



PORT OF HOOD RIVER COMMISSION
MEETING AGENDA
June 5, 2018
Marina Center Boardroom

5:00 P.M.
Regular Session

1. Call to Order
2. Modifications, Additions to Agenda
3. Public Comment (5 minutes per person per subject; 30-minute limit)
4. **Open Budget Hearing for the Approved Budget for Fiscal Year 2018-19**
5. Consent Agenda
 - a. Approve Minutes of May 15 Regular Session and Budget Committee Meeting (*Jana Scoggins – Page 3*)
 - b. Approve Amendment 1 with Duncan Solutions for Parking Fee Collection Management Not to Exceed \$6,400 (*Michael McElwee – Page 11*)
 - c. Ratify Parking Agreements with Three Trucking Companies for Parking in Zone 6, West Portway Avenue (*Michael McElwee – Page 15*)
6. Reports, Presentations and Discussion Items
 - a. Real Estate Portfolio Analysis Report (*Anne Medenbach – Page 23*)
 - b. Bridge Replacement Project Update (*Kevin Greenwood – Page 25*)
7. Director's Report (*Michael McElwee – Page 27*)
8. Commissioner, Committee Reports
 - a. Marina Committee, May 17 – Shortt
9. Action Items
 - a. Approve Fee Schedule for Paid Parking on Port-owned areas of the Hood River Waterfront (*Michael McElwee – Page 49*)
 - b. Authorize Contract Negotiations with WSP for Environmental Studies Related to Bridge Replacement (*Michael McElwee – Page 53*)
 - c. Adopt Resolution 2017-18-5 Amending the Public Contracting Rules to Include Rules for Public Private Partnerships for Bridge Projects and Bridge Project Activities (*Kevin Greenwood – Page 149*)
 - d. Approve Toll Waiver Agreement for Public Transportation with Klickitat County waiving bridge tolls for Mt. Adams Transit Vehicles (*Michael McElwee*)
 - e. Approve Change Order No. 1 with Beam Excavating for Paving Jensen Building Parking Lot (*John Mann*)
10. Close Budget Hearing for the Approved Budget for Fiscal Year 2018-19
11. Commission Call

Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

12. Possible Action
13. Adjourn

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

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

Commission Memo

Prepared by: Michael McElwee REVISED
Date: June 5, 2018
Re: Waterfront Parking Rate Schedule



At its March 3, 2018 meeting, the Commission approved implementation of the Waterfront Parking Plan (“Plan”) starting in early summer 2018. Since that decision, significant steps have been carried out including execution of a contract with Cale Parking Systems, specification and ordering of parking kiosks, execution of a services agreement with Duncan Solutions, development of the customized enforcement tools, preparation of a signage/curb painting plan, and a variety public outreach effort.

Implementation of the Waterfront Parking Plan is expected to begin on June 11. Commission approval of the Schedule of Parking fees and Penalties (“Schedule”) and operational policies for the various Port waterfront parking areas is needed.

The Plan will be based on a “parking area” approach for enforcement. That means that designated parking areas are not public roads with regard to vehicle parking. Rather, these areas are subject to a contractual agreement between the parking customer and the Port. The terms of the Port’s parking agreement (Attached) should also be approved by the Commission. These terms and conditions will be posted at the kiosks and available on the payment application so persons have clear notice them when parking.

The Commission reviewed a draft Schedule at the April 3 and May 15 meetings. Staff has updated the Schedule (attached) based on feedback from Cale and Duncan Solutions, and public input that has been received. Staff will review the details of the Schedule and seeks Commission approval.

RECOMMENDATION: Approve the Waterfront Parking Fee Schedule and Parking Agreement Terms & Conditions dated June 5, 2018.

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Port of Hood River
**Waterfront Parking Plan
 2018**
Schedule of Rates & Charges

6/05/2018

Event Site Passes

	2017	2018
- Daily	\$ 8	\$ 8
- Daily Oversize	\$ 20	\$ 15
- Annual Pre-Season	\$ 70	\$ 75
- Annual Regular Pass	\$ 100	\$ 100
- Additional Family Discounted Passes	\$ 40	Discontinued
- Annual Preseason Oversize Pass	\$ 140	\$140
- Annual Oversize Pass	\$ 180	\$200

Notes:

Passes must be displayed at all times when parked in designated lots
 Passes used only at Event Site, West Jensen & Lot One (when open)
 Pre-season passes purchased on-line only May 1-May 23, 2018
 Lost passes will NOT be replaced or refunded

