There will be further discussion on this topic at a later date.

**7. ACTION ITEMS:**

**a) Approve Revised Transponder Policy Effective January 1, 2014:** New technology of a movable transponder will be available to customers to upgrade to or begin new accounts with for a cost. The Port will be able to enhance its internal control over the inventory of transponders by reducing the number of free transponders.

**Motion:** Move to Approve Revised Transponder Policy Effective January 1, 2014

**Move:** Duckwall

**Second:** Streich

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

**Absent:** Davies

**MOTION CARRIED**

**b) Approve Fabrication and Installation for the Luhr Jensen Building Sign Monument by Michael Byrne Masonry Not to Exceed \$8,223:** An unofficial Port standard call for sign monuments for all of its buildings. The Commission requested the name of the building be changed before the sign goes up.

**Motion:** Move to Approve Fabrication and Installation for the Luhr Jensen Building Sign Monument by Michael Byrne Masonry Not to Exceed \$8,223

**Move:** Shortt

**Second:** Duckwall

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

**Absent:** Davies

**MOTION CARRIED**

**c) Authorize Contract with Flowing Solutions, Inc. for Engineering Services Associated with the New Boathouse Docks Not to Exceed \$19,430:** The Commission previously approved the Marina Electrical Upgrade and authorized an application for permits to construct and install new docks for the boathouses. We have now received the Corps of Engineers permit. The next step is to prepare construction documents for bidding. Commissioner Shortt requested that a dock fabricator prepare the design guidelines. McElwee was more comfortable with Flowing Solutions carrying the project forward and providing the specific guidelines since each boathouse connection is different.

**Motion:** Move to Authorize Contract with Flowing Solutions, Inc. for Engineering Services Associated with the New Boathouse Docks Not to Exceed \$19,430

**Move:** Duckwall

**Second:** McBride

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

**Nay:** Shortt

**Absent:** Davies

**MOTION CARRIED**

**d) Ratify Approval of Change Order No. 1 to the Contract with Hood River Construction Company for the Hearts of Gold Tenant Improvements:** There was a misunderstanding between the Port/Hearts of Gold and the architect that retained the old lighting fixtures. The intent of the Port and Hearts of Gold was to have all of the surface mounted can lights replaced.

**Motion:** Move to Ratify Approval of Change Order No. 1 to the Contract with Hood River Construction Company for the Hearts of Gold Tenant Improvements

**Move:** Duckwall  
**Second:** Shortt  
**Vote:** **Aye:** Duckwall, McBride, Shortt and Streich  
**Absent:** Davies

**MOTION CARRIED**

**8. COMMISSION CALL:** Commissioner Shortt thanked staff for setting up his I-Pad. The board thanked Steve Burdick for all of his work while he was at the Port. Burdick responded by saying the board was one of the best decision making boards he has worked with and that staff was very dedicated to getting things completed.

**9. EXECUTIVE SESSION:** Regular Session was recessed at 8:48 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 9:38 p.m. There was no action as a result of Executive Session.

**10. ADJOURN:** President McBride adjourned the meeting at 9:38 p.m.

Respectfully submitted,

\_\_\_\_\_  
Mellissa Halseth

ATTEST:

\_\_\_\_\_  
Rich McBride, President, Port Commission

\_\_\_\_\_  
Hoby Streich, Secretary, Port Commission

**Port of Hood River Commission**

**Meeting Minutes of October 8, 2013 Joint Meeting with Port of Cascade Locks Commission**

**City of Cascade Locks Council Chambers**

**6:00 PM**

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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 for Port of Hood River:**

Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich;  
Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell and Mellissa Halseth

**Present for Port of Cascade Locks:**

Commissioners Joeinne Caldwell, Brenda Cramblett, Jess Groves, Donna Mohr and Scot Sullenger;  
from staff, Paul Koch, Gary Rains, Holly Howell and Kristi Bengston,

**Absent:** None

**Media:** Kirby Neumann Rea, Hood River News

**1. CALL TO ORDER:** President Rich McBride called the meeting to order at 6:01 p.m.

**2. Roll Call:** Was not done.

**3. Welcome:**

Port of Cascade Locks (POCL) Commissioner Groves welcomed the Port of Hood River (POHR) to the joint meeting.

**4. Self Introductions:**

- Everyone in attendance introduced themselves.

**5. Status of Bridge of the Gods and Next Steps:** Paul Koch, Interim Executive Director gave an overview of the process that was used to gain assistance from ODOT for repairs on the bridge. The weight limit restriction was effective July 16, 2013 and the intent is to have the repairs completed by the end of 2013 weather permitting. There are no nighttime closures scheduled yet but there will be single lane closures periodically. POCL was able to use 2016 unallocated STIP funds for the repair. Safety and the economic impact played a large role is gaining assistance for the repair.

POCL is considering raising the toll and allocating funds to a repair/replacement fund. The current budget includes \$100,000 for repair/replacement. The POCL Commission is being thoughtful of the local communities but feel they also need to be realistic with the cost to maintain the bridge. There are town hall meetings scheduled and POCL is researching options for electronic tolling. After the POCL Commission has decided if the toll will be raised they would like to have another joint meeting with the POHR.

**6. Overview of Each Port's Strategic Plan:**

Michael McElwee, Executive Director presented the outline of the Port of Hood River strategic business plan highlighting areas of Facility/Asset Assessments that have been completed as well as the most recent Economic Impact Analysis. McElwee explained the plan is intended to be complete in Mid December.

Holly Howell, Marketing & Development Manager presented information on items that would be included in the Port of Cascade Locks strategic business plan. Areas included were Data Collection & Community Outreach, Priority Projects and Overarching themes. Howell explained that the plan is being prepared by consultants from PARC Resources out of Bend, OR. Completion is estimated to be mid November.

**7. Introductory Comments Regarding the Columbia River Gorge Commission:**

Darren Nichols, Columbia River Gorge Commission (CRGC) Executive Director provided background for the National Scenic Act. Nichols feels there will be great opportunities and innovations available

in the near future for many governmental entities to engage in. Nichols suggested both Ports and other entities consider working with the CRGC to prepare a regional strategic business plan as well as a regional transportation plan and regional infrastructure planning.

**8. Discussion on Areas of Cooperation and Overlapping Interests:**

POCL Commissioner Sullenger mentioned that POCL is focused on bringing jobs to Cascade Locks and wants the POHR to feel comfortable sending prospective tenants and businesses their way. Currently the POCL is working on planning, zoning and infrastructure issues.

**9. List of Possible Next Steps:**

POHR Commissioner McBride said he appreciates the opportunity for the joint meeting and feels everyone has a piece of the puzzle and can help each other. Consensus of the group was for both Commissions to send a letter to the CRGC to request a meeting of the local ports for further discussion of working together regionally.

**10. ADJOURN:** President McBride adjourned the meeting at 8:07 p.m.

Respectfully submitted,

\_\_\_\_\_  
Mellissa Halseth

ATTEST:

\_\_\_\_\_  
Rich McBride, President, Port Commission

\_\_\_\_\_  
Hoby Streich, Secretary, Port Commission





JAQUES, SHARP, SHERRERD, FITZSIMONS & OSTRYE  
 ATTORNEYS AT LAW  
 205 3RD STREET / PO BOX 457  
 HOOD RIVER, OR 97031  
 (Phone) 541-386-1311 (Fax) 541-386-8771



CREDIT CARDS ACCEPTED

HOOD RIVER, PORT OF  
 1000 E. PORT MARINA DRIVE  
 HOOD RIVER OR 97031

Page: 1  
 October 08, 2013  
 Account No: PORTOHaM

|  | Previous Balance | Fees     | Expenses | Advances | Payments  | Balance    |
|--|------------------|----------|----------|----------|-----------|------------|
| ENVIRONMENTAL INSURANCE                            | 0.00             | 18.00    | 0.00     | 0.00     | 0.00      | \$18.00    |
| FBO AIRPORT AGREEMENT (Gifford/Classic Wings)      | 34.00            | 0.00     | 0.00     | 0.00     | -34.00    | \$0.00     |
| ORDINANCE #24                                      | 378.00           | 1,944.00 | 0.00     | 0.00     | -378.00   | \$1,944.00 |
| LEASE TURTLE ISLAND                                | 0.00             | 18.00    | 0.00     | 0.00     | 0.00      | \$18.00    |
| LEASE DMV BUILDING (Thomas Keolker, Heart of Gold) | 90.00            | 0.00     | 0.00     | 0.00     | -90.00    | \$0.00     |
| LEASE (Pfriem Brewing)                             | 0.00             | 450.00   | 0.00     | 0.00     | 0.00      | \$450.00   |
| PROPERTY TRANSACTION SALE                          | 72.00            | 1,296.00 | 0.00     | 0.00     | -72.00    | \$1,296.00 |
| FAA RUNWAY RELOCATION PROJECT (FAA)                | 180.00           | 0.00     | 0.00     | 0.00     | -180.00   | \$0.00     |
| PROPERTY SALE (Bob Naito; NBW Hood River)          | 1,062.00         | 36.00    | 0.00     | 0.00     | -1,062.00 | \$36.00    |
| LEASE (Hood River Distillers)                      | 72.00            | 756.00   | 0.00     | 0.00     | -72.00    | \$756.00   |

| Previous Balance                        | Fees            | Expenses    | Advances    | Payments         | Balance           |
|---|-----------------|-------------|-------------|------------------|-------------------|
| PROPERTY PURCHASE                       |                 |             |             |                  |                   |
| 1,170.00                                | 0.00            | 0.00        | 0.00        | -1,170.00        | \$0.00            |
| WRONGFUL TERMINATION                    |                 |             |             |                  |                   |
| 0.00                                    | 72.00           | 0.00        | 0.00        | 0.00             | \$72.00           |
| LEASE (PocketFuel)                      |                 |             |             |                  |                   |
| 18.00                                   | 0.00            | 0.00        | 0.00        | -18.00           | \$0.00            |
| MARINA EVICTION                         |                 |             |             |                  |                   |
| 36.00                                   | 0.00            | 0.00        | 0.00        | -36.00           | \$0.00            |
| BOAT HOUSE LEASE                        |                 |             |             |                  |                   |
| 0.00                                    | 432.00          | 0.00        | 0.00        | 0.00             | \$432.00          |
| LOT 1 IAMP                              |                 |             |             |                  |                   |
| 2,466.00                                | 1,728.00        | 0.00        | 0.00        | -2,466.00        | \$1,728.00        |
| BOGGS 2013-CONCESSION AGREEMENT DEFAULT |                 |             |             |                  |                   |
| 972.00                                  | 522.00          | 0.00        | 0.00        | -972.00          | \$522.00          |
| CITY SEWER OUTFALL PROJECT (City of HR) |                 |             |             |                  |                   |
| 108.00                                  | 90.00           | 0.00        | 0.00        | -108.00          | \$90.00           |
| BOND REFINANCE (Columbia Bank)          |                 |             |             |                  |                   |
| 0.00                                    | 72.00           | 0.00        | 0.00        | 0.00             | \$72.00           |
| HVAC-HALYARD BUILDING (PFRIEM)          |                 |             |             |                  |                   |
| 0.00                                    | 738.00          | 0.00        | 0.00        | 0.00             | \$738.00          |
| EASEMENT (Gorge Network Inc)            |                 |             |             |                  |                   |
| 0.00                                    | 234.00          | 0.00        | 0.00        | 0.00             | \$234.00          |
| SMOKE FREE POLICY                       |                 |             |             |                  |                   |
| 0.00                                    | 180.00          | 0.00        | 0.00        | 0.00             | \$180.00          |
| <u>6,658.00</u>                         | <u>8,586.00</u> | <u>0.00</u> | <u>0.00</u> | <u>-6,658.00</u> | <u>\$8,586.00</u> |

**THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31st OF AUGUST UNLESS OTHERWISE STATED**

JAQUES, SHARP, SHERRERD, FITZSIMONS & OSTRYE  
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 205 3RD STREET / PO BOX 457  
 HOOD RIVER, OR 97031  
 (Phone) 541-386-1311 (Fax) 541-386-8771

