

PORT OF HOOD RIVER COMMISSION
Tuesday, August 4, 2015
Marina Center Boardroom
5:00 p.m.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
 - b. Oath of Office – Commissioner Hoby Streich
 2. Election of Officers for FY 2015-16
 - a. Vice President, Secretary, Treasurer, Commissioner
 3. Public Comment (5 minutes per person per subject; 30 minute limit)
 4. Consent Agenda
 - a. Approve Minutes of July 14, 2015 Regular Session - [Laurie Borton, page 3](#)
 - b. Approve Committee Assignments for FY 2015-16 - [Laurie Borton, page 11](#)
 - c. Approve Reappointment of Columbia River Insurance as Insurance Agent of Record for FY 2015-16 – [Fred Kowell, page 13](#)
 5. Reports, Presentations and Discussion Items
 - a. Port Website Update and Redesign – [Genevieve Scholl, page 15](#)
 - b. Lot 1 Update – Mike Zilis, Walker | Macy – [Michael McElwee, page 19](#)
 - c. Waterfront Parking Evaluation – Rick Williams, Rick Williams Consulting – [Michael McElwee, page 49](#)
 6. Director’s Report – [Michael McElwee, page 57](#)
 7. Commissioner, Committee Reports
 - a. Marina Ad-Hoc Committee (July 16) – [Laurie Borton, page 63](#)
 8. Action Items
 - a. Approve Design of C.M. & W.O. Sheppard Building – [Michael McElwee, page 67](#)
 - b. Approve Resolution 2015-16-02 Prohibiting Use of Tobacco on All Properties Owned or Operated by the Port of Hood River – [Genevieve Scholl, page 69](#)
 - c. Approve Contract with Columbia River Port Engineers, dba Ukiah Engineering, Inc. for Assessment of Heavy Truck Use on Bridge Not to Exceed \$8,500 – [Michael McElwee, page 77](#)
 - d. Approve Contract with TraneOregon for Halyard Building BCU Replacement Not to Exceed \$16,500 – [Anne Medenbach, page 85](#)
 - e. Ratify Contract that with TraneOregon for Halyard Building Compressor Replacement Not to Exceed \$11,115.00 – [Anne Medenbach, page 91](#)
 9. Commission Call
-
10. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations; and ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees

11. Possible Action

12. Adjourn

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

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

**Port of Hood River Commission
 Regular Session Meeting Minutes of July 14, 2015
 Marina Center Boardroom**

THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.

- Present:** Commissioners Jon Davies, Rich McBride, and Brian Shortt; Port Counsel Mike Fitzsimons; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, and Laurie Borton
- Absent:** Commissioners Fred Duckwall and Brian Shortt; Port Counsel Jerry Jaques; and from staff, Genevieve Scholl
- Media:** Patrick Mulvihill, Hood River News

- 1. Call to Order:** President McBride called the Regular Session meeting to order at 5:00 p.m.
- a. Modifications, Additions to Agenda: The insurance agent reappointment was held over to the August 4 meeting. Clarifications were noted for two Action Items. Handouts not available in materials mailed to the Commissioners or posted to the website were provided.
 - b. Oaths of Office – Commissioners Brian Shortt and Hoby Streich: Commissioners Shortt and Streich were re-elected in May to four years terms beginning July 2015. Shortt was sworn in by Notary Public Jean Hadley. Streich will be sworn in at the August 4 meeting.
 - c. Acknowledgment of Retiring Toll Collector Robert Worth: Worth was acknowledged for his 16 years of friendly and courteous service as a part-time toll collector with the Port of Hood River. Fred Kowell, Chief Financial Officer and toll staff supervisor, presented gifts to Worth and stated he would be missed and that he was wished the best in his retirement.

2. Election of Officers for 2015-16:

- Motion:** Move to Appoint Brian Shortt as President
- Move:** Davies
- Second:** McBride
- Vote:** **Aye:** Davies, McBride, and Shortt
Absent: Duckwall, and Streich

MOTION CARRIED

Shortt thanked his fellow Commissioners and stated he was pleased to be elected as President and looked forward to serving in this capacity for the next twelve months. *There was consensus that election of Vice President, Secretary, and Treasurer would be held over to the August 4 meeting.*

Executive Director Michael McElwee then presented outgoing President Rich McBride with a custom-made, black walnut gavel engraved with the years he served as president. McElwee stated it was his privilege to have worked so closely with McBride during his two-year term as president and that he enjoyed McBride’s counsel and conversations. McElwee also presented a small bouquet of flowers for Kate McBride as a thank you for her husband’s Port-related absences.

3. Public Comment: Guests at the meeting speaking about the proposed dog park were invited to speak following the presentation by Hood River Valley Parks and Recreation Department.

4. Consent Agenda: *Reappointment of Columbia River Insurance as Insurance Agent of Record for 2015-16 was tabled to the August 4 meeting.*

- o Approve Minutes of June 19, 2015 Regular Session
- o Ratify Change Order No. 3 with Crestline Construction in the Amount of \$15,698.25 for Nichols Basin West Edge Trail for a Total Revised Contract Amount of \$696,296.47

- Approve Lease Addendum No. 2 with Hood River Yacht Club for Moorage Shell Dock Subject to Legal Counsel Review
- Approve Lease Addendum No. 3 with Cloud Cap Technology, Inc. for Wasco Business Park Building
- Ratify Transfer of Ownership for 2013-15 Concession Permit for Gorge Kiteboard School from Mark Worth to Owen Rauschert
- Approve Sponsor Agreement with Art of Community for Two Art Installations on Port-selected Locations for One Year Not to Exceed \$3,000
- Approve Use Agreement with Art of Community for Use of Six Art Installation Locations on Port Property
- Approve Contract with Gorge Electric, Inc. for Lighting Upgrade at Timber Incubator Building Not to Exceed \$13,567
- Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$5,579

Motion: Move to Approve Consent Agenda as Amended

Move: Davies

Second: McBride

Discussion: Davies cited potential conflicts of interest as Hood River Yacht Club, Gorge Electric, and Jaques Sharp Attorneys at Law are clients with Columbia River Insurance

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

Absent: Duckwall, and Streich

MOTION CARRIED

5. Reports, Presentations and Discussion Items

a. Eagle Scout Picnic Shelter Project, Ken Jernstedt Airfield – Jonathan Harris: Eagle Scout candidate Jonathan Harris presented his proposal to place three picnic table shelters at the south end of Air Museum Road as his community service project. Harris noted that members of his troop would assist in the construction, placement, and area landscaping. When asked if the Port could assist in any way, Harris responded the donation of a truck load of gravel would be helpful. Commissioner McBride recommended the tables be securely anchored yet movable if required in the future. Harris anticipates project completion prior to the September Fly-In.

Motion: Move to Approve “Ken Jernstedt Airpark Picnic Tables” Service Project Proposed by Eagle Scout Candidate Jonathan Harris

Move: McBride

Second: Davies

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

Absent: Duckwall, and Streich

MOTION CARRIED

b. Dog Park Update, Scott Baker, Hood River Valley Parks and Recreation Department: Baker presented a schematic design for a dog park that is being proposed on a remnant parcel of Port property west of the City’s wastewater treatment plant. The area, which is less than one acre in size, would be fenced so dogs could be off leash; and contain separate areas to address dog temperaments, a gravel walking area, and a portable restroom. In responding to Commission questions, Baker stated the park could be closed seasonally to address island and wetland habitat; and that Hood River Valley Parks and Recreation Department (HRVPRD) would work with the City to hopefully move the treatment plant fence to enlarge the area; and monies to develop and maintain the park would be funded by HRVPRD. Baker said he did not view

this as a ‘destination’ park but would instead be used by people already at the waterfront. The existing curb cut would be used for a single entrance/exit point and the park would be monitored twice a week during the summer and once a week in the winter. Baker said that if the Port approves the park in concept their next step is to work with the City on a traffic assessment plan and draft a formal Memorandum of Understanding.

Public Comment: Steve Wheeler, City Manager, commented that City legal counsel is aware of the proposal but there has been no discussion on land status change. Wheeler has challenged HRVPRD to make sure the Port is comfortable with the idea before proceeding with a traffic study and that industrial uses are protected. Wheeler also mentioned that any possible development will be reviewed for sequencing with regard to the City’s outfall project. Barb Ayers stated there is a strong component between people, dogs, and the economy. Ayers sees a need for supporting this dog park and encouraged all partners to work together to make it happen.

There was Commission consensus for staff to work with HRVPRD and the City on the feasibility of moving this project forward.

c. Financial Review, Eleven Months Ended May 31, 2015: Kowell reported that Port expenditures are on target, with Personnel Services slightly under budget with regard to Materials & Services and some capital improvement projects. Bridge revenues are on track and June’s revenues are anticipated to push bridge revenues over budget. Industrial and commercial leased properties, taken as a whole, are also tracking to budget when reimbursed costs are included. The Marina, however, is slightly under budget overall with water, garbage and some electric revenues being refunded to those who paid first quarter charges. Lease rates at the airport will bring in more revenues than budgeted. The Nichols Basin and Pedestrian Bridge trail projects are coming to completion and invoices will be recorded in June. Bridge tolling equipment upgrades are moving forward with costs under budget with contract completion occurring in July. Overall, the financials are in line with the forecast and budget and Kowell reported everything looks good. Kowell, Melissa Child, and Janet Lerner were complemented for their good work by McElwee.