Pre-season passes will be mailed if purchased prior to May 23
 After May 23 passes may be picked up at the Event Site Booth
 When Event Site reaches 90% capacity, Lot #1 is opened

RATES

	Passenger Cars		Commercial Trucks	
	April 1 - Sept. 30	Oct. 1 - March 31	April 1 - Sept. 30	Oct. 1 - March 31
Zone 0001: Nichols Basin *	\$0/hr. <i>Max. 2 Hr. Stay</i>	\$1/hr. <i>Max. 4 Hr. Stay</i>		
Zone 0002: N. First Street	\$1.75/hr. <i>Max. 4 Hr. Stay</i>	\$1/hr. <i>No Max. Stay</i>	Prohibited \$20/Overnight	\$2/Hr. \$20/Overnight
Zone 0003: East Portway Ave.	\$1.75/hr. <i>Max. 4 Hr. Stay</i>	n/a <i>Not Open</i>		
Zone 0004: Event Site	n/a <i>Booth Open</i>	\$5/Day <i>HRM Ski Bus</i>		
Zone 0005: West Jensen	\$1/hr. <i>Max. 8 Hr. Stay</i>	\$1/hr. <i>Max. 8 Hr. Stay</i>		
Zone 0006: West Portway Ave.	\$1/hr. <i>Weekends Only</i>	Prohibited	\$150/Month (w/Agreement) \$20/Day or Part (Individual User)	

Notes: Payment for parking shall be required **9:00 a.m. to 8:00 p.m.**
 Overnight Parking for Tractor/Trailers is allowed in Zone 2 & 6 Only
 No overnight parking for passenger car/truck, van any Zone
 Jensen Bldg. tenants issued pass, marked spaces for visitors

On July 4th street parking will be free with no max. hours.
 Overnight is vehicle parked anytime between **11:00 p.m. and 6:00 a.m.**

* Zone #1 Parking Kiosk to be installed in Spring 2019.

Parking Complaint & Late Payment Charges

	Charge	<i>Additional Charge (added each stated period)</i>			
		30+ Days	60+ Days	90+ Days	Over 90 Days
Overtime Parking	\$10	\$10	\$10	\$20	Collections
Non-Payment (Each Occupied Space)	\$18	\$18	\$18	\$20	"
Parking in Unauthorized Space	\$20	\$20	\$20	\$30	"
Car/Van Overnight Parking	\$40	\$40	\$40	\$40	"
Truck Overnight No-Pay (Zone 2)	\$40	\$40	\$40	\$80	"
Truck Overtime Parking (Zone 2)	\$20	\$20	\$20	\$40	"
Truck Daytime No-Pay (Zones 6 & 2)	\$40	\$40	\$40	\$80	"

H/C Ramp, Fire Lane, Overnight Parking, etc. *Contact City Police*

Notes: Overnight Parking for passenger vehicles not allowed in any Zone
 Trucks are defined as commercial tractor and/or trailer
 Unauthorized parking for passenger vehicles is Event Site, Zone 5 tenant spaces, Zone 6 weekdays
 and truck parking in Zones 2 & 3

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PARKING AGREEMENT – TERMS AND CONDITIONS

By entering and allowing your vehicle to remain in this Pay to Park Zone (“Zone”), a vehicle’s registered owner and/or operator (“You”) agree to enter into a contract with the Port of Hood River (“POHR”). If You do not accept the following terms and conditions, immediately remove your vehicle from the Zone to avoid POHR enforcement/collection actions.

1. You Must:

- a. Pre-pay charges for each parking space used as posted on POHR parking kiosks and on the POHR website, www.portofhoodriver.com (“Website”), incorporated herein by reference.
- b. Not park longer than the maximum allowed time.
- c. Only park your vehicle in a space in the Zone where you paid to park. Payment only allows parking in that Zone.
- d. Obey all POHR official signs and regulations.

2. You Agree to:

- a. Pay unpaid parking charges and late payment charges as posted on POHR parking kiosks and at the Website when due, and unpaid charges and late payment charges being sent to collections.
- b. Notices of parking complaints and warnings being affixed to your vehicle windshield or sent to you by mail.
- c. Indemnify the POHR against any loss or damage arising out of your negligence or breach of these terms and conditions.
- d. Resolve any dispute related to this agreement through the POHR internal resolution process, initiated by filing a POHR Dispute Form available at the POHR website or office. Only after filing a POHR Dispute Form and exhausting the POHR internal dispute resolution process may you seek redress in court. You agree to venue in Hood River County, Oregon.

