PORT OF HOOD RIVER

REGULAR SESSION

Tuesday, November 17, 2026

Upon adjournment of the Fall Planning Session

Port Conference Room

1000 E. Port Marina Drive, Hood River

View the live stream at: https://www.youtube.com/@portofhoodriver2178/streams

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AGENDA

1. **1:30 PM – Executive Session:** The Port Commission will meet in Executive Session pursuant to:
   a. **ORS 192.660(2)(f)** – Consider information or records that are exempt by law from public inspection
   b. **ORS 192.660(2)(h)** – Conferring with Legal Counsel regarding litigation
   c. **ORS 192.660(2)(e)** – Real Property Transactions (seven separate topics)
   d. Adjourn Executive Session

   Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the conclusion of the executive session, the Board may either return to open session to take further action or adjourn the meeting.

2. **3:00 PM – Fall Planning Work Session**
   a. Adjourn Fall Planning

3. **Regular Session – Call to Order** (Upon adjournment of the Fall Planning Session)
   a. Modifications, Additions to Agenda
   b. Public Comment (3 minutes per person per subject; 30-minute total limit)
      1. Proposal to Relieve Summer Parking Pressures at Waterfront Park (Jensen Lot) – Kelly Bradway Parrett *(Written Comment, Pg. 3)*

4. **Consent Agenda**
   a. Approve Minutes from October 20, 2026, Regular Session *(P. Rosas, Pg. 5)*
   b. Approve Res. No. 2026-27-8 Adopting the Updated Master Fee Schedule *(D. Smith-Wagar, Pg. 9)*
   c. Approve Work Order No. 12 with SUM Design for Marina East Admin Building *(M. Channell, Pg. 21)*
   d. Approve the Contract with HME Construction for Boathouse Removal Project *(M. Channell, Pg. 43)*
   e. Adopt the Marina Basin Master Plan *(M. Channell, Pg. 61)*
   f. Adopt the Economic Impact Analysis *(K. Greenwood, Pg. 79)*
   g. Approve Lease with T-Advanced Technologies LLC in Wasco Building 2 *(A. Rose, Pg. 83)*
   h. Approve Waterfront Changing Station Location and Project Support *(M. Channell, Pg. 101)*

5. **Action Items** - None

6. **Commission Call/Upcoming Meetings**
   a. Upcoming Meetings:
      1. Regular Session – December 15, 2026 (Zoom Only)
      2. Regular Session – January 19, 2027
      3. Regular Session – February 16, 2027

7. **Adjourn**

Individuals requiring accommodations should contact the Port at 541-386-1645. The chair may adjust the order of agenda items as needed. Public comment is accepted during regular sessions only. The Commission generally does not respond to comments during the meeting. Comments may be referred to the Executive Director for follow-up or considered for inclusion on a future agenda. Please bring 10 copies of any materials distributed. Written comments may be submitted to the Port Office at any time.

From: Kelly Bradway Parrett [redacted]
Sent: Tuesday, October 20, 2026 3:04 PM
To: Parking <parking@portofhoodriver.com>
Cc: Kelly Bradway Parrett [redacted]
Subject: Public Comment / Proposal to Relieve Summer Parking Pressures at Waterfront Park (Jensen Lot)

Dear Port of Hood River Commissioners and Parking Management,

As a long-time Hood River resident, annual Waterfront parking pass holder, and wingfoiler, I am writing to propose a practical solution to the severe summer parking congestion at Waterfront Park, specifically the Jensen (LJ) lot.

The Challenge: Safety and Accessibility
On high-wind summer days, demand for the LJ lot far exceeds capacity. Access to this specific lot is a necessity for families with varying wingfoiling abilities who need to launch from the grass. Launching from the Event Site is not a viable alternative for those who cannot reliably stay or transition upwind. The wind is just not as good at the Event Site.

Currently, out-of-town waterfront and restaurant visitors frequently occupy LJ lot spaces. These visitors do not need grassy gear-access, yet their presence displaces those of us carrying heavy gear and need repeated access to their vehicles.

Proposed Solutions:

1. **Permit-Only Restrictions (June – August):** Remove hourly parking from the LJ lot during peak summer months, restricting it to parking permit holders only. To accommodate out of town wingfoilers and windsurfers, the Port could offer a limited number of all day passes for this lot.
2. **Relocate Reserved Commercial Spots:** Move the pFriem and other corporate-reserved spaces to the new parking lot to the east. This eastern lot is actually closer to pFriem, making it more convenient. Conversely, the eastern lot is highly impractical—and potentially unsafe—for wingfoilers, who must carry heavy gear and sharp foils past high-traffic playground and swim areas in high winds.

Moving general visitors and commercial spots east during the summer months while preserving the LJ lot for gear-hauling pass holders would maximize safety and improve parking access for those who are paying for the expensive annual passes.

Thank you for your time and continued dedication to maintaining access to the waterfront.

Sincerely,

Kelly Bradway Parrett

I am a resident of Hood River and I have been paying for an annual Waterfront parking pass for several years in order to launch from Waterfront Park. As I am sure you are well aware, the demand for parking in the LJ lot in the summer far exceeds capacity on windy days.

Being able to launch from Waterfront Park is important for those of us who have people of varying abilities in our families. Launching from the Event Site is not feasible if you are not able to stay or go upwind.

I have a somewhat simple solution that I would like to suggest to relieve some of the pressure on the LJ parking lot in the summer. I have observed that even on really busy days visitors from out of town will snag a spot in LJ parking lot while they are visiting the restaurants at the waterfront. They do not need to park in that lot as they will not be carrying gear to the grassy area. My suggestion is to remove the hourly parking from the LJ parking lot during the months of June, July and August so that only permit owners can park there. You could also allow people to buy a day pass so that people from out of town that want to launch from Waterfront Park are able to do that.

My other suggestion is to move the pFriem and other reserved spots to the new lot to the east. This lot is not great wing foilers because it is difficult and even unsafe to carry our boards with the sharp foils past the playground and swim areas. Especially in the wind. In fact this lot is even closer to pFreim than LJ is.

Port of Hood River Commission
Meeting Minutes of October 20, 2026, Regular Session
Via Remote Video Conference & Marina Center Boardroom
5:00 p.m.

REGULAR SESSION

PRESENT: Commissioners: Heather Gehring, Kathryn Thomas, Kristi Chapman, and Tor Bieker. **Staff:** Kevin Greenwood, Megan Channell, Amanda Rose, Melissa Manzo, Jana Scoggins, and Patty Rosas. **Guests:** Robyn Player, Points Consulting; Jeff Renard, Aviation Management Services; Linda Maddox, Hood River Resident; Michael Shannon, HNTB; Arthur Babitz, HRWSBA; Tommy Brooks, Cable Huston; Stuart Myers, Mason Bruce & Girard; Andrew Noorlander, J-U-B; Will Strehler, Burgess & Niple; Mike Manning, J-U-B; Lucy Gorman, Hood River Resident.

EXCUSED: Commissioner Ben Sheppard

1. **EXECUTIVE SESSION** – The Executive Session began at 3:30 p.m. and adjourned at 4:59 p.m. Minutes were prepared separately.

2. **REGULAR SESSION – CALL TO ORDER:** President Heather Gehring called the meeting to order at 5:02 p.m.
   a. **Modifications, Additions to Agenda:**
      1. Consent Item 3(h), Contract with Eastside Paving for Jeanette Road Parking Lot, was added.
      2. Consent Items 3(d), Resolution No. 2026-27-7 Dedicating Port Property to the Bridge Replacement Project; 3(g), Precision Approach Engineering (PAE) Professional Services Agreement and Task Order No. 8; and 3(h), Eastside Paving Contract, were removed from the Consent Agenda for separate consideration under Action Items.

   b. **Public Comment:**
      1. **Lucy Gorman,** Hood River resident, requested approval of an accessible location for a memorial bench honoring Gary Gorman at the Event Site. She described Gary Gorman's role in development of the Event Site and proposed placing the bench beside the sidewalk under an existing tree, where it would remain accessible without interfering with events.
      2. **Hood River Outrigger Canoe Club** submitted written comment regarding its future facility needs.

3. **CONSENT AGENDA:**
   a. Approve Minutes from September 15, 2026, Regular Session
   b. Approve Amendment No. 4 to the Employment Contract with Kevin Greenwood, Executive Director
   c. Adopt the 2026-2032 Strategic Business Plan
   ~~d. Approve Resolution No. 2026-27-7 Dedicating Port Property to the Bridge Replacement Project~~
   e. Approve Contract with Adam Restoration for Marina Restroom Repairs
   f. Approve Negotiations with HME Construction for Boathouse Removal
   ~~g. Approve Amendment No. 1 to Precision Approach Engineering Professional Services Agreement and Conditional Authorization of Task Order No. 8 – Ken Jernstedt Airfield North Apron Project~~
   ~~h. Approve Contract with Eastside Paving for Paving at the Jeanette Road Parking Lot~~

   Motion: Move to approve the Consent Agenda as modified.
   Move: Bieker
   Second: Chapman
   Discussion: None
   Vote: **Ayes:** Gehring, Chapman, Bieker, and Thomas
   Excused: Sheppard
   MOTION CARRIED

4. INFORMATIONAL REPORTS:

a. **Monthly Financial Report –** Deputy Finance Manager Jana Scoggins reported that results through the second month of the fiscal year were generally within the expected 17% of budget. Higher percentages reflected expenses incurred early in the year that were expected to normalize. Bridge traffic was approximately 7% lower in August and 8.18% lower in September than the comparable prior-year months. Scoggins identified rising fuel and energy costs, long-term financial sustainability without bridge toll revenue, and aging infrastructure and unexpected repair and construction costs as her three primary concerns.

5. PRESENTATIONS & DISCUSSION ITEMS:

a. **Bridge Replacement Section 6(f) Process and Test Pile Program** – Stuart Myers of Mason Bruce & Girard and Michael Shannon of HNTB presented updates on the replacement bridge project. The proposed Land and Water Conservation Fund conversion would be limited to permanent Bridge Authority right-of-way within the protected boundary, while temporary construction impacts would not be treated as permanent conversion because recreational access would be maintained or detoured. A replacement recreational area outside the current boundary could produce a net gain, subject to Oregon Parks and Recreation Department and National Park Service review. Ownership and long-term maintenance responsibilities remain to be determined. The project had completed 60% design, with final design expected in spring 2027. The Bridge Authority continued to pursue Bridge Investment Program funding and anticipated beginning early work in 2027 if funding was secured. The test pile program includes 16 piles at five locations, two installation methods, bridge vibration and movement monitoring, pre- and post-work inspections, environmental monitoring, and initial bridge closures while thresholds are evaluated. Pile installation could begin as early as December 2026 or January 2027.

b. **ODOT Bridge Inspection Report** –Will Strehler of Burgess & Niple presented findings from the 2026 routine steel inspection. The deck and superstructure remained in satisfactory condition, the substructure rating improved following earlier repairs, and the railings and bearings remained in poor condition. The most significant concern was that the north end of the lift span was not fully seated on its bearings and appeared to be misaligned. Strehler recommended a focused structural, mechanical, and operational evaluation of the lift span. He stated the bridge remained safe for vehicle use and recommended continuing the deck-welding and rail-repair programs, annually washing areas where debris accelerates corrosion, considering zonal painting, and planning a phased approach if larger coating work becomes necessary. Staff noted that additional maintenance needs would be incorporated into future planning and reviewed by the Internal Bridge Committee.

c. **Marina Basin Master Plan Draft** – Andrew Noorlander of J-U-B Engineers presented a preliminary concept based on the Strategic Business Plan, prior marina plans, community surveys and stakeholder outreach. Concept elements included expanded marina slips, upgraded marina services, improved restrooms and showers, kayak and dinghy storage, improved trail and jetty access, gathering spaces and landscaping. The Commission provided feedback regarding preserving level, flexible space on Marina Green; maintaining sports uses; phased expansion of slips and commercial opportunities; small-business vendor space; and a fish-cleaning station with ice. Staff will refine the concept, develop cost and phasing information, conduct additional outreach as needed, and return with a final plan for adoption.

d. **Admin Building Remodel** – Capital Development and Planning Director Megan Channell reported that design of the Wasco Building remodel was approximately 25% complete and preliminary costs were trending above earlier estimates. The Commission reached consensus to pause the Wasco Building design and evaluate alternatives, including the minimum improvements needed to use the Marina East building as a temporary Port office and the availability of nearby leased space.

Staff will coordinate with the Marina East developer under the exclusive negotiating agreement and return with any work order requiring Commission approval.

6. **EXECUTIVE DIRECTOR REPORT:** Executive Director Kevin Greenwood reported that the Marina Basin Master Plan and Port Economic Impact Analysis were the remaining Strategic Business Plan-related deliverables. The Commission supported presenting the economic impact results at a community meeting rather than during the November Regular Session. The Commission also directed staff to hold the December 15 meeting virtually, add discussion of the memorial bench and public-amenity policy to fall planning, and include the proposed artificial intelligence policy for further Commission review. Channell reported that the Port's BUILD grant applications for waterfront construction and planning were rated "recommended" but were not funded; staff will use the federal debrief to improve future applications and discuss funding strategy at fall planning.

7. **COMMISSIONER, COMMITTEE REPORTS:** No Discussion

8. **ACTION ITEMS:**
   a. **Resolution No. 2026-27-7 Dedicating Port Property to the Bridge Replacement Project –** Commissioner Thomas stated that the Section 6(f) presentation addressed her questions regarding the property needed for the project. The resolution establishes the Port's intent to provide the necessary property when the replacement bridge project receives funding and requires the property.

Motion: Move to approve Resolution No. 2026-27-7 dedicating Port property to the Bridge Replacement Project.
Move: Thomas
Second: Bieker
Discussion: None
Vote: **Ayes:** Gehring, Chapman, Bieker, and Thomas
Excused: Sheppard
MOTION CARRIED

   b. **PAE Professional Services Agreement and Task Order No. 8 –** Airport Manager Jeff Renard explained that the North Apron project would replace excess helicopter parking markings with additional fixed-wing aircraft tie-downs while retaining sufficient space for rotorcraft operations. Phase 1 design costs were below budget, and remaining Federal Aviation Administration entitlement funds would carry forward for future airport work.

Motion: Move to approve Amendment No. 1 to the PAE Professional Services Agreement and conditionally authorize Task Order No. 8 for the Ken Jernstedt Airfield North Apron Project.
Move: Chapman
Second: Thomas
Discussion: None
Vote: **Ayes:** Gehring, Chapman, Bieker, and Thomas
Excused: Sheppard
MOTION CARRIED

   c. **Eastside Paving Contract –** Renard reported that three estimates were obtained for paving the Jeanette Road parking lot and that Eastside Paving submitted the lowest proposal. The contractor had previously completed paving for the T-hangar project. The work will extend the parking lot to Jeanette Road and support the future terminal and box-hangar sites.

Motion: Move to authorize the Executive Director to enter into a contract with Eastside Paving for paving at the Jeanette Road parking lot in an amount not to exceed $34,000.
Move: Bieker
Second: Thomas
Discussion: None
Vote: **Ayes:** Gehring, Chapman, Bieker, and Thomas
Excused: Sheppard
MOTION CARRIED

d. **Section 6(f) Conversion Approach –** Greenwood described the proposed approach as substantially reducing the protected-area conversion footprint and demonstrating the Port's support for the replacement bridge. He noted that ownership and operations and maintenance responsibilities require further discussion.

Motion: Move to concur with the proposed Section 6(f) conversion approach presented by the Bridge Authority and support submission to the Oregon Parks and Recreation Department and National Park Service for review.
Move: Bieker
Second: Chapman
Discussion: None
Vote: **Ayes:** Gehring, Chapman, Bieker, and Thomas
Excused: Sheppard
MOTION CARRIED

e. **Intergovernmental Agreement with the Hood River-White Salmon Bridge Authority –** Greenwood reviewed the proposed agreement for bridge inspection and monitoring associated with the test pile program. The revised agreement shortens the term through 2027 and provides coordinated access to monitoring equipment and the bridge when data thresholds or inspection needs require it.

Motion: Move to approve the intergovernmental agreement with the Hood River–White Salmon Bridge Authority for existing bridge inspection and monitoring activities associated with the test pile program, and authorize the Executive Director to execute the final agreement following satisfactory legal, insurance, and administrative review.
Move: Chapman
Second: Bieker
Discussion: None
Vote: **Ayes:** Gehring, Chapman, Bieker, and Thomas
Excused: Sheppard
MOTION CARRIED

9. COMMISSION CALL / UPCOMING MEETINGS: No Discussion

10. ADJOURN: The meeting was adjourned at 7:03 p.m.

ATTEST:

_____ _____

Heather Gehring, President Kristi Chapman, Secretary

COMMISSION MEMO

Prepared by: Debbie Smith-Wagar, Finance Director
Date: November 17, 2026
Re: Master List Port Rates and Fees Update

Each year the Port prepares a Master Rates and Fees List. The list is adopted with the annual budget in June.

The Finance Department works with staff to determine adjustments to the list each year.

Changes are sometimes necessary during the year, and staff has identified three areas of change that are currently needed. These areas are highlighted on the fee schedule attached to the resolution (Exhibit A).

The first change is for Annual Parking passes. If the Port transitions to electronic passes, there is a 3rd party vendor fee the customer will need to pay per pass. The Director of Capital Development and Planning, Megan Channel, has updated the Master List of Rates and Fees.

The second change is to reinstate the $3.00 fee that had traditionally been called an "administrative" fee on toll invoices. Port staff recommends adding this fee as the initial late fee when a second invoice is produced. This covers the cost of sending the second invoice and reminds people that they have an outstanding balance.

The third change is at the Airport. As the Airport moves closer to becoming self-sustaining, a review of land lease rates showed the Port of Hood River was quite low. This change brings the Hood River Airport closer to the land lease rates billed by similar airports in the state.

RECOMMENDATION:
MOTION to approve Resolution No. 2026-27-8 adopting the updated Master Fee Schedule.

ATTACHMENTS:
Resolution No. 2026-27-8
Master Fee Schedule

PORT COMMISSION OBJECTIVES:

☐ Port policies and partnerships	☐ Airport operations and sustainability	☐ Waterfront maintenance and improvements
☐ Strategic planning and implementation	☐ Airport business and innovation	☐ Bridge transportation
☒ Revenue and financial sustainability	☐ Marina facilities and access	☐ None
☐ Regional economic development	☐ Marina community and economic value	

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PORT OF HOOD RIVER

Resolution No. 2026-27-8

A RESOLUTION ADOPTING THE UPDATED MASTER FEE SCHEDULE

WHEREAS, ORS 294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase; AND

WHEREAS, the Port of Hood River adopts an annual resolution setting rates and fees that can be updated as needed; AND

WHEREAS, the Port of Hood River's rates and fees were last adopted by Resolution No. 2025-26-27 on June 16, 2026; AND

WHEREAS, the Port of Hood River has identified several areas currently requiring an update to the master fee schedule; NOW AND THEREFORE,

THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

1. Adopt the Master Fee Schedule as presented in Exhibit A.
2. All previous versions of the Master Fee Schedule and any prior resolutions adopting or amending are herby repealed and replaced by this resolution.

Adopted by the Board of Commissioners of the Port of Hood River this 17th day of November, 2026.

SIGNED

_____

Heather Gehring, President

ATTEST

_____

Kristi Chapman, Secretary

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Port of HOOD RIVER

EXHIBIT A

MASTER FEE SCHEDULE

Section 1. Marina Rates and Fees. Effective January 1, 2027	**2026**	**2027**	**% +/-**
Cruise Ship- Marina Basin North Jetty Commercial Dock fee per stop (rounded)	$445.00	$490.00	10%
Cruise Ship- Marina North Jetty Outside Bollards fee per stop 2025	$240.00	$240.00	0%
Cruise Ship- Marina Basin North Jetty Commercial Dock Shuttle docking fee per stop	$242.00	$266.00	10%
Cruise Ship- Marina Basin North Jetty Commercial Dock Maintenance Fee Annual	$7,500.00	$7,500.00	0%
Cruise Ship- Marina Basin North Jetty Commercial Dock Utility fee per stop	$35.00	$38.00	9%
Guest Dock overnight at boat ramp 20-29'	$25.00	$26.00	4%
Guest Dock overnight at boat ramp 30-39'	$35.00	$37.00	5%
Guest Dock overnight at boat ramp 40-49'	$45.00	$47.00	4%
Guest Dock overnight at boat ramp 50-59'	$60.00	$63.00	5%
Guest Dock overnight at boat ramp under 20' per night	$15.00	$16.00	6%
Guest Dock overnight at boat ramp (20-29'): Overuse fee (pentaly fee for overnights beyond 10-day limit)	-	$52.00	N/A
Guest Dock overnight at boat ramp (30-39'): Overuse fee (pentaly fee for overnights beyond 10-day limit)	-	$74.00	N/A
Guest Dock overnight at boat ramp (40-49'): Overuse fee (pentaly fee for overnights beyond 10-day limit)	-	$94.00	N/A
Guest Dock overnight at boat ramp (50-59'): Overuse fee (pentaly fee for overnights beyond 10-day limit)	-	$126.00	N/A
Guest Dock overnight at boat ramp (under 20'): Overuse fee (pentaly fee for overnights beyond 10-day limit)	-	$32.00	N/A
Guest North Jetty Commercial Dock Private vessel 60-74' per day	$85.00	$89.00	4%
Guest North Jetty Commercial Dock Private vessel 75-100' per day	$110.00	$115.00	4%
Guest North Jetty Commercial Dock Private vessel 100-150' per day	$160.00	$168.00	5%
Moorage Boathouse Slip Annual Assessment Fee	$0.00	N/A	N/A
Moorage Boathouse Slip Annual per square foot	$1.66	N/A	N/A
Moorage Boathouse Slip Base Electric- annual fee	$60.00	N/A	N/A

Moorage Boathouse Slip Base Water/Garbage- annual fee	$60.00	N/A	N/A
Moorage Shell Dock- annual fee	$519.00	$570.90	10%
Moorage Slips 30' and under A, B, and C North West facing- annual	$2,018.00	$2,320.70	15%
Moorage Slips 30' and under C-Dock North East facing annual	$2,270.00	$2,610.50	15%
Moorage Slips all Boat Docks Annual Assessment fee	$442.55	$442.55	0%
Moorage Slips Over 30'-35'	$2,454.00	$2,822.10	15%
Moorage Slips Over 35'-40'	$2,710.00	$3,116.50	15%
Moorage Slips Over 40'-43'	$2,903.00	$3,338.45	15%
Moorage Slips End Slip C-Dock North 43'-65'	$3,920.00	$4,508.00	15%
Moorage Dingy & Jet Ski Fee- must fit in the perimeter of slip with vessel- monthly	$55.00	$63.25	15%
Moorage Annual Payment Late fee- per month	$75.00	$75.00	0%
Moorage Electrical Payment Late Fee - per month	$15.00	$15.00	0%
South Basin Dock- Float plane annual	$2,141.00	$2,462.15	15%
South Basin Dock- Seasonal Lottery 6-month term	$1,260.00	$1,449.00	15%
Marina Key Card Moorage (FOB)	$35.00	$35.00	0%
Marina Key South Basin Dock	$50.00	$50.00	0%
Marina Wait List - Application Fee (One-Time)	$100.00	$100.00	0%
Marina Wait List - Annual Renewal Fee (Per Calendar Year)	n/a	$50.00	n/a
Marina Betterment Slip Change	$35.00	$35.00	0%
Marina Electrical Service Pedestal repair fee	Port Cost	Port Cost	n/a
Marina Oil Spill Clean Up Fees - charge for each man hour at the established labor rate; equipment charges extra	Port Cost	Port Cost	n/a
Electrical Service	Port Cost	Port Cost	n/a
Water Service	Port Cost	Port Cost	n/a
Crane In/Out Permit- per day	$200.00	$200.00	0%
Marina Basin Storage Shed Annual Rate	$2,400.00	$2,520.00	5%
Section 2. Waterfront Event Permits. Effective January 1, 2027	**2026**	**2027**	**% +/-**
Picnic Shelter Up to 75 people exclusive use-per day: Friday-Sunday	$500.00	$525.00	5%
Picnic Shelter Up to 75 people exclusive use-per day: Monday-Thursday	$250.00	$262.00	5%
Event Set-up and breakdown days non-exclusive use per day (All Locations)	$600.00	$630.00	5%

Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use up to 50 people per day	$350.00	$367.00	5%
Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use 50-100 people per day	$570.00	$598.00	5%
Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use Over 100-200 people per day	$1,400.00	$1,470.00	5%
Lot #1 - not exclusive up to 50 people/cars	$550.00	$577.00	5%
Lot #1- not exclusive over 50-100 people/cars	$825.00	$866.00	5%
Lot #1- not exclusive over 100 -200 people/cars	$1,540.00	$1,617.00	5%
Lot #1 exclusive use over 200 people/cars	$1,980.00	$2,079.00	5%
Marina Green- not exclusive use up to 50 people per day	$350.00	$367.00	5%
Marina Green- exclusive use 50-100 people per day	$615.00	$645.00	5%
Marina Green- exclusive use over 100-200 people per day	$1,400.00	$1,470.00	5%
Marina Green- exclusive use over 200-500 people per day	$2,000.00	$2,100.00	5%
Maritime Parking Lot - exclusive use of full lot - Peak Season (May 1 - September 15)	n/a	$2,000.00	n/a
Maritime Parking Lot - exclusive use of full lot - Off-Season (September 16 - April 30)	n/a	$1,000.00	n/a
Event Site Peak Season May 1-September 15, group size 50 and under: not exclusive use, excludes parking fees	$600.00	$630.00	5%
Event Site Off-Season September 16- April 30 group size 50 or less: not exclusive use, excludes parking fees	$400.00	$420.00	5%
Event Site Peak Season May 1-September 15, group size 51-100: not exclusive use; excludes parking fees	$875.00	$918.00	5%
Event Site Off-Season September 16- April 30 group size 51-100: not exclusive use, excludes parking fees	$650.00	$682.00	5%
Event Site Peak Season May 1-September 15, group size 101-500: exclusive use of grass area & parking lot, excludes parking fees	$2,775.00	$2,913.00	5%
Event Site Off-Season September 16- April 30 , group size 101-500 exclusive use of grass area, excludes parking fees	$1,800.00	$1,890.00	5%
Event Site Peak Season May 1-September 15, group size 501-999: exclusive use of grass area & parking lot;additional event parking rental required for Lot #1	$3,240.00	$3,402.00	5%
Event Site Off-Season September 16- April 30 , group size 501-999 exclusive use of grass area & parking lot; additional event parking rental required for Lot #1	$2,160.00	$2,268.00	5%
Event Site Peak Season May 1-September 15, group size 1,000 plus: exclusive use of grass area and parking lot; additional event parking rental required for Lot #1	$5,000.00	$5,250.00	5%
Event Site Off-Season September 16- April 30 group size 1,000 plus: exclusive use of grass area & parking lot; additional event parking rental required for Lot #1	$3,600.00	$3,780.00	5%
Section 3. Waterfront Parking. Effective January 1, 2027	**2026**	**2027**	**% +/-**
Annual Parking Pass Overlength; vehicles over 20' over, RVs, Trucks with trailers; Valid at Event Site/Lot #1 Overflow/Marina Boat Ramp/DMV gravel lot *(Annual pass rate includes all applicable third-party vendor processing fees)*	$350.00	$370.00	5%

Annual Parking Pass Regular; vehicles 20' and under; Valid at Event Site/Jensen West/Maritime/Anchor Way/Lot #1/DMV gravel lot/Marina Boat Ramp regular length parking stalls *(Annual pass rate includes all applicable third-party vendor processing fees)*	$225.00	$240.00	5%
Annual Parking Pass Value & Marina- regular length 20' and under vehicles only; No RVs, Buses, or Campers; boat trailers allowed; Valid at Marina Boat Ramp/ DMV Gravel Lot/Lot #1 Overflow *(Annual pass rate includes all applicable third-party vendor processing fees)*	$125.00	$135.00	5%
Hourly Parking Fees for Port owned parking lots and street parking - $15/day maximum	$2.75	$2.75	0%
Mobile Parking App Convenience Fee (per paid parking transaction)	$0.35	$0.40	14%
Waterfront Parking fine- all locations parking in an unauthorized space	$50.00	$53.00	6%
Waterfront Parking fine- Event Site non-payment (includes parking beyond paid parking hours)	$50.00	$53.00	6%
Waterfront Parking fine- Handicap, fire lane, etc.	$75.00	$79.00	5%
Waterfront Parking fine- overnight	$90.00	$95.00	6%
Waterfront Parking fine- Ticket late payment fee (after 30 days of issuance)	$25.00	$26.00	4%
Waterfront Parking fine- Ticket late payment fee (after 60 days of issuance)	$25.00	$26.00	4%
Waterfront Parking fine - Passport Service Fee for Each Ticket Paid	-	$3.95	n/a
Section 4. Waterfront Recreation Concession Lesson & Rental Permits	**FY 25-26**	**FY 26-27**	**% +/-**
Concession Hook- 2 permits	$3,446.00	$3,790.00	10%
Concession Nichols Basin Parking Lot and Dock- 1 permit	$3,446.00	$3,790.00	10%
Concession The Spit- 1 permit	$3,446.00	$3,790.00	10%
Concession Upper ES Dock- #1 Large- 1 permit	$6,892.00	$7,581.00	10%
Concession Upper ES Dock- #2-4 Medium- 3-permits	$4,167.00	$4,583.00	10%
Mobile Concessions	-	$240.00	N/A
Concession Fee (for Non-Profits)	$1,655.00	$1,820.00	10%
Jet Ski Moorage Fee (per jet ski at South Basin Dock)	$200.00	$220.00	10%
Section 5. Administrative Service Fees. Effective July 1, 2026	**FY 25-26**	**FY 26-27**	**% +/-**
Hard copy of Public Improvement Project plans & specs packet	$35.00	$35.00	0%
Public Information Request - staff time per hr., 15 min. increments (depending on staff level required)	$30-$50/hour	$30-$50/hour	n/a
Public Information Request - hard copies; per printed side - black and white	$0.25	$0.25	0%
Public Information Request - hard copies; per printed side - color	$0.50	$0.50	0%
Public Information Request - nonstandard materials (e.g., maps, videos, sound recordings)	at cost	at cost	n/a
Public Information Request - outside consultants/legal review	at cost	at cost	n/a
Extra Invoice Processing Fee for quarterly or monthly payments	$25.00	$25.00	0%

Returned Check Fee	$25.00	$25.00	0%
Tenant key card (FOB) Fee	$35.00	$35.00	0%
State Agency Permit Fee for Work in Port Right of Way	$0.00	$5,000.00	NEW
Section 6. Tolls & Fees (cash/BreezeBy). Effective July 1, 2026	**FY 25-26**	**FY 26-27**	**% +/-**
Class 1 - Passenger Autos & Pickups	$3.50 / 1.75	$3.50 / 1.75	0%
Class 2 - Commercial Trucks and Vans	$8.00 / $6.00	$8.00 / $6.00	0%
Class 3 - 3 Axle Trucks	$12.00 / $9.00	$12.00 / $9.00	0%
Class 4 - 4 Axle Trucks	$16.00 / $12.00	$16.00 / $12.00	0%
Class 5 - 5 Axle Trucks	$20.00 / $15.00	$20.00 / $15.00	0%
Class 6 - 6 Axle Trucks	$24.00 / $18.00	$24.00 / $18.00	0%
Class 7 - 7 Axle Trucks	$28.00 / $21.00	$28.00 / $21.00	0%
Class 8 - 8 Axle Trucks	$32.00 / $24.00	$32.00 / $24.00	0%
Class 9 - 9 Axle Trucks	$36.00 / $27.00	$36.00 / $27.00	0%
Class 10 - 10 Axle Trucks	$40.00 / $30.00	$40.00 / $30.00	0%
Class 11 - 11 Axle Trucks	$44.00 / $33.00	$44.00 / $33.00	0%
Class 0 - Motorcycles	$3.00 / $1.50	$3.00 / $1.50	0%
License Place Recognition System Intermediate Invoice (2nd Invoice) Fee	$0.00	$3.00	NEW
License Place Recognition System Late Fee	$25.00	$25.00	0%
BreezeBy 6C Transponder (Vehicle/Motorcycle)	$5.00	$5.00	0%
License Plate Transponder	$27.00	$27.00	0%
Section 7. Airport- T-Hangar Rates and Fees. Effective January 1, 2027	**FY 25-26**	**FY 26-27**	**% +/-**
T-Hangar A- annual	$4,984.00	$5,058.00	*
T-Hangar B- annual	$5,033.00	$5,109.00	*
T-Hangar C-annual	$5,569.00	$5,652.00	*
T-Hangar - new addition 2026-2027	$0.00	$6,600.00	NA
T-Hangar Waitlist fee - one time charge	$100.00	$100.00	0%
T-Hangar Waitlist renewal	$0.00	$0.00	0%
Through the Fence Agreement leases	$1,000.00	$1,000.00	0%
Land Lease	.30/Square Foot	.45/Square Foot	50%
* Note that 25-26 was billed for 6 months - CPI was updated for 6 months; 3% CPI applied for 6 months; 1/5% effective rate			

Section 8. Insurance Certificate Limits. Effective July 1, 2026	**FY 25-26**	**FY 26-27**	**% +/-**
Building Lease Tenants			
1. General Liability, Each Occurrence	$2,000,000	$2,000,000	0%
2. Damages to Rented Premises, Each Occurrence	$300,000	$300,000	0%
3. Medical Expense, Any One Person	$5,000	$5,000	0%
4. Personal and Adverse Injury	$2,000,000	$2,000,000	0%
5. General Aggregate	$2,000,000	$2,000,000	0%
6. Products – Comp/OP Aggregate	$0	$0	0%
Marina Moorage Tenants			
1. General Liability Protection & Indemnity, Wreck Removal	$500,000	$500,000	0%
a. Pollution Coverage	$25,000	$25,000	0%
b. Watercraft Liability - specifically includes wreck removal and pollution.	$500,000	$500,000	0%
Marina Boathouse Tenants			0%
1. General Liability Protection & Indemnity, Wreck Removal	$500,000	$500,000	0%
a. Pollution Coverage	$25,000	$25,000	0%
Marina Float Plane Tenant- Aircraft Insurance Liability	$1,000,000	$1,000,000	0%
Marina Cruise Ship Moorage			
1. General Liability Protection & Indemnity	$10,000,000	$10,000,000	0%
a. Wreck removal/clean-up/pollution	$1,000,000	$1,000,000	0%
Airport Tenants			
1. T-Hangar Tenants	$1,000,000	$1,000,000	0%
2. Hangar Tenants	$1,000,000	$1,000,000	0%
3. Tie-Down Tenants	$1,000,000	$1,000,000	0%
Section 8. Violations - Port Ordinance No. 30 (Conduct on Port Property) Authority: Pursuant to Port of Hood River Ordinance No. 30 (Conduct on Port Property), including Sections 32 (Interstate Bridge), 18 (Official Signs), and 35 (Penalties), and applicable Oregon Revised Statutes (including ORS 777 and ORS 164.245 where applicable), the following fines are established.	**FY 25-26**	**FY 26-27**	**% +/-**
Interstate Bridge Violations (Section 32)			
1. Unauthorized use of Interstate Bridge (bicycles, e-bikes, scooters, skateboards, or pedestrians)	$0	$450	0%
2. Failure to comply with Interstate Bridge restrictions posted by Official Sign or Port personnel	$0	$450	0%

3. Stopping, parking, or leaving a vehicle unattended on the Interstate Bridge	$0	$750	0%
4. Passing another vehicle or unsafe maneuver on the Interstate Bridge	$0	$750	0%
Official Sign Violations (Section 18)			
1. Failure to comply with an Official Sign regulating conduct on Port Property	$0	$450	0%
2. Bypassing barricades, traffic control devices, or active closures	$0	$750	0%
General Conduct Violations (Ordinance No. 30)			
1. Violation of any provision of Ordinance No. 30 not otherwise specified	$0	$450	0%
2. Second violation of the same provision within 12 months	$0	$750	0%
3. Third or subsequent violation	$0	Up to $1,000	0%
Aggravated or High-Risk Violations			
1. Conduct that creates a significant safety risk to the public or Port operations	$0	$900 – $1,800	0%
2. Conduct that interferes with Port staff, contractors, or traffic control operations	$0	$900 – $1,800	0%

Section 9. Additional 3rd Party Fees

Some payment options contain additional 3rd Party convenience fees. These fees are shown separately when customers use the optional payment method. When the only payment option includes convenience fees, those convenience fees are noted in this schedule.

Section 10. Retail Sales, Gift Certificates, Promotions, Sponsorships and Sundries

The Commission delegates to Executive Director the ability to set prices for sundries, cards, magnets, cups, DVDs, gift certificates, coupons, promotions, advertising, sponsorships and other retail and marketing items that don't otherwise conflict with Commission policy.

Section 11. Delegation of Responsibility

The Commission delegates to the Executive Director the ability to adjust these rates on a temporary basis to better manage services at the Port of Hood River. Any adjustments to these rates will be reported to the Commission at its next regular meeting

Section 12. Annual Review.

The Commission, through assistance by Port staff, shall annually review and adopt a new rate, fees and charges resolution prior to the start of the fiscal year.

Section 13. Severability

If any provision, section, fee or policy of this resolution or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

Section 14. Repealer

All previous rates, charges and/or fees are hereby repealed.

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COMMISSION MEMO

Prepared by: Megan Channell, Director of Capital Development and Planning
Date: November 17, 2026
Re: Administrative Building Relocation – Marina East Remodel

BACKGROUND:
At the October 20, 2026 Commission meeting, staff were directed to explore alternative locations for the Port's administrative facility relocation, including the Marina East building. This direction followed staff's report of the Wasco Building's remodel being substantially more costly than originally anticipated and budgeted.

In response, staff paused SUM Design's work on the Wasco Building remodel design development and engaged SUM Design to assess the Marina East building as an alternative location. To date, $23,492 has been spent under the previously approved $129,989 Work Order for the Wasco Building design.

SUM Design's assessment of the Marina East building included drafting preliminary floor plan options based on the programming solutions implemented at the Wasco Court building, for a total not-to-exceed cost of $4,580. The draft floor plan is attached and presents a viable option for the Port's relocation.

ISSUE:
Staff are seeking Commission direction on proceeding with the Marina East building as the preferred location for the Port's administrative facility relocation and authorization to advance design development. If supported, staff recommends approving a new Work Order for SUM Design to complete design development for the Marina East building remodel. The proposed Work Order is similar in scope to the Wasco Building Work Order approved by the Commission in May 2026 and paused in October 2026. Authorization of this Work Order would allow staff to advance the Marina East remodel through final design and develop a refined construction cost estimate. A future Commission action would be required to authorize construction.

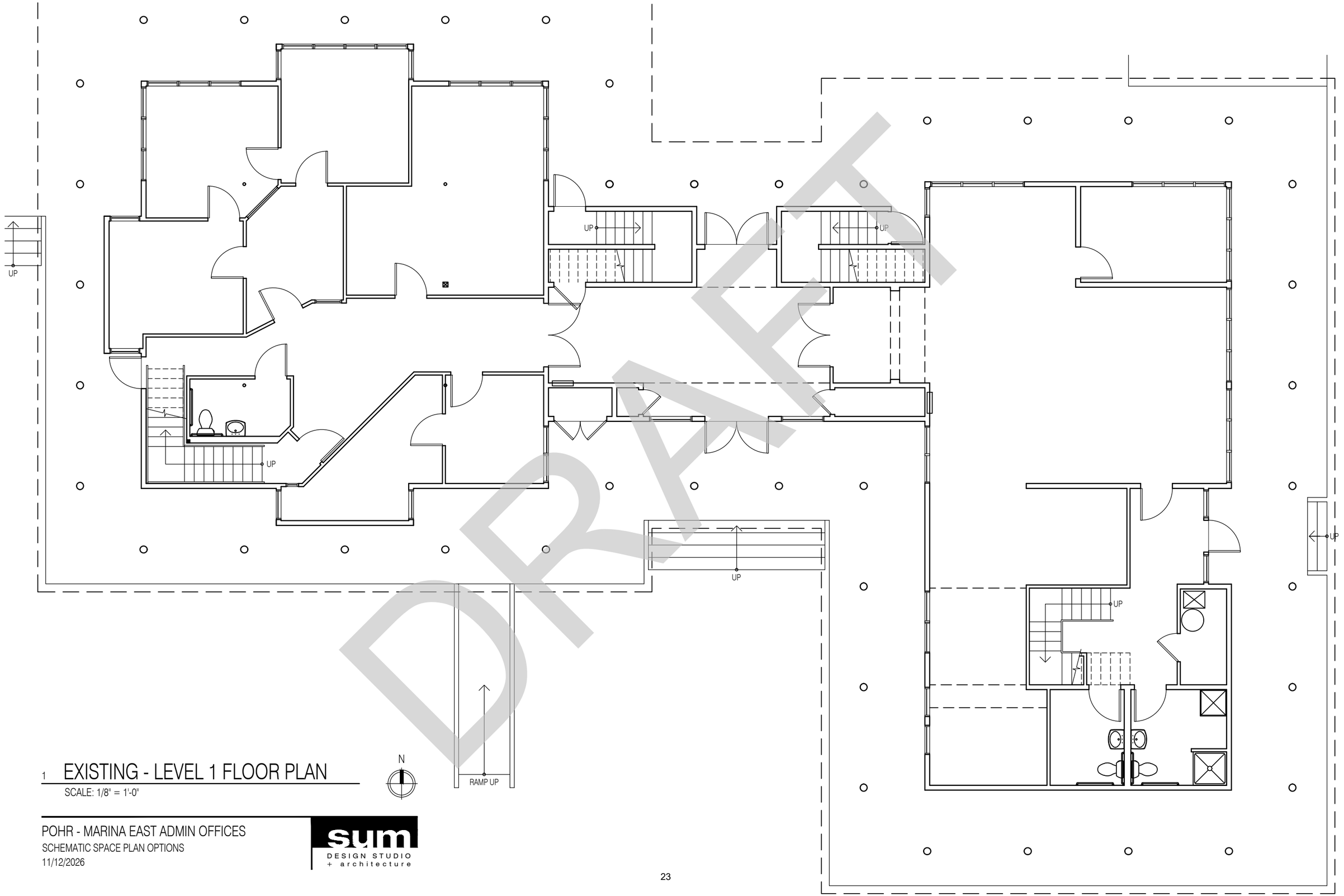
BUDGET IMPACT:
The proposed Marina East Work Order (attached) is for a total not-to-exceed cost of $116,789. The balance of the Wasco Building Work Order ($106,497) would be redirected to fund the Marina East Work Order.

RECOMMENDATION: MOTION to proceed with design development of the Marina East building for the Port's administrative building relocation and to authorize the Executive Director to execute the SUM Design Work Order No. 12 for the Marina East remodel, at a total not-to-exceed cost of $116,789.

PORT COMMISSION OBJECTIVES:

☐ Port policies and partnerships	☐ Airport operations and sustainability	☐ Waterfront maintenance and improvements
☒ Strategic planning and implementation	☐ Airport business and innovation	☐ Bridge transportation
☐ Revenue and financial sustainability	☒ Marina facilities and access	☐ None
☐ Regional economic development	☐ Marina community and economic value	

ATTACHMENTS:
Marina East Draft Floor Plans
SUM Design Work Order No. 12 for Marina East Full Design Development



1 EXISTING - LEVEL 1 FLOOR PLAN

SCALE: 1/8" = 1'-0"

N

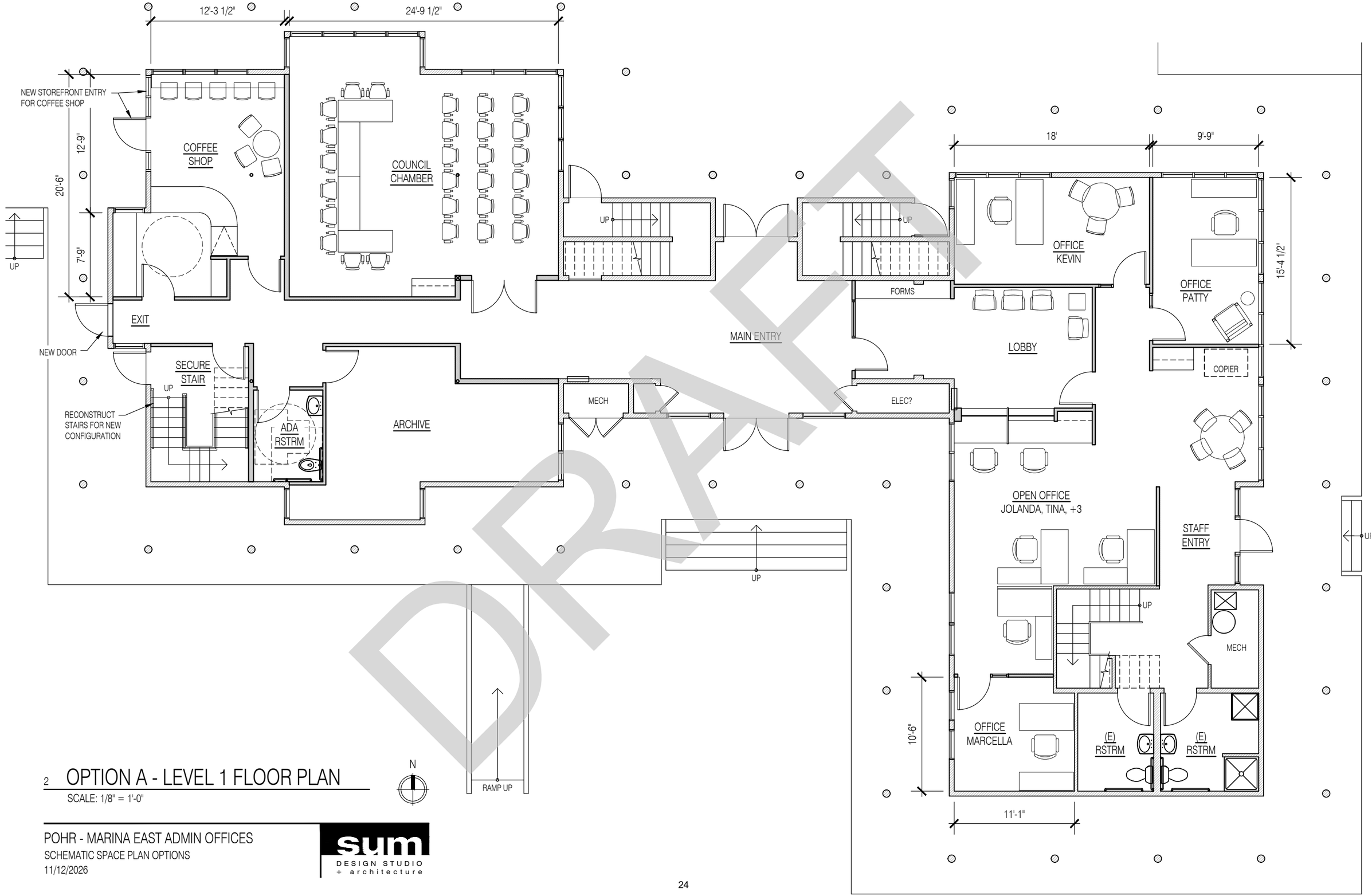
POHR - MARINA EAST ADMIN OFFICES

SCHEMATIC SPACE PLAN OPTIONS

11/12/2026

sum DESIGN STUDIO + architecture

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2 OPTION A - LEVEL 1 FLOOR PLAN

SCALE: 1/8" = 1'-0"

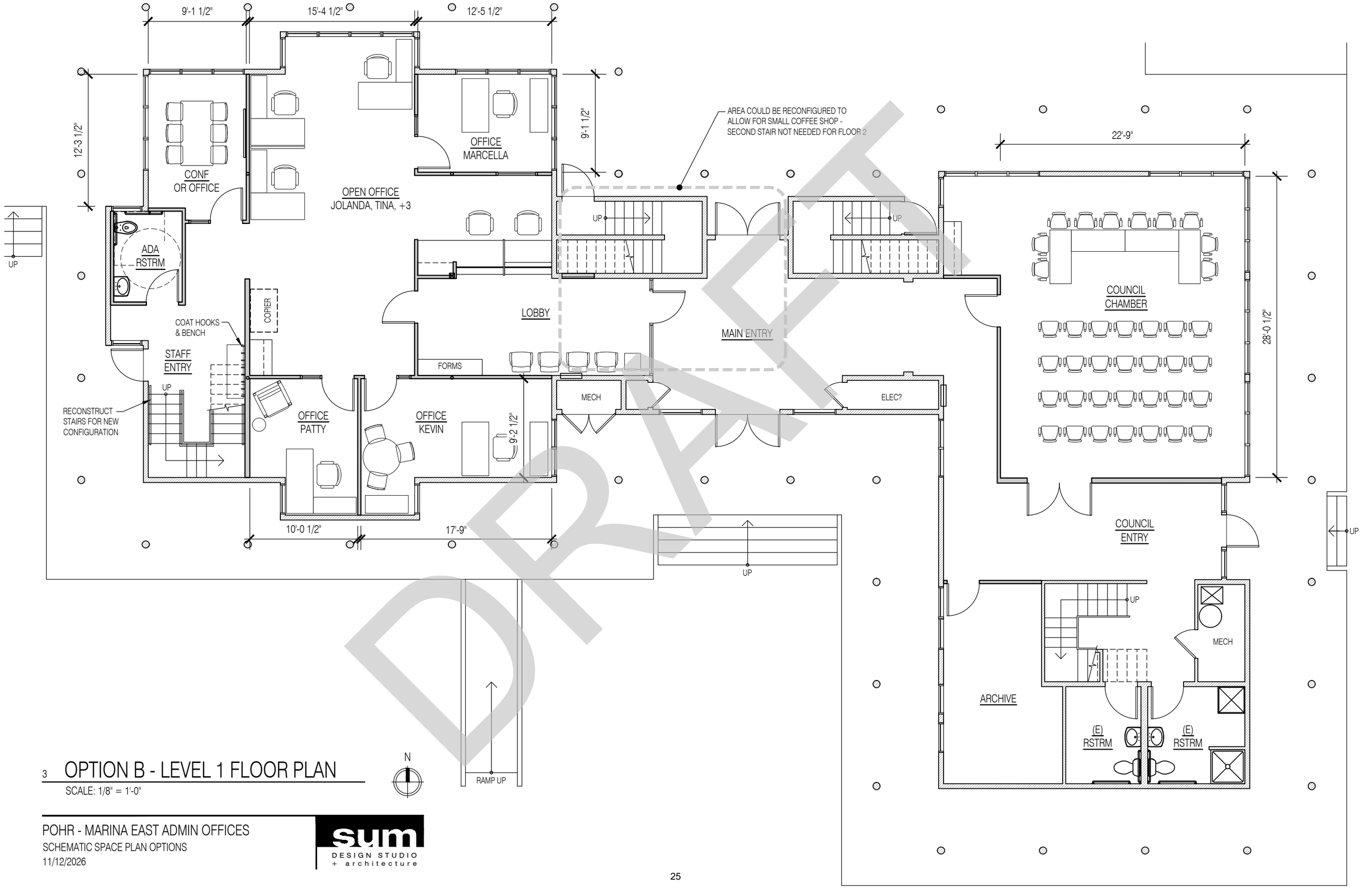
POHR - MARINA EAST ADMIN OFFICES

SCHEMATIC SPACE PLAN OPTIONS

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3 OPTION B - LEVEL 1 FLOOR PLAN