6. Director’s Report: McElwee noted how extremely busy the summer has been and acknowledged maintenance and front office staff for handling transactions and tasks. McElwee also reported that he would meet tomorrow with the City and Bob Naito regarding the Nichols Basin trail project. The Lady Washington, the official tall ship for the state of Washington will be on the guest dock July 21-24 and returning for a few days mid-August. Notice of the next Fracture Critical Bridge Inspection that will take two weeks beginning August 4 has just been received; more advance notice has been requested so that bridge users can be better informed.

7. Commissioner, Committee Reports:

a. Marina Ad-hoc Committee: Shortt reported on the June 18 meeting which was a roundup discussion of the Halgren Marina Assessment. The Committee will be meeting monthly each third Thursday to begin a focused discussion on projects and investments and financing partnerships. The committee will meet again July 16 and one discussion item will be a request for use of the commercial dock for a winter lay berth.

b. PNWA Summer Conference: The June 22-24 conference held in Hood River was touted as the highest attended summer conference, with excellent topics and speakers. McElwee thanked Communications & Special Projects Manager Genevieve Scholl for her assistance, and Shortt commented the presentation in Prezi format was excellent and kept people engaged.

c. Urban Renewal Agency: Davies reported on the July 13 meeting. An advisory committee will meet on Thursday to discuss the Heights infrastructure and first steps. At this same meeting Davies said an update on the Nichols Basin trail connection will also be provided.

8. Action Items:

a. Approve Contracts with Vista GeoEnvironmental for Civil Engineering Services Not to Exceed \$10,052 \$16,991 and for Compaction Testing Not to Exceed \$6,923 for Hanel Property: Anne Medenbach, Development/Property Manager, reported a successful closing of the Hanel property on July 6. Now that the Port holds title to the property, site development planning will get underway with a proposal for site design engineering and compaction services associated with the haul-fill bid project that is now being bid. Two proposals were received—from Harper Houf Peterson Righellis, Inc. and Vista GeoEnvironmental Services, formerly EIL.

Motion: Move to Approve Contract with Vista GeoEnvironmental Services LLC for Civil Engineering Services Not to Exceed \$16,991 for Hanel Property

Move: McBride

Second: Davies

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

Absent: Duckwall, and Streich

MOTION CARRIED

Motion: Move to Approve Contract with Vista GeoEnvironmental for Compaction Testing and Quality Assurance Services Not to Exceed \$6,923 for Hanel Property

Move: Davies

Second: McBride

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

Absent: Duckwall, and Streich

MOTION CARRIED

b. Approve Contract with Summit Strategies for Federal and State Advocacy Services for FY 2015-16 Not to Exceed \$93,000: The Port has contracted with Ball Janik LLP for lobbying and advocacy services for many years. In early 2015 key personnel at Janik reformed as Summit Strategies. Congressional legislation that may impact Port activities is tracked that helps identify and respond to federal funding opportunities and legislative initiatives; in addition, some advocacy services related to state legislature and state agencies is also provided. McElwee reported that of the potential \$93,000 contract, \$18,000 will be reimbursed by Hood River County and \$10,000 is dependent upon receipt of matching funds. McElwee reported that he had prepared a draft action plan for review by Summit Strategies that will also be helpful in defining visits to Washington, D.C. The contract and fees have been included in the Port’s approved FY 15-16 budget.

Motion: Move to Authorize Contract with Summit Strategies Government Affairs, LLC for Federal and State Advocacy Services for FY 2015-16 Not to Exceed \$93,000 Plus Reasonable Reimbursable Expenses

Move: McBride

Second: Davies

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

Absent: Duckwall, and Streich

MOTION CARRIED

c. Approve Intergovernmental Agreement with ~~Hood River~~ Hood River County Associated with Summit Strategies FY 2015-16 Contract: Summit carries out similar work for Hood River County under the same contract, which is administered by the Port. All services are paid by the Port and the portion associated with the County are reimbursed under the terms of a Port/County Intergovernmental Agreement.

Motion: Move to Authorize Intergovernmental Agreement with Hood River County Associated for Reimbursement of Annual Contracted Services Performed by Summit Strategies
Move: Davies
Second: McBride
Vote: **Aye:** Davies, McBride, and Shortt
Absent: Duckwall, and Streich
MOTION CARRIED

d. Adopt Resolution No. 2015-16-1 to Rescind the December 15, 2009 Airport Access Policy: The Port’s Airport Access Policy approved in 2009 by Resolution 2009-10-4 was instituted to comply with Federal Aviation Administration (FAA) requirements at that time. The FAA has now reversed their requirements that now describes if property adjoining an airport is zoned to be residential then only residential Through-the-Fence access will be allowed. No commercial use from a residential zoned property will be allowed unless there is a prior legal easement provided to such property. Staff recommends rescinding the 2009 Policy and in the coming months, a revised Airport Access Policy that complies with new FAA requirements will be presented to the Commission for approval.

Motion: Move to Adopt Resolution No. 2015-16-1 to Rescind the December 15, 2009 Airport Access Policy
Move: Davies
Second: McBride
Vote: **Aye:** Davies, McBride, and Shortt
Absent: Duckwall, and Streich
MOTION CARRIED

e. Authorize Residential Through-the-Fence Agreements with Bill Veatch and Jeremy Young: In moving forward to comply with FAA requirements of having Through-the-Fence agreements with residential property owners for residential access to the airport, two agreements were prepared for Commission approval. The annual user’s access fee of \$420.00 is based on the current tie down rates. Article VI language provides that Agreements are nonexclusive and shall at all times be subordinate to provisions of existing or future agreements between the Port and the FAA. Kowell also commented the Agreements are for a 5-year period that shall continue through May 31, 2020.

Motion: Move to Approve Residential Through-the-Fence Agreement with Property Owner Jeremy J. and Kara Christine Young at 1688 Orchard Road, Hood River, Oregon
Move: Davies
Second: McBride
Vote: **Aye:** Davies, McBride, and Shortt
Absent: Duckwall, and Streich
MOTION CARRIED

Motion: Move to Approve Residential Through-the-Fence Agreement with Property Owner William E. and Rebecca J. Veatch at 1696 Orchard Road, Hood River, Oregon
Move: Davies
Second: McBride
Vote: **Aye:** Davies, McBride, and Shortt
Absent: Duckwall, and Streich
MOTION CARRIED

f. Approve Contract with P-Squared Solutions for Toll System Software Not to Exceed \$285,280.00 Subject to Legal Counsel Approval: Shortt inquired, because of the contract amount and without the full complement of Commissioners, if the discussion should be tabled to the August 4 meeting. Davies indicated he had the same concerns but that he was comfortable that Kowell had identified the right vendor. Kowell commented that ready-made software is being purchased that can be customized to meet our needs and reporting requirements. The current electronic tolling software is no longer supported and Kowell stated that P-Square Solutions will assist in resolving any issues within the next 12-18 months if problems arise before the new software is completely turned over. Kowell also commented the contract has an escrow depository account that would allow the Port to bring someone in should something happen to the vendor. McBride said he was concerned that RF reader technology was not included and inquired if the program could handle this function and added as a future application? Kowell responded the software utilizes camera technology that can be looped to the Motor Vehicles Department and that this would be a quicker transaction to charge toll violators. McBride responded that he would agree with this if the toll were \$8-10 but he was still interested in the RF technology since our toll is currently \$1. Shortt indicated he was confident that Kowell had done his due diligence and he was comfortable moving forward with a vote.

- Motion:** Move to Approve Contract with P-Square Solutions for Technical Support for Existing System and Upgrade of Current System Not to Exceed \$285,280 for Phases 1, 2, and 3 Subject to Legal Counsel Review
- Move:** McBride
- Second:** Davies
- Vote:** **Aye:** Davies, McBride, and Shortt
Absent: Duckwall, and Streich

MOTION CARRIED

9. Commission Call: McBride thanked staff for the angled parking on Portway Avenue and commented that Lot 1 was opened as needed for Event Site overflow parking. He attended the June 27 Town Hall meeting sponsored by Senator Ron Wyden and commented the senator had great interaction with the audience. Davies said that he had been hearing good comments on the angled parking; however, there have been issues with people using the drop off area to park their vehicle and leave. McElwee responded that staff is working on signage for the drop off area. Davies also passed along compliments for Rob Arnold regarding the “ambassador” work Arnold does at the Event Site. Davies noted the erosion of rock in the middle area at the Event Site and inquired if staff could look at this next year by adding more rock, or preferably sand. Shortt said this July 4th was another good example of a sense of community with good use of areas and trails and that the Port was a great contributor, along with the City and Hood River Valley Parks & Rec. McElwee noted that, with the exceptions of the Event Site, Nichols Basin Trail and the grass runway at the airport, irrigation has been turned off due to drought conditions and signage indicates “Dormant Lawns for Farms and Fish.”

10. Executive Session: Regular Session was recessed at 7:02 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property Transactions; and ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees.

11. Possible Action: The Commission was called back into Regular Session at 7:49 p.m. No action was taken as a result of Executive Session and there was consensus to defer the Executive Director evaluation to the August 4 meeting.