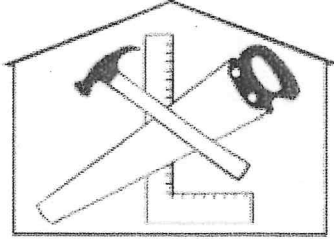
CREDIT CARDS ACCEPTED

HOOD RIVER, PORT OF  
 1000 E. PORT MARINA DRIVE  
 HOOD RIVER OR 97031

Page: 1  
 October 08, 2013  
 Account No: PORTOHRM

|                             | Previous Balance | Fees            | Expenses    | Advances    | Payments         | Balance         |
|-----------------------------|------------------|-----------------|-------------|-------------|------------------|-----------------|
| MISCELLANEOUS MATTERS<br>JJ | 306.00           | 306.00          | 0.00        | 0.00        | -306.00          | \$306.00        |
| REGULAR MEETING FEE<br>JJ   | 0.00             | 700.00          | 0.00        | 0.00        | -700.00          | \$0.00          |
| LEASE (Gorge Net)<br>JJ     | 0.00             | 144.00          | 0.00        | 0.00        | 0.00             | \$144.00        |
|                             | <u>306.00</u>    | <u>1,150.00</u> | <u>0.00</u> | <u>0.00</u> | <u>-1,006.00</u> | <u>\$450.00</u> |

**THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31st OF AUGUST UNLESS OTHERWISE STATED**



RECEIVED  
OCT 10 2013

## All~Phase Contracting LLC

ORCCB#190817 WALIC# ALLPHCL900QN  
Remit Payment to,  
2120 W. 8th Street  
The Dalles, OR 97058  
Phone 541-980-1951

OCT 10, 2013

To: Joe Pounders  
541-386-3200  
Fax 541-386-1395

Job Address: Port of Hood Rover  
Hood River, OR 97031

| DESCRIPTION  | Hours | Rate         | AMOUNT         |
|--|-------|--------------|----------------|
| Original Contract Amount for roof tear off, instillation, & materials  |       |              | \$8,500        |
| Additional work performed as per verbal agreement. Re-sheet 11 squares. Replace approx. 60Ft. 2x6 tongue and groove. Skylight curb, 2ft. x 2ft area with 1x8 lumber. |       |              | \$1,600        |
| Down payment received  |       |              | -\$4,250       |
|  |       | <b>TOTAL</b> | <b>\$5,850</b> |

Thank you for your business!

# Commission Memo

**To:** Commissioners  
**From:** Liz Whitmore  
**Date:** October 15, 2013  
**Re:** Hook Launch Feasibility Study/City of HR Outfall Extension Project

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**Hook Windsurfing Launch:** Please see the attached feasibility studies from Bell Design Company and Flowing Solutions. The Bell Design study provides a conceptual design and analysis of a potential windsurfing launch located off the northwestern edge of the Hook. Design options include both a single and double ramp configuration, but estimated costs likely dictate that a double ramp would not be financially viable. The study concludes that permitting for the windsurfing launch should be submitted separately from the outfall extension project due to concerns of potential delays the launch could cause.

Flowing Solutions also submitted an analysis of the windsurfing launch, providing an alternative design concept and estimating that engineering drawings and permit process would take approximately 12 months for a total project cost of \$150,000.

**Next Step:** Discussion between the Port and the Columbia Gorge Windsurfing Association to determine how much each is able to contribute to the project and whether it should move forward.

**City of HR Outfall Extension Project:** Staff and legal counsel met with the City of Hood River to discuss the project and the Port's requests for improvements to be incorporated with the outfall extension. Schematic design drawings indicate a new paved waterfront path extending from the existing path termination at the Maritime Building to the western edge of the Hook. The City will provide conduit sleeve at the east end and replace the existing road surface with new gravel when the project is completed. The Port has requested to incorporate solar lighting along the new paved path and a larger designed destination point at the end of the trail.

**Next Step:** Staff to submit design drawings of path improvements to be incorporated into outfall extension drawings and determine cost.

**RECOMMENDATION:** For discussion.

Port of Hood River's Hook Launch Site  
**FINAL FEASIBILITY STUDY**  
**MEMORANDUM**



**TO:** Michael McElwee  
Port of Hood River  
1000 East Port Marina Drive  
Hood River, OR 97031  
(541) 387-1645

Greg Stiegel  
Columbia Gorge Windsurfing Association  
P. O. Box 182, 202 Oak Street, Suite 150  
Hood River, OR 97031  
(541) 386-9225

**FROM:** Devry A. Bell, P. E.  
Bell Design Company  
PO Box 308, 1000 E Steuben Street  
Bingen, WA 98605  
(509) 493-3886

**DATE:** October 10, 2013

**SUBJECT:** Port of Hood River Hook Windsurfing Launch Site Feasibility Study

**PROJECT:** Bell Design Project Number: 13B084

**LOCATION:** Port of Hood River Hook



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### SCOPE OF STUDY

This memorandum is for a feasibility study at the Port of Hood River for a proposed wind surfing and water recreational use launch site. The City of Hood River is currently engaged in the process of permitting a new wastewater treatment plant (WWTP) outfall nearby so it is the hope that the findings of this study will aid in cost savings for this launch site because of the timing and proximity between these projects and the potential to share is permitting efforts.

This study provides preliminary costs associated with the construction of a permanent launch site near the water level along the western edge of the Hook. The following four items have been evaluated within this study:

1. A preliminary grading plan and fill estimates based on topographic or other information obtained during Bell Design Company's WWTP Outfall work for the City of Hood River.
2. Develop a budgetary cost estimate for the proposed work.
3. Develop a preliminary list of potential required permits for the proposed work.
4. Addition of Alternative Topside improvements.

### LOCATION OF LAUNCH SITE

The proposed launch site is located along the western edge of the Port of Hood River's Hook. Access to the Hook is from Exit 63 on Interstate 84, along North 2<sup>nd</sup> Street, then along Portway Avenue. See Figure A for Vicinity map showing the study area.

### DESCRIPTION OF STUDY

#### *Launch Configuration and Grading Plans*

In order to determine the feasibility of a potential launch site along the western edge of the Hook, meetings between interested parties were conducted. A draft launch site configuration was generated utilizing ideas of those present during these meetings. It was determined that a stepped launch ramp similar to the one currently

located at the City of Hood River's Waterfront Park would be desirable for access to the new proposed launch site. Concern for the integrity of the Hook's existing rip rap protective armoring was paramount to the Port of Hood River's engineer. Suggestions from representatives from the Columbia Gorge Windsurfer's Association were made for sizing and location of the proposed launch ramps and beach location. Initially two ramps along the west end of the Hook were evaluated for cost. The proposed ramp locations matched two existing unimproved ramp locations currently and historically being used along the west end of the ramp by water recreationalists. Cost estimates for beach and ramp construction were evaluated considering similar construction materials as utilized at the Waterfront Park launch site

#### *Cost Estimates*

Cost estimates were evaluated for the following Launch configurations and associated improvements:

1. Single Ramp,
2. Double Ramps,
3. Alternative Topside Improvements (See below for description of Topside Improvements).

Unit price cost estimates were determined utilizing quantities determined in preliminary grading and launch configuration plans. These quantities were paired with construction cost estimates calculated by utilizing the BNi Building News Public Works 2013 Costbook and relevant local costs from similar projects.

For the purposes of determining anticipated additional non-construction costs, the following cost increases were used.

- |  |     |
|--|-----|
| 1. Engineering Design and Construction Management: | 20% |
| 2. Permitting (see below):                         | 6%  |
| 3. Quality Assurance and Quality Control           | 2%  |
| 4. Administration Costs                            | 10% |
| 5. Contingency (feasibility study level):          | 30% |

#### *Permitting*

Because the launch site inevitably will consist of construction efforts near or in the Columbia River water level, permitting for work alongside or within the water will be required depending on the final configuration of improvement selected. Other local agency permitting efforts will be required as well. Both the Port of Hood River and the Columbia Gorge Windsurfing Association hoped to share in permitting efforts with the current City of Hood River's Waste Water Treatment Plant (WWTP) Outfall relocation effort currently underway. Initial dialog with the City of Hood River and the Department of Environmental Quality both indicated positive feedback regarding a joint effort regarding permitting of the Launch Site and the new Outfall project.

Recent discussions with the City of Hood River's WWTP Outfall Permitting consultant, ESA Vigil-Agrimis, revealed that permitting the two projects *together* would most likely be detrimental to the permitting schedule for the City because of timing. According to Ken Vigil, Vice President of ESA Vigil-Agrimis, the process for permitting the two projects by the different agencies would cause a delay in the approval of the WWTP Outfall Permit and cause the City to possibly miss the construction window for work within the water that is critical for placement of the diffuser. Discussions with Carl Nadler of the Oregon State Department of Environmental Quality regarding possible concerns over the compatibility of a launch site within close proximity of a Public Outfall site dispelled any fears of their unsuitability.

According to Mr. Nadler, there is,

"... no (*significant*) human health risk or human toxicity issues even within the mixing zone (*of the proposed outfall*). The Human Health standard for virus and bacteria has to be met at the end of the pipe. All other effluent constituent limits are based on aquatic toxicity with the caveat that exposure (gestation) over a period of 70 years will not exceed Human Toxicity levels."

This simply means that Oregon DEQ has not issue over the proposed location of the outfall.

It is anticipated that Biological Assessment permitting may be required for work within the Columbia River by National Marine Fisheries Services (NMFS), the United States Fisheries and Wildlife Service, (NSF&WS) and

the National Oceanic and Atmospheric Administration (NOAA). Evaluation and submission of these permits could be jointly conducted with the efforts made by the City of Hood River for the WWTP Outfall project if so determined. However, as indicated above this might not be in the best interest to the City due to timing issues.

A Joint Remove-Fill permit for work within the water will be required to be submitted to the United States Army Corp of Engineers (Portland) and the Oregon State Lands. This permit effort could also be conducted alongside efforts for the WWTP Outfall project, although timing for construction efforts might be different.

It may also be required that a National Discharge Pollution Elimination System (NPDES) 1200-C Stormwater General Permit be acquired for work outside of the Columbia River. This permit is administered by the Oregon State Department of Environmental Quality (DEQ).

A Land Use Compatibility Statement (LUCS) will be required for this project. It will be administered by the City of Hood River's Planning Office.

Finally there may be local agency permits such as the City of Hood River Building permit, State of Oregon Electrical permits. Because the work is located on Port of Hood River lands, Port of Hood River Commission approval will be required.

All permits have fees associated with them. For the purpose of this review, it is expected that costs for staff efforts associated with permitting may total approximately 6% of the construction costs. Permit fees are included in costs reported for Administration Costs.

*Alternate Topside Improvements*

The CGWA and others interested community members believe it would be desirable to create a more aesthetic and usable access point along the top side of the launch ramps. These areas would be accessible year round and would greatly aid in the reduction of congestion of water related recreational use associated with the new launch sites.

In an effort to evaluate the potential costs associated with these potential improvements located near the top of the launch sites a cursory cost evaluation was conducted. Potential Topside Improvements included the following:

1. Grassy rigging areas
2. Sidewalks and boarding curbing separating existing gravel roadways from topside improvements
3. Electrical improvements
4. Potable water and irrigation improvements
5. Decorative rock seating walls similar to Waterfront Park.

The cost associated with these topside improvements can be used to determine future budgeting efforts that may not necessarily be included in the current launch project.



**PRESENTATION OF FINDINGS**

*Single Ramp Configuration*

Figure B shows the configuration of the construction for a single ramp located near the northern edge end of the Hook. This location was selected because of its close proximity to the Columbia River’s main channel. There is a deeper “hole” located at the northwestern corner of the Hook to prohibit the construction of the launch ramp any further north than the location selected. The evaluation of a single launch ramp located more to the south of the Hook was not evaluated for this memorandum, but costs would be similar to those determined in this finding.

Positive aspects of this configuration and location may include:

1. Lower construction costs because of the proximity to the likely future location of the WWTP Outfall pipeline. Shared construction efforts for earthwork located outside of the Columbia River waters may occur. Possible sharing of erosion control during construction should lower costs.
2. Single launch ramp means lowest possible costs associated with construction.
3. Close access to both the Columbia River’s main channel and the Well’s Island back Channel.

Negative aspects of this configuration and location may include:

1. Closest proximity to future WWTP Outfall diffuser location. This means that there is less distance between the Launch Site and the proposed location of the WWTP Outfall diffuser (end point); which means that there may be a greater risk of perceived impacts to the recreational user at this location. However, it should be noted that the final location of the WWTP Outfall diffuser will be based on the current Biological Assessment (BA) being performed. DEQ does not deem this location as a human health risk.
2. Less beach and one less access ramp than the double Ramp configurations, so more crowding may occur.