3. POHR is not responsible for any injury, loss or damage to You or your vehicle or its contents. You will hold POHR harmless for any damage to your vehicle other than that caused by the negligence of POHR.
4. If any provision of this agreement is found to be unenforceable, the validity and enforceability of the remaining provisions will not be impaired.



Parking revenue is dedicated to the ongoing maintenance of Port owned waterfront parks and open spaces.
Thank you for supporting waterfront parks.

Port of Hood River

(541) 386-1645 • porthr@gorge.net • portofhoodriver.com
1000 E. Port Marina Drive, Hood River, OR 97031

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Commission Memo



Prepared by: Michael McElwee
Date: June 5, 2018
Re: Toll Waiver Agreement

A variety of public and private organizations are combining forces to implement a demonstration transit plan (“Transit Plan”) for the region starting in summer 2018. The transit plan includes six regional or local transit providers coordinating service to better serve growing transit needs in the area with a common stop on the Hood River Waterfront. Mt. Adams Transit (“MATS”), a local transit service agency, provides regular, 14-passenger bus service with fixed routes in the Bingen/White Salmon area. As part of the Transit Plan MATS will be crossing the Hood River/White Salmon Bridge regularly making two stops in Hood River.

The Commission has previously stated its support for the Transit Plan. The Port has installed a concrete pad on the waterfront and assembled a bus shelter that began to be utilized on May 25. Successful transit programs help achieve Port goals, including reducing waterfront parking demand and bridge congestion, and providing a least cost option for lower income bridge customers. Although funding has been secured for much of these efforts, the local agencies have asked for the Port to assist. In addition to the pad and shelter, Port funding to help defray the Bridge tolls for MATS would also provide significant support.

The Bridge toll increase approved in 2011 allows for portions of the toll increase to be used to support cross-river public transit. To date, the only funds that have been expended were for bike racks for MATS vans and advertising support for their bike carrier program.

The attached agreement would waive bridge tolls for MATS vehicles and would show further support for the Transit Plan and provide meaningful support for MATS services.

RECOMMENDATION: Approve Toll Waiver Agreement for Public Transportation with Klickitat County waiving bridge tolls for Mt. Adams Transit vehicles.

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BRIDGE TOLL WAIVER FOR PUBLIC TRANSPORTATION AGREEMENT

This agreement is between the Port of Hood River, an Oregon municipal corporation ("Port") and Klickitat County, Washington ("County").

RECITALS:

Public transportation contributes to both the economical and physical health of individuals, brings financial benefits to communities, and is a key component of a healthy business ecosystem that increases mobility options for both job commuters and customers alike;

As stated in its Mission Statement, the Port seeks to initiate, promote and maintain high quality of life and a healthy economy throughout the Port District and the Columbia River Gorge Region;

The Port supports the implementation and utilization of a regional public transportation system that serves commuters, residents, and visitors including mass transit across the Hood River White Salmon Interstate Bridge ("Bridge") owned and managed by Port

Toll rate increases approved by the Port's Board of Commissioners on October 18, 2011 and December 5, 2017, respectively, authorized the use of a portion of the revenue from each toll increase to be utilized for the payment of expenditures associated with the promotion and utilization of mass transit across the Bridge;

County's Senior Services provides public bus transportation and mass transit services in Washington and Oregon through Mt. Adams Transportation Service ("MATS") through grant funding; MATS seeks to expand its transit services in 2018 to better serve commuters', residents', and visitors' transportation needs by providing fixed route service across the Bridge and coordinate transfer schedules with other service providers so that riders can travel to other key destinations in Hood River County, Wasco County, and Portland;

A waiver of Bridge toll fees for MATS vehicles crossing the Bridge will assist MATS provide an economically sustainable fixed route transit system which will provide significant benefits to both the Port District and the Columbia Gorge Region.

AGREEMENT:

Port and County agree:

1. MATS will provide daily, fixed-route public transportation services across the Bridge for commuters, residents, and visitors by July 1, 2018.
2. MATS will provide the Port with the license plate number and the make and model of each vehicle expected to provide transit services, the expected number of annual trips for each vehicle, and complete a Breeze-By account application.
3. Port will provide Breeze-By transponders for each MATS public transportation vehicle at no cost to MATS and provide Breeze-By account credit sufficient to allow each MATS vehicle to cross the Bridge at no cost when being utilized for public transportation services.