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

MOTION CARRIED

12. Adjourn: President Shortt adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Laurie Borton

ATTEST:

Brian Shortt, President, Port Commission

(To be appointed August 4, 2015)

Secretary, Port Commission

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Commission Memo



Prepared by: Laurie Borton
 Date: August 4, 2015
 Re: Committee Assignments for FY 2015-16

The following represents committee assignments for FY 2015-16. Commissioners need to review these assignments annually and discuss any desired reassignments before confirmation and formal action during the August 4 Commission meeting.

Internal Committees:

Airport (two Commissioners, by Governance)	Fred Duckwall, Hoby Streich
Budget (by Statute)	All Commissioners
Finance (by Governance)	Secretary and Treasurer
Personnel (by Governance)	President and Vice President
Waterfront Recreation (one Commissioner, by Governance)	Rich McBride
Marina Ad-Hoc	Brian Shortt
NOTE: This Committee has been authorized through June 30, 2016.	

Organizational Appointments:

Pacific Northwest Waterways Association	Board President or designee and Executive Director or designee.
HR Urban Renewal Agency	Hoby Streich and Jon Davies
Gorge Innoventure Advisory Committee (ex officio)	Anne Medenbach, staff
NOTE: Staff generally fills this position.	
Mid-Columbia Economic Development District	Port of Cascade Locks
NOTE: Oregon Port representative (Cascade Locks, Hood River, The Dalles) rotates every two years.	

RECOMMENDATION: Approve committee assignments for FY 2015-16.

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Commission Memo



Prepared by: Fred Kowell
Date: August 4, 2015
Re: Reappointment of Insurance Agent of Record

As a matter of official record, the Port's insurance agent-of-record needed to be reappointed at the first meeting of the new fiscal year. Because a quorum of voting Commissioners was not available at the July 14 meeting this item was tabled to the August 4 meeting.

Columbia River Insurance has served as the Port's insurance agent for many years. Scott Reynier, President, will be in attendance at the August 4 meeting and available to address any questions you may have.

Reappointment of the Port's legal counsel and auditor are actions that also typically occur the first meeting of the new fiscal year. However, the Commission approved a Legal Services Agreement with Jaques Sharp Attorneys at Law at the January 6, 2015 meeting and this Agreement is valid until terminated by either party. Commission reappointment of Pauly Rogers & Company, P.C. as Port auditor for FY 2014-16 was approved at the July 15, 2014 meeting.

RECOMMENDATION: Approve reappointment of Columbia River Insurance as Port Insurance Agent-of-Record for FY 2015-16.

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Commission Memo



Prepared by: Genevieve Scholl
Date: August 4, 2015
Re: Port Website Update and Redesign

The Port has budgeted \$24,000 for a thorough update to the website (portofhoodriver.com). Commission input is sought; broadly on the overall role and function of the Port's website in public communications and specifically on needed features and functions.

Current Website

The Port's current website was developed in 2008 with a CMS interface that is now managed via Dreamweaver by both staff and Pageworks Design. The site features a comprehensive navigation of all Port operations but provides little transactional functions and the content is primarily static. Additionally, as the site's navigation has been appended to accommodate new needs, the site's navigation structure has degraded over time, making some things difficult to find.

As is, the site is a classic "Web 1.0" site, functioning primarily to provide information with little to no two-way transaction or dialog function. Tools meant to foster two-way communication are not working, and audience expectations of how to use the site to conduct business with the Port are not being met.

New Website + Social Media

The website redesign project should increase the transactional capabilities of the site (both in terms of e-commerce and communication/information exchange) to serve the Port's various customer groups. The project considers "Web 2.0" models that incorporate social media, mobile apps, e-commerce capabilities, as well as the use of bulk email platforms and related subscription services to provide state-of-the-art web tools for Port clients, partners, and constituents.

Issues

- *Policy Considerations:* Eventually, the project will require the establishment of a Social Media Policy and a Privacy Policy for the Port, applicable to all of its online assets. However, the site can be operational without social media capabilities. A model social media policy is attached.
- *Tolling System Upgrades:* The website will anticipate the new web portal and provide clear and easy navigation to and from the portal for BreezeBy account management.
- *Mobile Responsiveness and Development of Port Apps:* Mobile devices are increasingly the primary way people connect to the internet and have fundamentally changed the

way people use it. The new website will be mobile-responsive and optimally designed for all commonly used devices and screen resolutions. The Port may also consider the development of mobile applications for smart phones and tablets for a variety of uses.

- *Needs Assessment:* Utilizing a “form follows function” approach to planning the site, staff is conducting a baseline evaluation of the needs of all of the Port’s diverse audiences along with a list of the Port’s operational needs and opportunities for increasing efficiency. Commission input is sought on the following topics especially:
 - Desired social media platforms (i.e., Facebook, Twitter, Instagram), their role and frequency of use in Port communications
 - Beyond marketing of the Port’s real estate properties for sale or lease, there is the potential to use the new site to promote real estate property listings for industrial/commercial properties that are not owned by the Port for the purpose of supporting business retention and expansion
 - Purchase and placement of stationary web cams at Port recreational venues and/or on the bridge (not included in the current project scope)
 - Creation and utilization of an online Port “store” for various one-time purchases (preseason sales of seasonal parking passes, for example)
 - Organization and presentation of public notices and documents, as well as online tools for providing input during formal public input periods
 - Potential password-protected private side for internal staff/Commission communications and file sharing (not part of the current project scope)

Project Status

An RFP was issued July 20 to twelve local firms, and staff is encouraged by the apparent wealth of talent and expertise available in our local market for such a project. The planned project schedule is as follows:

- August 4 Proposals Due at Port Offices
- August 5-7 Proposal Review
- August 10 Selection
- August 11-14 Contract Negotiation
- August 18 Contract Approval by Port Commission
- August 20 Initiate Work
- December 1 Launch

RECOMMENDATION: Discussion.

Model Social Media Policy: City of Port St. Lucie, Florida

City social media terms of use

The City of Port St. Lucie maintains a social media presence to encourage courteous and civil communication between the City and the public that is appropriate for all users. The City reserves the right to remove comments and/or content after thirty (30) days, or as otherwise deemed appropriate by the City Manager. The appearance of external links on this site does not constitute official endorsement on behalf of the City. This site is not monitored at all times. Users should not use this site to report emergency situations or time-sensitive issues. All posts and content on this site are subject to Public Records law. By engaging with the City over social media, you are agreeing to the Terms of Use set forth herein.

Posts and content (including profile pictures or avatars, user names or e-mail addresses) that contain any of the following shall not be allowed:

- Obscene, profane, violent, threatening, hateful, harassing or offensive language or content.
- Personal attacks of any kind, including comments that target, disparage or discriminate against any race, creed, color, age, religion, gender, marital status, national origin, physical or mental disability, physical appearance, sexual orientation or financial status.
- Defamation or accusations of criminal, unethical or immoral conduct or activities. If a person believes there is a legitimate complaint against the City or a City employee, the person should contact the appropriate department director via telephone or email.
- Sexual content, sexual references or sexual innuendos, or links to any such material and content.
- Solicitations, advertisements or endorsements of any financial, commercial or non-governmental agency or entity.
- Conduct or encouragement of illegal activity or posting of material that violates any copyrights or trademarks of others.
- Content or comments that compromise the safety or security of the public or public systems.
- Invasion of an individual's right to privacy.
- Promoting or opposing political campaigns or ballot measures.
- Spam or suspected spam, or any links to such content.

The City is not liable for content posted to this site by persons other than employees of the City and reserves the right to restrict or remove any content deemed in violation of this Social Media Policy, the

Terms of Use set forth herein, or any applicable law. This policy is subject to amendment or modification at any time.

City social media sites will not constitute an official form of communication for legal notice, specific requests for service, public records requests, registering a complaint, or filing a claim.

Members of the media are asked to send questions through the Communications Department or other usual channels and refrain from submitting questions here as comments. Reporter questions will not be posted or answered.

Thank you for taking the time to review the City Social Media policy.

Commission Memo



Prepared by: Michael McElwee
Date: August 4, 2015
Re: Lot #1 Planning Work Session

Mike Zilis, principal at Walker|Macy, will attend the August 4th meeting to provide an update on Lot #1 work to date. This will include a graphic presentation of key issues and preferred conceptual development alternatives. Most of the graphic materials are attached for Commission review. The work session is intended to provide an opportunity for Commissioner input and discussion prior to a public meeting later in August.

RECOMMENDATION: Discussion.