SCALE: 1/8" = 1'-0"

N

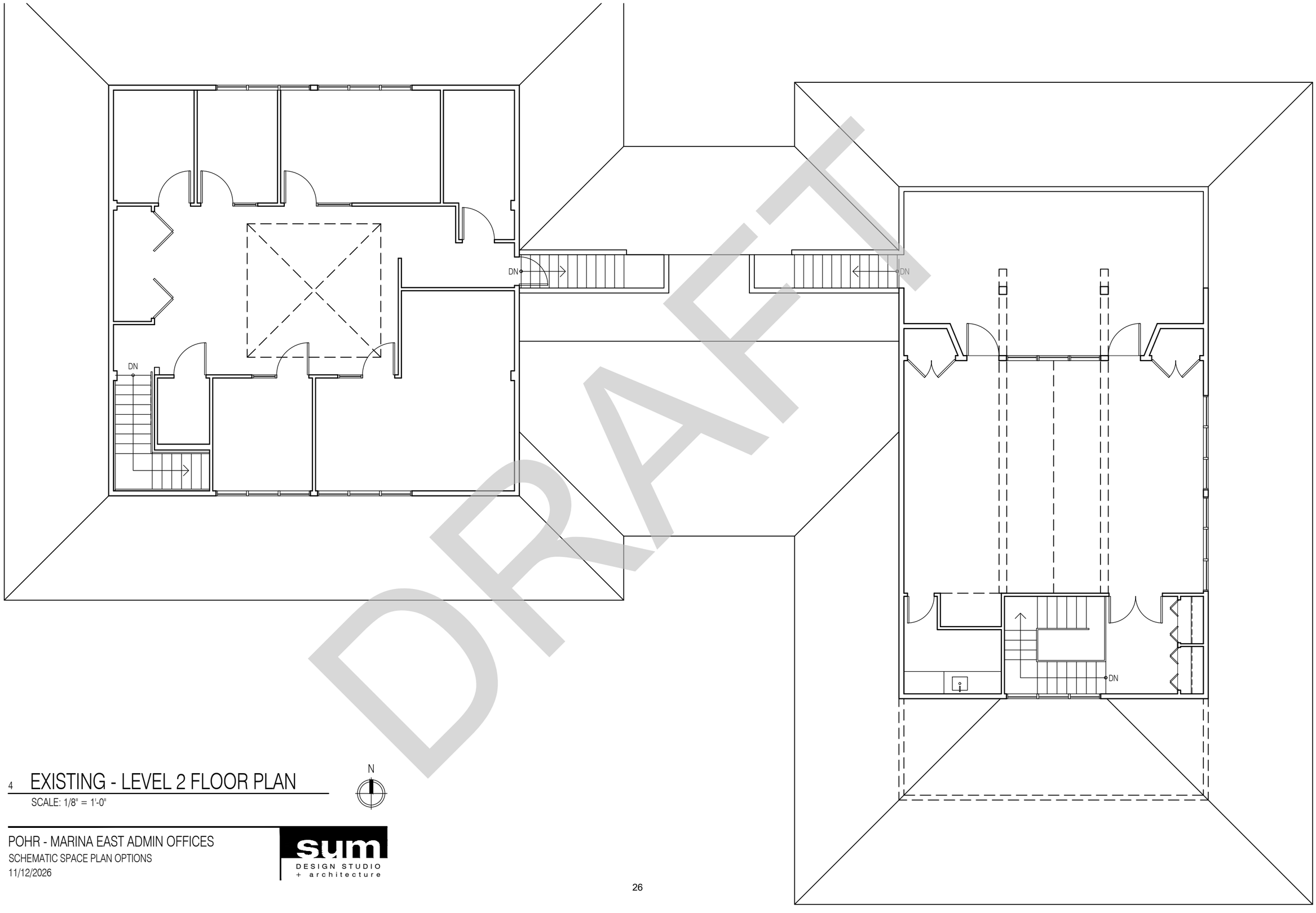
POHR - MARINA EAST ADMIN OFFICES

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11/12/2026

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4 EXISTING - LEVEL 2 FLOOR PLAN

SCALE: 1/8" = 1'-0"

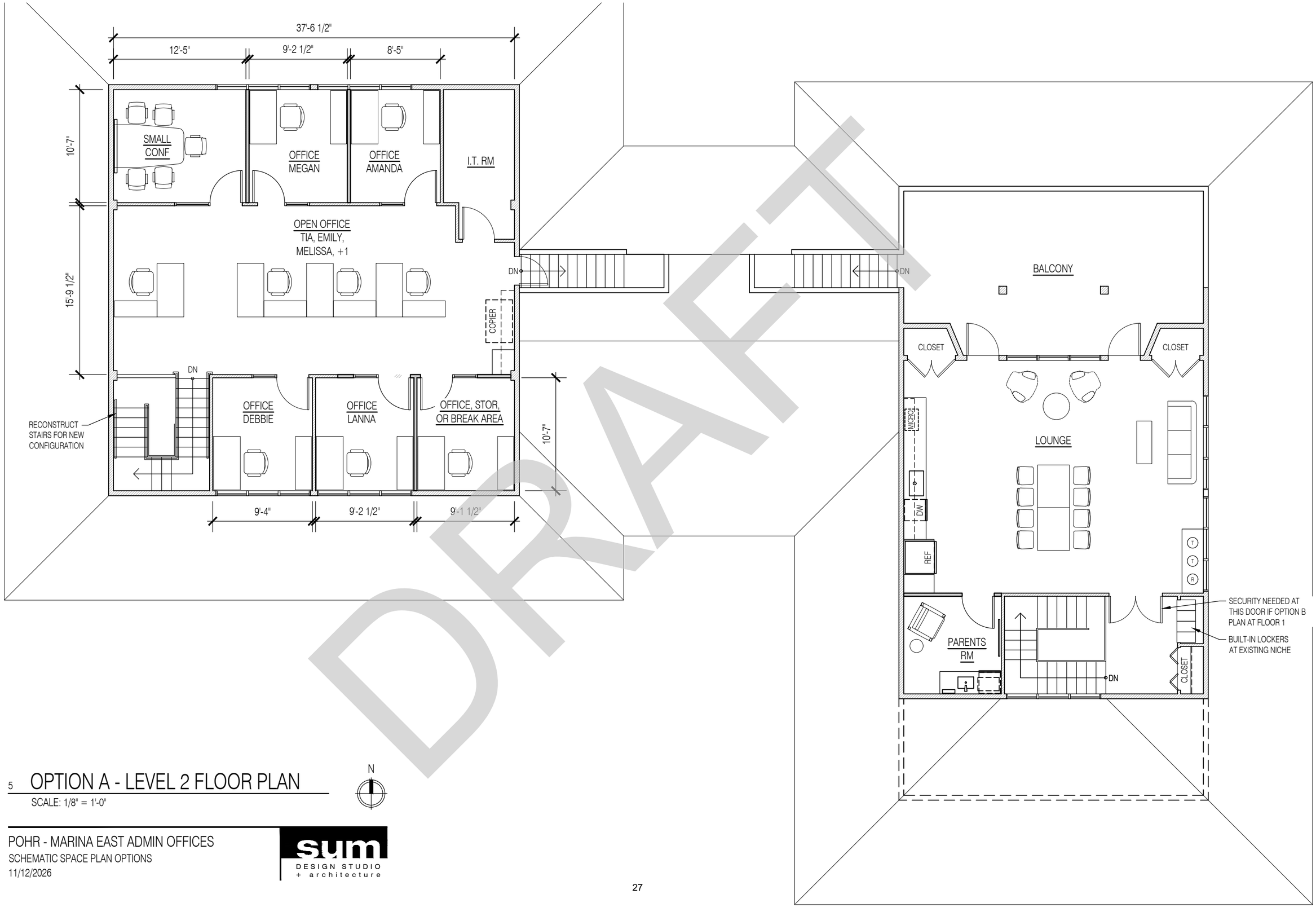
N

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SCHEMATIC SPACE PLAN OPTIONS

11/12/2026

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5 OPTION A - LEVEL 2 FLOOR PLAN

SCALE: 1/8" = 1'-0"

N

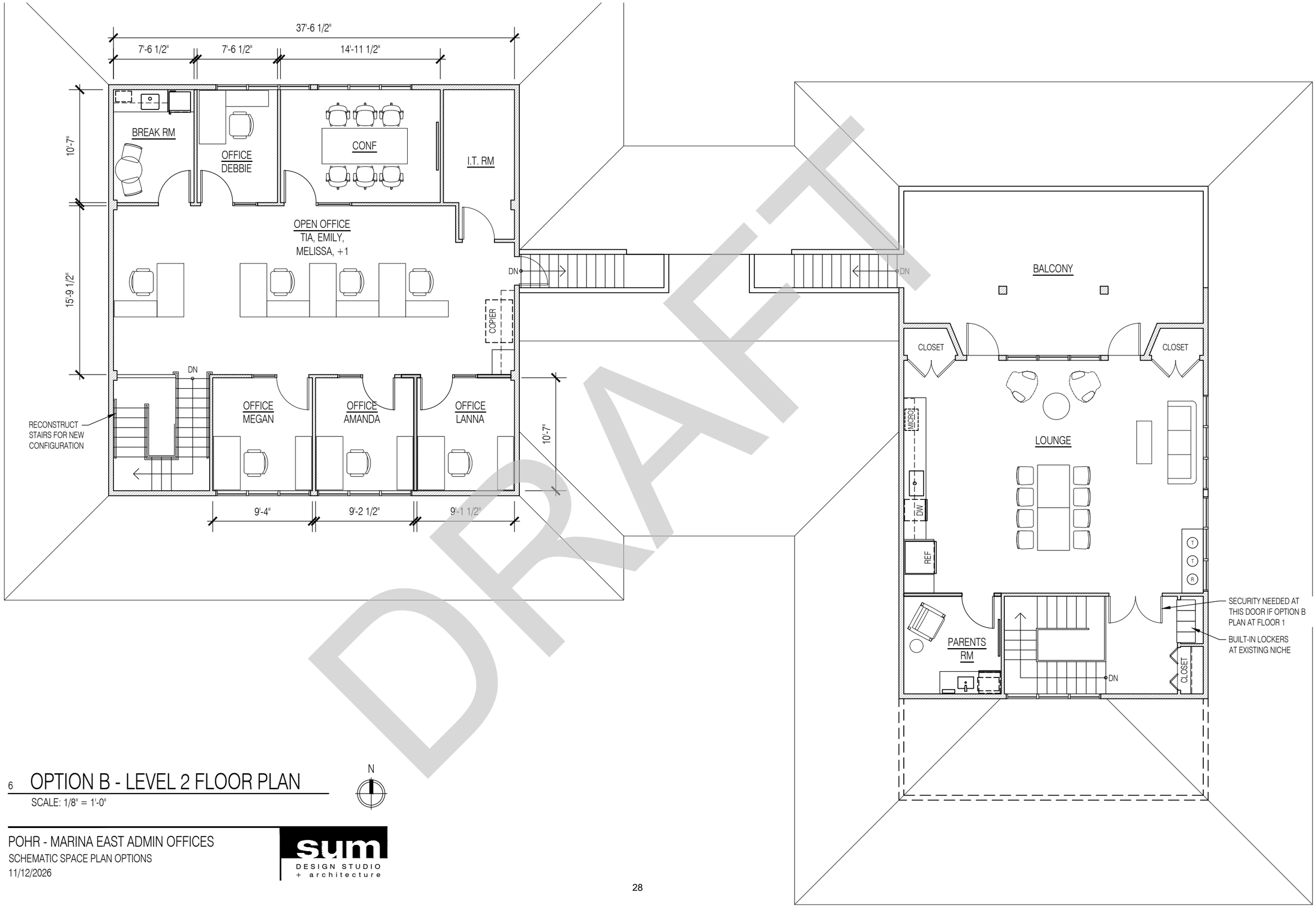
POHR - MARINA EAST ADMIN OFFICES

SCHEMATIC SPACE PLAN OPTIONS

11/12/2026

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6 OPTION B - LEVEL 2 FLOOR PLAN

SCALE: 1/8" = 1'-0"

N

POHR - MARINA EAST ADMIN OFFICES
SCHEMATIC SPACE PLAN OPTIONS
11/12/2026

sum DESIGN STUDIO + architecture

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Master Personal Services Agreement
Work Order Number 12

This Work Order Number Twelve (12) ("Work Order") is entered between **the Port of Hood River** ("Port") and **SUM Design Studio, LLC** ("Consultant"). This Work Order is issued under the authority of the Master Personal Services Agreement dated **October 27, 2024** between the Port and Consultant (the "Master Agreement") and is subject to all provisions of the Master Agreement, which is incorporated by reference. Consultant proposal dated November 12, 2026 is attached as **Exhibit A.**

1. **Project Background**. The purpose of this project is to assist with the design phase of work for the Port of Hood River's administrative building relocation, as required by the White Salmon-Hood River Bridge Replacement Project. The project includes the remodel of the Marina East building (approximately 5,810 square foot two-story metal building). From this Work Order, Consultant will complete the design phase for the Marina East building remodel to support the Port's relocation.

2. **Scope of Services**. Consultant shall perform the following Services expressly described below and in Exhibit A, as limited or modified by this Work Order.

   The architectural design scope includes the following:

   - Verify ADA access and provide as needed for public entry and reception area, restroom and doors.
   - Create assembly space for board meetings
   - Create the required office program from Wasco 2 to Marina East with associated changing of walls, doors and relites. This includes first and second floor space throughout the building.
   - Reconfigure existing office areas for new layout
   - Modify east second floor for break/gather area
   - Modify existing restrooms for use and ADA compatibility, create new restroom as needed
   - Upgrade finishes and fixtures throughout
   - Explore possibility and complexity to add public access coffee shop to building

   The Work Order includes Consultant coordination with Structure and Electrical/Plumbing Engineering team to provide design scope as outlined above, as well as to support:

   - Structural modifications, electrical upgrades and plumbing changes as required movement of walls, exterior modification (coffee shop), restrooms (new and existing) and assessment of the building's existing structural system (including pier support)
   - Documentation and coordination with Energy Trust of Oregon lighting and mechanical upgrades

   Consultant also will coordinate with a cost consultant throughout the Schematic Design, Design Development and Construction Document phases to evaluate the construction budget and confirm that costs, constructability and design intent remain aligned with the project scope.

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Each phase will include quantity takeoffs, budget, clarifications and client review.

Consultant will provide Value Engineering during the Design Development phase to identify cost-saving opportunities and incorporate recommendations.

The Consultant shall complete the following tasks:

2.1 Schematic Design

- Update and develop the preliminary design to create a final space plan and exterior building elevations, using information gathered from the site visit, further review and coordination with applicable building code, and any additional program needs supplied by the Port.
- Develop Schematic Design documents, which will include, but not be limited to: all interior walls, doors, windows, exterior building elevations, built-in casework, and permanent equipment.
- Complete final scheme (for progression into Design Development), after a final direction has been reached and the Port has approved.
- Coordinate with cost subconsultant.
- Host up to two (2) meetings with Port (virtual).

2.2 Design Development

- Refine all elements shown and presented as part of the Schematic Design package, and initiate fixture and finish selections.
- Further review and coordination of jurisdictional requirements and building code
- Develop plan development: demolition, floor, ceiling, and finish
- Develop interior elevations: at walls with built-in components and cabinetry
- Develop exterior building elevations
- Develop major details: initial detailing of wall, casework, millwork, and other built-in elements
- Initiate door, relite, and hardware selections
- Coordinate with structural engineer and Electrical/Plumbing consultants
- Coordinate with cost consultant
- Coordinate with Energy Trust
- Provide Design Document set at the conclusion of this phase to be suitable for preliminary pricing by cost subconsultant.
- Host up to four (4) meetings with Port (two (2) in person, two (2) virtual).

2.3 Permit Set / Construction Documents

- Finish design and documentation of all elements shown and presented as part of the Design Development package.
- Complete design and finalize finish and fixture selections.
- Meet with the Port to review progress and to verify design intent is being met.
- Review of preliminary contractor pricing in conjunction with the Port and coordination of questions and responses.

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- Design modifications to correspond with changes made as a result of the preliminary pricing effort.
- Complete Project code summary.
- Complete Plans: demolition, floor, ceiling, roof, electrical, finish.
- Complete Interior elevations: at walls with built-in components and cabinetry.
- Complete Exterior building elevations – of areas of change.
- Complete Architectural details: as required to communicate design intent.
- Complete Legends and Schedules: door, relites, hardware, lighting, finishes, fixtures.
- Coordinate with structural engineer and Electrical/Plumbing consultants.
- Coordinate with cost consultant.
- Coordinate with Energy Trust.
- Coordinate with consultant for updated traffic study.
- Complete document set at the conclusion of the phase to be suitable for contractor bidding, permitting, and project construction.
- Consultant shall host up to five (5) meetings with Port (two (2) in person, three (3) virtual).

2.4 Permit Assistance and City Coordination

- Provide responses and additional information regarding the above outlined scope as required by the local jurisdiction for a building permit.
- Coordinate with the Port and local jurisdiction to identify opportunities to expedite the permitting process, including early agency consultation, phased permit submittals, or submission of permit documents prior to completion of final Construction Documents, where feasible.
- Develop and coordinate a permitting schedule that supports the Port's required September 2027 occupancy date, including timely responses to jurisdictional review comments and requests for additional information.

2.5 Construction Administration

- Provide responses to RFI (Requests for Information) and review submittals.
- Submittals scope to include fixtures, finishes, products, and shop drawings of custom fabricated elements shown in the Construction Documents.
- Host up to seven (7) job site meetings during the anticipated 14-week construction period.
- Participate in virtual coordination meetings on alternate weeks, as needed.
- Host one (1) final walk-through and prepare punch list of the completed scope.

2.6 Assumptions and Exclusions

- No exterior or site work above what is described in Tasks 2.1 through 2.5 above.
- No jurisdictional design review will be required.
- Significant changes to the design may require fee adjustments, with written approval from the Port before Consultant initiates, or impact project completion timeline.

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- Consultant assumes the following to be excluded from the scope of work:
  - Civil Engineering Design; SUM to use existing, owner provided site plan
  - Additional scope incurred during permitting that is dictated by the jurisdiction. The above list of drawings is presumed to be sufficient for building permit.
  - Mechanical Design by separate engineer – assumed to be design/built
  - AV Design – assumed to be design/build
  - Acoustical Engineering by separate engineer – assumed to be design/build

2.7 Port Responsibilities

- The Port shall attend Consultant-hosted meetings as described in Tasks 2.1 through 2.5.
- The Port shall provide site access to the Marina East building, as needed by the Consultant.
- The Port shall provide approval of the Schematic Design for progression into Design Development.
- While not anticipated as part of this Work Order, the Port shall pay for the building permit and all other permits, fees, costs, licenses, and inspections required by applicable federal, state, or local laws, codes, rules, regulations, or ordinances.

Consultant shall coordinate with Port staff and other agencies, consultants, utilities, or stakeholders as reasonably necessary to complete the authorized scope. Services not specifically identified in this Work Order are excluded unless subsequently authorized in writing by the Port.

3. **Deliverables and Schedule.** Consultant shall complete Sections 2.1 through 2.3 within approximately 16–20 weeks of Work Order notice to proceed, with final Construction Documents suitable for contractor bidding, permitting, and project construction targeted for completion no later than **March 31, 2027**. Consultant shall promptly notify the Port Project Manager of any circumstances that may affect this schedule. Dates may be changed only through a written amendment executed as required by Section 9.

   Deliverables must satisfy the format, ownership, and use provisions of the Master Agreement. Where reasonably available, Consultant shall provide native editable files in addition to PDFs. Consultant shall promptly notify the Port Project Manager of circumstances that may materially affect the schedule.

4. **Key Personnel for this Work Order.** The Port is engaging the expertise, experience, judgment and personal attention of the Key Personnel identified below.

Key Personnel	Position/Title	Role on Project
Eric Hoffman	Principal	Executive
Ann Scheuerell	Project Manager	Project Manager

5. **Compensation.**

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5.1 Maximum Not-to-Exceed Amount. The Port will compensate Consultant on a time-and-materials basis at the hourly rates stated in Exhibit A, up to a maximum amount of **$116,789**. If the maximum compensation is increased by amendment of this Work Order, the amendment must be fully effective before Consultant performs the Services subject to the amendment.

5.2 Fees. The Port shall compensate Consultant for the performance of Services on the basis of Consultant's time and materials in accordance with the following schedule and in accordance with Exhibit A:

Hourly Billing Rates:

Managing Principal	$236/hr
Project Manager	$190/hr
Project Architect	$190/hr
Interior Design	$155/hr
CAD Drafter	$98/hr

5.3 Reimbursable Expenses. The Port shall reimburse Consultant for any allowable Reimbursable Expenses up to a maximum amount of $2,200 (within the Work Order Maximum Not-To-Exceed Amount). Reimbursable expenses shall include, but are not limited to, printing and reproduction, AutoCAD plotting, travel expenses, long distance charges, fees paid to local governmental entities, engineering and consultant fees and expenses, postage, photography, additional renderings, models, mileage at the current amount allowed by the IRS. The Consultant shall invoice for such expenses of reimbursement, and on larger expenses, Consultant may, at its sole option, require the Port to directly pay said expense.

6. **Effective Date and Term**. This Work Order is effective on the date it has been signed by the Port and Consultant and will expire on September 30, 2027 unless earlier terminated or extended.

7. **Order of Precedence.** If a conflict, inconsistency or ambiguity arises in Work Order interpretation, this Work Order shall be interpreted in the following order of precedence: (a) the Master Agreement; (b) this Work Order; (c) Exhibit A.

8. **Expiration.** Expiration of this Work Order does not extinguish or prejudice the Port's right to enforce this Work Order with respect to any breach of a Consultant warranty or any default or defect in Consultant performance that has not been cured.

9. **Modification**. No provision of this Work Order may be modified except in a writing signed by the Port and Consultant.

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IN WITNESS WHEREOF, the parties hereto have executed this Work Order on the dates set forth below.

Consultant: SUM Design Studio + Architecture		**Port of Hood River**	
Signed:		Signed:	
Name:	Eric Hoffman	Name:	Kevin M. Greenwood
Title:	Principal	Title:	Executive Director
Date:		Date:	
Address:	231 SE 12th Ave., Portland, OR 97214	Address:	1000 E. Port Marina Drive, Hood River, OR 97031
Phone/Email:	(503) 715-5847 eric@sumdesignstudio.com	Phone/Email:	(541) 386-1645 kgreenwood@portofhoodriver.com

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EXHIBIT A - SUM Design Scope of Work: Port of Hood River Offices – Marina East

DRAFT

November 12, 2026

Kevin Greenwood, Executive Director
Megan Channell, Director of Capitol Development and Planning
Port of Hood River
1000 East Port Marina Drive
Hood River, OR 97031

RE: Port of Hood River Offices – Wasco Court

Kevin, Megan,

Please see attached our proposal to assist the Port of Hood River remodel the existing building referred to as Marina East in Hood River owned by the Port of Hood River.

Similar to Wasco 2, we are not including Mechanical Engineering, Acoustical Engineering and AV Design in our scope of work and assume all three will be design/build by contractor who performs the construction on the project.

This building is slightly bigger than Wasco 2 and has the chance to be equally complicated. But, also could be simpler in a number of ways. It depends on the direction that the Port and Commission take in terms of office layout and ancillary spaces. As such, our professional design fee stays the same as Wasco 2 at this time.

Please see below for a defined scope of services with a breakdown of our standard construction phases.

Once reviewed, please do not hesitate to reach out with any questions or concerns.

Sincerely,



Eric Hoffman
Principal
SUM Design Studio + architecture

PROPOSAL FOR PROFESSIONAL SERVICES

STATEMENT OF PROJECT
Remodel of existing 5,810 sf two-story metal building.