4. MATS buses will continue to carry bike racks so that bicyclists can be transported across the Bridge for a reasonable fee, determined by MATS.
5. MATS will continue to schedule MATS bus trips across the Bridge with stops near the north end and south end of the Bridge to facilitate bicyclists' use of the bridge. The stop at the south end will be a location on the Hood River Waterfront that provides a convenient connection to Columbia Area Transit ("CAT") and other transit service providers.
6. Annually, MATS will provide the Port with a written report describing the effectiveness and performance of its public transportation services that utilize the Bridge.
7. Port and County recognize that MATS is funded by grants, and that MATS services over the Bridge may be affected by availability of grants, as well as other factors.

This agreement may be terminated by either party upon three months written notice to the other party.

DATED: _____, 2018

PORT OF HOOD RIVER

By: _____

Title: _____

DATED: May 29, 2018

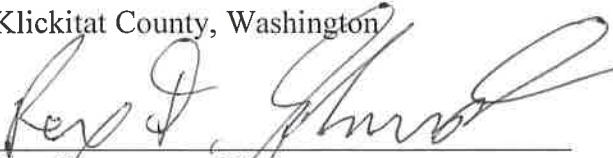
KLICKITAT COUNTY

By:  _____

Title: Chairman

IN WITNESS WHEREOF, the parties here to have signed this agreement this 29
day of May, 2018

BOARD OF COUNTY COMMISSIONERS
Klickitat County, Washington



Rex F. Johnston, Chairman

Absent

David M. Sauter, Commissioner



Jim Sizemore, Commissioner


ATTEST:

Clerk of the Board



In and for the County of Klickitat,
State of Washington

APPROVED AS TO FORM:



David R. Quesnel
Klickitat County Prosecuting Attorney

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Commission Memo



Prepared by: John Mann
Date: June 5, 2018
Re: Beam Excavating Change Order No. 1

At the May 15 meeting, the Commission approved a contract with Beam Excavating for paving the Jensen Beach parking lot. The original contracted amount was \$99,903.25.

This Change Order No. 1 addresses three project items:

First, the installation of a sleeve to protect the irrigation lines which run under the parking area at the Jensen lot. This is very beneficial in the long term, because if there is ever a problem it can be pulled out and a new one replaced without having to dig up the line at greater expense. This work will cost \$5,000.

Second, Change Order No. 1 addresses the need to line the pond, which was discovered to be sand under the base materials of the lot. In order to protect the edge of the pond from eroding, the contractor will place rip rap on the sand to lock the sand in place. He will then place large decorative stone over the top to enhance the appearance. This work will cost \$3,555.

Third, the contract was written with a bid item to address the method of payment for the base rock required for the asphalt. This was done because quantities could only be speculated during the bid phase of the work, but the price would be set. Once the ground was opened up to determine the depth and quality of the base it became known how much materials would be required to provide an adequate base for the asphalt. Therefore, this item is not a change order per se. The payment for this bid item will be \$17,920.

Total contract price including Change Order No. 1 and the rock used for the base is therefore \$126,378.25.

RECOMMENDATION: Approve Change Order No. 1 to contract with Beam Excavating for paving Jensen Beach parking lot.

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Date: <u>June 5, 2018</u>	PORT OF HOOD RIVER	Change Order Number <u>1</u>
CHANGE ORDER		

<input checked="" type="checkbox"/> Ordered by Engineer under terms of the Contract <input checked="" type="checkbox"/> Change proposed by Contractor	Contract No. _____ CRP No.: _____ Project Title <u>Jensen Beach Parking Area</u>
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TO: Beam Excavating
(Contractor Name and Address)

You are hereby required to comply with the following changes from the contract plans and specifications:

DESCRIPTION OF CHANGES			Decrease in Contract Price	Increase in Contract Price
Description	Unit	Price		
1 Irrigation Sleeve under Parking area.		\$5,000.00		\$5,000.00
2 Rock pond for erosion		\$3,555		\$3,555.00
TOTALS			\$0.00	\$8,555.00

Original Contract Amount	Current Contract Amount	Est. Net Change This Order	Est. Total After This Change
\$99,903.25	\$99,903.25	\$8,555.00	\$108,458.25

The time for completion shall be:
 (increased) (decreased) (not changed) by 0 working days.

ACCEPTED _____ Date _____
(Contractor)

_____ Date _____
(Surety, when required)

<input checked="" type="checkbox"/> APPROVAL RECOMMENDED <input type="checkbox"/> APPROVED _____ Project Manager _____ Date	APPROVED _____ Executive Director _____ Date
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