**Table 1 - Cost Estimate: Single Ramp Configuration**

**PORT OF HOOD RIVER'S HOOK LAUNCH COST ESTIMATE**

|                                       | Description                                   | Units | Quantity | Unit Cost   | Amount        |
|---------------------------------------|---|-------|----------|-------------|---------------|
| 1                                     | Mobilization and Demobilization               | LS    | 1        | \$ 8,266.08 | \$ 8,266.08   |
| 2                                     | Work Zone Traffic Control                     | LS    | 1        | \$ 1,296.00 | \$ 1,296.00   |
| 3                                     | Erosion Control                               | LS    | 1        | \$ 5,572.75 | \$ 5,572.75   |
| 4                                     | Quality Control and Testing                   | LS    | 1        | \$ 836.00   | \$ 836.00     |
| 5                                     | North Ramp, Concrete Structure, Includes base | CY    | 92.05    | \$ 500.00   | \$ 46,025.33  |
| 6                                     | North Ramp, Stone Infill                      | CY    | 26.72    | \$ 28.00    | \$ 748.06     |
| 7                                     | North Ramp Excavation and Embankment          | CY    | 129.4    | \$ 22.00    | \$ 2,846.80   |
| 8                                     | Launch Site, Excavation                       | CY    | 124.225  | \$ 22.00    | \$ 2,732.95   |
| 9                                     | Launch Site, Stabilizing Stone at River Edge  | CY    | 6.57     | \$ 22.00    | \$ 144.54     |
| 10                                    | Launch Site, Stone Bedding                    | CY    | 95.56    | \$ 22.00    | \$ 2,102.32   |
| 11                                    | Surface Restoration (Stabilization Materials) | SY    | 828.805  | \$ 3.64     | \$ 3,016.85   |
| TOTAL CONSTRUCTION COST =             |   |       |          |             | \$ 73,587.68  |
| DESIGN AND CONST. ENGINEERING (20%) = |   |       |          |             | \$ 14,717.54  |
| PERMITTING (6%) =                     |   |       |          |             | \$ 7,358.77   |
| QA/QC (2%) =                          |   |       |          |             | \$ 1,471.75   |
| ADMINISTRATION (10%) =                |   |       |          |             | \$ 7,358.77   |
| CONTINGENCY (20%) =                   |   |       |          |             | \$ 14,717.54  |
| TOTAL PROJECT COST =                  |   |       |          |             | \$ 119,212.04 |

### Double Ramp Configuration

Figure C shows the configuration of the construction for a double ramp configuration located along the western edge of the Hook serving the Columbia River Wells Island Channel. The location of the northern launch ramp was selected because of its close proximity to the Columbia River's main channel and the southern launch ramps proximity to shallow waters; the location of the southern launch ramp was selected because of its close proximity to an existing path used by current water recreationalists. There is a deeper "hole" located at the northwestern corner of the Hook to prohibit the construction of the launch ramp any further north than the location selected.

Positive aspects of this configuration and location may include:

1. Lower construction costs of the northern ramp because of the proximity to the likely future location of the WWTP Outfall pipeline. Shared construction efforts for earthwork located outside of the Columbia River waters may occur. Possible sharing of erosion control during construction should lower costs.
2. Maximizes space for recreationalists along the western end of the Hook by providing more beach and two points of water level access.
3. Close access to both the Columbia River's main channel and the Well's Island back Channel.

Negative aspects of this configuration and location may include:

1. Closest proximity to future WWTP Outfall diffuser location. This means that there is less distance between the northern portions of the Launch Site and the proposed location of the WWTP Outfall diffuser (end point); which means that there may be a greater risk of perceived impacts to the recreational user at this location. However, it should be noted that the final location of the WWTP Outfall diffuser will be based on the current Biological Assessment (BA) being performed. DEQ does not deem this location as a human health risk.
2. More cost than the Single Ramp configuration because of increased scope of work.

**Table 2 - Cost Estimate: Double Ramp Configuration**

|                                       | Description                                     | Units | Quantity | Unit Cost    | Amount        |
|---------------------------------------|---|-------|----------|--------------|---------------|
| 1                                     | Mobilization and Demobilization                 | LS    | 1        | \$ 10,972.12 | \$ 10,972.12  |
| 2                                     | Work Zone Traffic Control                       | LS    | 1        | \$ 1,296.00  | \$ 1,296.00   |
| 3                                     | Erosion Control                                 | LS    | 1        | \$ 6,641.50  | \$ 6,641.50   |
| 4                                     | Quality Control and Testing                     | LS    | 1        | \$ 836.00    | \$ 836.00     |
| 5                                     | North Ramp, Concrete Structure, Includes base   | CY    | 92.05    | \$ 500.00    | \$ 46,025.33  |
| 6                                     | North Ramp, Stone Infill                        | CY    | 26.72    | \$ 28.00     | \$ 748.06     |
| 7                                     | North Ramp Excavation and Embankment*           | CY    | 129.4    | \$ 22.00     | \$ 2,846.80   |
| 8                                     | South Ramp, Concrete Structure, Includes base   | CY    | 81.18    | \$ 500.00    | \$ 40,592.37  |
| 9                                     | South Ramp, Stone Infill                        | CY    | 23.55    | \$ 28.00     | \$ 659.29     |
| 10                                    | South Ramp Excavation and Embankment**          | CY    | 172.9    | \$ 22.00     | \$ 3,803.80   |
| 11                                    | Launch Site, Excavation                         | CY    | 248.45   | \$ 22.00     | \$ 5,465.90   |
| 12                                    | Launch Site, Stabilizing Stone at River Edge    | CY    | 13.14    | \$ 22.00     | \$ 289.08     |
| 13                                    | Launch Site, Stone Bedding                      | CY    | 191.12   | \$ 22.00     | \$ 4,204.64   |
| 14                                    | Surface Restoration (Stabilization Materials)** | SY    | 1657.61  | \$ 3.64      | \$ 6,033.70   |
| TOTAL CONSTRUCTION COST =             |   |       |          |              | \$ 130,414.60 |
| DESIGN AND CONST. ENGINEERING (20%) = |   |       |          |              | \$ 26,082.92  |
| PERMITTING (6%) =                     |   |       |          |              | \$ 13,041.46  |
| QA/QC (2%) =                          |   |       |          |              | \$ 2,608.29   |
| ADMINISTRATION (10%) =                |   |       |          |              | \$ 13,041.46  |
| CONTINGENCY (30%) =                   |   |       |          |              | \$ 39,124.38  |
| TOTAL PROJECT COST =                  |   |       |          |              | \$ 224,313.11 |

*Topside Improvements*

Figure C shows the configuration of the construction topside improvements. These improvements, if implemented would maximize the positive experience realized by recreationalist on the Hook. The improvements evaluated are based on recommendations made by the Columbia Gorge Windsurfing Association and previous Port of Hood River recreation improvement brain storming efforts. These improvements are presented as current pricing information. No discussions of positive or negative aspects are being made in this memorandum.

**Table 3 - Cost Estimate: Topside Improvements**

|     | Description  | Units | Quantity  | Unit Cost   | Amount       |
|-----|--|-------|-----------|-------------|--------------|
| A1  | Mobilization   | LS    | 1         | \$15,000.00 | \$15,000.00  |
| A2  | 2 Inch Potable Water Pipe, Fittings And Couplings With Class | LF    | 1375      | \$35.00     | \$48,125.00  |
| A3  | 2 Inch Gate Valve  | EA    | 4         | \$150.00    | \$600.00     |
| A4  | Electrical Box / Outlet / Connect to Power Service           | EA    | 1         | \$800.00    | \$800.00     |
| A5  | Lighting, Pole and Luminaire                                 | EA    | 1         | \$2,971.15  | \$2,971.15   |
| A6  | Utility Conduit and Wire to Topside Improvements (2-inch)    | LF    | 1469.96   | \$18.45     | \$27,127.84  |
| A7  | Utility Conduit to Lighting From Local Box (2-inch)          | LF    | 175       | \$18.82     | \$3,294.34   |
| A8  | Excavation for Landscaping                                   | CY    | 74.650593 | \$22.00     | \$1,642.31   |
| A9  | Surface Restoration (Lawn & Topsoil)**                       | SY    | 37.3      | \$5.78      | \$215.74     |
| A10 | Landscaping / Trees & Shrubs                                 | SY    | 304       | \$4.32      | \$1,313.90   |
| A11 | 6 Foot Concrete Path - 4" Base                               | SY    | 42        | \$42.00     | \$1,764.00   |
| A12 | Curbs for Landscape Borders                                  | LF    | 293.4     | \$18.00     | \$5,281.20   |
| A13 | Irrigation System, Complete                                  | LS    | 1         | \$6,184.33  | \$6,184.33   |
|     | TOTAL CONSTRUCTION COST =                                    |       |           |             | \$114,319.82 |
|     | DESIGN AND CONST. ENGINEERING (20%) =                        |       |           |             | \$22,863.96  |
|     | PERMITTING (2%) =  |       |           |             | \$2,286.40   |
|     | QA/QC (2%) =   |       |           |             | \$2,286.40   |
|     | ADMINISTRATION (10%) =                                       |       |           |             | \$11,431.98  |
|     | CONTINGENCY (30%) =  |       |           |             | \$34,295.95  |
|     | TOTAL ALTERNATE PROJECT COST =                               |       |           |             | \$187,484.51 |

**RECOMMENDATIONS**

Based on considerations of current funding, permit timing and understanding of current needs, the following recommendations are made for this memorandum.

**1. Single Ramp Configuration.**

- Lowest Cost due to minimization of scope of work.

**2. Minimize filling within the Columbia River Ordinary Water Level.**

- Minimize permitting efforts because little to no work will be conducted within water.

**3. Separate Permit application.**

- Separate permit timing will not limit work due to potential permitting delays caused by adjacent project.



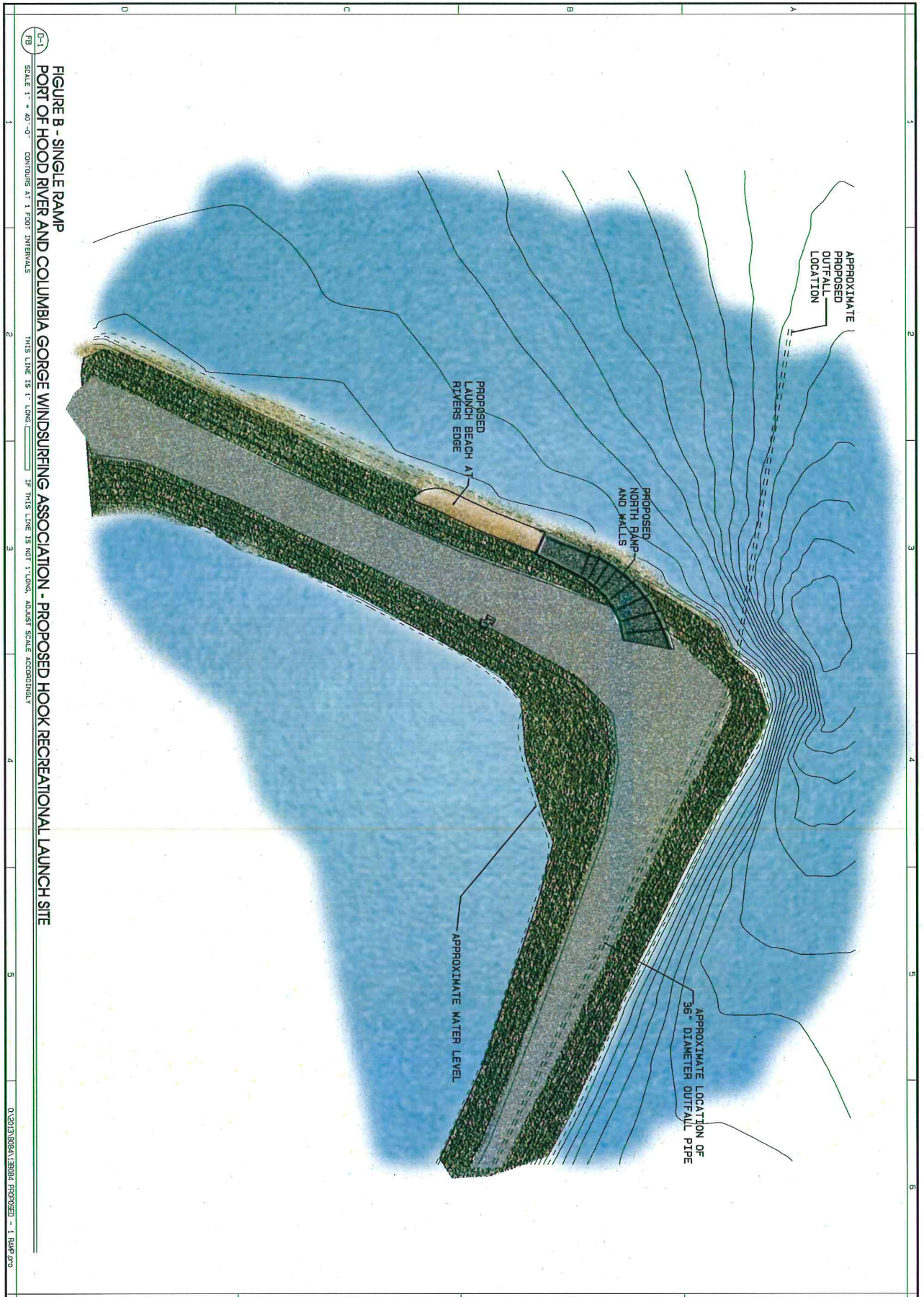
**VICINITY MAP**



| DATE | DESCRIPTION | BY |
|------|-------------|----|
|      |             |    |
|      |             |    |
|      |             |    |