Architectural design scope includes the following:

- Verify ADA access and provide as needed for public entry and reception area, restroom and doors.
- Create assembly space for board meetings
- Create the required office program from Wasco 2 to Marina East with associated changing of walls, doors and relites. This includes first and second floor space throughout the building.
- Reconfigure existing office areas for new layout
- Modify east second floor for break/gather area.
- Modify existing restrooms for use and ADA compatibility, create new restroom as needed
- Upgrade finishes and fixtures throughout
- Explore possibility and complexity to add public access coffee shop to building

SUM will coordinate with Structural and Electrical/Plumbing Engineering team to provide design scope as outlined above. We do not have a current proposal from Coffman but will use their budget numbers from Wasco 2.

Additional scope coordinated by SUM with Coffman Engineers includes:

- Structural modifications, electrical upgrades and plumbing changes as required movement of walls, exterior modification (coffee shop), restrooms (new and existing) and assessment of the building's existing structural system (including pier support)
- Documentation and coordination with Energy Trust of Oregon lighting and mechanical upgrades.

SUM will coordinate with a cost consultant throughout the SD, DD and CD phases to evaluate the construction budget and confirm that costs, constructability and design intent remain aligned with the project scope.

Each phase will include:

- Quantity takeoffs
- Budget
- Clarifications
- Client review

Additionally, Value Engineering will be provided during the Design Development (DD) phase to identify potential cost-saving opportunities and incorporate recommendations that support the clients budget while maintaining the overall design intent and project objectives.

PROPOSED PROJECT SCOPE AND PHASES

As-Built Measurement - COMPLETE
Following the CUP submittal, SUM visited the site and completed as-built verifications and measurements. Coordination of the site visit notes into the plans to be completed as part of the current scope. This work has been completed as part of Phase 1 (as built drawings and spaceplan)

Schematic Design (SD)
Using information gathered from the site visit, further review and coordination with applicable building code, and any additional program needs supplied by the client, SUM will update and develop the preliminary design to create a final space plan and exterior building elevations.

This plan will provide the starting point to move forward.

After a final direction has been reached and the client has approved, the final scheme will be ready for progression to Design Development. The Schematic Design documents will include, but not be limited to: all interior walls, doors, windows, exterior building elevations, built-in casework, and permanent equipment.

This phase will also include coordination between SUM and the cost consultant.

Meetings: (2) Total meeting with Client

Design Development (DD)
During this phase, SUM will refine all elements shown and presented as part of the Schematic Design package, and fixture and finish selections will be initiated.

This phase will include:

- Further review and coordination of jurisdictional requirements and building code
- Plan development: demolition, floor, ceiling, and finish
- Interior elevations: at walls with built-in components and cabinetry
- Exterior building elevations
- Major details: initial detailing of wall, casework, millwork, and other built-in elements
- Door, relite, and hardware selections initiated
- Coordination with structural engineer and E/P consultants
- Coordination with cost consultant
- Coordination with Energy Trust

Document set at the conclusion of this phase to be suitable for preliminary pricing by cost consultant.

Meetings: (4) Total meetings with Client, (2) in person and (2) virtual

Permit Set / Construction Documents (CD)
SUM will finish design and documentation of all elements shown and presented as part of the Design Development package. During this phase, the design is completed and finish and fixture selections are finalized. SUM will meet with the client to review progress and to verify design intent is being met.

This phase will include:

- Review of preliminary contractor pricing in conjunction with the client and coordination of questions and responses
- Design modifications to correspond with changes made as a result of the preliminary pricing effort. Note: modifications requiring significant changes to the design may trigger Additional Services fees, see below.
- Project code summary
- Plans: demolition, floor, ceiling, roof, electrical, finish
- Interior elevations: at walls with built-in components and cabinetry
- Exterior building elevations – of areas of change
- Architectural details: as required to communicate design intent
- Legends and Schedules: door, relites, hardware, lighting, finishes, fixtures
- Coordination with structural engineer and E/P consultants
- Coordination with cost consultant
- Coordination with Energy Trust
- Coordination with consultant for updated traffic study

Document set at the conclusion of the phase to be suitable for contractor bidding, permitting, and project construction.

Meetings: (5) Total meetings with Client, (2) in person and (3) virtual

Permit Assistance and City Coordination
SUM will provide responses and additional information regarding the above outlined scope as required by the local jurisdiction for a building permit.

Construction Administration
During the construction phase, SUM will provide responses to RFI (Requests for Information) and review submittals. Submittals scope to include fixtures, finishes, products, and shop drawings of custom fabricated elements shown in the Construction Documents.

Meetings: We estimate a 14-week construction timeframe. We will provide (6-7) job site meetings as required and the balance as virtual meetings on alternate weeks. Also included is one final walk-through / punch list of the completed scope.

PROFESSIONAL SERVICES FEE

Site Verification / As-built Measurements – Under Previous Contract

Schematic Design	8,800
Design Development	18,200
Permit Set / Construction Documents	25,480
Construction Administration	20,320
Reimbursable Expenses	2,200
SUBTOTAL – Architectural Design Fee	**$75,000**
Structural Engineering (Coffman)	11,250
Electrical including coffee shop (Coffman)	14,600
Construction & Cost Consulting, NTE (C4 Builders)	12,140
SUBTOTAL – Consultant Fees	**37,990**
10% Administrative Fee	3.799
TOTAL FEE	**$116,789**

ADDITIONAL INFORMATION

Schedule

This proposal is based on a 16-20 week design schedule.
Significant changes to the design may require fee adjustments or impact project completion timeline.

Assumptions

No exterior or site work above what is described above.
No Jurisdictional Design Review will be required.

Optional Services

FF&E (Furniture, Fixtures, and Equipment)	Hourly
3D Modeling / Rendering	Hourly
Construction Administration beyond that described above	Hourly

Exclusions

The following items have been excluded from our scope of work, but can be included for an additional fee if the project warrants:

- Civil Engineering Design; SUM to use existing, owner provided site plan
- Additional scope incurred during permitting that is dictated by the jurisdiction. The above list of drawings is presumed to be sufficient for building permit.
- Mechanical Design by separate engineer – assumed to be design/built
- AV Design – assumed to be design/build
- Acoustical Engineering by separate engineer – assumed to be design/build

Additional Services

To the extent SUM and its consultants agree to provide additional services not described herein, including contract administration, testing, changes in the scope of the project, design changes, or other changes to the project, those services shall be agreed to in writing, and shall be paid to SUM at current hourly rate. If additional services are not agreed to in writing, SUM shall notify Owner prior to providing such services.

SUM shall also be entitled to additional compensation for services required by changes in or the enactment of laws, codes, ordinances or regulations, the contraction of the Project schedule, preparation for and attendance at a public hearing or other proceeding related to the project, or changes necessitated by the action or inaction of Owner or Owner's representatives, agents, contractors or subcontractors.

Hourly Billing Rates

Managing Principal	$236 / hr
Project Manager	$190 / hr
Project Architect	$190 / hr
Interior Designer	$155 / hr
CAD Drafter	$98 / hr

Jurisdictional Fees

The client shall pay for the building permit and all other permits, fees, costs, licenses, and inspections required by applicable federal, state, or local laws, codes, rules, regulations, or ordinances.

Reimbursable Expenses

The client shall reimburse SUM for expenses incurred plus an administrative fee of 10%. Reimbursable expenses shall include, but are not limited to, printing and reproduction, AutoCAD plotting, travel expenses, long distance charges, fees paid to local governmental entities, engineering and consultant fees and expenses, postage, photography, additional renderings, models, mileage at the current amount allowed by the IRS. SUM shall invoice for such expenses of reimbursement, and on larger expenses, SUM may, at its sole option, require the client to directly pay said expense.

_____

Client Signature Date

COMMISSION MEMO

Prepared by: Megan Channell, Director of Capital Development and Planning
Date: November 17, 2026
Re: Marina Boathouse Removal Project – Contract Award to HME Construction, Inc.

BACKGROUND:
Per the Commission's August 2022 direction and re-confirmation in December 2025, the existing boathouse lease agreements expire on December 31, 2026. To facilitate the coordinated removal of the boathouses, the Port issued a Request for Proposals (RFP) on August 19, 2026, seeking a qualified contractor to perform hazardous materials assessment and abatement, boathouse removal, demolition, disposal, and associated site cleanup and restoration. HME Construction, Inc. was identified as the preferred proposer and per Commission approval in October 2026, the Port issued a Notice of Intent to Award on October 22, 2026. Staff subsequently initiated contract negotiations to finalize the project scope, cost, and schedule.

ISSUE:
Staff are requesting Commission approval of a contract with HME Construction, Inc. (HME) for the Marina Boathouse Removal Project. The original RFP contemplated removal of up to nine boathouses. The anticipated quantity has since been reduced to seven, and staff have worked with HME to refine the scope and associated compensation accordingly.

The contract includes requirements for hazardous materials assessment and abatement, permitting and regulatory compliance, protection of marina facilities, debris containment and recovery, and site restoration. The project schedule anticipates removal activities beginning in February 2027, pending approved permitting, with final completion anticipated in March 2027.

BUDGET IMPACT:
The not-to-exceed contract value with HME Construction, Inc. is $358,110. Under the cost-sharing agreement with the participating boathouse owners, the Port will contribute 50% of the removal costs, with the remaining 50% funded by participating boathouse owners. The Port's FY27 budget includes funding within the contingency allocation to cover the Port's 50% contribution.

RECOMMENDATION:
Staff recommend that the Commission approve the contract with HME Construction, Inc. for the Marina Boathouse Removal Project.

PORT COMMISSION OBJECTIVES:

☐ Port policies and partnerships	☐ Airport operations and sustainability	☒ Waterfront maintenance and improvements
☒ Strategic planning and implementation	☐ Airport business and innovation	☐ Bridge transportation
☐ Revenue and financial sustainability	☒ Marina facilities and access	☐ None
☐ Regional economic development	☐ Marina community and economic value	

SUGGESTED MOTION:
MOTION to approve the Marina Boathouse Removal Project contract with HME Construction, Inc., subject to final legal review, in an amount not to exceed $358,110, and authorize the Executive Director to execute the contract and approve necessary contract amendments up to an additional 10% of the original contract amount, for a total authorization not to exceed $393,921.

ATTACHMENTS:
Marina Boathouse Removal Project: Goods and Services Contract - HME Construction, Inc.

GOODS AND SERVICES CONTRACT

This Agreement is between the Port of Hood River, an Oregon Municipal Corporation, (hereinafter referred to as "**Port")**, and HME Construction, Inc., (hereinafter referred to as "**Contractor**").

In consideration of the mutual covenants set forth in this Agreement, and for good and valuable consideration, the sufficiency of which is hereby acknowledged, Port authorizes Contractor and Contractor agrees to carry out and complete services as described below:

1. **PROJECT**: Work shall be performed by Contractor in connection with a project generally described as: Marina Boathouse Removal Project (the "**Project**")**.**

2. **SCOPE OF SERVICES:** The Contractor shall be responsible for the performance of all services as set forth in the Scope of Work attached to this Agreement as **Exhibit A** (the "Services") and to the extent described in this Agreement. All provisions and covenants contained in the Scope of Work are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and the Scope of Work (if any) shall be resolved first in favor of this Agreement. Contractor shall perform Services using the degree of skill and knowledge customarily employed by professionals performing similar services in the same region of Oregon. The Contractor shall be responsible for providing, at the Contractor's cost and expense, all management, supervision, materials, administrative support, supplies, and equipment necessary to perform the Services as described herein, all in accordance with this Agreement. All Contractor personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Contractor shall have all requisite permits, licenses and other authorizations necessary to provide the Services. Contractor acknowledges and agrees that Port may cause or direct other persons or contractors to provide services for and on behalf of Port that are the same or similar to the Services provided by Contractor under this Agreement. No information, news, or press releases related to the Project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written authorization of Port.

   Boathouse Quantity. The Scope of Services under this Agreement is limited to the removal, transportation, demolition, and disposal of up to seven (7) boathouses, as reflected in the Compensation Summary Table in Section 5 and Exhibit A. The parties acknowledge and agree that the Compensation reflects the removal of up to seven (7) boathouses. No additional boathouses shall be included in the Scope of Services without prior written authorization from the Port.

3. **TERM OF AGREEMENT:** The term of this Agreement shall begin on the date this Agreement is fully executed and shall terminate on June 30, 2027, unless sooner terminated or extended under the provisions of this Agreement. All Services under this Agreement shall be completed prior to the expiration of this Agreement.

   Project Schedule. The Contractor shall perform the Services in accordance with the project schedule included in **Exhibit A**, which anticipates project completion in March 2027. The parties acknowledge that the schedule may require adjustment due to permitting and regulatory approvals. Any adjustments to the project schedule shall be coordinated between the Contractor and the Port and are subject to the Port's written approval. Schedule adjustments shall not, by themselves, authorize additional compensation or changes to the Scope of Services, which must be separately approved in accordance with this Agreement. Nothing in this paragraph shall modify the rights or obligations of the parties under Section 15 (Force Majeure).

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4. **TIME OF THE ESSENCE:** The Services of the Contractor shall be undertaken and completed in such a manner and in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement. It is agreed that time is of the essence in the performance of the Services.

5. **COMPENSATION:** The Port shall pay fees to the Contractor for Services performed under the terms of this Agreement, as specified in the Scope of Work, and per the Compensation Summary Table below. The total aggregate amount for all Services performed under this Agreement shall not exceed Three Hundred Fifty-Eight Thousand One Hundred Ten Dollars ($358,110.00) ("Compensation"), unless otherwise approved in writing by the Port.

Compensation Summary Table

Description	Quantity	$/Unit	Total Cost
Mobilization and Demobilization	1	$105,000	$105,000
Hazardous Materials Assessment and Abatement	1	$35,000	$35,000 *(includes $18,000 allowance for unknown hazardous materials abatement and disposal)*
Boathouse Removal and Transportation	7	$6,868	$48,076
Demolition	7	$15,549	$108,844
Disposal and Recycling	7	$7,706	$53,940
Site Cleanup and Restoration	1	$7,250	$7,250
		COMPENSATION	**$358,110**

Contractor shall submit monthly invoices computed on the basis of the percentage of work completed or hours worked and detailing the Services provided to date. Invoices shall include a detailed description of work performed and include evidence of any reimbursable expenses in a form acceptable to the Port. Port shall make payments in a timely manner, within twenty-five (25) days of receipt of invoice. Invoices received from the Contractor pursuant to this Agreement will be reviewed and approved by the Port prior to payment.

No compensation will be paid by Port for any portion of the Services not performed. Payment shall not be considered acceptance or approval of any Services or waiver of any defects therein. The Compensation shall constitute full and complete payment for said Services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement or agreed to by mutual written and duly signed agreement of Port and Contractor.

If Port does not pay within twenty-five (25) days of receipt of invoice acceptable to Port, the invoice shall incur a service charge of 1.5% per month on the unpaid monthly balance. Contractor reserves the right to withhold services or cancel this Agreement if Port's account is more than sixty (60) days delinquent.

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6. **STATUS OF CONTRACTOR AND RELATIONSHIP TO PORT:** The Contractor is an independent contractor, and nothing contained herein shall be construed as constituting any relationship with the Port other than that as owner and independent contractor, nor shall it be construed as creating any relationship whatsoever between the Port and any of the Contractor's employees. Neither the Contractor nor any of the Contractor's employees are nor shall they be deemed employees of the Port. The Contractor is not and shall not act as an agent of the Port. All employees who assist the Contractor in the performance of the Services shall at all times be under the Contractor's exclusive direction and control. The Contractor shall pay all wages, salaries and other amounts due the Contractor's employees in connection with the performance of the Services and shall be responsible for all reports and obligations respecting such employees, including without limitation social security tax, income tax withholding, unemployment compensation, worker's compensation, employee benefits and similar matters. Further, the Contractor has sole authority and responsibility to employ, discharge and otherwise control the Contractor's employees. The Contractor has sole authority and responsibility as principal for the Contractor's agents, employees, sub-contractors and all others the Contractor hires to perform or assist in performing the Services. The Port's only interest is in the results to be achieved.

7. **ERRORS IN WORK; EXTRA OR CHANGES IN WORK**: Contractor shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost. Only the Port Key Personnel may authorize extra (and/or change) work. Failure of Contractor to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Compensation or project schedule due to such unauthorized extra work and Contractor thereafter shall be entitled to no compensation whatsoever for the performance of such work.

8. **REPRESENTATIONS:** The Contractor represents and covenants that:

   a. The Contractor has the required authority, ability, skills and capacity to, and shall, perform the services in a manner consistent with this Agreement. Further, any employees and sub-contractors of the Contractor employed in performing the Services shall have the skill, experience and licenses required to perform the Services assigned to them. All Work Product of Contractor required to be stamped shall be stamped by the appropriately licensed professional.

   b. To the extent the Contractor deems necessary, in accordance with prudent practices, the Contractor has inspected the sites and all of the surrounding locations whereupon the Contractor may be called to perform the Contractor's obligations under this Agreement and is familiar with requirements of the Services and accepts them for such performance.

   c. The Contractor has knowledge of all of the legal requirements and business practices in the State of Oregon that must be followed in performing the Services and the Services shall be performed in conformity with such requirements and practices.

   d. The Contractor is validly organized and exists in good standing under the laws of the State of Oregon and has all the requisite powers to carry on the Contractor's business as now conducted or proposed to be conducted and the Contractor is duly qualified, registered or licensed to do business in good standing in the State of Oregon.

   e. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all necessary action and do not and will not (a) require any further consent or approval of the board of directors or any shareholders of the Contractor or any other person which has not been obtained or (b) result in a breach of default under the certificate of incorporation or by-laws of the Contractor or any indenture or loan or credit agreement or other material agreement or instrument to which the Contractor is a party or by which the Contractor's properties and

assets may be bound or affected. All such consents and approvals are in full force and effect.

9. **CONTRACTOR'S INSURANCE:** Contractor shall keep and maintain the following insurance for the duration of the contract period:
   - **a.** Commercial General Liability insurance on an occurrence basis with a limit of not less than $1,000,000 each occurrence for bodily injury and property damage and $2,000,000 general aggregate. The Liability Insurance coverage shall provide contractual liability. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to Contract.
   - **b.** Automobile Liability insurance with a combined single limit of not less than $1,000,000 per each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
   - **c.** Professional Liability insurance with a $1,000,000 per claim and $1,000,000 in the aggregate for malpractice or errors and omissions coverage against liability for personal injury, death, or damage of property, including loss of use thereof, arising from the firm's negligent acts, errors or omissions related to this Contract.
   - **d.** Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. Coverage must demonstrate the inclusion of the following endorsements Jones Act and LHWCA
   - **e.** Marine / Vessel Liability with a combined single limit of not less than $1,000,000 per each occurrence for bodily injury and property damage .
   - **f.** Pollution Liability insurance with a policy limit no less than $2,000,000 per occurrence.
   - **g.** Excess / Umbrella Liability insurance with a policy limit no less than $5,000,000 (policy should include "following form" language to the CGL.

   As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Agreement. The Commercial General Liability certificate shall provide that the Port, its Commissioners, officers, agents, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Agreement. Endorsement CG 20 10 11 85 or its equivalent must be attached to the Certificate. The Certificate shall provide that the insurance shall not terminate or be canceled without 30-days written notice first being given to the Port. Insuring companies or entities are subject to Port acceptance. If required, complete copies of the insurance policy shall be provided to the Port. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

   If any policy obtained by the Contractor is a claims-made policy, the following conditions shall apply: the policy shall provide the Contractor has the right to purchase, upon cancellation or termination by refusal to renew the policy, an extended reporting period of not less than two (2) years. The Contractor agrees to purchase this extended insurance coverage and to keep it in effect during the reporting period. If the policy is a claims-made policy, the retroactive date of any renewal of such policy shall be not later than the date this Agreement is signed by the parties hereto. If the Contractor purchases a subsequent claims-made policy in place of the prior policy, the retroactive date of such subsequent policy shall be no later than the date this Agreement is signed by the parties hereto.

10. **INDEMNIFICATION:** The Contractor shall indemnify, defend and hold harmless the Port, its commissioners, employees and agents, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent, they are directly resulting from, or alleged to arise from, the acts of the Contractor, or any of the Contractor's sub-contractors, Contractor's suppliers and/or Contractor's employees arising in connection with the performance of this Agreement. The obligations of the indemnifications extended by the Contractor to the Port shall survive the termination or expiration of this Agreement.

11. **CONFIDENTIALITY:** During the performance of the Agreement and for all time subsequent to completion of the Services under this Agreement, the Contractor agrees not to use or disclose to anyone, except as required by the performance of this Agreement or by law, or as otherwise authorized by the Port, any and all information given to the Contractor by the Port or developed by the Contractor as a result of the performance of this Agreement. The Contractor agrees that if the Port so requests, the Contractor will execute a confidentiality agreement in a form acceptable to the Port and will require any employee or sub-contractor performing work under this Agreement or receiving any information deemed confidential by the Port to execute such a confidentiality agreement.

12. **ASSIGNMENT:** Neither party shall assign this Agreement or parts hereof or its duties hereunder, but not including work products produced by the Contractor, without the express written consent of the other party. In the event of dissolution, consolidation or termination of the Port, the parties agree that the Port may assign to a successor entity any rights, obligations and functions it may have remaining under this Agreement.

13. **SUBCONTRACTORS:**

    a. General. The Contractor is solely and fully responsible to the Port for the performance of the Services under this Agreement. Use of any sub-contractor by the Contractor shall be pre-approved by the Port. The Contractor agrees that each and every agreement of the Contractor with any sub-contractors to perform Services under this Agreement shall be terminable without penalty.

    b. Sub-contractor Commitments: All of the Contractor's subcontracts in connection with the performance of the Services shall be in writing and include the following provisions:

        i. The subcontract/contract is immediately terminable without cause, and cost for such termination activities shall be determined according to the terms of this Agreement.
        ii. The sub-contractor shall carry insurance in forms and amounts satisfactory to the Port in its sole discretion, as provided by this Agreement.
        iii. All warranties (express or implied) shall inure to the benefit of the Port and its successors and assigns.
        iv. The subcontract/contract shall be subject to all applicable public contracting terms and provisions, as required by state law.

    The Contractor shall provide the Port with a copy of each subcontract executed with the performance of the Services within seven (7) days of each subcontract's execution.

    Sub-contractors who assist the Contractor in the performance of the Services shall at all times be

under the Contractor's exclusive direction and control and shall be sub- Contractors of the Contractor and not Contractors of the Port. The Contractor shall pay or cause each sub-contractor to pay all wages, salaries and other amounts due to the Contractor's sub-contractors in performance of the duties set forth in this Agreement and shall be responsible for any and all reports and obligations respecting such sub-contractors. All sub-contractors shall have the skill and experience and any license or permits required to perform the Services assigned to them.

If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this Agreement as the claim becomes due, the Port may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Contractor pursuant to this Agreement. The Port's payment of a claim under this Section shall not relieve Contractor or Contractor's surety, if any, from responsibility for those claims.

14. TERMINATION NOT-FOR-CAUSE:

a. Termination for Cause.

i. Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or Port notifies Contractor of the breach, whichever is earlier. If Contractor fails to either remedy the breach or actively begin and maintain efforts satisfactory to the Port to remedy the breach within ten (10) days of actual notice or the Port's mailing, Port may terminate that part of the Agreement affected thereby upon written notice to Contractor, may obtain substitute services in a reasonable manner, and recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

ii. If the breach is material and Contractor fails to either remedy the breach or actively begin and maintain efforts satisfactory to the Port to remedy the breach within five (5) days of the Port's notice Port may then treat Contractor as being in default and pursue any remedy available for such default at law or in equity.

iii. Pending a decision to terminate all or part of this Agreement, Port unilaterally may order Contractor to suspend all or part of the Services under this Agreement. If Port suspends terminates all or part of the Agreement pursuant to this Section, Contractor shall be entitled to compensation only for Services rendered prior to the date of termination or suspension, but not for any Services rendered after Port ordered termination or suspension of those Services. If Port suspends certain Services under this Agreement and later orders Contractor to resume those Services, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

iv. To recover amounts due under this Section, Port may withhold from any amounts owed by Port to Contractor, including but not limited to, amounts owed under this or any other Agreement between Contractor and Port.

b. Termination for Convenience**.** In addition to any other rights provided herein, the Port shall have the right to terminate all or part of this Agreement at any time and for its own convenience, by written notice to Contractor.

c. Obligations of Contractor. After receipt of a notice of termination, and unless otherwise directed by the Port, the Contractor shall immediately proceed as follows:

i. Stop work on the Services as specified in the notice of termination;
ii. Terminate all agreements with sub-contractors to the extent they relate to the Services terminated;
iii. Submit to the Port detailed information relating to each and every sub-contractor of the Contractor under this Agreement. This information will include sufficient detail so the Port can immediately contact each such sub-contractor to determine the role or function of each in regard to the performance of the Services and if the Port so elects, the Port may engage any sub-contractor for substantially the same terms as have been contracted by the Contractor;
iv. Complete performance in accordance with this Agreement of all of the services not terminated; and
v. Take any action that may be necessary, or that the Port may direct, for the protection and preservation of the property related to this Agreement that is in the possession of the Contractor and in which the Port has or may acquire an interest.

d. Termination Settlement. After termination, the Contractor shall submit a final termination settlement proposal to the Port in a form and with a certification prescribed by the Port. The Contractor shall submit the proposal promptly, but no later than thirty (30) days from the effective date of termination, unless extended in writing by the Port upon written request by the Contractor within such thirty-day period. If the Contractor fails to submit the proposal within the time allowed the Port's payment obligations under this Agreement shall be deemed satisfied and no further payment by the Port to the Contractor shall be made.

e. Payment Upon Termination. As a result of termination without cause the Port shall pay the Contractor in accordance with the terms of this Agreement for the Services performed up to the termination and unpaid at termination.

f. Port's Claims and Costs Deductible Upon Termination. In arriving at the amount due the Contractor under this paragraph there shall be deducted any claim which the Port has against the Contractor under this Agreement.

g. Partial Termination. If the termination is partial the Port shall make an appropriate adjustment of the price of the Services not terminated. Any request by the Contractor for further adjustment of prices shall be submitted in writing within thirty (30) days from the effective date of notice of partial termination or shall be deemed forever waived.