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Lot 1 Development Plan

ZONE A

ZONE B

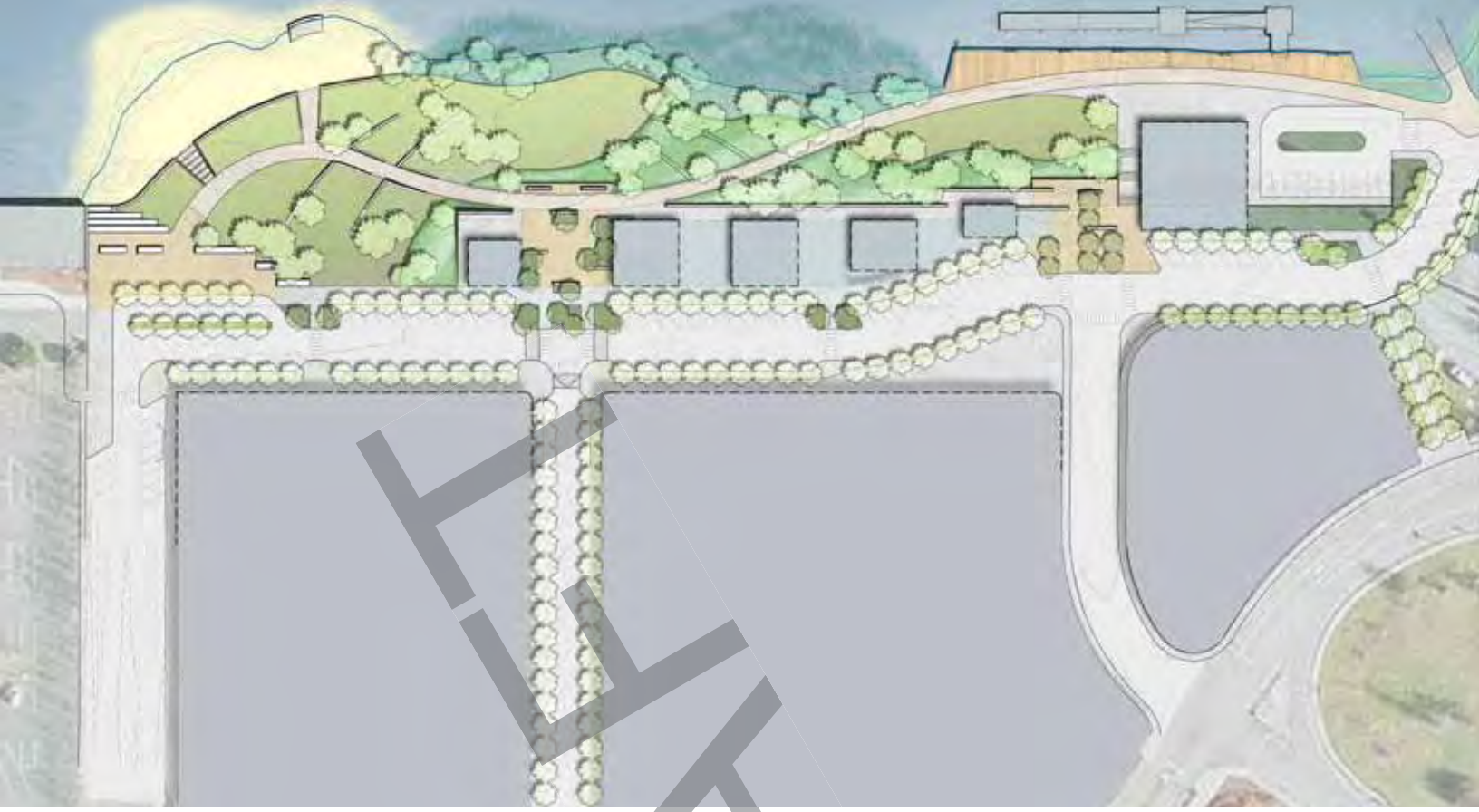
ZONE C



PRELIMINARY CONCEPT PLAN

The Preliminary Concept Plan presents an integrated set of industrial and commercial uses that are complementary to the public open space area that provides recreational access to Nichols Basin. The Plan is based on the vision, objectives and goals that grew out of the Port Commission comments and public input over the last year.

**Lot 1 Preliminary
Concept Plan 2013**





Sub-Area 1



Sub-Area 2



Sub-Area 3



Sub-Area 4



↑ Pastured
The Valley →

80

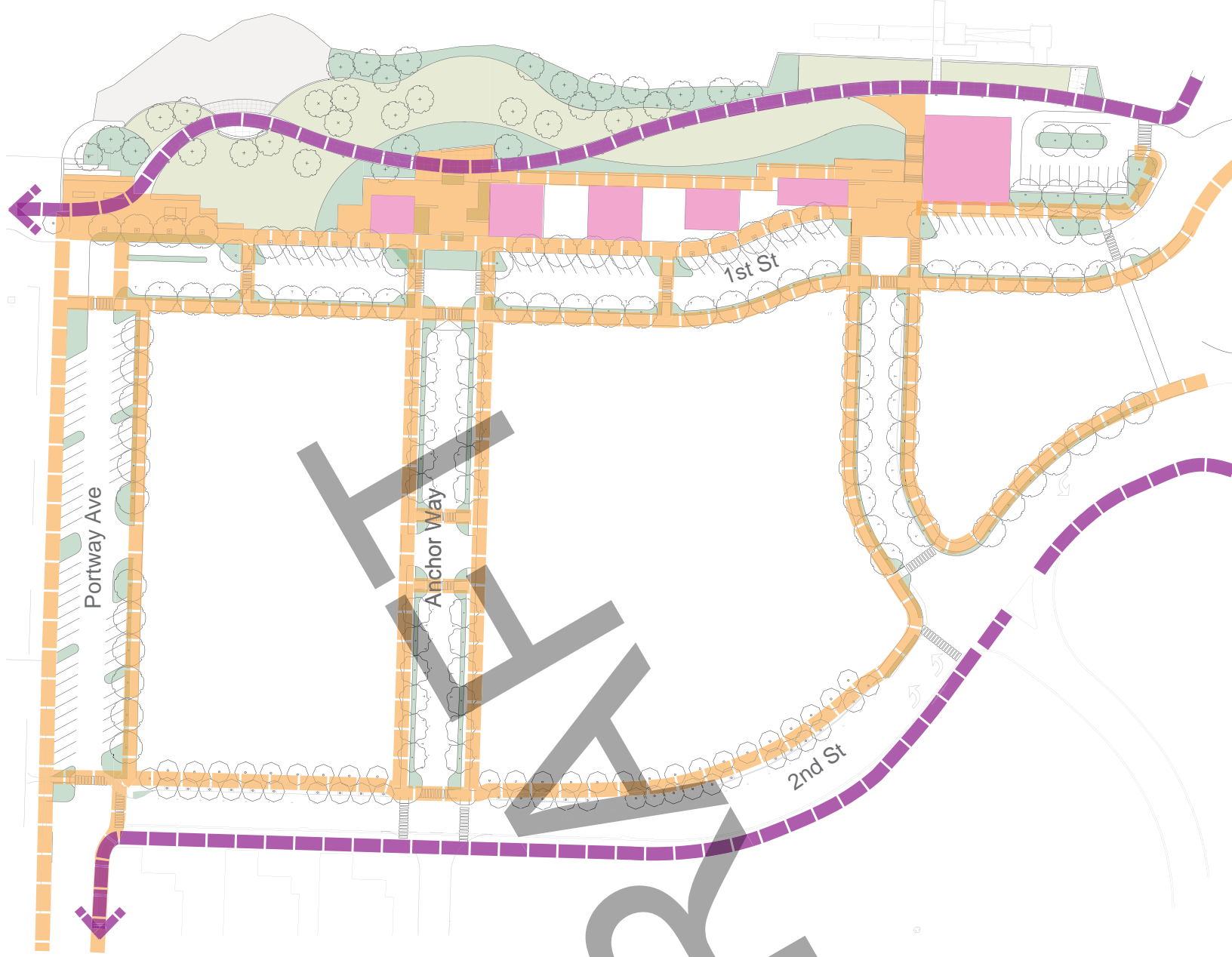
Google-Net
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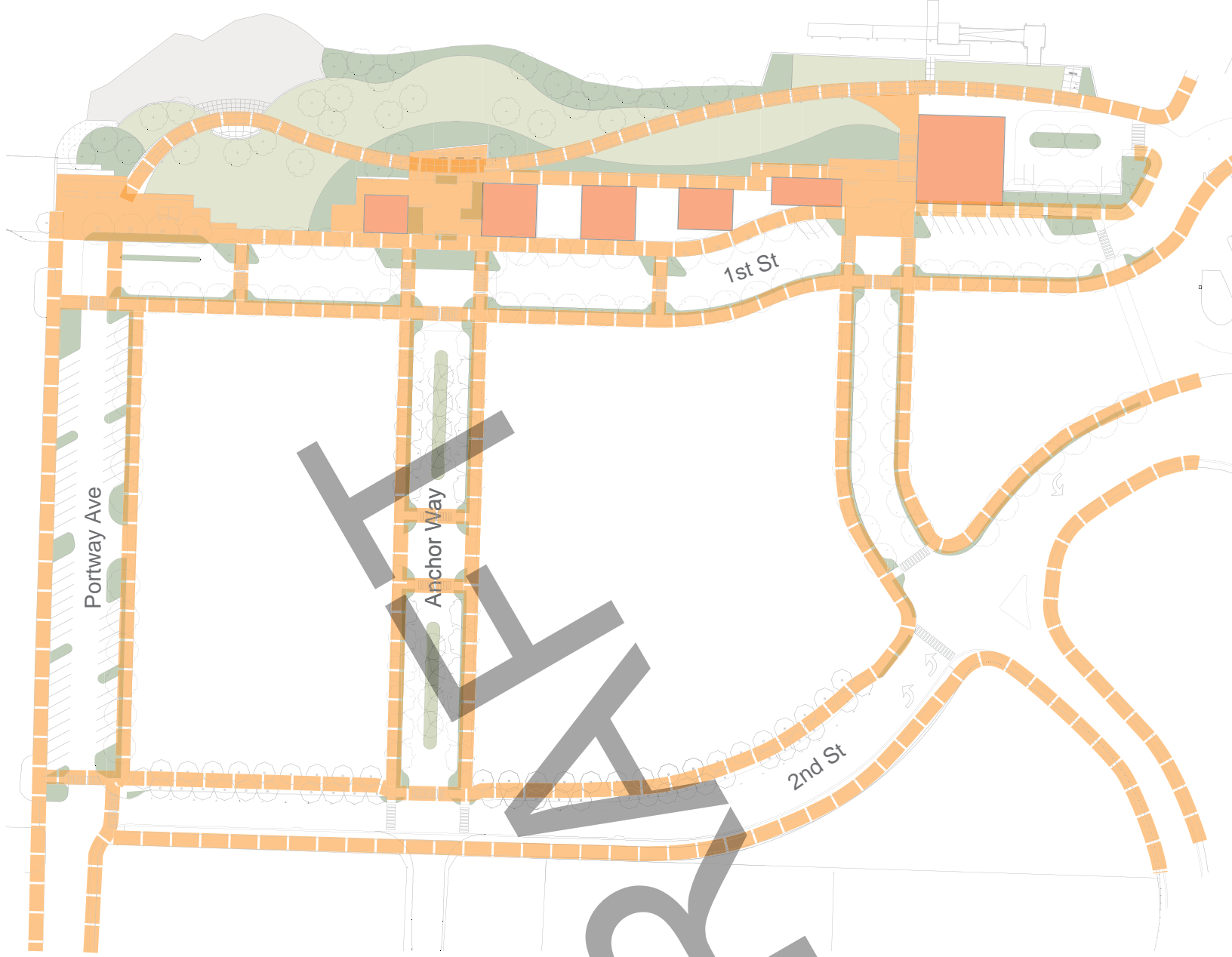