**LAUNCH SITE VICINITY**  
**FOR PORT OF HOOD RIVER**  
**HOOD RIVER, OR**

FIGURE:   A    
 PROJECT:   13B084    
 DATE:   AUG. 2018



**FIGURE B - SINGLE RAMP**  
**PORT OF HOOD RIVER AND COLUMBIA GORGE WINDSURFING ASSOCIATION - PROPOSED HOOK RECREATIONAL LAUNCH SITE**

SCALE 1" = 40'-0" CONTOURS AT 1 FOOT INTERVALS THIS LINE IS 1" LONG IF THIS LINE IS NOT 1" LONG, ADJUST SCALE ACCORDINGLY

|                             |  |  |   |  |  |
|-----------------------------|--|--|---|--|--|
| SHEET NO.<br><b>FIG - B</b> | DATE: 130804<br>DATE: 8/5/13<br>DRAWN BY: [blank]<br>CHECKED BY: [blank]<br>REVISIONS: [blank]<br>DATE: [blank]<br>DESIGN DETAILS: [blank] | PORT OF HOOD RIVER<br>COLUMBIA GORGE WINDSURFING ASSN.<br>PROPOSED HOOK RECREATIONAL<br>LAUNCH SITE<br>HOOD RIVER OREGON |  | <b>BELL DESIGN COMPANY</b><br>CIVIL ENGINEERING LAND SURVEYING<br>1000 EAST STEUBEN STREET, P.O. BOX 308, BINGEN, WA, 98605<br>PHONE, (504) 493-9006 FAX, (504) 493-9005 | <small>         BELL DESIGN COMPANY, INC.<br/>         1000 EAST STEUBEN STREET, BINGEN, WA 98605<br/>         (504) 493-9006 FAX (504) 493-9005<br/>         WWW.BELLDISIGNCOMPANY.COM<br/>         ALL RIGHTS RESERVED. NO PART OF THIS DOCUMENT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF BELL DESIGN COMPANY, INC.       </small> |
|                             | 01-2013-0004-130804 PROPOSED - 1 RAMP PDF  |  |   |  |  |

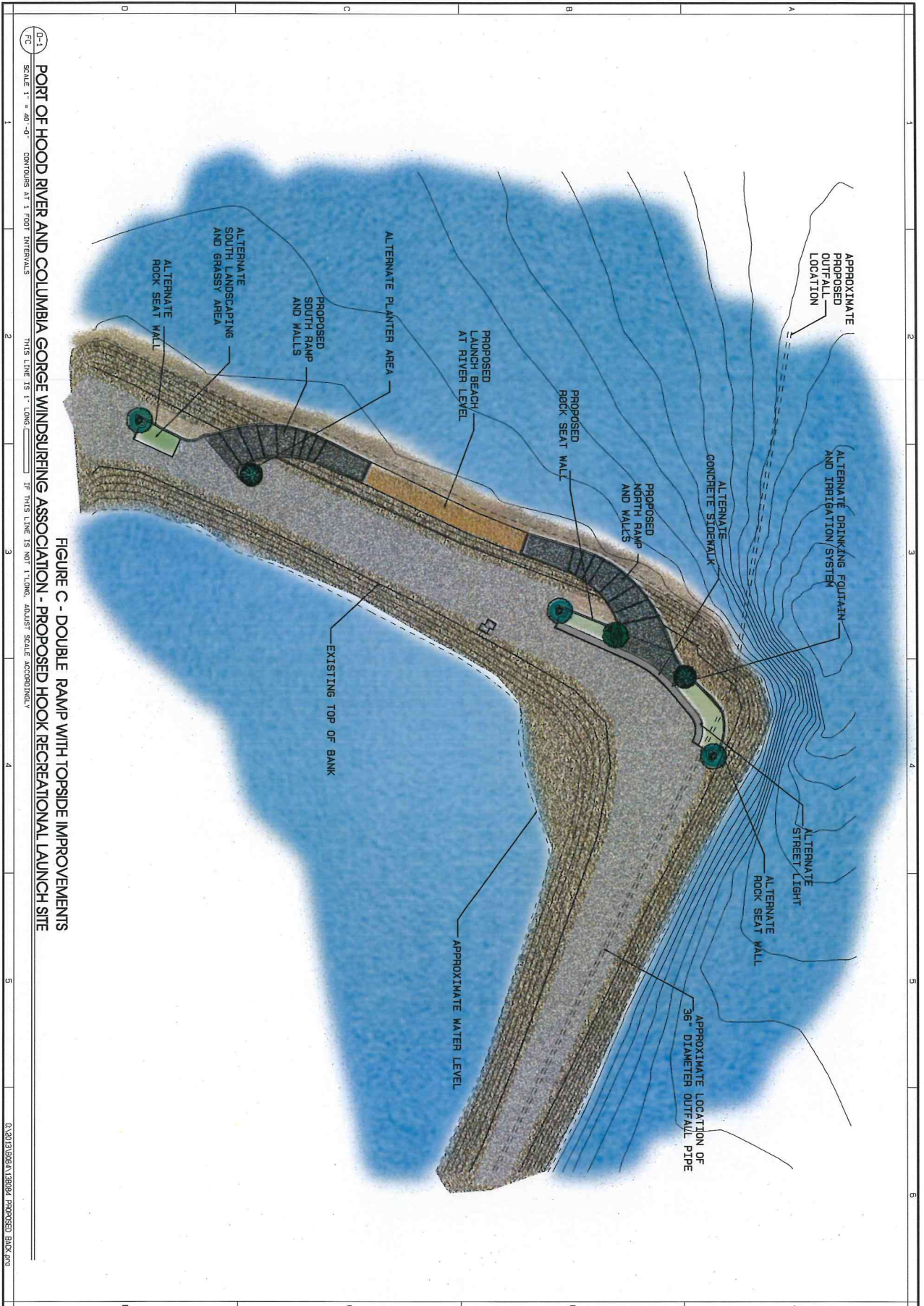


FIGURE C - DOUBLE RAMP WITH TOPSIDE IMPROVEMENTS  
 PORT OF HOOD RIVER AND COLUMBIA GORGE WINDSURFING ASSOCIATION - PROPOSED HOOK RECREATIONAL LAUNCH SITE

D-1  
 PG SCALE 1" = 40'-0" CONTIGUOUS AT 1 FOOT INTERVALS

THIS LINE IS 1" LONG IF THIS LINE IS NOT 1" LONG, ADJUST SCALE ACCORDINGLY

D:\2013\928A\12804 - PROPOSED ROCK OFF

FIG - C

|      |      |                 |
|------|------|-----------------|
| DATE | DATE | RECORD DRAWINGS |
| DATE | DATE | DATE            |
| DATE | DATE | DATE            |
| DATE | DATE | DATE            |

PORT OF HOOD RIVER  
 COLUMBIA GORGE WINDSURFING ASSN.  
 PROPOSED HOOK RECREATIONAL  
 LAUNCH SITE  
 HOOD RIVER OREGON



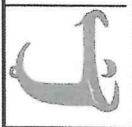
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 CIVIL ENGINEERING LAND SURVEYING  
 1000 EAST STEUBEN STREET, P.O.B. 308, BINGEN, WA, 98605  
 PHONE: (509) 443-3806 FAX: (509) 443-3885

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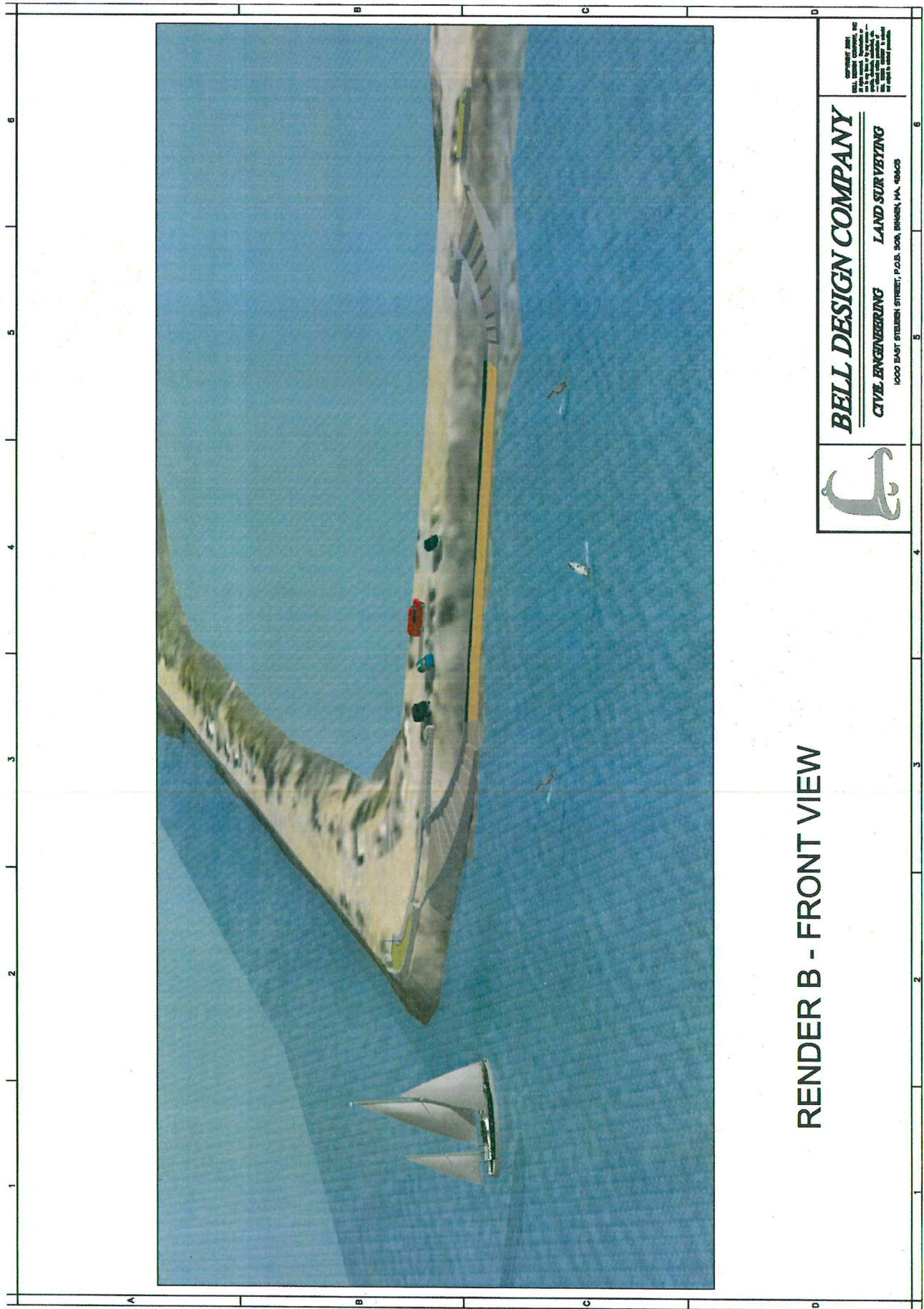
ARCHITECTURAL RENDERING OF BUILDING  
 DATE: 08/15/2011  
 CITY: DUBLIN, CALIFORNIA

RENDER A - FRONT VIEW



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RENDER B - FRONT VIEW



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REGISTERED ENGINEER  
REGISTERED SURVEYOR  
REGISTERED LAND SURVEYOR  
REGISTERED PROFESSIONAL ENGINEER  
REGISTERED PROFESSIONAL SURVEYOR





# RENDER C - NORTH LANDSCAPING



**BELL DESIGN COMPANY**

**CIVIL ENGINEERING    LAND SURVEYING**

1000 EAST STEUBEN STREET, P.O. BOX, BINGEN, MA. 01805

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OR REPRESENTATION AS TO THE  
ACCURACY OF THE INFORMATION  
PROVIDED TO US BY THE CLIENT.