15. FORCE MAJEURE: Neither party to this Agreement shall be liable to the other party for delays in or failure to perform services caused by unforeseeable circumstances beyond its reasonable control, including but not limited to acts of governmental authorities, civil unrest, war, lockouts, extraordinary weather conditions or other natural catastrophe. For delays resulting from unforeseeable material actions or inactions of Port or third parties beyond Contractor's reasonable control, Contractor shall be given an appropriate time extension and shall be compensated for all costs of labor, equipment, and other direct costs Contractor reasonably and necessarily incurs. Delays of more than ninety (90) calendar days shall, at the option of either party, make this Agreement subject to termination.

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16. **RECORD KEEPING:** The Contractor shall maintain all records and documents relating to Services performed under this Agreement for three (3) years after the termination or expiration of this Agreement, or for three (3) years after all other pending matters in connection with this Agreement are closed. This includes all books and other evidence bearing on the Contractors time based and reimbursable costs and expenses under this Agreement. The Contractor shall make these records and documents available to the Port, at the Port's office, at all reasonable times, without any charge. If accepted by the Port, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.

17. **WORK PRODUCT:** All work product of the Contractor prepared pursuant to this Agreement, including but not limited to, all maps, plans, drawings, specifications, reports, electronic files and other documents, in whatever form, shall upon payment of all amounts rightfully owed by the Port to the Contractor herein remain the property of the Port under all circumstances, whether or not the Services are complete. When requested by the Port, all work products shall be delivered to the Port in PDF or full-size, hard copy form. Work products shall be provided to the Port at the time of completion of any of the discrete tasks specified in the Services. Contractor shall maintain copies on file of any such work product involved in the Services for three (3) years after Port makes final payment on this Agreement and all other pending matters are closed, shall make them available for the Port's use, and shall provide such copies to the Port upon request at commercial printing or reproduction rates.

    The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement and any generated work product shall vest in Port. Contractor shall execute any assignment or other documents necessary to affect this section. Contractor may retain a nonexclusive right to use any intellectual property that is subject to this section. Contractor shall transfer to Port any data or other tangible property generated by Contractor under this Agreement and necessary for the beneficial use of intellectual property covered by this section

    Subject to the provisions of the Oregon Public Records Law (the "Law"), all construction documents, including, but not limited to, electronic documents prepared under this Agreement are for use only with this Project, and may not be used for any other construction related purpose, or dissemination to any contractor or construction related entity without written approval of the Contractor.

18. **CONTRACTOR TRADE SECRETS AND OPEN RECORDS REQUESTS:**

    a. Public Records. The Contractor acknowledges and agrees that all documents in the Port's possession, including documents submitted by the Contractor, are subject to the provisions of the Law, and the Contractor acknowledges that the Port shall abide by the Law, including honoring all proper public records requests. The Contractor shall be responsible for all Contractors' costs incurred in connection with any legal determination regarding the Law, including any determination made by a court pursuant to the Law. The Contractor is advised to contact legal counsel concerning such acts in application of the Law to the Contractor.

    b. Confidential or Proprietary Materials. If the Contractor deems any document(s) which the Contractor submits to the Port to be confidential, proprietary or otherwise protected from disclosure under the Law, then the Contractor shall appropriately label such document(s), and submit such document(s) to the Port together with a written statement describing the material which is requested to remain protected from disclosure and the justification for such request. The request will either be approved or denied by the Port in the Port's discretion. The Port will make a good faith effort to accommodate a reasonable

confidentiality request if in the Port's opinion the Port determines the request complies with the Law.

c. Stakeholder. In the event of litigation concerning disclosure of any document(s) submitted by Contractor to the Port, the Port's sole involvement will be as stakeholder retaining the document(s) until otherwise ordered by the court and the Contractor shall be fully responsible for otherwise prosecuting or defending any actions concerning the document(s) at its sole expense and risk.

19. DESIGNATION OF REPRESENTATIVES AND KEY PERSONNEL: The Port hereby designates Kevin Greenwood, Executive Director and the Contractor hereby designates Kyle Barber, Vice President as the persons who are authorized to represent the parties with regard to administration of this Agreement, subject to limitations, which may be agreed to by the parties (collectively, the "Key Personnel"). In consultation with the Port, the Contractor shall identify the Key Personnel acceptable to the Port who will provide the Services under this Agreement. None of these individuals may be changed, while still in the employ of the Contractor and not on legally required leave, without the Port's prior written consent, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, the Contractor acknowledges that the Port considers the individuals named as Key Personnel critical to the Contractor providing its Services under this Agreement, and the Port will not pay the cost of any individual providing the Services contemplated by the Key Personnel on behalf of Contractor unless such individuals have been approved by the Port in writing.

20. PUBLIC CONTRACTING REQUIREMENTS

a. Overtime. Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC §201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, and otherwise in accordance with in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938.

b. Payment for Labor or Material. Contractor shall make payment promptly, as due, to all persons supplying to Contract labor or material for the performance of the work provided for in this Agreement. (ORS 279B.220)

c. Contributions to the Industrial Accident Fund. Contractor shall pay all contributions or amounts due the Industrial Accident Fund from Contractor incurred in the performance of this Agreement, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

d. Liens and Claims. Contractor shall not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)

e. Income Tax Withholding. Contractor shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS 279B.220)

f. Medical Care for Employees**.** Contractor shall promptly, as due, make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Contractor's employee(s), all sums which Contractor agrees to pay for such services and all monies and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or contract

for the purpose of providing or paying for such service. (ORS 279B.230)

g. Non-Discrimination. Contractor agrees to comply with all applicable requirements of federal and state non-discrimination, civil rights, and rehabilitation statues, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

h. Lawn or Landscaping. If the Services or Project under this Agreement contemplate lawn or landscape maintenance, Contractor shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective. (ORS 278B.225)

i. Foreign Contractor**.** If Contractor is not domiciled in or registered to do business in the state of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Contractor shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Agreement.

j. Federal Environmental Laws. Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

k. Tax Law Compliance. Contractor (to the best of Contractor knowledge, after due inquiry), for a period of no fewer than six calendar years (or since the firm's inception if less than that) preceding the effective date of this Agreement, faithfully has complied with: (1) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318; (2) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor; (3) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and (4) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

21. NOTICE: All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, or by fax. Notice, bills, payments, and other information shall also be made via email to the parties listed in the address block below. Payments may be made by personal delivery, mail, or electronic transfer. The addresses provided in the signature blocks to this Agreement. When notices are so mailed, they shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this Section.

22. ENTIRE AGREEMENT; COUNTERPARTS; ELECTRONIC SIGNATURES: This Agreement constitutes the entire agreement between the parties hereto relating to the Services and sets forth the rights, duties, and obligations of each party to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be amended except by a writing executed by both the Contractor and the Port and approved by the Port Commission. The Agreement may be executed in any number of

counterparts, each of which so executed shall be deemed to be an original and such counterparts shall together constitute but one and the same Agreement. Any party shall be entitled to sign and transmit electronic signatures to this Agreement (whether by facsimile, .pdf, or electronic mail transmission), and any such signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature to this Agreement agrees to promptly execute and deliver to the other parties, upon request, an original signed Agreement.

23. **INTERPRETATION:** In this Agreement the singular includes the plural, and the plural includes the singular; statutes or regulations are to be construed as including all statutory or regulatory provisions consolidating, amending or replacing the statute or regulation referred to; references to "writing" include printing, typing, lithography, computer software and other means of reproducing word in a tangible visible form; references to articles, sections (or subdivisions of sections), exhibits, annexes, appendices or schedules shall be construed to be in this Agreement unless otherwise indicated; references to agreements, exhibits, annexes, appendices hereto and other contractual instruments shall, unless otherwise indicated, be deemed to include all subsequent amendments and other modifications to such instruments, but only to the extent such amendments and other modifications are not prohibited by this Agreement; words not otherwise defined which have well-known technical or industry meanings, unless the context otherwise requires, are used in accordance with such recognized meanings; and references to persons include their respective permitted successors and assigns, and, in the case of governmental persons, persons succeeding to their respective functions and capacities. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the Agreement, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

24. **BINDING AGREEMENT:** This Agreement shall inure to and be binding on the heirs, executors, administrators, successors, and assigners of the parties hereto.

25. **NO WAVIER:** No waiver of any provisions of this Agreement shall be deemed to constitute a waiver of any other provision of the Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.

26. **LIMITATION ON DELEGATION:** The parties hereto acknowledge and agree that certain powers, rights and duties conferred on or held by the Port are inherently governmental in nature and may not be delegated by contract to the Contractor. Nothing in this Agreement shall be construed as an unlawful delegation of the non-delegable functions and powers of the Port, and the Contractor shall have no obligation to perform any non-delegable function.

27. **LEGAL COUNSEL:** The parties hereto agree they have full and adequate opportunity to consult with legal counsel and that each has had such counsel as it deems appropriate.

28. **OBSERVE ALL LAWS:** The Contractor shall keep fully informed regarding and materially comply with all federal, state, and local laws, ordinances and regulations and all orders and decrees of bodies or tribunals having jurisdiction or authority which may affect those engaged or employed in the performance of this Agreement.

29. **CONTROLLING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any disputes hereunder shall be tried in the courts of the State of Oregon. Venue shall be in Hood River, Oregon.

30. **MEDIATION; TRIAL WITHOUT A JURY**. If either party has a claim or dispute in connection with this Agreement, it shall first attempt to resolve the dispute through mediation. The parties shall mutually select an acceptable mediator, shall equally share the applicable mediation fees, and shall mutually select an applicable mediation venue. If either party fails to proceed in good faith with the mediation, or the parties otherwise fail to resolve the claim via the mediation process, the claiming party may proceed with litigation. Any litigation arising under or as a result of this Agreement shall be tried to the court without a jury. Each party agrees to be responsible for payment of its own professional fees, including attorneys' fees, in both mediation and litigation.

31. **FURTHER ASSURANCES:** Each party shall execute and deliver, at the request of the other party, any further documents or instruments, and shall perform any further acts that may be reasonably required to fully effect the transaction intended by this Agreement.

32. **SEVERABILITY**: If any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the Agreement.

33. **MODIFICATION**: Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of Port and Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this____day of_____, 2026.

Contractor: HME Construction, Inc.		**Port of Hood River**	
Signed:		Signed:	
Name:	Kyle Barber	Name:	Kevin M. Greenwood
Title:	Vice President	Title:	Executive Director
Date:		Date:	
Address:	6801 NW Old Lower River Rd Vancouver, WA 98660	Address:	1000 E. Port Marina Drive, Hood River, OR 97031
Phone/Email:	(360) 695-4553 Kyle.Barber@hmeconst.com	Phone/Email:	(541) 386-1645 kgreenwood@portofhoodriver.com

CONTRACT EXHIBIT A –SCOPE OF WORK

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EXHIBIT A – SCOPE OF WORK

HME Construction, Inc. (Contractor) shall provide all necessary labor, equipment, materials, supervision, transportation, and services for the removal, demolition, and disposal of up to seven (7) existing boathouses located within the Port of Hood River Marina.

The work includes hazardous materials assessment and abatement, mobilization and demobilization, removal and transportation of boathouse structures, off-site demolition and disposal, protection of existing marina facilities, debris containment and recovery, and site cleanup.

A. Pre-Removal Coordination and Permitting

The Contractor shall:

- Coordinate with the Port regarding project scheduling, marina access, staging, equipment mobilization, and removal operations.
- Obtain the required demolition permit from the City of Hood River prior to commencing demolition activities.

The Port shall:

- Disconnect existing utility services to each boathouse prior to demolition.
- Verify that required permits and approvals are in place before Contractor begins demolition.

B. Hazardous Materials Assessment and Abatement

The Contractor shall:

- Perform an asbestos and hazardous materials assessment of each boathouse prior to demolition.
- Sample and test suspected asbestos-containing, lead-containing, contaminated, or other regulated materials through an approved laboratory.
- As necessary, arrange for proper abatement and disposal of identified hazardous materials by a certified subcontractor, in accordance with applicable federal, state, and local regulations.

C. Boathouse Removal and Transportation

The Contractor shall:

- Perform the removal and demolition of the existing boathouses using a controlled, barge-based marine demolition approach designed to minimize impacts to the surrounding marina and waterway
- Mobilize a derrick barge and supporting material barges, support vessels, equipment, and personnel necessary to complete the work.
- Coordinate with the Port to establish an appropriate boathouse loading location within the marina. The northwest corner of the marina has been tentatively identified for this purpose.
- Disconnect and relocate each boathouse individually to the designated loading location.
- Install and maintain a debris containment boom during demolition operations and recover demolition-related debris that enters the water.
- Use submerged spreader beams and a derrick crane to lift each boathouse from the water onto a flat-deck material barge.
- Inspect and secure the loaded structures for transportation.
- Transport the boathouses by barge to the Contractor's facility in Vancouver, Washington, for off-site demolition.

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D. Demolition, Disposal, and Recycling
The Contractor shall:

- Transfer the boathouse structures from the barges to land at the Contractor's facility.
- Demolish and process the structures using appropriate equipment and procedures.
- Load demolition materials into disposal containers and transport materials to an approved transfer station or landfill.
- Dispose of or recycle demolition materials in accordance with applicable regulations.

E. Protection of Marina Facilities and Environmental Controls
The Contractor shall:

- Implement measures to minimize impacts to existing docks, gangways, utilities, adjacent vessels, marina operations, and the surrounding waterway.
- Install and maintain debris containment measures during removal operations.
- Maintain personnel and equipment to promptly recover demolition-related debris entering the water.
- Recover floating debris from the water surface and utilize qualified commercial divers when necessary to locate and recover submerged demolition-related debris.
- Inspect the work area following removal activities to confirm recovery of project-related debris.

F. Site Cleanup and Demobilization
The Contractor shall:

- Remove project-related debris, temporary containment measures, equipment, and materials from the marina.
- Demobilize barges, vessels, equipment, and personnel.
- Complete final cleanup and restoration of areas affected by the Contractor's operations.

3. Project Schedule
The Contractor's project schedule anticipates commencement of work on January 4, 2027 and final project completion by March 3, 2027. Permitting and Hazardous Materials Assessment tasks are scheduled January 4, 2027 to February 14, 2027. On-site mobilization, demolition, and processing is scheduled to begin February 15, 2027, with demobilization on February 26, 2027. Offsite demolition is scheduled for February 27, 2027 to March 3, 2027.

The schedule is subject to coordination with the Port and may be adjusted due to permitting and regulatory approvals. Schedule adjustments shall be coordinated with and approved in writing by the Port.

4. Project Assumptions and Exclusions
The Scope of Work is based on the following assumptions and exclusions identified in the Contractor's proposal:

- Prior to commencement of removal activities for each boathouse, the Port shall obtain ownership of that boathouse, including executed documentation transferring ownership to the Port. The Port shall be responsible for coordinating title transfers with the existing boathouse owners. The Contractor shall not be responsible for obtaining ownership or title to the boathouses.
- All boathouses will be vacated, with personal property, furnishings, fuel, vessels, and other owner-retained items removed before demolition activities begin.
- Owner-furnished environmental permits, regulatory approvals, and other agency authorizations not expressly included in the Contractor's scope are excluded.
- Existing utility services will be disconnected or made safe before demolition. Utility company fees

and third-party charges are excluded unless expressly included in the Contract.

- Existing docks and marina facilities are assumed to be sufficiently stable for normal access and operations. Repair of pre-existing damage or deterioration is excluded.
- Removal of pre-existing submerged debris or materials unrelated to the Contractor's work is excluded.
- Concealed conditions, unknown structural components, submerged obstructions, undocumented utilities, or other conditions not reasonably identifiable before commencement of work are excluded from the base price and shall be addressed through the Contract's change order procedures if encountered.
- Salvage value has not been included as a credit. Demolished materials shall be treated as waste unless otherwise directed before demolition.

5. Contractor's Request for Proposal Response

The Contractor's response to the Port of Hood River's Marina Boathouse Removal Project Request for Proposals, originally submitted September 18, 2026 and submitted as revised during contract negotiations on November 10, 2026, is incorporated herein by reference as supplementary documentation of the Contractor's proposed methods, equipment, qualifications, and approach to performing the Work. The revised November 10, 2026 RFP supersedes the September 18, 2026 submittal. In the event of any conflict or inconsistency, the terms of the Agreement shall control, followed by this Exhibit A – Scope of Work, and then the Contractor's RFP response.

Any references in the Contractor's response to the RFP to nine (9) boathouses shall be interpreted as applying to the up to seven (7) boathouses included in this Agreement. The RFP response shall not modify the agreed-upon scope of seven (7) boathouses, Contract Compensation, project schedule requirements, or other obligations expressly established in the Agreement.

6. Deductive Change Orders

The Contract Compensation is based on the removal, transportation, demolition, and disposal of up to seven (7) boathouses. If the Port determines that fewer than seven (7) boathouses will be included in the Project, the Scope of Work and Contract Compensation shall be reduced through a deductive change order.

Consistent with the Contractor's RFP response, the deductive change order amount shall be $14,570 for each boathouse removed from the Scope of Work. Fixed and shared project costs, including mobilization and demobilization, shall not be reduced proportionally based on the number of boathouses removed. Any reduction in the number of boathouses shall be authorized in writing by the Port and documented through a deductive change order in accordance with the Agreement.

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COMMISSION MEMO

Prepared by: Megan Channell, Director of Capital Development and Planning
Date: November 17, 2026
Re: Marina Basin Master Plan

BACKGROUND:
The Port has completed its update of the 2026 Marina Basin Master Plan, as an extension of the 2026-2032 Strategic Business Plan. Prepared with assistance from Points Consulting and J-U-B Engineers, the Master Plan establishes a long-term vision for future investment and planning in the Marina Basin area. The project included review of existing conditions and prior studies, stakeholder and public engagement, and development of concepts addressing marina layout, upland development, public access, circulation, and future improvements.

The planning process built from the community engagement for the Strategic Business Plan, including Commission workshops, community interviews, public engagement, and community surveys. The December 2025 Marina Survey, September 2026 marina focus group meeting, and October 20 Commission meeting discussion also informed the Master Plan development.

The Marina Basin Master Plan also was presented at the November 12 Community Showcase, along with the Strategic Business Plan and Economic Impact Analysis.

RECOMMENDATION:
MOTION to adopt the Port of Hood River's 2026 Marina Basin Master Plan as presented.

ATTACHMENTS:
Marina Basin Master Plan

PORT COMMISSION OBJECTIVES:

☐ Port policies and partnerships	☐ Airport operations and sustainability	☒ Waterfront maintenance and improvements
☒ Strategic planning and implementation	☐ Airport business and innovation	☐ Bridge transportation
☒ Revenue and financial sustainability	☒ Marina facilities and access	☐ None
☐ Regional economic development	☒ Marina community and economic value	

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Port of Hood River Marina Basin Master Plan

For: Port of Hood River

From: Points Consulting & J-U-B Engineers

November 12, 2026

Points Consulting
828 S. Washington St. STE D
Moscow, Idaho 83843
208-596-5809
points-consulting.com

J-U-B Engineers, Inc.
3611 S. Zintel Way,
Kennewick, WA 99337
509-783-2144
www.jub.com

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1. Vision, Framework, and Planning Foundations

Purpose

The Marina Basin is one of Hood River's most valuable public waterfront assets, serving as a gateway to the Columbia River, a center for boating and recreation, and an important contributor to the Port's long-term economic vitality. This Master Plan establishes a shared vision and guiding framework to inform the development and evaluation of future Marina Basin improvements.

This framework is built upon the Port's 2026-2032 Strategic Business Plan and other previous planning efforts. The vision, guiding framework, and planning opportunities identified in this Master Plan were informed by extensive stakeholder and community engagement during the development of the Strategic Business Plan, as well as subsequent waterfront- and marina-specific outreach efforts, including the Port's December 2025 Marina Survey. Input from the October 20, 2026, Port of Hood River Commission meeting also informed this Master Plan. Overall, this framework translates those priorities into a place-based strategy for the future of the Marina Basin.

Vision

> *The Marina Basin will be a vibrant, accessible, and economically sustainable waterfront district that celebrates Hood River's connection to the Columbia River by supporting recreation, water-dependent activities, community gathering spaces, and year-round waterfront experiences.*

The Basin should function as both a regional recreation destination and a community asset, providing opportunities for residents and visitors to access, experience, and engage with the waterfront while supporting the Port's operational and financial goals.

Guiding Principles

1. **Maintain the Marina Basin as a Public Waterfront Asset**
   Protect and enhance public access, recreation opportunities, and community enjoyment of the Columbia River waterfront.

2. **Prioritize Water-Dependent and Water-Oriented Uses**
   Support marina functions, boating programs, paddle and wind sports, fishing, marine services, and other activities that rely on or strengthen direct access to the river.

3. **Create a Continuous and Accessible Waterfront Experience**
   Improve shoreline access, pedestrian and bicycle connectivity, wayfinding, gathering spaces, viewpoints, and accessible waterfront facilities.

4. **Support a Diverse Mix of Recreation, Boating, and Community Uses**
   Accommodate recreational boaters, youth programs, paddlers, rowers, waterfront visitors, community events, marina users, commercial operators, fishermen, and tourists in a way that reduces conflicts and strengthens the Basin's identity.

5. **Advance Economic Sustainability and Marina Functionality**
   Improve operational efficiency, expand revenue-generating opportunities, support marine-related businesses, strengthen visitor experiences, and align economic development with public benefit.

6. **Protect Environmental Quality and Long-Term Resilience**
   Support shoreline health, sustainable development practices, resource protection, and adaptable improvements that respond to long-term environmental and operational change.

Planning Opportunities

The review of previous marina planning efforts, stakeholder engagement, operational assessments, and recent public survey responses revealed a consistent set of opportunities to guide the Master Plan. The Master Plan was developed by exploring opportunities to strengthen the Marina Basin's role as Hood River's premier waterfront destination. These opportunities include:

1. **Expand and Modernize Marina Services**
   Demand for marina facilities has historically exceeded available capacity, while portions of the existing marina infrastructure are aging and may require long-term reinvestment.

   The existing marina has 151 boat slips available for moorage, which include 5 seasonal slips (boats 20' and under), 125 annual slips for boats 16' – 30', 20 annual slips for boats 31' – 43', 1 annual slip for boats 44' – 65', and 6 annual slips for small paddle vessels (e.g., SUPs and kayaks). As of November 2026, there are over 100 individuals on the annual slip wait list, including 93 for boats 16' – 30', 37 for boats 31'-43', and 3 for boats 44' – 65'.

   The Master Plan identified opportunities to improve operational efficiency and expand boating-related amenities while maintaining compatibility with recreational and public access functions.

Development of the Master Plan considered the following priorities:

- Additional moorage capacity where feasible.
- Expansion of transient and visitor moorage opportunities.
- Improved guest docking and short-term tie-up facilities including electrical and utilities.
- Additional dry boat storage and small craft storage.
- Enhanced launch and retrieval facilities.
- Consolidation or modernization of marina support functions (upgraded restroom facilities, showers, etc.).
- Opportunities for marine-related commercial and light industrial uses that support marina operations and waterfront activity.
- Potential long-term opportunities for a boat hoist, crane, or vessel service facilities based on demonstrated demand, operational feasibility, and funding availability.

Framework Objective: Increase the functionality and long-term sustainability of marina operations while improving the user experience for both local and visiting boaters.

2. Establish a Recreational Boating and Water Sports Hub

A unique characteristic of the Marina Basin is the diversity of water-based recreation occurring within a relatively compact area. The water-based recreation areas total approximately 21 acres, within a full Marina Basin of approximately 57 acres, including landscaping, buildings, parking, and water. Community feedback consistently recognizes sailing, paddling, wind sports, rowing, youth boating programs, and waterfront recreation as defining elements of the basin's identity.

The Master Plan development considered the following opportunities to:

- Support youth sailing and boating programs.
- Enhance dinghy, kayak, paddleboard, and rowing storage.
- Improve launch access for non-motorized watercraft, including evaluation of a dedicated launch area outside the marina basin that provides direct river access and improves safety for smaller craft.
- Create shared boating and waterfront activity spaces, such as a shared equipment storage campus, waterfront activity plaza, or flexible launch staging area.

- Support fishing with a fish cleaning station, ice vending machine, and improved connections to the Hood River where possible.
- Expand educational and community boating opportunities.
- Strengthen connections and integration between upland recreation areas and water access points and destinations.