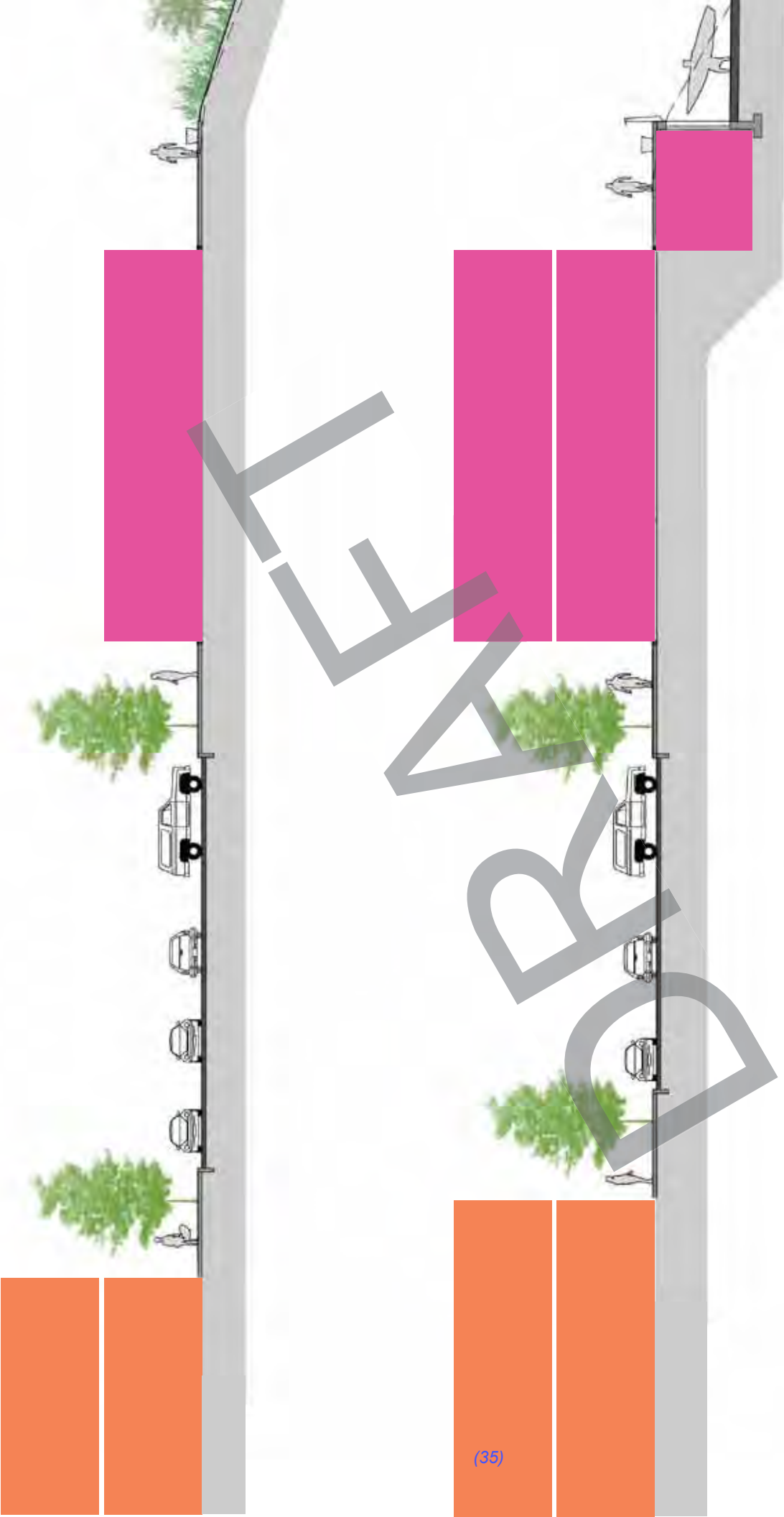
Primary Pedestrian Routes





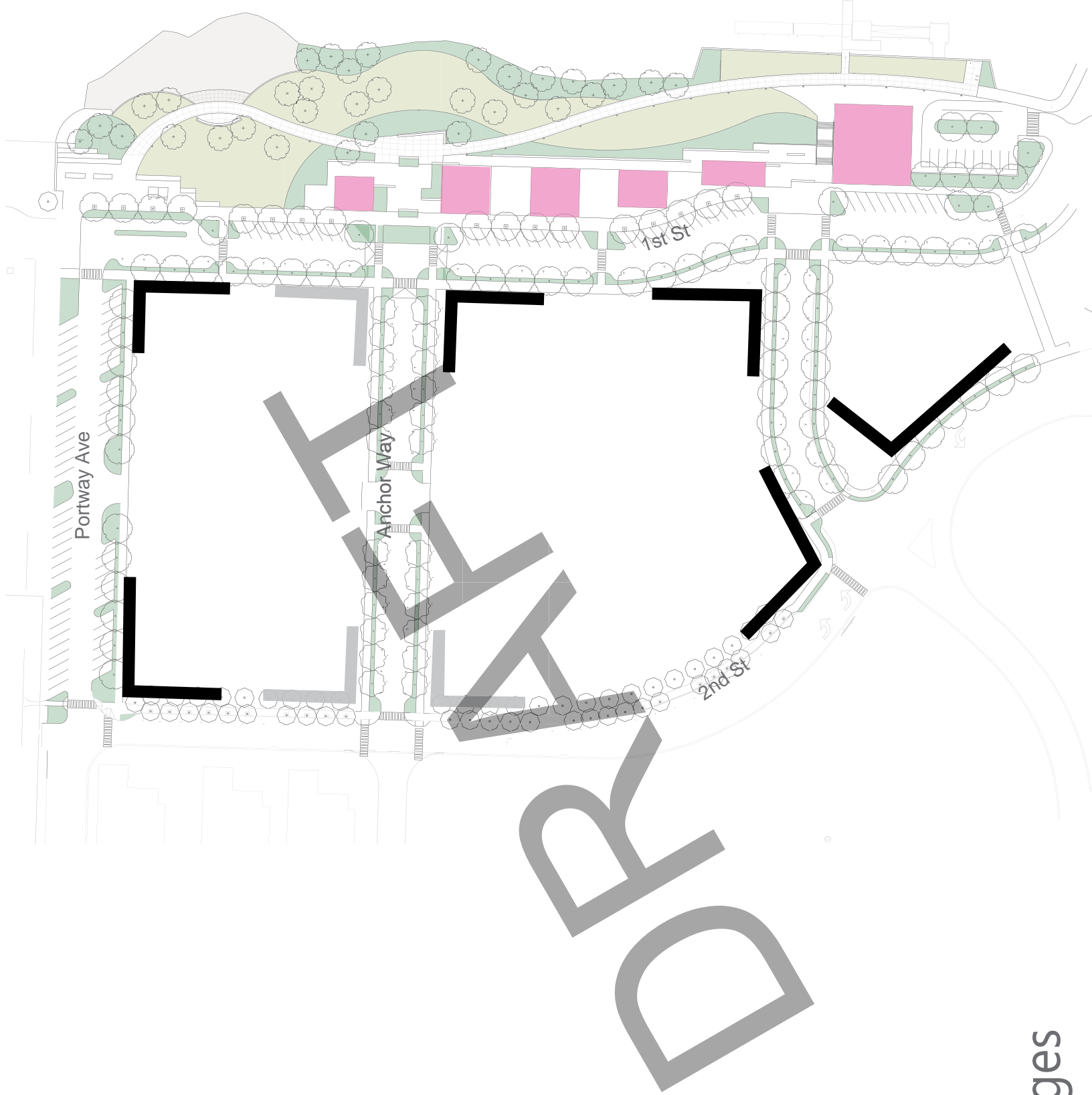
Pedestrian Network & Sub-Area 1 Commercial Area