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

October 10, 2013

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

RE: The Hook Launch Feasibility Study Review

Dear Liz,

At the request of the Port, we have reviewed the "Preliminary Feasibility Study" prepared by Bell Design Company dated August 19, 2013, and have prepared the following comments. These comments are based on our familiarity with the site, design experience at the Event Site, permitting expertise, and 30 years of windsurfing in the Gorge.

Our comments are structured based on the following requested input:

- General overview and opinion
- Permit process timing and cost
  - Potential mitigation
  - Biological assessment need and cost
  - Timing to provide drawings to submit for permit (based on work already completed in feasibility study)
- Alternatives and engineering cost estimate

#### Overview

The path shown in the feasibility study appears to include steps and includes a wall that will require a hand rail. Based on our experience, handrails should not be located where rigged windsurfing equipment is being moved. Constructing cast-in-place concrete walls on a riverbank typically requires a large excavation for the footing and pouring concrete below OHW is possible, but does have some permit risk.

The shoreline in the area is composed of very sharp rip-rap and sand offshore. This rock should be covered with round rock or sandy cover material on the beach to allow a safer user experience. It is not clear if the cost included beach overlay material.

The path grade is not indicated, but does include stairs and it is likely the path is sloped and includes several stair drops. While this condition does exist at the new park, it is less than ideal for some users.

#### Permitting

A COE/DSL Joint Permit application will be required for portions of the work shown in the study. The application would need Land Use Compatibility review and signed by the City prior to submittal. The COE determines what type of permit will be issued based on the project, and could include individual permit, letter of permission, or a nationwide permit approval.



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Portland, OR 97225  
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The level of our effort for permitting is generally the same, regardless if it includes one access point, two access points or even a third on the east side the hook, however the scope could impact COE permit type issued by the COE. Sufficient detail is necessary to present the impacts associated with the project, including materials and volumes placed below high pool (OHW). To develop this information, several meetings and discussions with Port staff and user groups would need to occur, followed by preliminary engineering.

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. 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 late winter 2015. This also assumes using the existing survey from 2007 to save on survey costs.

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. A public beach access project is much different than an outfall with extensive rip-rap armoring, and the beach project could likely be self-mitigating, if permitting was conducted strategically. The existing feasibility study would likely require some mitigation due to the concrete walls near the water. This may 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. For example, the permit we recently obtained for the Marina Boathouse Dock Replacement was designed to fit the required criteria and avoided the cost of a BA. It may be possible to design this project as a "Boat Ramp" and avoid the BA altogether. If we describe the project as a set of stairs to the water for windsurfing access, a BA would likely be required.

#### Alternatives

Through the years we have conceptualized, permitted, designed and built numerous access routes from the top of bank into the river. Typically the most successful include a basic hard surface cut into the existing bank on grade, moderate slope, no walls, no steps and a soft sand or gravel beach.

Based on these ideas, we have prepared a quick layout for cost estimating and proof of concept. It consists of an 8 ft wide concrete path sloping toward the water at 15% similar to a boat ramp. The old access is about 50 ft long and rather steep; this concept is 125 ft long and extends further south by 50-70 ft. A row of hand-selected, square rock defines the upper and lower edges of the path and retains the side slope transitions. The upper slope is 3:1 and can be covered with grass or riparian plantings to soften the rather harsh appearance of the area, and provide some riparian value lift to help with permitting. Some of the upland area would be impacted by the cut slope. This design includes about 650 cy of cut and does not require walls, hand rails or other stairs. It would have no impact on the beach area, however the large angular rocks on the beach would need to be removed by hand and replaced with smaller round gravels or sand to improve user experience.



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Portland, OR 97225  
(503) 297-6311P  
(503) 297-6053F



*South Waterfront Kayak Ramp Fall 2013*

*Path with Graded Slope In Photo*

An estimated cost for benching a concrete path to the water with landscape rock border similar to the photo and concept above is \$125,000. This includes additional elements not included in the original study, including a round rock or sand beach overlay, and basic planted slope above the path. Permitting would cost approximately \$10,000 and final engineering would be less than \$15,000 for one ramp and beach work. If needed a BA would be approximately \$7,500. Other optional expenses might be desired, including an updated survey, geotechnical advice and landscape planting plan.

We appreciate the opportunity to look at the information provided and provide input. If you have any questions, please contact us at (503) 297-6311

Sincerely,

Andrew Jansky, P.E., M.S.  
Principal  
Flowing Solutions, LLC  
[www.flowingsolutions.com](http://www.flowingsolutions.com)

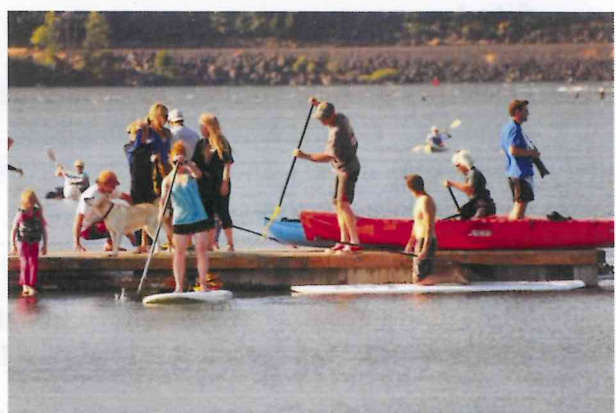
# Commission Memo

**To: Commissioners**  
**From: Liz Whitmore**  
**Date: October 15, 2013**  
**Re: 2013 Waterfront Annual Report**

---

Please see the attached 2013 Waterfront Annual Report. The report provides a summary of the usage, site improvements, and events along the waterfront this season. Included in the report as Exhibits A, B, and C are a description of events, parking receipts, and revenue and expenditures.

**RECOMMENDATION:** For discussion.



## 2013 Overview

The 2013 season has been described as the “best ever” for the Port of Hood River along the waterfront. There were a total of (25) events scheduled from March through October from the Marina Boat Basin to the Hook. Daily parking passes at the Event Site increased by 16% from 2012 for a total of 6186 sold. Kiteboarders and windsurfers experienced one of the windiest summers in years with local businesses benefiting from the influx of visitors who accompanied that wind. Signage and a rope boundary line installed for the kiteboarding area at the Event Site served to communicate more clearly the appropriate location for spectators. Waterfront Recreation Committee members indicated the signage created a higher degree of safety and were pleased with how the many different users got along. High-water conditions receded much earlier this season allowing kite launching and landing to end on the grass mid-June, relocating kiteboarders to the Sandbar. The season ended on a high-note with record crowds over Labor Day.



## Event Site

### Usage:

The Event Site saw some organizational changes this year, with the reduction and consolidation of schools on the upper cruise ship dock. The five school concessions included Brian's, Big Winds, Cascade Kiteboarding, Gorge Kiteboard, and New Wind all providing kiteboarding, windsurfing, and SUP instruction and rentals. Two food vendors, the Sandbar Café and The Local Grind shared the lower cruise ship dock and worked well together. Grant Myrdal Photography set up shop as a new vendor this year at the Event Site, photographing activity on the water. With the excellent wind conditions this summer, all concessions reported great business.

### Site Improvements:

Additional paving was installed at the upper cruise dock to improve access to concessions. A new speed bump was added across from the restrooms to prevent speeding. Electrical service was added for the second food vendor at the lower cruise ship dock. Entry signage was replaced with revised parking pricing and seasonal kiteboard information.

### Events:

There were total of (6) events scheduled at the Event Site, of which (3) were exclusive-use. See Exhibit A for detailed list.

**Kiteboarding for Cancer:** Despite having no wind until the last three hours on Sunday, KB4C raised \$104,000 from auctions, pledges, fundraising, and donation jars. The money will go toward the Camp Koru Survivorship Program which empowers young Cancer fighters and survivors to find healing through active outdoor experiences in the ocean and the mountains.

**Gorge Cup Windsurfing Race Series** held at the Event Site turned out to be one of the best seasons of slalom racing the Gorge has seen in over 20 years. The 6 race series attracted racers from Canada, Texas, California and Washington to join the strong contingent of Portland area and local Hood River racers. 52 competitors participated in the series overall.

**Gorge Windfest** was a success with a full day of wind on Saturday, allowing windsurfers to demo the latest gear. The heat moved in on Sunday, but there was plenty to keep busy with SUP demos, relay races, and clinics from pro riders. The CGWA was excited to bring back the Blowout. With over 40 competitors, both windsurf and SUP, everyone had a great day on the river even with the challenging wind conditions.



Summer 2013 - another windy day in the Gorge.



Windfest 2013 at the Event Site.

Gorge Cup 2013 – great day for racing.







## Nichols Basin

### Site Improvements:

Access was improved from the Event Site to Slackwater Beach along the Nichols Basin by widening the path and removing debris at the water's edge. The cleared launch was used by school concessions and SUPs to access the water more easily.

### Usage:

For the summer of 2013, Big Winds, Brian's, and New Wind continued extensive use of the Nichols Basin for their SUP programs. In addition to expanded rentals and lessons, activities included Junior SUP Race Team training, Women's Clinics, and a Big Brothers Big Sisters event.

The Columbia Gorge Kayak School, located on the west shore of the Nichols Basin, saw growth in both paddle boarding and kayaking. Customers are appreciating paddling in a safe environment sheltered from the river current and wind.

### Events:

Windance sponsored a **Jimmy Lewis SUP Demo** from Slackwater Beach on a sunny windless day in July. Several boards were available for the public to demo free of charge.





## The Spit

### Usage:

Kite the Gorge and Gorge Kiteboard continued to operate from their school concessions located in the parking area.

### Site Improvements:

Two projects were completed this year to improve access at the Spit. The path was widened to allow easier launching for kites and chip rock was added to the parking area to mitigate dust. Users have expressed appreciation for the improvements.

### Events:

**Emergency Response Training** for kite and windsurfing schools provided an opportunity for owners and instructors to work with the Hood River Fire Department learning best practices for responding to accidents.

**4<sup>th</sup> of July Fireworks** by the Lions Club was another beautiful show. According to organizers, it was first time the crew didn't have to re-set or re-fire any shells. The evening went smoothly with no major incidents for Port maintenance staff.





## The Hook

### Usage:

Two school concessions operated from the Hook during the 2013 season. Big Winds and Hood River Waterplay offered windsurfing lessons and kids' camps. CGWA Gorge Groms also operated from the Hook and provided windsurfing rentals for kids.

### Events:

*King of the Hook* 2013 had a good showing of 30-40 competitors wearing crazy costumes and busting out the finest in old school windsurfing gear. Barb Ayers and the Gorge Surf Hounds won the coveted "Flair Award".





## Marina Basin

### Site Improvements:

The 2013 electrical upgrade completed at the Marina resulted in improved safety and functionality. Receptacles located at each slip allow for fair allocation of power costs. Moorage tenants are pleased with the changes, especially the new lighting.

### Events:

**GORGE Junior Sailing** had a busy summer filled with classes for kids, teens, and adults.

**Roy Webster Cross Channel Swim** had 500 swimmers participating who enjoyed the beautiful day and warm water for the 1.1 mile swim. Participants boarded the Sternwheeler Columbia Gorge in the Marina Basin and crossed to Bingen, where they jumped off 10 at a time and swam to the Hood River Inn beach.

The fall **Cruise Ships** are scheduled to visit the Port through October, making a total of (11) stops.





## Marina Green

### Usage:

Due to the shortage of field space in Hood River County, the Port Marina Green has become a popular option for practices and games. The Community Education Youth Lacrosse program reserved the field on a weekly basis from March through May, and again in September and October.

### Events:

The **Columbia Gorge Marathon** located its finish line and celebration at the Marina Green. Runners started at the Mark O. Hatfield west trail, headed east to Rowena Crest and then turned around for the run back to Hood River and the Marina Green.



## Picnic Shelters

### Usage:

(15) Reservations for family or business celebrations occurred from March through October. The picnic shelter is also used on a first come – first serve basis throughout the season.



## Hood River Delta Management Plan

### **Description:**

In June 2007 the Port of Hood River, Columbia Gorge Windsurfing Association, and Columbia Gorge Kiteboarding Association entered into a non-binding Memorandum of Understanding with the Department of State Lands that recognized the importance of wind sport recreation to the Hood River area economy and sought to maximize the safety and enjoyment of all users through a Delta Management Plan and agreed to update the DMP as needed to reflect changes in the configuration Delta or associated uses. The agreement defines safety and access zones at the Event Site and the Spit for windsurfing and kiteboarding and is updated on an annual basis.