Framework Objective: Position the Marina Basin as a regional center for recreational boating and water-based activities where individual destinations contribute to a strong overall identity.

3. Support Thoughtful Economic Development

The Marina Basin is both a public amenity and an important Port asset. Future investments should strengthen the Port's financial sustainability while preserving the public character that makes the waterfront unique.

As a separate, yet related, effort from the Marina Basin Master Plan, the Port of Hood River is exploring redevelopment opportunities for the 2.6-acre Marina East/Marina West site. The Port's priorities for redevelopment of the Marina East and West site are to establish a financially sustainable, economically productive use of the property that enhances the waterfront, supports tourism and local businesses, and creates opportunities for public gathering and year-round activity. Redevelopment should complement the surrounding waterfront, improve public access and connectivity, and balance commercial development with community benefits.

The Master Plan development considered:

- Water-oriented and marine support commercial uses.
- Food, beverage, and visitor-serving uses.
- Recreational tourism opportunities including a potential hotel.
- Event-supporting infrastructure.
- Public-private partnership opportunities.
- Revenue-generating facilities that complement public access and recreation.

Framework Objective: Foster economic development opportunities that reinforce, rather than compete with, the Marina Basin's recreational and public access mission.

4. **Improve Circulation and Access**

   Public access emerged as one of the most consistently supported priorities throughout previous planning efforts and recent survey results. The Marina Basin provides some of the most important public access opportunities along Hood River's waterfront and should continue to serve as a destination for both active and passive recreation.

   As activity levels increase, circulation conflicts among vehicles, pedestrians, cyclists, marina users, and event attendees become more apparent. Future concepts should evaluate circulation as a basin-wide system.

   The Hood River-White Salmon Bridge Authority is currently designing a new bridge to cross the Columbia River. Bridge plans should be taken into consideration with implementation of the Master Plan, particularly regarding future traffic patterns, access, circulation, and development opportunities throughout the Marina Basin area.

   Focus areas for the Master Plan development included:

   - Enhanced pedestrian and bicycle connections, safety, and circulation between destination areas.
   - Additional gathering spaces and waterfront overlooks.
   - Improved seating, shade, and comfort amenities.
   - Expanded opportunities for waterfront dining and social interaction.
   - Improved wayfinding and interpretive elements.
   - Enhanced visual access to the river and surrounding landscape.
   - Improved arrival experiences and reinforce key activity nodes.
   - Improved marina access, vehicle circulation, and event related parking.

   Framework Objective: Develop a circulation network and cohesive waterfront experience that safely accommodates the full range of basin users and encourages year-round visitation and community use.

5. **Phased Redevelopment**

   The Marina Basin will continue evolving over many years. The Master Plan was developed to organize future improvements within a framework that allows incremental implementation while preserving flexibility for future opportunities. Funding these projects is highly reliant on available capital improvement funds, state, federal, and other public grant programs. Phasing will be necessary to accomplish the overall goals and vision established in this Master Plan.

Master Plan Framework

The Master Plan considered four complementary activity districts that clarify the relationship between marina operations, small boat recreation, public gathering, and waterfront-oriented development.

Note that in August 2022, the Port of Hood River Commission provided direction not to renew the boathouse leases in the marina, with leases expiring December 31, 2026. Based on this direction, the Master Plan assumes repurposing of the existing boathouse space.

These activity districts formed the basis for development of the Marina Basin Master Plan shown in the following section.

Marina Operations District

- Slips
- Fuel dock
- Marina services
- Commercial dock
- Hoist / Crane

Waterfront Commons District

- Event lawn
- Picnic shelters
- Upgrade existing pavilion
- Plaza
- Promenade: pop-up vendor space
- Viewing areas
- Public gathering space

Small Boat & Sailing District

- Youth sailing
- Dinghy storage
- Kayaks
- Rowing
- Launch facilities
- Boating center
- Upgraded storage sheds

Waterfront Redevelopment Area

Located outside defined and protected recreation areas.

- Café
- Hotel
- Marine and waterfront retail
- Tour boat ticketing
- Visitor services

2. Marina Basin Master Plan

Introduction

The Marina Basin Master Plan illustrates a long-term vision to improve public access, expand recreational opportunities, strengthen marina operations, and support economic development within the Marina Basin. The Master Plan reflects community and stakeholder priorities identified through previous planning efforts and is intended to guide future investment decisions, grant applications, capital planning, and public-private partnerships.

Marina Basin Districts

The Master Plan is organized around four integrated activity areas consistent with the overall planning framework: the Marina Operations District, Small Boat and Sailing District, Waterfront Commons District, and Waterfront Redevelopment Area.

Improvements in these four complementary areas work together as a connected waterfront. Marina operations and expanded moorage are concentrated within the existing basin, while small-boat and sailing facilities are grouped near existing youth sailing, storage, and launch activities. Marina Green and the surrounding promenade form a central public commons for recreation, events, and waterfront gathering, and the adjacent redevelopment area creates opportunities for complementary visitor-serving uses.

1. **Marina Operations District**

   The Master Plan identifies opportunities to expand and modernize existing marina facilities to accommodate growing demand for recreational moorage and improve operational efficiency. Proposed improvements include expansion of marina capacity through new 30-foot and 40-foot slips and existing dock extensions to the northern portions of Docks A and B. These improvements would increase moorage capacity for a range of vessel sizes while making use of the existing marina infrastructure.

   Improvements to the South Basin Dock are identified to increase moorage opportunities and operational flexibility. The proposed South Basin Dock expansion is envisioned in an L-shaped configuration to better respond to prevailing winds, accommodate temporary and commercial moorage, and preserve float-plane access and use.

   Additional marina improvements include enhanced support facilities such as expanded storage yards, small vessel storage, kayak and shell storage, upgraded

restrooms, fish-cleaning facilities, and improvements to the fuel dock and associated equipment to provide reliable marina operations and services.

The Master Plan also identifies relocation of the Hood River County Marine Sheriff's boathouse to the eastern side of the basin (at the marina entrance) to support marine law enforcement operations and access to the Columbia River.

2. **Small Boat and Sailing District**

   The Master Plan supports improved waterfront recreation through a designated non-motorized boat launch, improved beach access, waterfront trails, shared-use paths, expanded fishing access, and new gathering spaces.

   The western and southwestern portions of the Marina Basin would continue to serve as a center for youth sailing, small craft boating, and other non-motorized water activities. The Master Plan identifies improvements to support these uses, including dedicated small vessel storage docks, an expanded upland storage yard, and upgraded restroom and shower facilities. These improvements are intended to improve organization and functionality of small boat operations, support existing youth and community boating programs, and provide opportunities for expanded recreational use.

   Along the northern jetty, the Master Plan identifies a designated non-motorized boat launch providing direct access to the Columbia River for kayaks, paddleboards, canoes, and similar watercraft. Locating this facility outside the primary marina operating area would provide an alternative launch location and help reduce potential conflicts between motorized and non-motorized vessels.

3. **Waterfront Commons District**

   The Master Plan creates a Waterfront Commons anchored by a marina promenade, event lawn, plazas, pavilions, and public amenities designed to activate the waterfront while preserving the Marina Green for programmed sports, recreation activities, and community events. Future improvements should maintain a level, playable field and consider irrigation improvements to enhance efficiency and overall maintenance.

   Additional improvements throughout the western waterfront include refurbishment of the existing picnic pavilion, construction of smaller picnic shelters, and enhanced pedestrian connections between recreational destinations. Along the northern shoreline, improved beach access and shoreline amenities would create additional opportunities for passive recreation and enjoyment of the Columbia River. Along the western shoreline adjacent to the

Hood River, non-paved fishing access trails would improve opportunities for shoreline fishing.

4. **Waterfront Redevelopment Area**
   The Master Plan identifies opportunities within the Waterfront Redevelopment Area (Marina East and West site) to strengthen the marina through visitor-serving commercial uses, waterfront activity, and long-term economic sustainability. Improvements within this area should emphasize integration with surrounding public spaces, pedestrian connections, and compatibility with existing waterfront activities. The Marina Green and other protected public recreation areas would remain outside the redevelopment footprint.

Access, Circulation, and Connectivity

Access and connectivity are essential to how the four districts and proposed improvements function together as a cohesive waterfront. Improved parking, shared-use paths, and pedestrian and bicycle connections link these destinations, reduce conflicts among users, and make it easier for residents, visitors, boaters, and water-sports participants to move throughout and enjoy the Marina Basin.

Improvement Prioritization

Implementation of the Marina Basin Master Plan should occur incrementally through a phased approach that balances operational needs, public benefits, funding opportunities, and project readiness. Improvements are grouped into near-, mid-, and long-term phases to provide a flexible framework for future investments. Items within each phase are not listed in priority order and may be implemented as funding opportunities, operational needs, partnerships, and project readiness allow.

Phasing does not represent a strict construction sequence; it identifies improvements likely to provide the greatest near-term benefit while establishing a foundation for future investments.

Estimated costs are planning level opinions of probable construction cost intended for budgeting and capital planning purposes and reflect anticipated construction pricing as of November 2026. Implementation will ultimately depend on identified needs, available funding, and Port resources. Additional engineering assessments, feasibility studies, and design work may be necessary to confirm the scope, cost, and viability of individual improvements before implementation.

- **Near-term improvements (1-4 Years)** focus on addressing marina operational needs and early revenue generation opportunities, increasing moorage capacity, and improving access and functionality to support current and growing demand.

- **Mid-Term Improvements (3-7 Years)** expand recreational amenities, storage facilities, and circulation improvements that enhance the user experience and support a wider range of marina and waterfront activities.
- **Long-Term Improvements (7+ Years)** focus on enhancing public spaces, recreation opportunities, and waterfront destinations that strengthen the Marina Basin as a community and visitor-serving asset.

The Port will evaluate individual projects through its annual capital planning and budgeting processes, with implementation dependent on available funding, project feasibility, and future Commission direction.

Planning-Level Cost Estimates

The planning-level cost estimates presented below are intended to inform long-range capital planning, support evaluation of funding and grant opportunities, and provide a starting point for future project development.

Costs reflect planning-level opinions of probable construction cost as of November 2026 and are based on conceptual improvements rather than detailed engineering or design. Estimates do not include future inflation, permitting, environmental review, land acquisition, or detailed design costs. Actual project costs will vary based on final scope, market conditions, and regulatory requirements.

Additional engineering assessments, feasibility evaluations, and design development will be necessary to refine project scopes and costs before individual improvements are considered for funding or construction. Inclusion in the Master Plan does not constitute project approval or a commitment of Port funding.

Phase and Improvement	Estimated Cost Range *(2026 Dollars)*
Near-term (1-4 Years)	
30’ slip expansions (A & B docks)	$1,500,000 - $2,000,000
New slips (30’ and 40’)	$2,200,000 - $3,000,000
South Basin Dock Expansion	$500,000 - $800,000
South Basin Gangway Improvements	$75,000 - $150,000
Sheriff Boathouse Relocation (with utilities)	$200,000 - $500,000
Mid-term (3-7 Years)	
Parking areas	$175,000 - $250,000
Refurbished Pavilion	$100,000 - $150,000
Expanded Storage Yard	$20,000 - $35,000
Small Vessel Storage Dock	$250,000 - $450,000
Shell / Kayak Storage Dock	$200,000 - $350,000
Commercial Dock Expansion	$225,000 - $275,000
Pedestrian Trail along the Jetty	$60,000 - $75,000
Long-term (7+ Years)	
Beach Access Trail	$5,000 - $10,000
Beach Improvements	$10,000 - $25,000
New Pavilion	$125,000 - $200,000
10’ x 10’ Pavilions (4 total)	$100,000 - $150,000
Unpaved Fishing Access Trails	$15,000 - $20,000
Youth Sailing Building Restroom Upgrade	$300,000 - $550,000
Marina Promenade	$325,000 - $450,000
Fish Cleaning & Ice Vending Facilities	$135,000 - $175,000
Monument Sign	$35,000 - $100,000
Shared-use Paths	$125,000 - $150,000

Note: Cost estimates are preliminary and subject to refinement through future engineering, feasibility analysis, and design. The estimates do not include ongoing maintenance, repair, or replacement needs for existing marina infrastructure unless specifically identified. Costs associated with potential private redevelopment within the Waterfront Redevelopment Area are not included.

Master Plan Map

The Marina Basin Master Plan Map provides a visual representation of the long-term vision for the Marina Basin, illustrating the location and relationship of proposed improvements to existing facilities, public spaces, and waterfront activities. The map brings together the four activity areas described in the Master Plan, identifying opportunities to expand marina capacity, improve recreational facilities, enhance public access and connectivity, and support complementary waterfront development.

The improvements shown are conceptual and intended to guide future planning, investment, and project development. Specific locations, configurations, and improvements may be refined through subsequent engineering, feasibility analysis, public engagement, and design. The map should be considered alongside the improvement prioritization and planning-level cost estimates presented in this Master Plan.

See the attached Marina Basin Master Plan exhibit for a graphic depiction of the master plan and proposed improvements.



1. BEACH ACCESS
An improved public access trail connecting the parking lot to the waterfront and beach area.
2. IMPROVED BEACH AREA
Enhance the existing beach area to create a more functional waterfront recreation space, with improved access and shoreline uses.
3. 10' x 10' PAVILION
New small picnic shelters with picnic tables and benches to support small gatherings and enjoyment of waterfont views.
4. DESIGNATED NON-MOTORIZED BOAT LAUNCH
Designated launch area for kayaks, paddleboards, canoes, and other non-motorized watercraft without interference from primary marina operations.
5. PARKING AREAS
Improved or expanded parking areas to support waterfront recreation, marina activities, and other uses.
6. 30' SLIP
Additional 30' slips to accommodate small recreational vessels and expand available moorage.
7. 40' SLIP
New 40' slips to accommodate demand for larger vessels and expand available moorage.
8. COMMERCIAL DOCK EXPANSION
Expand the commercial dock to provide additional access and moorage.
9. REFURBISHED PAVILION
Renovate the existing pavilion to extend its useful life and provide an improved space for gatherings, picnics, or sheltered recreation.
10. NON-PAVED FISHING ACCESS ROUTES
Gravel trails to provide access and expand recreational use of the Hood River.
11. UPGRADED RESTROOMS - YOUTH SAILING BUILDING
Update the existing restrooms and showers.
12. EXPANDED STORAGE YARD
Expand the existing storage yard to provide additional secure space for boats, equipment, and maintenance materials.
13. SMALL VESSEL STORAGE DOCK
Dedicated dock space for small vessel storage.
14. SHELL/KAYAK STORAGE FLOATS
Floating storage areas for kayaks, paddleboards, and similar non-motorized watercraft.
15. MARINA GREEN
Preserve the existing open lawn space for recreation and community events.
16. MARINA PROMENADE/WATERFRONT COMMONS
Wide walkways to accommodate activities such as farmers' markets, vendor booths, food trucks, etc. to activate and encourage community use of the marina. At grade planters incorporate durable trees and landscaping to provide shade.
17. FISH CLEANING AND ICE VENDING LOCATION
Designated fish-cleaning and ice-vending area located near the existing boat launch.
18. MONUMENT SIGN
Location for a new monument sign at the marina entrance that strengthens the marina's identity and creates a sense of arrival.
19. SHERIFF BOATHOUSE
Relocate the Sheriff's Boathouse to better support operations and direct access to and from the marina.
20. WATERFRONT REDEVELOPMENT OPPORTUNITY
Development area focused on strengthening the marina through expanded commercial opportunities.
21. NEW PAVILION
New 25' x 50' open air pavilion structure to support community gatherings and events.
22. SHARED USE PATHS
New paved trails to enhance pedestrian and bicycle connections, safety, and circulation throughout the Marina Basin.
23. SOUTH BASIN DOCK EXPANSION
Expand the existing dock to provide additional space for access, circulation, temporary moorage, and marina operations.
24. SOUTH BASIN DOCK GANGWAY IMPROVEMENT
Widen and upgrade the gangway to improve dock access.
25. EXISTING BUILDING

PORT OF HOOD RIVER MARINA BASIN

HOOD RIVER, OREGON MASTER PLAN

NOVEMBER 12, 2026

J-U-B ENGINEERS, INC.

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COMMISSION MEMO

Prepared by: Kevin Greenwood, Exec. Director
Date: November 17, 2026
Re: Economic Impact Analysis Acceptance

BACKGROUND:
As part of the Port's 2026 Strategic Business Planning process, Points Consulting prepared an Economic Impact Analysis (EIA) to quantify the Port's contribution to the Hood River County economy. The analysis evaluates economic activity associated with Port operations, tenants, and visitors, including direct, indirect, and induced impacts.

The study estimates that the Port supports approximately $57.1 million in annual economic output, 359 jobs, $19.6 million in employee earnings, and $840,000 in state and local tax revenues. These findings demonstrate the Port's broader economic development role and provide useful information for future planning, investment decisions, and public outreach.

The Port Commission adopted the 2026–2032 Strategic Business Plan on October 20, 2026. A public Strategic Business Plan Celebration and Community Presentation was held on November 12, 2026, providing an opportunity to share the completed planning work, including the EIA and Marina Basin Master Plan, with stakeholders and the community.

Acceptance of the EIA marks the culmination of the economic impact assessment component of the Port's Strategic Business Planning effort.

RECOMMENDATION:
MOTION to accept the Economic Impact Analysis prepared by Points Consulting.

ATTACHMENTS:
EIA Executive Summary

PORT COMMISSION OBJECTIVES:

☐ Port policies and partnerships	☐ Airport operations and sustainability	☐ Waterfront maintenance and improvements
☒ Strategic planning and implementation	☐ Airport business and innovation	☐ Bridge transportation
☐ Revenue and financial sustainability	☐ Marina facilities and access	☐ None/Not Applicable
☒ Regional economic development	☐ Marina community and economic value	

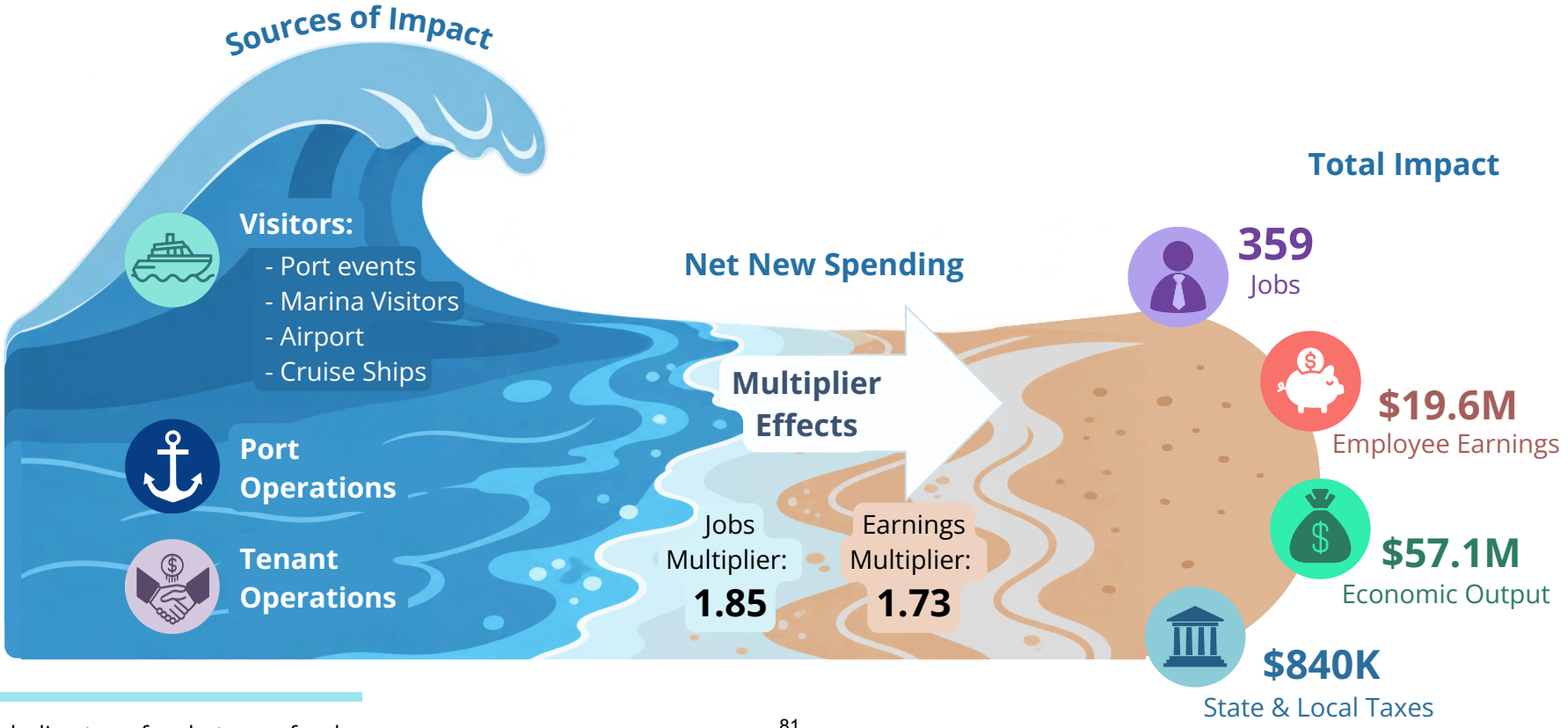
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ECONOMIC IMPACTS OF THE PORT OF HOOD RIVER

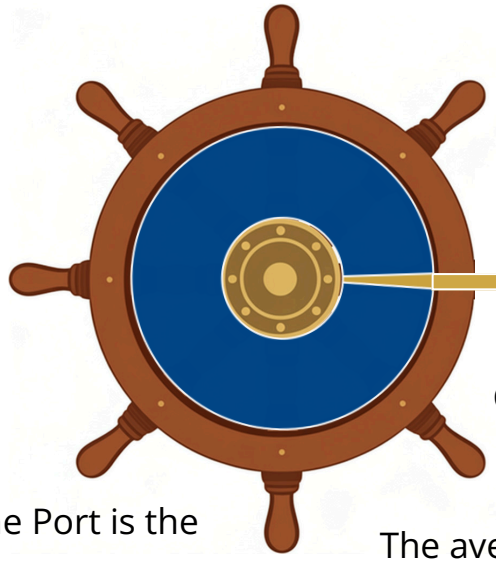
Port of HOOD RIVER

Sixty miles east of Portland, at the confluence of Hood River and the Columbia River, the Port of Hood River operates as both an economic development driver and a provider of recreation, transportation, and public facilities that support the broader Columbia Gorge community. This multi-faceted mission is manifested in its real estate portfolio, which spans commercial and industrial properties, the Hood River Marina, Ken Jernstedt Airfield, the Hood River-White Salmon Bridge, and a string of waterfront recreation sites and facilities. The Port's unique mix of assets support work and play across **land, water, and air**.

In fiscal year 2026 (FY26), the Port employed **38** full and part-time employees with a budget of roughly **$18 million**,[1] recycling much of this spending back to businesses and individuals in the local economy. This spending is enabled by a diverse revenue base: commercial leases, bridge tolls, grants, waterfront services, and a small portion of district property tax. As toll funds are shifted to save for bridge replacement and management is in process of being turned over to a multi-party bride authority, understanding the Port's economic impact is more significant than ever.



[1] Excluding transfers between funds.



Port of Hood River composes

1.6%

of Hood River County's economy.

The Port is the

10th

highest tax payer in the County.

The average wage of full-time jobs supported by the Port is

$54.5K.

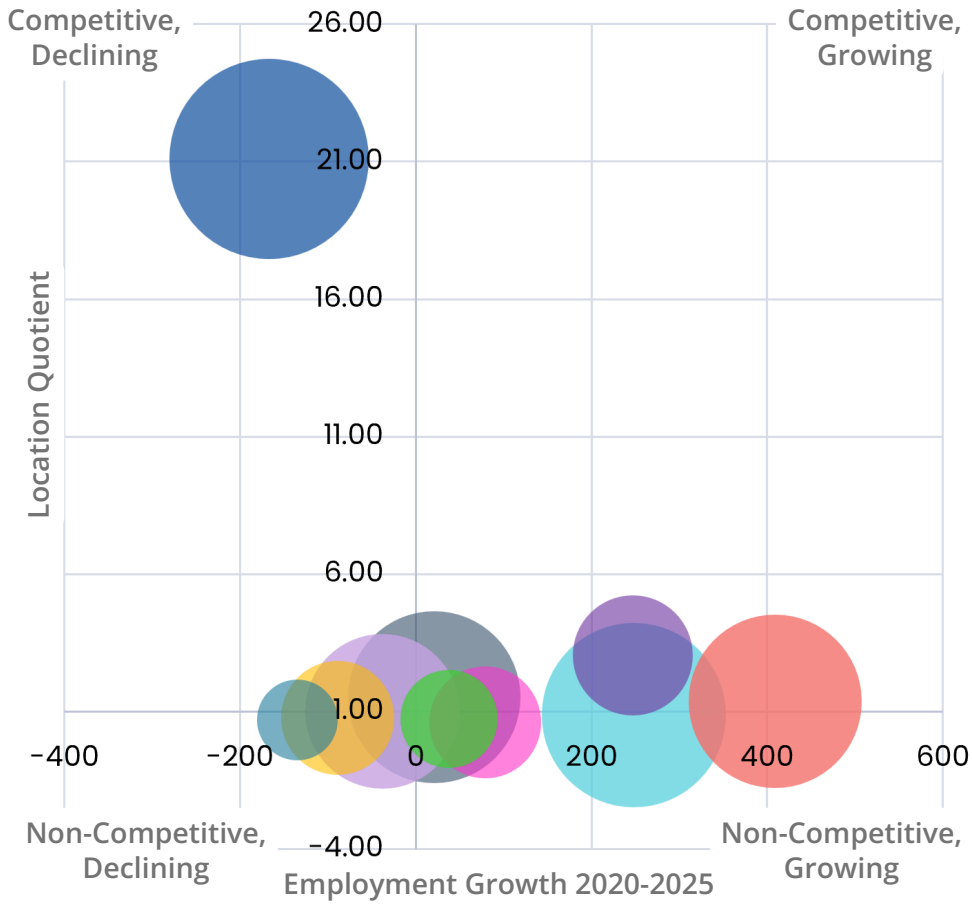
Industries Most Impacted:

Industry	Jobs	Earnings
Manufacturing	72	$4,993,077
Professional, Scientific, and Technical Services	28	$3,097,053
Transportation, Warehousing	41	$2,440,675
Retail Trade	32	$1,259,642
Real Estate, Rental and Leasing	26	$1,141,049

Port Tenant Industries:

- Sports and Recreation Instruction
- Breweries
- Miscellaneous Food Manufacturing
- Aeronautical Instrument Manufacturing
- Sporting and Athletic Goods Manufacturing

Top 10 largest industry sectors in Hood River County:



COMMISSION MEMO

Prepared by: Amanda S. Rose, Director of Real Estate
Date: November 17, 2026
Re: 200 N Wasco Court Lease

The Port has received interest from T-Advanced Technologies, LLC in leasing approximately 4,972 square feet at 200 N Wasco Court. Although the building was previously planned for Port administrative offices, continued demand for light industrial space presents an opportunity to generate rental income.