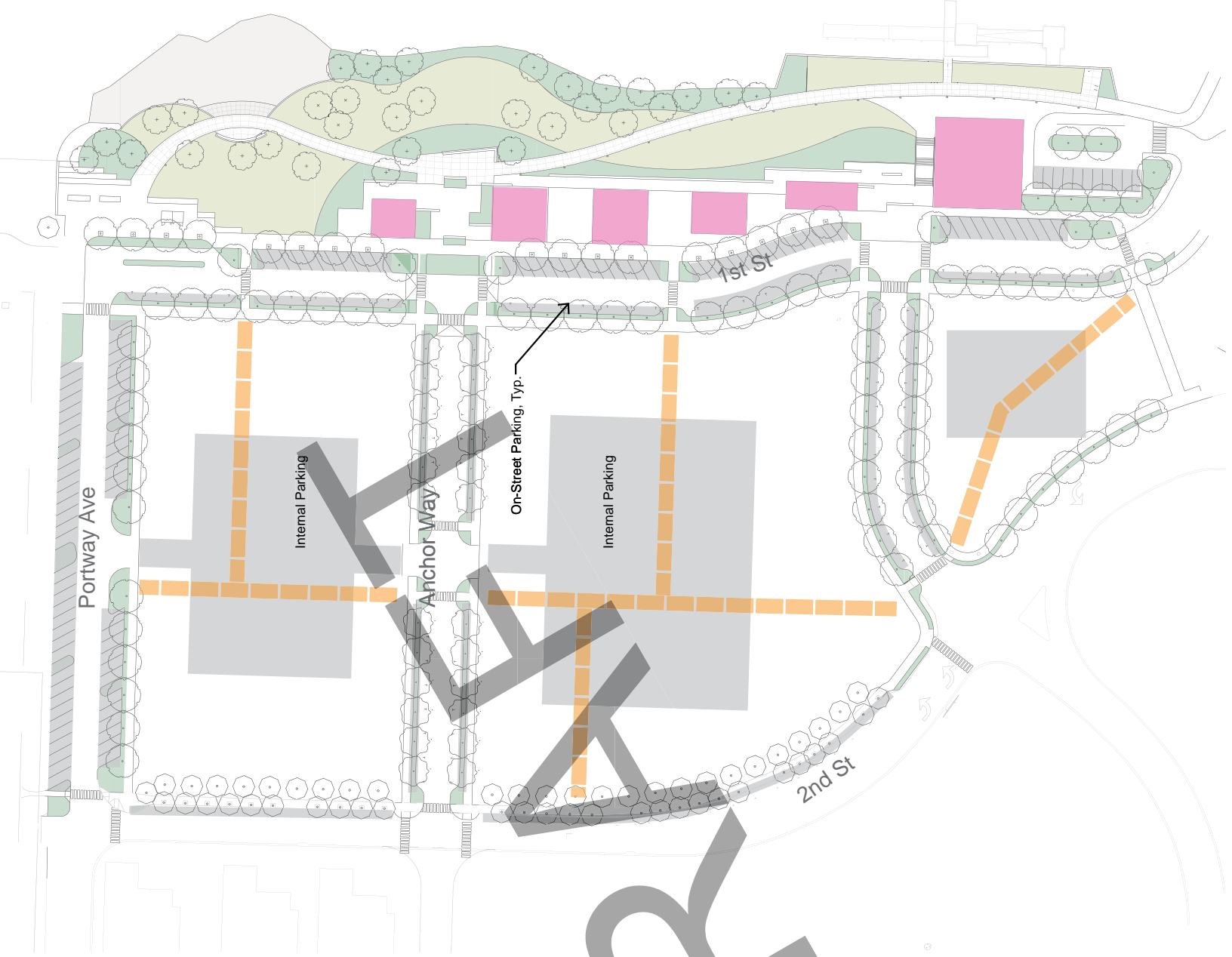


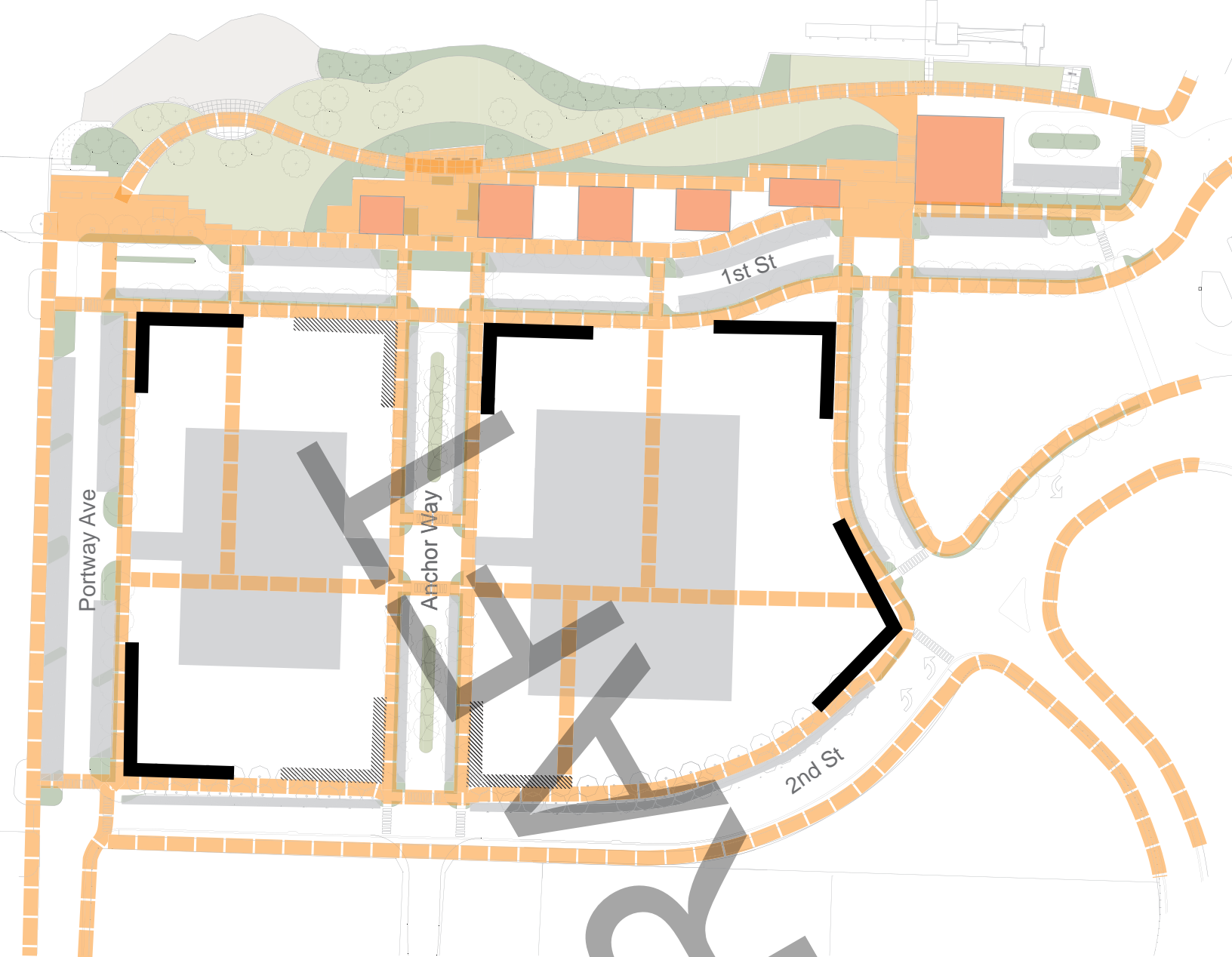
(35)