## Columbia Gorge Windsurfing Land Use Agreement

### **Description:**

The land use agreement is between the Port of Hood River and the Columbia Gorge Windsurfing Association for the purpose of providing temporary parking on the gravel area adjacent to the Jensen building and permission for CGWA to provide water access ramps to the Columbia River.

## Additional Information

**Exhibit A – 2013 Waterfront Recreation and Marina Events**

**Exhibit B – 2013 Event Site Parking Receipts**

**Exhibit C – 2012-13 Fiscal Year Waterfront Recreation Expenditures/Revenue**

## 2013 Waterfront Recreation and Marina Events

### Exhibit A

| #                                       | LOCATION/EVENT                               | DATE           | FEE             | WAIVED         |
|---|--|----------------|-----------------|----------------|
| <b>Event Site</b>                       |  |                |                 |                |
| 1                                       | CGWA Gorge Cup - 8 Events                    | May - Aug      | \$600           |                |
| 2                                       | Food Chain Films - Commercial                | May 31         | \$125           |                |
| 3                                       | CGWA Windfest                                | June 29-30     | \$1,550         |                |
| 4                                       | Kiteboarding 4 Cancer                        | July 12-14     | \$1,775         |                |
| 5                                       | Gorge Sessions                               | August 8-10    | \$800           |                |
| 6                                       | Harvest Festival                             | October 17-19  | \$3,850         |                |
| <b>Nichols Basin</b>                    |  |                |                 |                |
| 7                                       | World Class Kayak Academy Meeting            | May 25         | \$50            |                |
| 8                                       | Jimmy Lewis SUP Demo - Windance              | July 14        | \$125           |                |
| <b>Expo Center</b>                      |  |                |                 |                |
| 9                                       | Full Sail Company Mtg                        | June 4         | \$150           |                |
| <b>Jensen Parking Lot</b>               |  |                |                 |                |
| 10                                      | CGWA Swap Meet                               | June - Aug     | \$225           |                |
| <b>The Spit</b>                         |  |                |                 |                |
| 11                                      | 4th of July Fireworks                        | July 3-5       |                 | \$950          |
| <b>Marina Park/Picnic Shelters</b>      |  |                |                 |                |
| 12                                      | (15) Picnic Shelter Reservations             | March - August | \$750           |                |
| 13                                      | Windsurfing Camp - ABK Boardsports           | July 15-19     | \$400           |                |
| <b>Marina Green</b>                     |  |                |                 |                |
| 14                                      | Youth Lacrosse Practices                     | March - May    |                 | \$4,800        |
| 15                                      | Youth Lacrosse Spring Games                  | April - May    |                 | \$625          |
| 16                                      | Columbia River Fellowship for Peace Memorial | March 16       |                 | \$75           |
| 17                                      | Youth Lacrosse Practices                     | Sept-Oct       |                 | \$450          |
| 18                                      | Columbia Gorge Marathon                      | Oct 26-27      | \$850           |                |
| <b>Marina Basin</b>                     |  |                |                 |                |
| 19                                      | Tall Ships                                   | May            | \$250           |                |
| 20                                      | Oregon Model Yacht Club/Radio Regatta        | July 19-21     | \$225           |                |
| 21                                      | GORGE Junior Sailing                         | July-August    |                 | \$2,100        |
| 22                                      | Hood River Yacht Club Regatta                | August         | \$250           |                |
| 23                                      | Cross Channel Swim                           | Sept 2         | \$250           |                |
| <b>Hook</b>                             |  |                |                 |                |
| 24                                      | King of the Hook                             | August 24      | \$125           |                |
| <b>Cruise Ships</b>                     |  |                |                 |                |
| 25                                      | 11 Cruise Ship Stops                         | Sept -Oct      | \$1,925         |                |
| <b>Total Revenue from Events</b>        |  |                | <b>\$14,275</b> |                |
| <b>Total Waived Revenue from Events</b> |  |                |                 | <b>\$9,000</b> |





## 2012-13 Fiscal Year Waterfront Recreation

### Exhibit C

| EXPENDITURES                                       | ACTUAL            |
|--|-------------------|
| <b>Event Site</b>                                  |                   |
| Personnel Services                                 | \$92,860          |
| Materials and Services                             | \$33,340          |
| Total  | <b>\$126,200</b>  |
| <b>Hook and Spit</b>                               |                   |
| Personnel Services                                 | \$33,869          |
| Materials and Services                             | \$15,838          |
| Total  | <b>\$49,707</b>   |
| <b>Marina Park</b>                                 |                   |
| Personnel Services                                 | \$200,436         |
| Materials and Services                             | \$56,265          |
| Capital Outlay                                     | \$8,000           |
| Total  | <b>\$264,701</b>  |
| <b>Total Waterfront Recreation Expenses</b>        | <b>\$440,608</b>  |
| <b>REVENUE</b>                                     |                   |
| Events, Parking Passes, Concessions, HR Yacht Club | \$108,220         |
| <b>Total Waterfront Recreation Revenue</b>         | <b>\$108,220</b>  |
| <b>Expenses Exceeding Revenue</b>                  | <b>-\$332,388</b> |

# Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: October 15, 2013**  
**Re: Gorge Networks, Inc. Easement**

---

At the October 1 meeting the Commission authorized an easement with Gorge Networks, Inc. (GNI) to install fiber on the waterfront subject to legal counsel review. In discussing the final form of the easement counsel from GNI and the Port have determined that it would be appropriate to enter into a one-year license agreement to allow installation of the conduit before preparation of a legal description and the final easement for recording. In addition, GNI has requested a small additional easement near the Big 7 Building. Attached is a form of the license and exhibits showing the proposed route of the future easement.

**RECOMMENDATION:** For Information and discussion.

LICENSE

GRANTOR: Port of Hood River, an Oregon municipal corporation ("Port")

GRANTEE: Gorge Networks, Inc. or its agents or assigns ("GNI")

SCOPE OF LICENSE: GNI may install underground conduit and fiber optic lines and related necessary appurtenances that transmit information on Port along the route illustrated in Appendix A, and in the area adjacent to the Big 7 Building illustrated in Appendix B. GNI shall strive to minimize the impact of the installation on road and landscapes by boring the conduit wherever possible. Where trenching is necessary, GNI shall properly compact and patch with landscape that matches the original landscape, and where appropriate, restore asphalt to a least four inches depth and level with the existing asphalt. GNI shall take before and after pictures of the route that illustrate that the installation had minimum impact on Port property.

PURPOSE: The purpose of this license is to allow GNI to install conduit and fiber optic line on Port property. After installation, the Port will grant to GNI a mutually satisfactory utility easement for the actual location of the conduit and line.

EFFECTIVE DATE: Date signed by Executive Director.

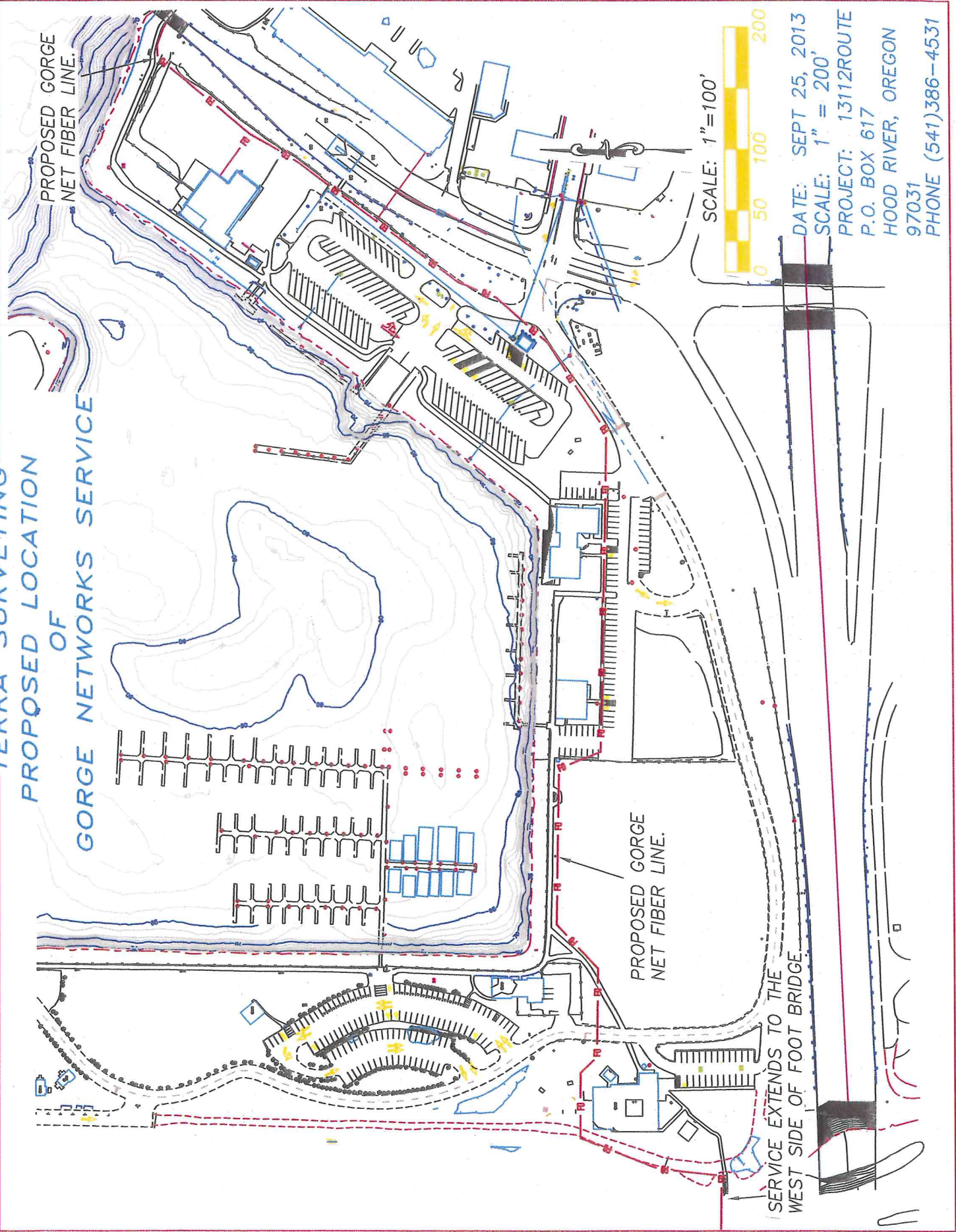
EXPIRATION DATE: One year after Effective Date.

THE PORT OF HOOD RIVER, a municipal corporation of the State of Oregon

By: \_\_\_\_\_ Date: \_\_\_\_\_

Michael S. McElwee, Executive Director

TERRA SURVEYING  
PROPOSED LOCATION  
OF  
GORGE NETWORKS SERVICE



SCALE: 1"=100'



DATE: SEPT 25, 2013

SCALE: 1" = 200'