Proposed terms include an initial lease of two, three, or five years at approximately $1.50 per square foot per month, generating $7,458 in monthly base rent, or $89,496 annually, with operating expenses passed through to the tenant. Staff requests Commission direction on pursuing the lease, including the preferred term and renewal options, while considering the Port's future office needs.

RECOMMENDATION:
MOTION to approve the lease with T-Advanced Technologies for the 200 N Wasco Court building, pending administrative review.

ATTACHMENTS:
Wasco 2 Lease

PORT COMMISSION OBJECTIVES:

☐ Port policies and partnerships
☐ Strategic planning and implementation
☒ Revenue and financial sustainability
☒ Regional economic development
☐ Airport operations and sustainability
☐ Airport business and innovation
☐ Marina facilities and access
☐ Marina community and economic value
☐ Waterfront maintenance and improvements
☐ Bridge transportation
☐ None

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LEASE

THIS LEASE is entered into at Hood River, Oregon by and between **PORT OF HOOD RIVER**, an Oregon municipal corporation, hereinafter referred to as "Lessor," and __T-Advanced Technologies LLC_____, an Oregon ____Limited Liability Company_____[sole proprietorship; partnership; corporation; limited liability company], hereinafter referred to as "Lessee." Lessor and Lessee may hereafter be referred to individually as a "party" or collectively as the "parties".

1. **Leased Premises Description.** In consideration of the covenants of the parties, Lessor Leases to Lessee approximately __4,972_____ square feet of space in Lessor's building commonly known as the _Wasco Court__ Building ("Building") located at __200 N Wasco Court, Hood River_____, Oregon ("Leased Premises"). The Leased Premises are identified in the attached "Exhibit A."

   Building Name: Wasco Court
   Building Address: 200 N Wasco Court, Hood River, OR 97031
   Building Load Factor: NA
   Suite: Entire Building
   Usable Area: 4,972 square feet
   Rentable Square Feet: 4,972 square feet
   Total Building Common Area: N/A
   Total Building Area: 4,972 Square Feet

   Lessor also grants Lessee a nonexclusive license to use, in common with others, the Common Area as further described on Section 6 of this Lease.

2. **Term.** The Lease shall be binding when both parties sign the Lease. The Lease Term shall be for the period effective on __**TBD**_____ and continuing through _____**TBD**_____, _____. Lessee has the option to extend the Lease for ____TBD_____ extension term(s) of __TBD_ _____ year(s) each, through _____TBD_____, provided that (i) Lessee gives Lessor written notice of Lessee's intent to renew the Lease for the additional term while the Lease is in effect, (ii) the Lease is in full force and effect, (iii) Lessee has not been in Default beyond any applicable cure periods more than two times in the last year of the initial term of the Lease, (iv) the creditworthiness of Lessee, as revealed by its most current financial statements, is materially the same as or better than on the date of the Lease, and (v) the current use of the Leased Premises is consistent with the Permitted Use or other use approved by Lessor. To be effective, Lessee's notice to renew must be received by Lessor no later than ninety (90) calendar days prior to the Lease termination date.

   Effective Date:
   Lease Expiration Date:
   Renewal Options:
   Renewal Notice Requirement:

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3. Allowed Use. Lessee shall use the Leased Premises for _Optoelectronics, design, manufacturing, integration, testing and office use. The Leased Premises shall not be used for any other purposes without the written consent of Lessor, which may be granted or denied in Lessor's discretion.

4. **Rentable Area.** Each Building tenant, including Lessee, is responsible to pay for their share of Building Operating Expenses related to "Building Common Areas" consisting of interior Building space which is not available for lease to a third party and that is shared by Building tenants and shall include, but is not limited to: entry areas, hallways, stairwells, mechanical, IT, electrical and janitorial closets, shared restrooms and elevators. Each building tenant's Rentable Area is equal to the area of their unit, plus a proportionate amount of the common area (x): 1.197

5. **Rent.** The rents Lessee owes Lessor shall be and consist of Base Rent ("Base Rent"), plus Additional Rent ("Additional Rent"). For purposes of this Lease, Base Rent and Additional Rent are referred to collectively as "Rent".

   a. **Base Rent.** Beginning on the Effective Date, Base Rent shown below shall be payable in equal monthly installments in advance on the first day of each calendar month during the Term of this Lease, except to the extent otherwise specifically provided elsewhere in this Lease. However, if the Lease does not begin on the first day of the month rental for the first month shall be prorated to reflect the actual number of days in that month that the Lease is in effect and shall be payable immediately.

Months	Suite Area Square Footage	Rate per square foot per month	Monthly Base Rent
0-0	4,972	$1.55	$7,706.60

      i. **Consumer Price Index (CPI).** Starting on the first anniversary of the Effective Date, and occurring annually thereafter, including any extensions of this Lease, Base Rent will be adjusted by adding to the monthly Base Rent amount payable during the previous 12-month period a percentage increase equal to the previous twelve months Base Rent amount times the percentage change in the Consumer Price Index for the Western Region Class BC, or a similar U.S. Government inflation index selected by Lessor ("CPI") for the most recent 12-month period for which a published CPI is available. However, in no event will the annual increase be less than one (1) percent. Notwithstanding the foregoing, any annual adjustment to Base Rent based on the Consumer Price Index shall not exceed six percent (6%) in any single year.

   b. Additional Rent. Additional Rent shall be all other sums of money that shall become due from and payable by Lessee to Lessor under this Lease, including, without limitations, Operating Expenses as defined in Section 5.3.1 and Taxes and Assessments as defined in Section 5.3.2. Additional Rent shall be payable by Lessee to Lessor on the first calendar day of each month. Exhibit C: 2024-2025 reconciliation fees

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c. Additional Rent Calculation.

Months	Total Building Area: SF	Total Rentable Square Feet	Price Per Square Foot	Monthly Estimated Additional Rent
0-0	4,972	4,697	$0.35	$1,740.20

i. Operating Expenses. Operating Expenses shall include all costs for the operation, repair and maintenance of the Building, Building Common Areas, and "Building Exterior Areas" which are located on Lessor property adjacent and related to the Building, whether designated for a particular Building tenant or which benefit some or all Building tenants. Operating expenses may include but are not limited to:

1. All costs and expenses incurred by Lessor in maintaining and repairing the Building, the Building Common Areas and Building Exterior Areas, including but not limited to:

- **a.** General Building Exterior Areas maintenance and repairs of paved areas including; resurfacing, painting, restriping, cleaning, sidewalks, curbs, snow removal, storm systems, drainage systems and sweeping;
- **b.** Maintenance and repair of landscaping including plantings, irrigation and sprinkler systems, general landscaping maintenance;
- **c.** Services for Building Common Areas such as janitorial, fire suppression, security and door locking system, elevator and HVAC maintenance;
- **d.** General maintenance and repair of Building systems including plumbing, lighting and fixtures, siding and trim, flooring, HVAC, roof and fixtures and garbage service.
- e. Property management and administration fees required to enable the Building to be used by tenants and maintained.

2. All costs and expenses incurred by Lessor for utility usage that is not separately metered and payable by Lessee or another Building tenant, including but not limited to: electricity, gas, water, telecommunications and internet provided in suite, as well as Building Exterior Areas, and Building Common Areas.

3. Operating Expenses shall not include (a) Lessor's capital expenditures, determined pursuant to Generally Accepted Accounting Principles as interpreted by Lessor, consistently applied, made in connection with Building, Building Common Areas or Building Exterior Areas or any equipment therein or thereon, except for those (i) required to comply with laws enacted after the date of this Lease, or (ii) made for the primary purpose of reducing Operating Expenses (b) attorneys' fees incurred in enforcing the terms of any Building lease; (c) any amount paid to an entity or individual affiliated with or otherwise related to

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Lessor which exceeds the amount which would be paid for similar goods or services on an arms-length basis between unrelated parties; (d) any cost of selling, exchanging or refinancing the Building and Building Common Areas and any tax increase caused by their revaluation by virtue of a sale by Lessor; (e) Lessor's general administrative overhead not directly attributable to management or operation of the Building, Building Common Areas and Building Exterior Areas and (f) costs for services normally provided by a property manager where the Operating Expenses already include a management fee.

ii. **Extraordinary Operating Expense Amortization.** Notwithstanding anything to the contrary contained in this Lease, in the event any single Operating Expense, Common Area Maintenance Expense, or other charge passed through to Tenant as part of Additional Rent increases by more than Twenty-Five Thousand Dollars ($25,000.00) in any single fiscal year (the "Extraordinary Expense"), such Extraordinary Expense shall be amortized by Landlord on a straight-line basis over the useful life of the expense or a period of not less than three (3) years, whichever is shorter, together with reasonable carrying costs, if any. Tenant shall only be responsible for paying its proportionate share of the annual amortized amount during the applicable amortization period. For the avoidance of doubt, routine or recurring increases in Operating Expenses shall not be deemed Extraordinary Expenses unless they exceed the threshold stated herein.

iii. **Taxes and Assessments.** Lessee shall pay its proportionate share of all actual assessments, real estate taxes, other taxes, fees and other charges levied or imposed by any governmental body against the Leased Premises, the Building, Building Common Areas and Building Exterior Areas and the property on which those sit, whether or not now customary or within the contemplation of the parties. Payment of the taxes shall be made as an Additional Rent charge. Lessee's proportionate share of any taxes shall be based only on that portion of the taxes which is allocated to the Leased Premises including the Load Factor during the Lease Term. Lessee shall directly pay all taxes levied on or with respect to Lessee's personal property located on the Leased Premises.

iv. **Annual Adjustment/Reconciliations.** Within a reasonable time following the end of each Lessor fiscal year ending June 30 ("Fiscal Year") during the Term, Lessor shall furnish to Lessee an itemized statement prepared by Lessor setting forth Lessee's total Rent, including Additional Rent, for the preceding Fiscal Year, the estimated amount of Lessee's share of future Additional Rent for the upcoming Fiscal Year, and the Rent payments made by Lessee, including Additional Rent, during the prior Fiscal Year ("Itemized Statement"). Should Lessee's prior Fiscal Year Additional Rent payments exceed the actual Additional Rent owed, provided Lessee is not in default of the Lease, Lessor shall credit Lessee that over payment amount to apply to the next Fiscal Year Additional Rent amount. Or where the Term of the Lease has expired, refund the amount of overpayment to Lessee. Should Lessee's prior Fiscal Year Additional Rent payments be less than actual Additional Rent owed, Lessee shall pay Lessor for

such deficiency in a lump sum within thirty (30) calendar days after receipt of the Itemized Statement.

The upcoming Fiscal Year Additional Rent payable by Lessee will be based on the preceding Fiscal Year actual expenses allocated to Lessee and any new or higher costs or expenses allocated to Lessee which Lessee will owe based on Lessor's estimated forecast of the future Fiscal Year expenses, which shall be reflected in the Itemized Statement. The new monthly Additional Rent amount will be sent to Lessee by Lessor in the annual Itemized Statement. Lessor shall adjust the Additional Rent monthly payment amount accordingly beginning every July 1 of the Term, which Lessee shall pay monthly in advance on the first day of each month during the Fiscal Year. The updated Additional Rent payment payable by Lessee for July and any other month that begins after the Itemized Statement is sent by Lessor to Lessee shall be due within ten (10) days after the date Lessor sends the Itemized Statement to Lessee.

The provisions of this Section 5.3. shall survive the termination of this Lease.

v. **Market Rent Payable If Lease Option Is Exercised.** If the Lease is in effect one hundred eighty (180) calendar days prior to its renewal term, then not more than one hundred eighty (180) days from such renewal term, Lessor will notify Lessee in writing what the monthly estimated Rent amount for the Leased Premises will be on the date of the renewal term, if Lessee properly exercises Lessee's option to renew the Lease. The renewal term Base Rent amount will be based on Lessor's good faith estimate of the fair market monthly rental rate for the Leased Premises upon the start of the renewal term including a CPI adjustment, provided however, the Base Rent amount will not be less than the most recent monthly Base Rent amount payable by Lessee prior to the renewal term. When Lessor notifies Lessee what the estimated renewal term monthly Base Rent amount will be, Lessor will provide Lessee with information Lessor has used to determine the fair market monthly Base Rent amount, in Lessor's opinion. If Lessee exercises Lessee's option to renew the Lease the fair market monthly Base Rent amount established by Lessor will be payable by Lessee beginning on the first day of the renewal term. The foregoing notwithstanding, if Lessee is dissatisfied with or has questions about the fair market monthly Base Rent amount Lessor will charge Lessee beginning at the renewal term, Lessee may discuss the matter with Lessor prior to exercising Lessee's option to renew the Lease. Lessor may agree to change the monthly Base Rent amount payable beginning of the renewal term, or not, in Lessor's discretion. If Lessor agrees to change the monthly Base Rent amount beginning at the renewal term, that agreement must be in writing signed by Lessee and Lessor.

vi. **Late Charge; Interest.** Rent not paid when due shall bear interest until paid the rate of twelve percent (12%) per annum from the due date until paid. Lessor may impose a late charge of five percent (5%) of the overdue payment (the "Late Charge"). Lessee agrees that late payment by Lessee to Lessor of any Rent or other sums due hereunder will cause Lessor to incur costs not contemplated by this Lease, that the exact amount of such costs are extremely difficult and

impracticable to ascertain, and that the Late Charge is not a penalty but represents a fair and reasonable estimate of the costs that Lessor will incur by reason of any such late payment. The imposition or collection or failure to impose or collect such a Late Charge shall not be deemed a waiver by Lessor of any other remedies available for Lessee's default of this Lease.

6. **Building Common Areas and Building Exterior Areas.** Building Common Areas and Building Exterior Areas are provided by Lessor for the joint use and benefit of Building tenants, including Lessee, their employees, customers, suppliers and other invitees. Building Common Areas and Building Exterior Areas are identified in the attached "Exhibit A". Use of available Building Common Areas and Building Exterior Areas shall be subject to compatible, non-exclusive use on the part of other Building tenants. Lessee agrees that its usage of such Building Common Areas and Exterior Building Areas shall not interfere or be inconsistent with the similar rights of other Building tenants. All Building Common Areas and Exterior Building Areas shall be subject to the exclusive control and management of Lessor. Lessor shall have the right from time to time to establish, modify and enforce equitable rules with respect to all Building Common Areas and Building Exterior Areas, which Lessee agrees to abide by. Lessee understands and agrees that other tenants may occupy the Building.

    a. **Building Exterior Areas.** Include: public parking areas, access roads, driveways, entrances and exits, landscaped areas, and sidewalks.

    b. **Building Common Areas.** Include: interior Building space which is not available for lease to a third party and that is shared by Building tenants and shall include, but is not limited to: entry areas, hallways, stairwells, mechanical, IT, electrical and janitorial closets, shared restrooms and elevators.

7. **Parking**. Lessee may park vehicles in Building Exterior Areas designated by Lessor for vehicle parking when parking spaces are available. Lessor shall have no obligation to monitor parking or enforce parking restrictions associated with Lessee's designated parking spaces.

8. **Maintenance and Repair.** Expenses of any maintenance or repair activity that is not considered a Capital Expenditure are Operating Expenses described in section 5.3.1 of this Lease. Lessee shall pay a proportional share (based on its Rentable Area square footage) of the cost of Lessor maintenance and repair activities as Additional Rent.

    a. **Lessor Obligations.** Lessor shall maintain the Building except for the Leased Premises and other tenant occupied leased areas which are the responsibility of Building tenants, and shall maintain the Building Exterior Areas , and Building Common Areas, including stairs, corridors, restrooms, exterior and interior windows, plumbing and electrical equipment serving the Building, roof and elevators, except for equipment owned or leased by Lessee and other building tenants, in reasonably good order and condition except for damage occasioned by the Lessee or Lessee's licensees or invitees, which damage Lessee shall promptly repair or may be repaired by Lessor at Lessee's expense in Lessor's discretion, in which case Lessee shall promptly reimburse Lessor. Lessor shall cause water and electric services to be provided to the building. However, in no event shall Lessor be responsible or liable for an interruption or failure in the supply of any

utilities to the Building or Leased Premises or for inconvenience or costs incurred by Lessee resulting from Lessor maintenance.

b. **Lessee Obligations.** During the Lease Term Lessee shall at Lessee's sole cost and expense keep the Leased Premises in good order, condition and repair to the reasonable satisfaction of Lessor and shall cause or permit any waste thereto. This obligation shall include, without limitation, the obligation to maintain and repair when damaged, not functioning or worn beyond ordinary wear and tear: floor coverings, wall coverings and paint, casework, ceiling tiles, HVAC exclusively serving the Leased Premises, window coverings, light bulbs, ballasts and fixtures, locks and hardware and all tenant improvements. Lessee shall promptly pay bills for Lessee's utility services provided directly to Lessee and shall reimburse Lessor for utilities services paid for by Lessor as Operating Expenses. Notwithstanding, Lessee shall promptly report to Lessor damage or any and all injury occurring in or to the Property.

All Lessee maintenance and repair work shall be performed only by a licensed contractor meeting, at a minimum, Lessee's standard services procurement standards both historically established for the Property and presently maintained for the Property. Lessor shall not be responsible for the cost of any alterations of or repairs to the Property of any nature whatsoever, structural or otherwise, whether or not now in the contemplation of the Parties. If Lessee fails to repair and maintain the Property in good operating order, Lessor reserves the right in its sole discretion to perform the necessary repairs and maintenance of the Property subject to reimbursement from Lessee for the full cost of such repairs and maintenance. Upon written notice from Lessor, Lessee shall reimburse Lessor for the full cost of Lessor's repairs and maintenance, which shall be considered Additional Rent. Lessee shall hold Lessor harmless from any liens that may be placed on the Property. If a lien is filed, Lessee must discharge the lien within twenty (20) days after receiving it. If Lessee fails to discharge the lien, Lessor may procure a discharge at Lessee's expense, which Lessor must immediately pay on demand and may declare a default by lessee.

9. **Indemnification and Insurance**

a. **Lessee Hold Harmless Agreement.** Lessee agrees to indemnify and hold Lessor, Lessor's Port Commissioners, officers, employees and agents harmless from any claims by any persons, firms, or corporations relating to the Leased Premises or from anything done by Lessee at the Leased Premises, and will further indemnify and hold Lessor, Lessor's Port Commissioners, officers, employees and agents, harmless from all claims arising as a result of any breach or default on the part of Lessee under the terms of this Lease, or arising from any willful or negligent act or omission of Lessee, Lessee's agents, contractors, employees, or licensees in or about the Leased Premises, and from all costs, attorney fees, and liabilities incurred in any action or proceeding brought thereon; and in case any action or proceeding is brought against Lessor, Lessor's Port Commissioners, officers, employees or agents by reason of any such claim, Lessee, upon notice from Lessor covenants to resist and defend such action or proceeding with the assistance of qualified legal counsel.

b. **Lessee Insurance.** On or before the effective date of the Lease and thereafter during the Lease Term, Lessee shall maintain insurance and provide Lessor with current

certificates of insurance, including an additional insured endorsement, ensuring coverage of:

(a). Commercial General Liability insurance covering the insured against claims arising out of Lessee's operations, assumed liabilities under this Lease and use of the Leased Premises, including without limitation all common areas. The combined single limit shall not be less than Two Million Dollars ($2,000,000) per occurrence with a Four Million Dollar ($4,000,000) aggregate limit. Lessee agrees to keep the policy in effect for the duration of the Lease Term. The policy shall name Lessor as additional insured, and expressly include Lessor's Port Commissioners, officers, employees, and agents as additional named insured. The policy shall state that the coverage is primary and will not seek any contribution from any insurance or self-insurance carried by Lessor and shall contain a clause that the insurer will not cancel or change the insurance without first giving Lessor at least fourteen (14) calendar days prior written notice. The insurance shall be provided by an insurance company registered to do business in the State of Oregon, or by a company approved of by Lessor.

(b). Property Damage insurance covering (a) all furniture, trade fixtures, equipment, merchandise and all other items of Lessee's property on the Leased Premises and all alterations and other improvements and additions to the Leased Premises whether owned or constructed by Lessee or Lessor pursuant to the Lease. Such insurance shall be written on an "all risks" of physical loss or damage basis, for the guaranteed replacement costs new value without deduction for depreciation of the covered items and in amounts that meet any co-insurance clauses of the policies.

(c) Lessee shall also immediately obtain and keep in force during the remaining Term of Lease workers' compensation insurance in full compliance with applicable state or jurisdictional statutory requirements. Lessee will provide Lessor with a copy of a certificate evidencing such insurance.

c. **Waiver of Claims and Subrogation.** Lessor and Lessee each hereby releases and waives any and all rights to recover from or proceed against the other Party and its employees, agents and contractors, for loss or damage to any property of the releasing Party or any person claiming through the releasing Party arising from any of the risks covered by property insurance maintained or required under this Lease to be maintained by the releasing Party under this Lease. Lessor and Lessee shall each cause their insurance policies to contain a waiver of subrogation provision consistent with the foregoing. The above waiver of claims and subrogation applies whether or not there are any deductibles or self-insurance.

d. **Building Damage or Destruction.** Lessor shall maintain property insurance covering the Building, Exterior Building Areas and Building Common Areas providing protection against "all risk of physical loss". If the Leased Premises or Building are partially destroyed (more than 25%) by fire or other casualty, Lessor may decide to repair the Leased Premises or Building, or not, in Lessor's sole discretion. Lessor shall notify Lessee in writing of Lessor's intent regarding repair within thirty (30) calendar days after the date of the damage. If Lessor notifies Lessee that Lessor does not intend to repair the damage the Lease shall terminate effectively at the date of the damage. If Lessor notifies Lessee that Lessor intends to repair the damage the Lease shall continue and

Lessor shall return the Leased Premises or Building to as good a condition as existed prior to the damage, in a prompt manner reasonable under the circumstances. If Lessee's use of Leased Premises is disrupted during Lessor's repairs a reasonable portion of the Rent shall be abated during the disruption. In no event shall Lessor be required to repair or replace Lessee's property including Lessee's fixtures, furniture, floor coverings or equipment. In no event shall Lessee be entitled to recover damages from Lessor related to destruction of the Leased Premises or Building or related to repairs undertaken by Lessor.

e. **Eminent Domain.** If more than twenty-five percent (25%) of the Leased Premises and/or Building shall be taken or appropriated under the power of eminent domain or conveyed in lieu thereof, Lessor shall have the right to terminate this Lease. If the Lease is terminated, Lessor shall receive all income, rent award or any interest thereon which may be paid or owed in connection with the exercise of such power of eminent domain or convey in lieu thereof, and Lessee shall have no claim against Lessor or the agency exercising such power or receiving such conveyance for any part of such payments. If Lessor elects not to terminate the Lease, Lessor shall receive any and all income, rent award or any interest thereon paid or owed in connection with such taking, appropriation or condemnation.