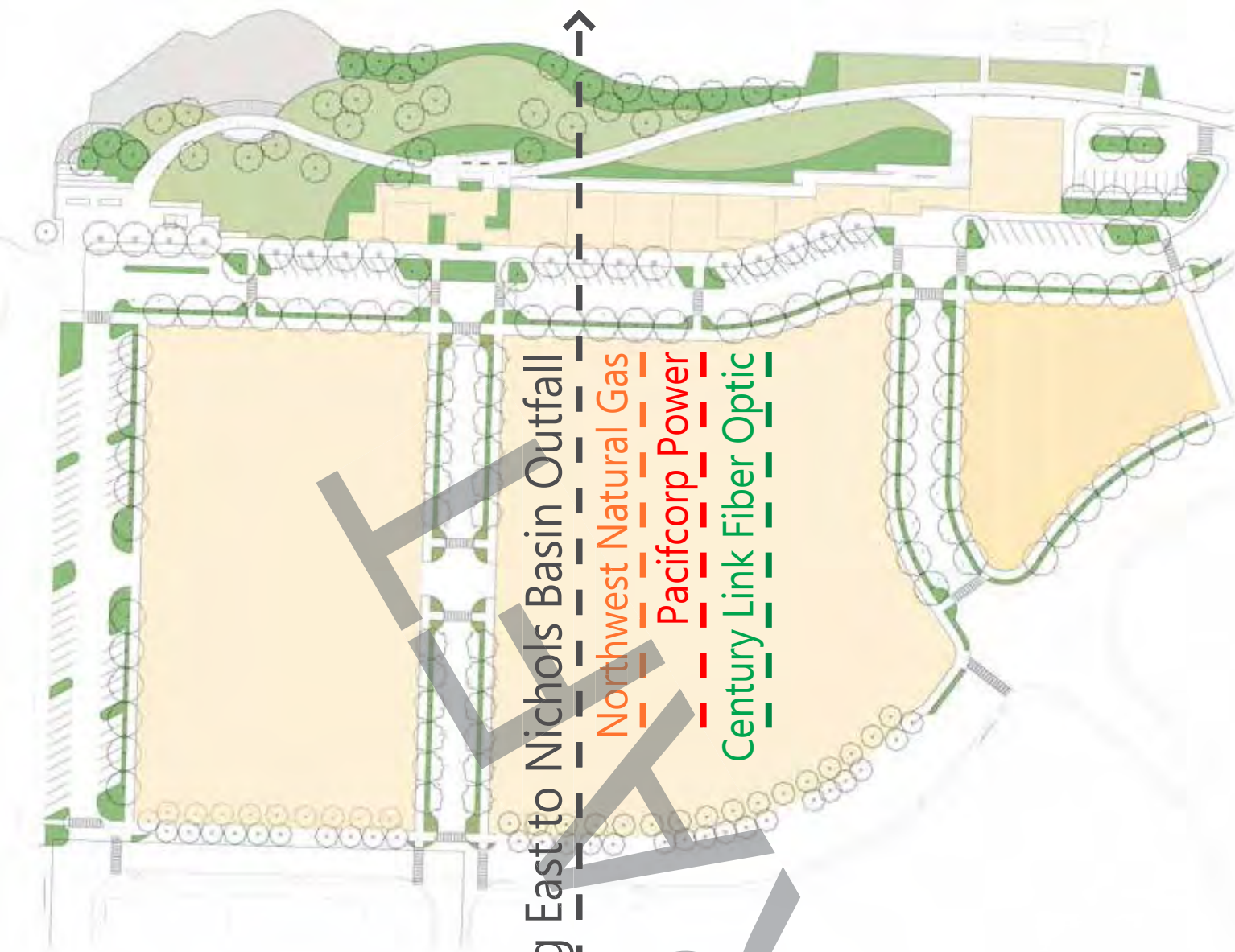
1st Avenue



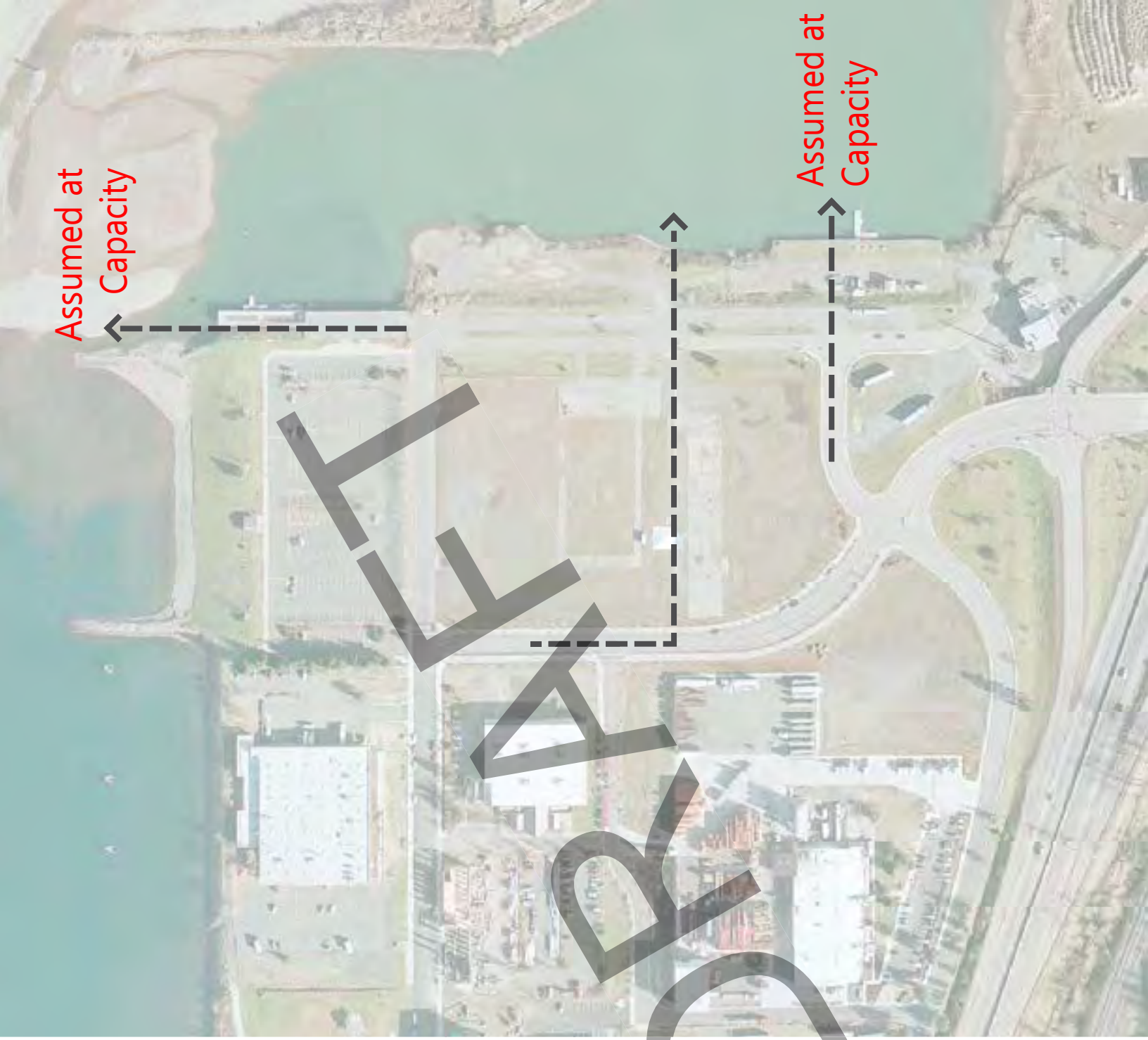
Important Edges







12" Storm Drain flowing East to Nichols Basin Outfall
 Northwest Natural Gas
 PacifiCorp Power
 Century Link Fiber Optic

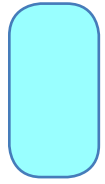


Assumed at Capacity

Assumed at Capacity

DRAFT

Existing Storm Drain Outfalls



Water Quality Facility



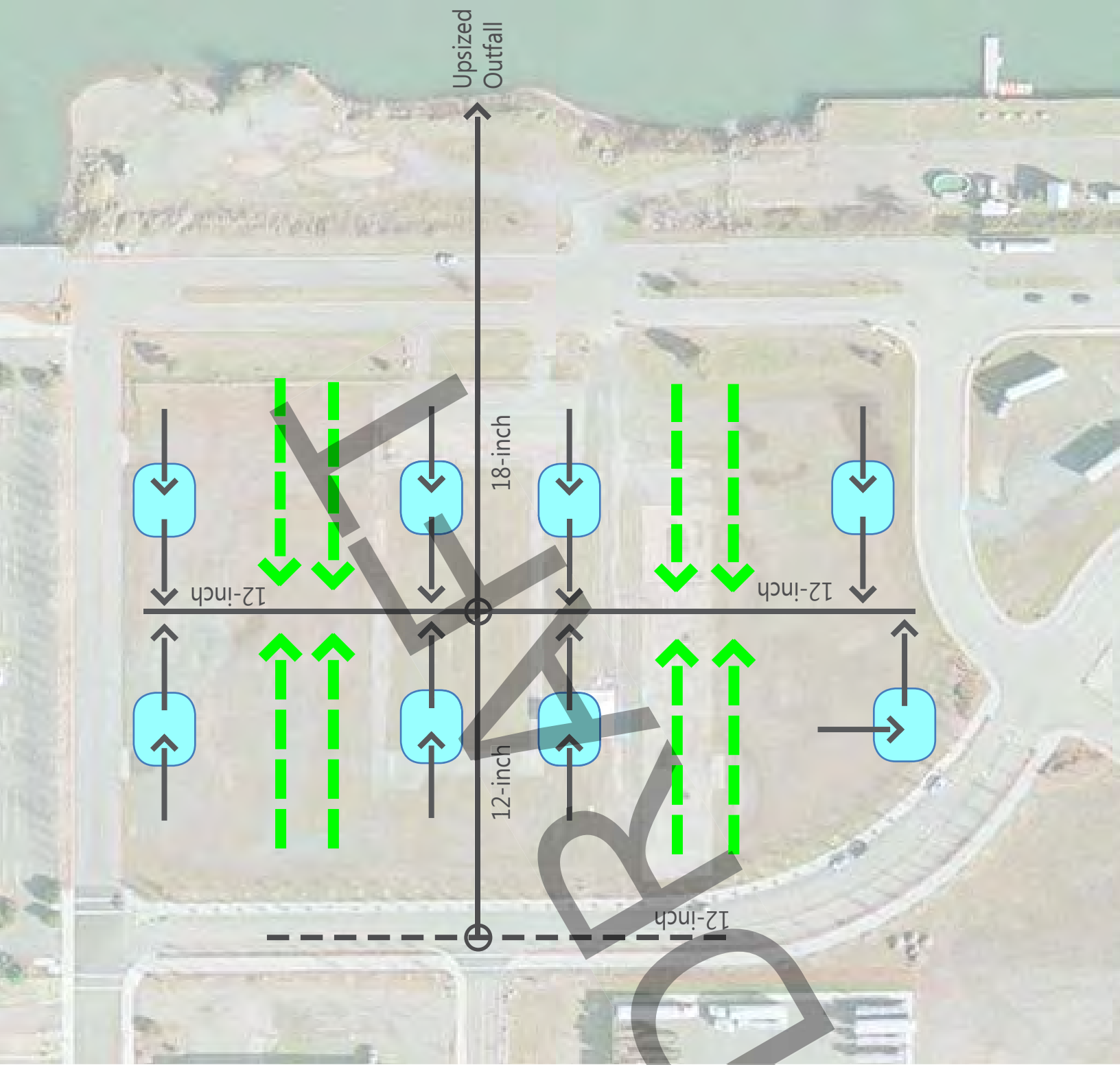
Vegetated Swale



Storm Drain Pipe

(41)