PROJECT: 13112ROUTE

P.O. BOX 617

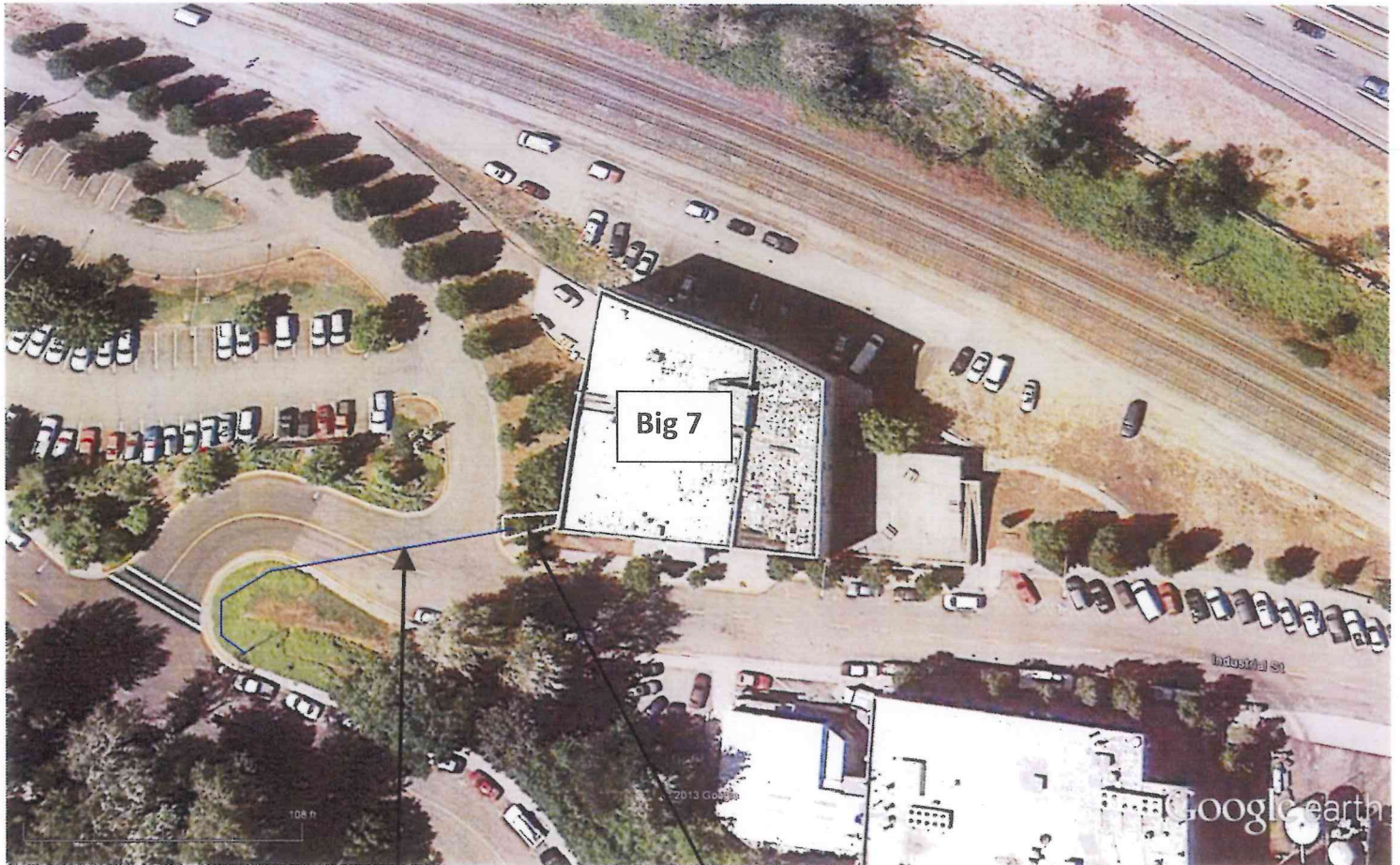
HOOD RIVER, OREGON

97031

PHONE (541)386-4531

# Appendix B - Big 7 Building Easement Area for Gorge Networks Fiber

10/9/13



Underground bore on City Right-of-way

White outline depicts general easement area on Port property

This section of easement is needed to connect the Big 7 building to Gorge Networks main fiber run through the City.

Port of Hood River

## Fall Planning Work Session

November 5, 2013  
Marina Center Boardroom  
12:00 Noon

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### Agenda

- |    |   |                 |         |
|----|---|-----------------|---------|
| 1. | <b>Overview/Objectives</b>  | (5 min.)        | McBride |
| 2. | <b>Financial Summary</b> (Attachments)<br><i>(Overview of capital projects, facilities,<br/>operating revenues/expenses and debt)</i>   | (15 min.)       | Kowell  |
| 3. | <b>Discussion Topics</b> (Attachment)   | (2 hr. 40 min.) | All     |
|    | <ul style="list-style-type: none"><li>• <b>Strategic Plan</b><ul style="list-style-type: none"><li>○ <b>Mission Statement</b></li><li>○ <b>SWOT</b></li><li>○ <b>Management Plan</b></li><li>○ <b>Financial Plan</b></li><li>○ <b>Facilities Plan</b></li><li>○ <b>Economic Development &amp; Marketing Plan</b></li><li>○ <b>Environmental Plan</b></li><li>○ <b>Key Projects List</b></li></ul></li><li>• <b>Financial Policies</b></li></ul> |                 |         |
| 4. | <b>Other Issues</b>   | (As Required)   | All     |

**Adjourn**

Port of Hood River  
**Strategic Business Plan**

## Schedule

Prepared: August 20, 2013

| <i>Meetings/Tasks</i>             | <i>Date</i>         | <i>Comments</i>                             |
|-----------------------------------|---------------------|---|
| <b>AUGUST</b> .....               |                     |   |
| Final Draft Outline               | August 16           |   |
| <b>Commission Meeting</b>         | August 20           | <i>Overview of Process &amp; Schedule</i>   |
| Update on Port Web Site           | August 23           | <i>Overview, Q&amp;A, Input form</i>        |
| <b>SEPTEMBER</b> .....            |                     |   |
| E-mail to Port's data base        | September 10        | <i>Overview, Schedule, Input Method</i>     |
| Meeting Advertisement (HR News)   | September 19        | <i>"</i>                                    |
| <b>Public Meeting #1</b>          | <b>September 25</b> | <i>@ Port Offices</i>                       |
| <b>OCTOBER</b> .....              |                     |   |
| <b>Commission Work Session</b>    | <b>October 1</b>    | <i>Part of Regular Meeting</i>              |
| Joint POHR/POCL Meeting           | October 9           | <i>@ Cascade Locks. General Discussion.</i> |
| <b>Commission Work Session</b>    | <b>October 15</b>   | <i>Part of Regular Meeting</i>              |
| Issue Newsletter                  | October 18          | <i>Re-cap of Process, Mtg. #2 Notice</i>    |
| Meeting Advertisement             | October 17          | <i>HR News Ad and Press Release</i>         |
| <b>Public Meeting #2</b>          | <b>October 23</b>   | <i>@ Mt. Hood Town Hall</i>                 |
| Prepare Final Draft               | October 30          |   |
| <b>NOVEMBER</b> .....             |                     |   |
| <b>Fall Planning Work Session</b> | <b>November 5</b>   | <i>Primary focus on SBP</i>                 |
| <b>Commission Meeting</b>         | <b>November 19</b>  | <i>Board Discussion</i>                     |
| <b>DECEMBER</b> .....             |                     |   |
| <b>Commission Meeting</b>         | <b>November 19</b>  | <i>Final Board Discussion</i>               |
| <b>Commission Meeting</b>         | <b>December 17</b>  | <i>Approval</i>                             |

# PORT OF HOOD RIVER STRATEGIC BUSINESS PLAN

**Note: Outline of SBP Table of Contents is provided below. *Highlighted* sections indicate discussion topics for the 10/15/13 Commission meeting.**

- I. Overview**
- II. Mission and Values**
- III. Port Description
- IV. Situational Analysis**
- V. Plan Elements
  - A. Management Plan**
  - B. Financial Plan
  - C. Facilities Plan
  - D. Economic Development and Marketing Plan
  - E. Environmental Plan

## IV. PLAN IMPLEMENTATION

### APPENDICES

- A. District Map
- B. Public Process/Outreach
- C. 2012 Facilities Assessment
- D. 2012 Pavement Assessment
- E. Bridge Capital Investment Model
- F. Airport Capital Improvement Plan
- G. Marina Capital & Deferred Maintenance List



## **I. OVERVIEW**

### **A. Port at a Glance**

The Port of Hood River has a long history of successful business planning, including strategic plan updates – the last one adopted in 2006. Model practices, including asset management, financial modeling, and fiscal protocols have all led to financial stability for the Port of Hood River in serving the district. The Port District extends from the Columbia River southward through the Hood River Valley and includes the incorporated town of Hood River and unincorporated towns of Odell and Parkdale. See Appendix A for a map of the Port District. The Port’s major assets include the Hood River Interstate Bridge, the Hood River Marina and Port Marina Park, Waterfront Business Park, and the Ken Jernstedt Airfield. Other assets include pieces of previous economic development projects such as Waucoma Business Building, Big 7 Building, and Incubator Building at the John Webber Business Park. The Port has recently experienced significant business and industrial park growth, increased bridge traffic and tolls, airport improvements, and increases in tenant occupancy rates and lease revenues..

### **B. Purpose of the Plan**

The Port of Hood River’s Strategic Business Plan (SBP) is the guiding policy document for the Port Commission and staff, as well as for the general public, as a guide to Port operations, goals and practices. It is also a useful planning and business development tool with references to governance and business-related resources used by the Port to achieve its mission.

### **C. Plan Formation and Organization**

This Strategic Business Plan updates the Port’s 2006 plan. It has been drafted based on recent studies and the state’s recommended template for creating a local SBP. Plan development has included the Port’s biannual planning session in 2009, 2011, and 2013, and adoption at a regular meeting of the Port Commission (See Appendix B). The Port’s SBP includes this Volume I: Strategic Plan, which covers the Port’s current Mission, Values, Goals, Strategic Priority Areas, and Plan Elements (Management, Financial, Facilities, Marketing and Environmental). Volume II: Strategic Assessment is under separate cover and includes the Port’s history and background studies covering topics such as market conditions, demographics, policies, and political context.

## **II. MISSION and VALUES**

### **A. Mission Statement**

***“The Port of Hood River works to promote a healthy economy and strong quality of life in the Port District and throughout the Columbia Gorge.”***

To support its mission, the Port of Hood River will manage its assets in a coordinated manner to accomplish the public purposes in ORS 285A.600 and 777.195-258 to:

- Promote local cooperation in statewide planning and development;
- Insure long-term economic self-sufficiency;
- Encourage cost-effective investments with prudent financial considerations of Port development projects; and

- Respond to domestic and international market opportunities.

Oregon statutes also empower ports with significant economic development functions including the following:

- Make improvements in bays, rivers, and harbors;
- Acquire, construct, maintain, and operate wharves, warehouses, terminals, elevators, processing facilities and other similar facilities;
- Acquire, construct, maintain and operate public marine facilities;
- Acquire, construct, maintain and operate airport and railroad terminals;
- Establish, maintain, and operate water transportation lines;
- Develop industrial or research and development parks and construct and operate public facilities); and
- Advertise and promote facilities and commerce

The chief responsibility of the Port of Hood River Commission is to make policy and insure that it is carried out satisfactorily. Policy is implemented by staff under the direction of the Executive Director. Commission duties and responsibilities are described in the Port of Hood River’s Governance Manual (see Appendix C) and associated policies.

## B. VALUES

Values apply to the entire organization. The Port of Hood River has identified five values that offer guidance in its mission, activities and operations. They are:

- **Integrity** – maintain the highest level of professional integrity.
- **Transparency** – ensure port business is conducted openly, with citizen input.
- **Collaboration** – actively participate with stakeholders to maintain and attract jobs.
- **Stewardship** – maintain high quality physical assets and environments.
- **Innovation** – embrace technologies and best practices in the latest economy.

## III. Situational Analysis

### Strengths

- **Attractive quality of life in town and region**
- **National “brand” of Hood River**
- **Strength of local economy**
- **History of sound management**
- **Solid Financial Footing**
- **Good Relationships with City, County, Business Community**
- **Commitment to community engagement**
- **Proximity to Portland**

### Weaknesses

- **Diminishing supply of buildable lands**
- **Limited tax base**
- **Heavy reliance on bridge income**
- **Cost of maintaining existing infrastructure**
- **Limited engagement on significant local economic issues:**
  - o **Workforce Housing**
  - o **Education/Workforce Training**
- **Lack of access to federal funding**

### **Opportunities**

- **Growing high tech/entrepreneurial cluster**
- **Greater involvement in Upper Hood River Valley**
- **Bicycle tourism associated with Scenic Highway**
- **Collaboration with local businesses**
- **Lot 1 / Nichols Basin**
- **Expo Center Site**

### **Threats**

- **Bridge accident or failure**
- **Opposition to waterfront development**
- **Impact of future debris flow**
- **Limited land supply**
- **Cost of new infrastructure**
- **Accidents on Port property**
- **Reduction in FAA funding**
- **Environmental Issues (e.g. E-Coli)**

## **VI. PLAN ELEMENTS**

### **A. Management Plan**

As a public agency, the Port manages and utilizes public assets to achieve public objectives. The Port must adhere to high standards of transparency and accountability in its internal operations to maintain public trust. The management plan is comprised of four main areas: governance, policies, training, and public outreach. These areas dictate the organization and operation of the Port, rules for the Commission, training objectives, and the importance of public outreach and participation in the implementation of Port plans and projects.

#### **1. Governance**

Powers and duties of the Port are described in ORS Chapter 777. The Port of Hood River is governed by an elected board of Commissioners who carry out the Port's powers and duties, and govern the Port by adopting rules, regulations, policies and procedures consistent with applicable laws.