10. **Lessor Funded Lessee Improvements**. If Lessor has agreed to make or pay for tenant improvements to the Leased Premises prior to or during the Lease Term, a description of the improvements, costs and Lessee's obligation to pay for such improvements shall be set forth in a separate written agreement that will be an amendment to and become part of this Lease. Lessor shall, at its expense, construct a demising wall separating the Leased Premises from the adjacent tenant space and provide the additional exit serving the Leased Premises, in accordance with applicable governmental requirements (collectively, "Lessor's Work"). The scope, plans, and responsibilities for Lessor's Work shall be further described in the written tenant improvements amendment contemplated by the "Lessor Funded Lessee Improvements" section of this Lease, which, once signed by both parties, shall become part of this Lease. The parties anticipate a Lease Commencement Date of October 15, 2026; however, Lessee shall not occupy the Leased Premises, and the Lease Term and Lessee's obligation to pay Base Rent and Additional Rent shall not commence, until Lessor's Work is substantially complete, all approvals required for Lessee's lawful occupancy have been obtained, and Lessor has given Lessee written notice that the Leased Premises are available for occupancy. If those conditions are not satisfied by October 15, 2026, the Lease Commencement Date shall be postponed until they are satisfied, and the postponement shall not, by itself, constitute a default by Lessor. Lessor shall keep Lessee reasonably informed of the anticipated completion date, and the parties shall confirm the actual Lease Commencement Date in writing. Minor unfinished items that do not prevent lawful occupancy or materially interfere with Lessee's use of the Leased Premises shall not delay substantial completion. Nothing in the tenant improvements amendment shall permit occupancy before the conditions in this section are satisfied.

11. **Lessee Alterations.** Lessee shall not make any alterations, additions, or improvements ("Alterations") in, on or to the Leased Premises or any part thereof without the prior written consent of Lessor which Lessor may agree to, with or without conditions, or deny in Lessor's discretion. After receiving a Lessee request to make Alterations Lessor will consider the following, among other issues: (i) the Alterations are nonstructural, do not impair the strength

of the Building or any part thereof, and are not visible from the exterior of the Leased Premises; (ii) the Alterations do not affect the proper functioning of the Building heating, ventilation and air conditioning, mechanical, electrical, sanitary or other utilities systems and services of the Building; (iii) Lessor shall have reviewed and approved the final plans and specifications for the Alterations; (iv) Lessee pays Lessor a fee for Lessor's indirect costs, field supervision or coordination in connection with the Alterations equal to five percent (5%) of the actual cost of such Alterations or such other sum as Lessor determines if Lessee agrees; (v) materials used are consistent with existing materials in the Leased Premises and Building and comply with Lessor's Building standards; and (vi) before proceeding with any Alteration, which will cost more than $10,000, Lessee obtains and delivers to Lessor a performance bond and a labor and materials payment bond for the benefit of Lessor, issued by a corporate surety licensed to do business in Oregon each in an amount equal to one hundred twenty five percent (125%) of the estimated cost of the Alterations and in form satisfactory to Lessor, or such other security as shall be satisfactory to Lessor. Under any circumstance, Lessee agrees to only contract with a Lessor-approved contractor for the performance of such alterations and obtain all necessary governmental permits and approvals and deliver copies thereof to Lessor and pay the full cost for such alterations, additions, or improvements. Lessor may, in its sole discretion, require that Lessee remove any such alterations, wiring, cables or conduit installed by or for Lessee after the Lease Commencement Date and restore the Property to good condition and repair upon expiration or earlier termination of this Lease. All work in the Property by or at Lessee's request must comply with all applicable Laws. Lessee shall not permit any liens to attach to the Property or Lessee's interest in the Property as a result of any work performed by or at Lessee's request. Lessee shall promptly notify Lessor of, and shall defend, indemnify and save harmless, Lessor from and against any and all construction and other liens and encumbrances filed in connection with Alterations, or any other work, labor, services or materials done for or supplied to Lessee.

12. **Fixtures and Personal Property.** At the expiration or earlier termination of the Lease Term Lessee shall remove all furnishings, furniture, equipment, other personal property and trade fixtures from the Leased Premises in a way that does not cause damage to the Leased Premises. If Lessee fails to remove any personal property, this shall be an abandonment of such property, and Lessor may retain Lessee's abandoned property and all rights of Lessee with respect to it shall cease; provided however, that Lessor may give Lessee written notice within 30 days after the Lease expiration or termination date electing to hold Lessee to its obligation of removal. If Lessor elects to require Lessee to remove personal property and Lessee fails to promptly do so, Lessor may affect a removal and place the property in storage for Lessee's account. Lessee shall be liable to Lessor for the cost of removal, transportation to storage, storage, disposal, and other costs incurred by Lessor regarding such personal property.

13. **Signs.** Lessee shall not erect or install any signs, flags, lights or advertising media nor window or door lettering or placards visible from outside the Leased Premises or visible from the Building Common Areas or Exterior Common Areas without the prior written consent of Lessor, which Lessor may grant or deny in Lessor's discretion. Lessee agrees to maintain in good condition any signs or displays which are allowed.

14. **Leased Premises Condition, Lessor Access.** Lessee has inspected the Leased Premises and accepts them in AS IS condition. Lessee shall return the Leased Premises to Lessor in the condition when leased or as improved in good, broom clean condition except for ordinary wear

and tear at the termination of this Lease. Any cost to bring the Leased Premises back to an acceptable condition shall be the sole responsibility of Lessee.

Upon termination or expiration of this Lease, Lessor shall inspect the Leased Premises and shall either accept the condition AS IS or require Lessee to remove personal property and/or repair the Leased Premises to a condition that is acceptable including reasonable wear and tear. Any cost to bring the Leased Premises back to an acceptable condition shall be the sole responsibility of Lessee.

Lessor shall have the right to enter upon the Leased Premises at all reasonable hours after twenty-four (24) hours oral notice (without notice to protect public health and safety in an emergency) to inspect it or to make repairs, additions or Alterations to the Leased Premises or any property owned or controlled by Lessor. E-mail from Lessor to Lessee (or Lessee's on-site manager if any) may serve as notice of inspection of the Leased Premises. If Lessor deems any repairs reasonably required to be made by Lessee to be necessary, Lessor may give notice that Lessee shall make the same pursuant to Section 8 of this Lease within thirty (30) calendar days (immediately in an emergency involving public health and safety), and if Lessee refuses or neglects to commence such repairs and complete the same satisfactory to Lessor in a timely manner, Lessor may make or cause such repairs to be made. If Lessor makes or causes such repairs to be made Lessee agrees that it will, within 30 days, pay Lessor the cost thereof and pay Lessor's related costs.

15. **Compliance with Laws.** As of the Lease Commencement Date and throughout the Term of Lease, Lessee shall at its sole expense promptly comply and cause the Property to comply with all Laws applicable to the Property, including but not limited to the ADA and environmental laws ("Legal Requirements"). Lessee shall indemnify and hold harmless Lessor and Lessor's Commissioners, officers, agents and employees for, regarding from and against any and all claims and losses arising from or in connection with the violation of Legal Requirements occurring in, at or about the Property; together with all costs, expenses and liabilities incurred or in connection with each such claim, action, proceeding or appeal, including, without limitation, all attorneys' fees and expenses.

16. **Hazardous Materials.** Neither Lessee nor Lessee's agents or employees shall cause or permit any Hazardous Material, as hereinafter defined, to be brought upon, stored, used, generated, released into the environment, or disposed of on, in, under, or about the Property, except reasonable quantities of cleaning supplies and office supplies necessary to or required as part of Lessee's Courthouse operations and maintenance that are generated, used, kept, stored, or disposed of in a manner that complies with all laws regulating any such Hazardous Materials and with good environmental practices. Lessee covenants to remove from the Property, upon the expiration or sooner termination of this Lease and at Lessee's sole cost and expense, any and all Hazardous Materials brought upon, stored, used, generated, or released into the environment by Lessee, its agents, employees or invitees during the Term of Lease. To the fullest extent permitted by law, Lessee hereby agrees to indemnify, defend, protect, and hold harmless Lessor, Lessor's Commissioners, officers, agents and employees, and their respective successors and assigns, from any and all claims, judgments, damages, penalties, fines, costs, liabilities, and losses that arise during or after the term directly or indirectly from the use, storage, disposal, release or presence of Hazardous Materials on, in, or about the Property which occurs during the Term of Lease. Lessor hereby agrees to indemnify, defend, protect and hold harmless

Lessee, and its agents and employees and its respective successors and assigns, from any and all claims, judgments, damages, penalties, fines, costs, liabilities and losses that arise during or after the term directly from the use, storage, disposal, release or presence of Hazardous Materials by Lessor, its agents, employees, or contractors on, in or about the Property. Lessee shall promptly notify Lessor of any release of Hazardous Materials in, on, or about the Property that Lessee, or Lessee's agents or employees, becomes aware of during the Term of Lease, whether caused by Lessee, Lessee's agents or employees, or any other persons or entities. As used herein, the term "Hazardous Material" means any hazardous or toxic substance, material, or waste which is or becomes regulated by any local governmental authority, the state of Oregon or the United States government. The term "Hazardous Material" includes, without limitation, any material or substance that is (i) defined as a "hazardous waste," "extremely hazardous waste," "restricted hazardous waste," "hazardous substance," "hazardous material," or "waste" under any federal, state or local law, (ii) petroleum, and (iii) asbestos. The provisions of this Section, including, without limitation, the indemnification provisions set forth herein, shall survive any termination of this Lease.

17. **Entire Agreement; Amendments.** This Lease contains the entire agreement of the parties with respect to the Leased Premises. No prior agreement, statement, or promise made by any party to the other not contained herein shall be valid or binding. This Lease may not be modified, supplemented or amended in any manner except by written instrument signed by both parties.

18. **Quiet Enjoyment.** From the date the Lease commences Lessee will have the right to use the Leased Premises consistent with this Lease without hindrance or interruption by Lessor or any other persons claiming by, through or under Lessor, subject, however, to the terms and conditions of this Lease. The foregoing notwithstanding, Lessee agrees that Lessor may make improvements to the building and adjacent areas which may cause noise or otherwise temporarily disrupt Lessee's quiet enjoyment of the Leased Premises.

19. **Waiver.** One or more waivers of any covenants or conditions by either party shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to any act by Lessee requiring Lessor's consent or approval shall not be construed as consent or approval to any subsequent similar act by Lessee.

20. **Assignment.** Lessee agrees not to assign or in any manner transfer this Lease or any estate or interest therein without the previous written consent of Lessor, and not to sublet the Leased Premises or part or parts thereof without like consent. Lessor will not unreasonably withhold its consent. Sublease rate shall not exceed the base rate of the Master Lease.

21. **Bankruptcy.** Subject to Section 23, the Lease shall not be assigned or transferred voluntarily or involuntarily by operation of law. It may, at the option of Landlord, be terminated, if Tenant is adjudged bankrupt or insolvent, or makes an assignment for the benefit of creditors, or files or is a party to the filing of a petition in bankruptcy, or in case a receiver or trustee is appointed to take charge of any of the assets of Tenant or sublessees or assignees in or on the Premises, and such receiver or trustee is not removed within thirty (30) days after the date of his appointment, or in the event of judicial sale of the personal property in or on the Premises upon judgment against Tenant or any sublessees or assignee hereunder, unless such property or reasonable replacement therefor be installed on the Premises. To the extent permitted by law, this Lease

or any sublease hereunder shall not be considered as an asset of a debtor-in-possession, or an asset in bankruptcy, insolvency, receivership, or other judicial proceedings.

22. Default. Time is of the essence of performance of all the requirements of this Lease. If any Rent or other sums payable by Lessee to Lessor shall be and remain unpaid for more than ten (10) calendar days after the same are due and payable, or if Lessee shall fail to comply with any term or condition or fulfill any obligation of the Lease (other than the payment of Rent or other charges) within fourteen (14) calendar days after written notice to Lessee specifying the nature of the default with reasonable particularity, or if Lessee shall declare bankruptcy or be insolvent according to law or if an assignment of Lessee's property shall be made for the benefit of creditors or if Lessee shall abandon the Leased Premises, then in any of said events Lessee shall be deemed in default hereunder.

23. Remedies on Default.

a. Termination. In the event of default, the lease by be terminated at the option of Lessor by written notice to Lessee. Whether or not the Lease is terminated by the election of Lessor, Lessor shall be entitled to recover damages from Lessee for the default and Lessor may reenter, take possession of the Property and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages.

b. Reletting. Following reentry or abandonment, Lessor may relet the Property and, in that connection, may make any suitable alterations or change the character of the use of the Property, but Lessor shall not be required to relet for an use or purpose other than specified in the Lease or which Lessor may reasonably consider injurious to the Property, or any tenant Lessor may reasonably consider objectionable.

c. Damages. Upon the occurrence of an Event of Default, Lessor's remedies shall be the right to recover: unpaid Rent and amounts owing pursuant to this Lease; all costs incurred by Lessor in restoring the Property to good order and condition to the extent the need for such restoration arises as a direct consequence of an Event of Default; reasonable costs of reentry and reletting without limitation the cost of cleanup, refurbishing, removal of Lessee's property and fixtures, and all actual damages caused by the default, including attorneys' fees and costs. Lessor may periodically sue Lessee to recover damages as they accrue, and no action therefore shall bar a later action for damages accruing thereafter. Notwithstanding any limitation on Lessor's remedies under this Lease, in the event of a breach or threatened breach by Lessee of any of its obligations under this Lease, Lessor shall also have the right to file a claim for specific performance and/or obtain an injunction.

d. Survival. If the Lease is terminated, Lessee's liability to Lessor for Rent and damages shall survive such termination. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Lessor under applicable law.

e. Lessor's Right To Cure Default. If Lessee fails to perform any obligation under this Lease, Lessor shall have the option to do so after 30 days' written notice to Lessee. All of Lessor's expenditures to correct the default shall be reimbursed by Lessee on demand with interest at the rate of twelve percent (12%) per annum from the date of expenditure by Lessor. Such action by Lessor shall not waive any other available remedy.

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24. **Landlord's Lien.** In addition to any statutory landlord's lien and in order to secure payment of the Rent and all other sums payable hereunder by Lessor, and to secure payment of any loss, cost or damage which Lessor may suffer by reason of Lessee's breach of this Agreement, Lessee hereby grants unto Lessor, to the maximum extent permitted by Applicable Law, a security interest in and an express contractual lien upon Lessee's Personal Property (except motor vehicles); and such Lessee's Personal Property shall not be removed from the Property at any time when an Event of Default has occurred and is continuing. The security interest herein granted is in addition to any statutory lien for the Rent.

    Subordination, Attornment and Non-Disturbance. Without further documentation, this Lease shall be subject and subordinate to any deeds of trust, mortgages, ground lease, or land sale contracts and any amendment or modification thereof, now existing or hereafter recorded against the Property (collectively, the "Encumbrances"). Lessee shall execute all documents requested by Lessor or the holder of an Encumbrance to confirm such subordination within ten (10) days after request, therefor provided the holder of that Encumbrance recognizes Lessee's rights under this Lease unless Lessee is in default beyond any applicable cure period and provided that all such documents are provided both to Lessee's Notice Address.

25. **Surrender/Holdover.** Upon expiration or earlier termination of this Lease, Lessee shall surrender the Property, peaceably, quietly, and in as good order and condition, reasonable use and wear thereof excepted, as the same existed on the Lease Commencement Date. If Lessee does not vacate the Leased Premises when the Lease Term expires, Lessor shall have the option to treat Lessee as a month to month tenant, subject to all the provisions of this Lease except the provisions for term and renewal, and at a rental rate equal to one hundred and fifty percent (150%) of the daily prorated amount of the Rent for the last period prior to the date of expiration. Failure by Lessee to remove fixtures, furnishings, trade fixtures, or other personal property which Lessee is required to remove under this Lease shall constitute a failure to vacate to which this paragraph shall apply. If a month-to-month tenancy results from holdover by Lessee under this paragraph, the tenancy shall be terminable at the end of any monthly rental period on written notice from Lessor given to Lessee not less than ten (10) calendar days prior to the termination date specified in Lessor's notice. Lessee waives any notice which would otherwise be required by this Lease or by law with respect to month-to-month tenancy.

26. **Notices.** Whenever under this Lease a provision is made for notice of any kind, it shall be deemed sufficient if such notice to Lessee is in writing delivered personally to Lessee's registered agent if any, to the person signing the Lease, or to Lessee's on site manager, or sent by certified mail with postage prepaid to the address indicated on the signature page of this Lease; and if such notice is to Lessor, delivered personally to the Executive Director of the Port of Hood River at the Port of Hood River's office located at, 1000 E. Port Marina Drive, Hood River, OR 97031 or sent by certified mail with postage prepaid to the address indicated on the signature page of this Lease. Notice shall be deemed given on the date of personal delivery or if mailed, two business days after the date of mailing.

27. **Governing Law and Dispute Resolution.** This Lease shall be governed by and construed in accordance with the laws of the State of Oregon. Any claim, suit, action, counterclaim, or other proceeding ("Claim"), including any bankruptcy proceeding, instituted by either Party against the other in connection with any controversy arising out of this Lease or the Property shall be brought and conducted within the Circuit Court of Hood River County for the State of Oregon.

Any dispute involving this Lease may be resolved by court action or, in the alternative, mediation if both parties agree to mediation. If the parties agree to use a mediator, they will each pay one half the costs of mediation. If mediation does not occur or does not result in a resolution satisfactory to both parties, the dispute shall be resolved by arbitration. Any arbitration shall be in accordance with the rules of the Arbitration Service of Portland then in effect. The parties shall use a single arbitrator mutually agreeable to them. If they are unable to agree on an arbitrator, or a process to select one, either party may apply to the Hood River County Circuit Court to appoint an arbitrator. The award rendered by an arbitrator shall be binding on the parties and may be entered in the Hood River County Circuit Court. The prevailing party in court action, or arbitration proceeding, including any appeal therefrom or enforcement action, shall be entitled to recover their reasonable attorney's fees and costs and disbursements incident thereto. If either Party engages a collection agency to pursue any delinquent amounts owed by the other Party, whether under the terms of this Lease or pursuant to a court judgment or other decree, the owing Party shall pay, in addition to all amounts payable under this Lease or pursuant to the court judgment or other decree, all collection agency fees charged to the collecting Party and all attorney fees incurred by the collecting Party in performance of such collection.

28. **Limitation of Liability.** No Personal Liability-Notwithstanding anything to the contrary in this Lease, except to the extent damages are caused by the negligence of Lessor and its agents and employees, Lessee hereby releases Lessor, its agents and employees from (i) damage to Lessee's property, (ii) damage arising out of the acts, including criminal acts, of third parties, (iii) consequential damages, and (iv) any damage, cause or matter that exceeds the value of Lessor's interest in the Property. Lessee agrees that, in the event of any actual or alleged Lessor Default of this Lease or in the event of any other claim or cause of action by Lessee, the recourse of Lessee against Lessor for any damages (over and above damages actually paid by available insurance, if any) will be limited to, and any judgment against Lessor shall be satisfied only out of, the Property; no other assets of Lessor shall be subject to levy, execution or other enforcement procedure for the satisfaction of any judgment in favor of Lessee against Lessor. There shall be no personal liability of the Lessor. Any claims by Lessee against Lessor will be limited to actual damages only and will not, under any circumstances, include consequential damages or punitive damages. In no event shall Lessee have the right to terminate this Lease nor to offset payments due hereunder by reason of a Lessor Default.

29. **Authority to Execute.** The persons executing this Lease on behalf of Lessee and Lessor warrant that they have the authority to do so.

Lessee: T-Advance Technologies, LLC

Signed: _____ _____

By: Brian O'Rourke Date

Its: Managing Director, US Operations

Address: 1550 Wilson Blvd, Suite 700
Arlington, Virginia, 22209

Email: borourke@t-industries.com

phone: (757) 478-6296

Lessor:	Port of Hood River
Signed:	_____ _____
By:	Kevin M. Greenwood Date
Its:	Executive Director
Address:	1000 E Port Marina Drive
Email:	Kgreenwood@portofhoodriver.com
phone:	(541) 386-1138

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COMMISSION MEMO

Prepared by: Megan Channell, Director of Capital Development and Planning
Date: November 17, 2026
Re: Port of Hood River Foundation – Waterfront Changing Station

BACKGROUND:
The Port of Hood River Foundation has identified the installation of a waterfront changing station as a priority project to enhance public amenities and support recreational use of the waterfront. The project builds upon previous Commission discussions regarding the need for designated changing areas for waterfront users. The Foundation proposes installing one changing station near the southeast end of the Event Site, adjacent to Frog Beach. The proposed location would provide convenient access for visitors utilizing the Event Site, Frog Beach, and Nichols Basin.

ISSUE:
The Foundation is requesting Commission support to move forward with fundraising for the proposed changing station and confirmation of the Port's acceptance of the proposed location. The estimated project cost is approximately $1,000, with the Foundation leading fundraising efforts and Port staff assisting with project coordination and installation. Commission support would allow the Foundation to proceed with fundraising and planning for the improvement in coordination with Port staff.

BUDGET IMPACT:
There is no anticipated impact to the budget, as the Foundation will fundraise for the capital cost. Port staff time for project coordination and installation will be provided as part of regular waterfront operations and maintenance.

RECOMMENDATION:
Staff recommends that the Commission approve the proposed waterfront changing station location adjacent to Frog Beach and authorize the Port of Hood River Foundation to proceed with fundraising for the project, with Port staff providing coordination and installation assistance.

SUGGESTED MOTION:
MOTION to approve the proposed location of a waterfront changing station adjacent to Frog Beach, support the Port of Hood River Foundation's fundraising efforts, approve the attached letter of support, and authorize the Executive Director to coordinate activities for project implementation.

ATTACHMENTS:
Port of Hood River Foundation – Changing Station Proposal Letter
Port of Hood River Commission – Changing Station Support Letter (Draft)

PORT COMMISSION OBJECTIVES:

☒ Port policies and partnerships	☐ Airport operations and sustainability	☒ Waterfront maintenance and improvements
☐ Strategic planning and implementation	☐ Airport business and innovation	☐ Bridge transportation
☐ Revenue and financial sustainability	☐ Marina facilities and access	☐ None
☐ Regional economic development	☐ Marina community and economic value	

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November 17, 2026

To: Port of Hood River Commission
From: Port of Hood River Foundation
Re: Proposed Waterfront Changing Station

Dear Port Commissioners,

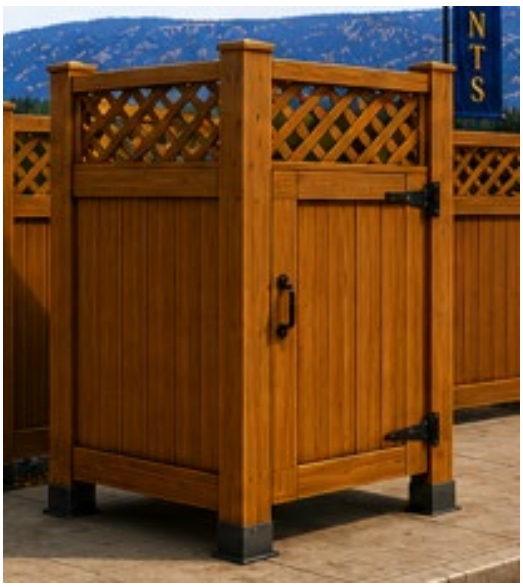
The Port of Hood River Foundation is pleased to bring forward a proposed waterfront improvement project focused on providing safe, accessible, and convenient changing facilities for the Port's waterfront visitors.

One of the Foundation's identified priority projects is the installation of a changing station at the waterfront. The proposed location is near the southeast end of the Event Site near Frog Beach, as identified in **Figure 1** by the red star. A rendering of the proposed changing station is also included for the Commission's review, shown in **Figure 2**.

Figure 1: Changing Station Location



Figure 2: Changing Station Rendering



The concept builds upon previous discussions from the Port Commission regarding the need for designated changing areas at the waterfront. Providing a private, convenient space for individuals and families to change before and after recreational activities would be a valuable addition to the

Port's public amenities. It would also support the community members, visitors, concessions, and recreational groups who utilize the waterfront throughout the year.

The estimated cost of the proposed changing station is approximately $1,000. The Foundation would take the lead on funding the project, with Port staff providing assistance with construction and installation.

While the initial proposal is for one changing station, there may be opportunity to install additional stations in the same area or other high-use areas in the future, depending on community needs, funding, and the success of the initial installation.

The Port of Hood River Foundation appreciates the Commission's continued support of projects that enhance public access, recreation, and the overall waterfront experience. We welcome the Commission's feedback and would appreciate its support in moving this project forward in coordination with Port staff.

Thank you for your consideration and continued partnership.

Sincerely,

Port of Hood River Foundation
Board of Directors

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November 17, 2026

To: Port of Hood River Foundation
From: Port of Hood River Commission
Re: Approval of Waterfront Changing Station

Dear Port of Hood River Foundation Directors,

The Port of Hood River Commission would like to thank you for bringing forward your proposed waterfront changing station project. Your commitment to improving public amenities and enhancing recreational opportunities along the waterfront is appreciated.

The Port of Hood River Commission supports and approves the proposed installation of one changing station near the southeast end of the Event Site adjacent to Frog Beach as shown in the proposed location map and rendering.

The proposed changing station will provide a private space for visitors and community members to utilize before and after recreational activities. This improvement will benefit families, recreational users, concessions, and other waterfront visitors. The location provides accessibility and convenience for both Event Site and Nichols Basin users.

The Commission acknowledges and appreciates the Foundation's willingness to lead the project and its estimated funding cost of approximately $1,000. The Commission supports Port staff assisting with project coordination and installation.

The Port of Hood River Commission appreciates the Foundation's partnership and investment in the Port of Hood River waterfront and offers its support for the proposed changing station project.

Sincerely,

Port of Hood River Commission
Board Members