The Port of Hood River utilizes a Governance Manual (Appendix X) that covers key topics such as organization and structure, board policies, and ethics. This document outlines roles and responsibilities for Commissioners, the Executive Director, and committee members, with regard to meetings, duties, and governance.

#### **2. Policies**

Board policies are outlined in the Governance Manual (Appendix X), such as Commissioner representation of district constituency, filling vacancies on the board, and meeting and voting requirements. In summary, board members:

- Recognize that an individual board member has no legal status to act for the entire board. Any formal action shall require a vote of the Commission.
- Approve modifications to the strategic plan.

- Establish and interpret Port rules, regulations and policies.
- Select, employ and evaluate the Executive Director to administer the Port district.
- Adopt the annual budget and monitor district finances.
- Approve project plans, as well as the acquisition and disposal of property.
- Approve contracts binding the district, and assure public contracting requirements are satisfied.
- Select legal counsel and consultants for the board.

### **3. Training and Development**

It is the policy of the Port of Hood River to encourage development and training for Commissioners and key staff members by reimbursing expenses incurred for tuition, travel and lodging as a result of training, educational courses, participation with professional organizations, and attendance at state, regional and national conferences associated with the interests of the Port. Details of Education, Training, and Conferences policies are found in the Governance Manual (Appendix X), section B(8).

### **4. Public Outreach**

The Port of Hood River Commission and staff seek to establish and maintain good working relationships with the public; strong partnerships and good communications with other government agencies; and continuously seek ways to increase community understanding and acceptance of Port activities to advance the Port's goals and objectives. The Port shall:

- Actively communicate with the public its mission, goals and objectives with respect to its efforts to acquire, manage, maintain and improve Port property and assets.
- Encourage public input on all major projects and issues.
- Confirm that meetings are open to the public with clear agendas published in advance in accordance with Oregon's Public Meeting Law.
- Use press releases, website, forums, newsletters (print and digital), annual reports, email notifications, and other media tools to advise the public of both plans and results.
- Be forthright and open in all interactions.
- Involve citizens through committee participation.
- Be visible in the community and consistently promote a positive image of the Port.

In order to foster public involvement, the Port of Hood River implements public outreach programs for issues and projects of importance. For further detail on the Port's Public Outreach Process, including recent examples, see Appendix F.

## **Executive Director's Report**

October 15, 2013

### **Staff & Administrative**

- The fall newsletter will be mailed the week of October 14. It highlights the Strategic Business Plan and provides a prominent notice of the public meeting on October 23 at the Mt. Hood Town Hall.
- A reminder that the Fall Planning Meeting is scheduled for November 5. The primary emphasis of the meeting will be the Strategic Business Plan and proposed financial policies.
- I have identified a short list of candidates for the Development /Property Manager position. A total of 42 applications were received. Interviews are being scheduled through October 30.
- Commissioner Shortt and I attended the Pacific Northwest Waterways Association Annual Meeting in Portland October 2-4.
- Commissioner Streich's term on the Hood River Urban Renewal Agency Board expires at the end of the year. Interim City Manager Don Otterman has requested that the Port send a letter to City Council nominating Commissioner Streich or another candidate to fill the next two-year term.
- Auditors at Pauly Rogers will be at the Port offices starting October 28 to conduct our annual audit.

### **Recreation**

- Engineer Andy Jansky has begun preparation of bid documents for the Boathouse dock. One key issue is the specifications for temporary re-location and re-attachment of the existing boathouses. This is an unusual operation and carries some issues of risk and liability.
- Staff and legal counsel met with the City on October 9 to discuss improvements at the Hook as part of the sewer line outfall project. There was general agreement on the scope of work (bike trail, asphalt and gravel roadway, etc.) that will be carried out by the City. Staff will review schematic drawings with the Commission at the meeting.
- CGKA is seeking permission from OSMB to leave two sliders in the river through the year. Last winter they were tied up at the Cruise Dock without authorization.

### **Development**

- I have again attached the spreadsheet that shows allowances for tenant improvements for recent Port projects and those of a private developer. At the 10/1 meeting there was limited time to discuss this.
- Tenant Improvement work on the Hearts of Gold tenant space in the Marina Office Building will be completed by October 25. Hearts of Gold will move in shortly thereafter.
- Re-roofing of both the Maritime Building and the Hood River Yacht Club/Public Restroom is complete.

- On October 10 I met with Doug Nichols, manager of the wastewater treatment plant to discuss future capacity issues at the facility. In sum, the plant currently exceeds standards in some areas (BOD and TSS) in part due to two large users. It is also reaching its capacity and will need to be expanded to accommodate future flows. Preparation of a new facility plan is just getting started and will take about two years before expansion construction can begin. In the interim, there are some steps that will be considered to mitigate the current problems including source control—monitoring and enforcement of regulations concerning restaurant waste. The City Council will also likely need to consider ways to allocate the remaining plant capacity among proposed industrial, office and residential projects.
- 

### **Airport**

- Final hydro-seeding on the shoulders of the runway and taxi-way will occur the week of October 21.
  - The FAA has agreed to prepare an update to the Airport Master Plan in 2014 and states that 90% funding will be available.
  - The tail wheel of a plane was damaged on October 5 on the grass runway. The damage occurred when the plane was taxiing after landing and hit an area where the final grade had slumped above a new irrigation line. The contractor made the necessary repairs the next week.
- 

### **Bridge/Transportation**

- Welding on the test panel will begin the week of October 21. During the operation, one lane closures will be required. We will send out a notice to the Constant Contact list.
- HNTB has identified a new engineer to replace David McCurry and assume responsibilities for our bridge projects under the current contract. I expect to meet with HNTB staff soon.
- ODOT's annual "Sno-Ball" meeting is scheduled for October 23 in The Dalles. This is an annual event to discuss emergency response issues prior to winter.

**Comparison of Port & Private Tenant Improvement Costs**

| Building                          | Halyard Building |                  |                 |                 | Maritime Building     |                 | Marina Park Office Building |                  | Key Development                            |                 |
|-----------------------------------|------------------|------------------|-----------------|-----------------|-----------------------|-----------------|-----------------------------|------------------|--|-----------------|
|                                   | pFriem 101       | pFriem 102       | Pocket Fuel 103 | Real Carbon 104 | Hood River Distillers | Double Mountain | Chamber of Commerce         | Hearts of Gold   | Dakine Lot 2                               | Lot 3           |
| Tenants                           |                  |                  |                 |                 |                       |                 |                             |                  |  |                 |
| Year of Building Construction     | 2010             | 2010             | 2010            | 2010            | 1975                  | 1975            | 1973                        | 1973             |  |                 |
| Square Feet of Tenant Space       | 5,659            | 3,633            | 5,468           | 5,082           | 21,700                | 12,100          | 2,627                       | 1,400            |  |                 |
| Year of Tenant Improvements       | 2012             | 2013             | 2013            | 2011            | 2012                  | 2012            | 2012                        | 2013             |  |                 |
| Owner Cost of Shell Improvements  | \$69,948         | \$28,000         | \$76,362        | \$38,623        | \$18,432              | \$10,368        | \$291,000                   | \$0              | Unknown                                    | Unknown         |
| Owner Cost of Tenant Improvements | \$127,724        | \$125,000        | \$138,257       | \$91,222        | \$97,650              | \$11,500        | \$44,319                    | \$57,750         |  |                 |
| <b>PSF of Tenant Improvements</b> | <b>\$22.57</b>   | <b>\$34.41</b>   | <b>\$25.28</b>  | <b>\$17.95</b>  | <b>\$4.50</b>         | <b>\$0.95</b>   | <b>\$16.87</b>              | <b>\$41.25</b>   | <b>\$30.00</b>                             | <b>\$35.00</b>  |
| Initial Monthly Revenue           | \$4,383          | \$3,124          | \$3,992         | \$3,659         | \$10,850              | \$6,292         | \$2,417                     | \$1,610          |  |                 |
| Lease Rate PSF                    | \$0.77           | \$0.86           | \$0.73          | \$0.72          | \$0.50                | \$0.52          | \$0.92                      | \$1.15           | \$1.10                                     | \$1.15 - \$1.65 |
| Current Monthly Revenue           | \$4,582          | Not Yet Occupied | \$3,992         | \$4,255         | \$10,850              | \$6,424         | \$2,477                     | Not Yet Occupied |  |                 |
| Lease Type                        | NNN              | NNN              | NNN             | NNN             | NNN                   | NNN             | NNN                         | NNN              | NNN  | NNN             |
|                                   |                  |                  |                 |                 |                       |                 |                             |                  | 3% Annual Escalation & 5+ year lease terms |                 |

**NOTES:**

Costs attributable to the building shell are not shown as TI costs. These include:

1. Pocket Fuel and Pfriem Costs Related to HVAC system are considered shell expenses.
2. Hood River Distillers TI allowance was in the form of a rent credit.
3. Marina Park Office Building shell renovations of \$291,000 not included in Chamber of Commerce Tis
4. Marina Park west wing first floor and donut fill interior upgrades of \$383,028.55 not included in Hearts of Gold Tis.
5. Interflure contributed \$70,000 and occupies 8,000 s.f.
6. Soltice contributed \$60,000 and occupies 7,000 s.f.

# Commission Calendar

# November 2013

| Sunday  | Monday                                  | Tuesday  | Wednesday | Thursday                                | Friday                     | Saturday |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |
|---|---|--|-----------|---|----------------------------|----------|----|---|----|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|---|---|---|---|---|----|---|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|
|   |   |  |           |   | 1                          | 2        |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |
| 3 Daylight Savings  | 4                                       | 5<br>Fall Planning Session<br>oon with focus on SBP.reg<br>Regular session follows<br>(Lunch provided)   | 6         | 7                                       | 8                          | 9        |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |
| 10  | 11 Veterans Day<br><b>Office Closed</b> | 12<br>Marina Ad Hoc, 8am<br>Lead Toll Coll Mtg 11am<br>URA-Shortt, Streich<br>6pm City Hall  | 13        | 14                                      | 15                         | 16       |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |
| 17  | 18<br>KIHR Radio 8am                    | 19<br>Comm Mtg 5pm   | 20        | 21                                      | 22                         | 23       |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |
| 24  | 25                                      | 26   | 27        | 28 Thanksgiving<br><b>Office Closed</b> | 29<br><b>Office Closed</b> | 30       |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |
| <b>EVENTS:</b><br>None scheduled<br>Cruise Ship dockings ended in October |   | <b>October 2013</b><br><table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </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 |  |  | <b>December 2013</b><br><table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> </tr> <tr> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> </tr> <tr> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> </tr> <tr> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> </tr> <tr> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </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 |  |  |  |  | <b>Notes:</b><br>December commission meetings:<br>Dec. 3: final discussion on SBP<br>Dec. 17: SBP approval |
| 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                                      |                            |          |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |
| 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   |           |   |                            |          |    |   |    |  |  |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |   |   |   |   |   |    |   |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |  |  |  |  |



# Commission Memo

**To:** Commissioners  
**From:** Michael McElwee  
**Date:** October 15, 2013  
**Re:** Gorge Networks, Inc. Lease

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Gorge Networks, Inc. (GNI) currently leases 3,821 s.f. on the top floor of the Big 7 Building. Their lease runs through September 2019.

Dan Bubb, CEO of GNI has requested an option to extend the current lease by 5 years, through September 2024. The attached amendment has been prepared by staff and is currently being reviewed by Port legal counsel.

**RECOMMENDATION:** Authorize an amendment to the existing lease with Gorge Networks, Inc., extending the term for five years, subject to legal counsel review.

AMENDMENT NO. 3 TO LEASE

Whereas, the Port of Hood River ("Lessor") and Gorge Networks, Inc. ("Lessee") entered into a Lease of 3,821 square feet of space on the fourth floor of Lessor's Big Seven Building, dated December 3, 2003 ("Lease"); and,

Whereas, Lessor and Lessee executed a Lease Amendment dated August 13, 2009 to extend the lease term through September 30, 2019; and

Whereas, Lessor and Lessee executed Lease Amendment No. 2 dated December 12, 2012 to lease an additional 210 square feet adjoining its leased premises; and

Whereas, Lessee wishes to extend the lease term for an additional five years;

Therefore, Lessor and Lessee agree that commencing on October 15, 2013 the Lease is amended as follows:

**"Term":** The language in Lease paragraph "2. Term." is replaced with the following language:

"This lease is in effect now, and shall remain in effect through September 30, 2023."

Except as modified above, all terms of the Lease shall remain in full force and effect.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

By: \_\_\_\_\_  
Michael McElwee, Port of Hood River Executive Director

By: \_\_\_\_\_  
Dan Bubb, Gorge Networks, Inc. President