Stormwater Management Strategy



Sheet Flow Parking Lots





FOR D

SCENARIO 1

3 employees / 1000 sf
(Light Industrial with Commercial/Retail Use)

Building Footprint
25,000 SF
2 Floors = 50,000 SF

Parking, Stormwater &
Pedestrian Circulation
1 space per employee
(150 Spaces)

SCENARIO 2

1 employee / 1000 sf
(Light Industrial Use)

Building Footprint
25,000 SF
2 Floors = 50,000 SF

Parking, Stormwater &
Pedestrian Circulation
1 space per employee
(50 Spaces)

Assumptions:

(per Expo Site Proposal)

- 25% Professional Office
- 65% Light Industrial
- 10% Retail
- 1 employee per 500 sq. ft. Office
- 1 employee per 1000 sq. ft. Light Industrial
- 1 parking space per 300 sq. ft. Retail

- Relocate Utilities

(45)



Option A

support corners

Assumptions: (per Port Employment Goals)

- 3 employees per 1000 sq. ft.
- 1 parking space per employee
- 100 parking spaces per acre
- Relocate Utilities

(46)



Option B
support 1st Ave

Assumptions: (per Port Employment Goals)

- 3 employees per 1000 sq. ft.
- 1 parking space per employee
- 100 parking spaces per acre
- Maintain Utility Corridor

(47)



Option C
utilities remain

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Commission Memo



Prepared by: Michael McElwee
Date: August 4, 2015
Re: Waterfront Parking Work Session

At the February 17, 2015 meeting the Commission approved a contract with Rick Williams Consulting (Williams) to carry out a preliminary evaluation of parking issues and possible response strategies in the Waterfront. Williams has completed his orientation to parking issues; conducted interviews with staff, the City and some waterfront users and prepared the attached outline of his work so far. He will attend the August 4 meeting to discuss the results of his work and various parking management options for Commission discussion and feedback. City of Hood River staff will be invited to attend.

RECOMMENDATION: Discussion.

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July 21, 2015, 2015

Port of Hood River, OR
Parking Analysis and Management Planning
Strategy and Plan Outline

I. ASSIGNMENT

The Port of Hood River is leading an effort to explore strategies for managing parking in the Waterfront development area. Rick Williams Consulting (RWC) is assisting the Port in successfully completing their effort. RWC is providing technical assistance and advice to the Port as a means to elevate understanding of the range of issues, challenges and strategies that could be initiated. The intent of the parking analysis is to ensure that the limited parking resources in the area are managed to the highest degree of efficiency and benefit to all stakeholders accessing the development and the waterfront.

This summary outline was created as a means to list potential ideas and strategies for parking management that would be reviewed and discussed by stakeholders, ultimately leading to consensus on key elements of a parking management plan. Consensus points and concepts would then proceed forward to greater refinement, costing and implementation.

To date, RWC has completed:

- A background review of materials provided by the Client as a means to fully understand the implications of planning and vision concepts on parking and possible parking management.
- A tour of the Waterfront Development area with Port and local stakeholders. The tour provided background, perspective and insight into existing operations and future development scenarios.

II. ASSUMPTIONS

The assumptions outlined below were identified based on RWC review of the waterfront and discussion with key stakeholders.

1. Waterfront parking can be separated into three types:
 - Parking in Port ownership (on- and off-street)
 - Parking in City ownership (on-street)
 - Parking in private ownership (off-street)

2. Other than on Port property, parking is provided free of charge and few time limitations imposed on users.
3. Current enforcement is very limited.
4. Usage data is limited (i.e., occupancy, turnover, seasonal).

III. GOALS

A parking strategy for the Waterfront is driven by the specific goals that the stakeholders seek to achieve. Ideally, parking would be managed (to the highest degree possible) to:

- Get the “right user to the right spot”
- Share resources (when possible) to capture/leverage and maximum underutilized supplies (daily, seasonally, etc.)
- Manage parking demand as appropriate to an integrated mix of industrial, commercial and recreational users
- Ensure financial self-sufficiency for management and coordination and (potentially) provide resources to continually improve and/or grow access capacity to this vital area.

IV. PARKING MANAGEMENT OPTIONS

The following provides a summary of the primary parking management options that should be considered:

Option 1: Status Quo

This option would continue existing protocols. Each “owner” of parking would pursue parking management individually based on real or perceived parking need specific to their land use.

STATUS QUO	
Benefit	Challenge
<ul style="list-style-type: none"> • Does not require change or additional resources beyond that which any individual owner of parking is currently investing in day to day management of parking. 	<ul style="list-style-type: none"> • Does not allow for all stakeholders to capture maximum efficiency of parking resources currently in place in the area.

Resources needed:

- No increase over current

Option 2: Coordinated Strategy (Shared Use)

This option would entail:

- A more coordinated system of signage to distinguish *on-street* parking (with time limits) from off-street parking (long-term parking). The City and Port would need to coordinate time limits by area and purpose to ensure appropriate turnover. Time limits would range from 90 minutes to 3 hours. Potential pricing of on-street parking would only be pursued after more robust occupancy and usage data is developed.
- Off-street sites that allow full time general public access should be branded and signed to raise awareness and to direct the general public (seeking long-term daily parking) efficiently. This could include current Port lots and lots like the Luhr Jensen summer expansion site.
- Development of a shared use parking plan for use of private off-street facilities during low use periods. This would provide for evening and weekend parking in private lots when site generated demand is low. A shared use parking plan would need to be supported by data to ensure that parking is available to non-site users without creating conflicts with site users. Also, a mobile signage system would be deployed during shared use periods. Ideally, the mobile signage would be branded to match the public off-street system.¹ Some entity would need to take responsibility for deploying the mobile signage system.
- Pricing in the area would continue as currently structured (on Port sites), though pricing during shared use periods could be explored (through use of pay stations) on private property at the discretion of private owners.
- Enforcement of on-street time stays. The City can enforce its own streets and could possibly (through an intergovernmental agreement) provide enforcement on Port owned streets.
- Establishment of a “coordinating council” of parking owners to oversee the management of parking in the area. The coordinating council would be a forum of stakeholders that would periodically review performance data, share information and establish protocols and responsibilities for managing an integrated and shared supply.

¹ Discussions with stakeholders indicate that informal shared use of private lot spaces already takes place, but is not coordinated to the degree necessary to fully leverage available stalls on evenings and weekends.

COORDINATED STRATEGY	
Benefits	Challenges
<ul style="list-style-type: none"> • Greater operational control of all parking resources. • Maximum use of supply by demand periods (i.e., sharing) • Better integration of on and off-street resources (on-street for turnover/off-street for long-term stays). • Establishes basis for performance based (demand) management. • Does not require new pricing above current, but establishes a foundation for a more comprehensive system that could include pricing. • Performance based (requires periodic data collection) • Establishes a coordinating council that raises awareness and responsibility for parking management to a partnership level. 	<ul style="list-style-type: none"> • Need a more robust data base on usage to inform decision-making. • Need commitment from area “partners” to form a coordinating council to oversee management, establish protocols and review performance. • Costs for signage. • Costs for enforcement

Resources needed (costs are estimated):

- Data collection \$28,000
- Signage \$5,000 - \$7,500
- Pay station(s) (optional) \$7,000 - \$15,000 (per station)
- Enforcement Conversations City of Hood River
- Coordination Unknown (voluntary - supported by public staff)

Option 3: Paid Parking strategy

This option is a derivation of Strategy 2, but imposes pricing on-street (and in publicly owned off-street facilities) as a means to ensure turnover and create a revenue stream for potential access improvements in the area. The underlying assumption supporting this strategy is the belief (supported with data) that peak occupancies constrain existing supplies of parking and pricing can be used to create efficiencies in the parking supply.

This strategy would entail:

- Transitioning the time limited on-street parking established in Strategy 2, to paid parking (through use of pay stations).
- An on-street rate system that matches that in place within the downtown.

- Consideration of “variable rate pricing” that varies rate by season of the year (e.g., downtown rates during “peak demand” seasons and a lower rate (or no rate) in low demand periods).
- Coordinating on-street rates with off-street rates (in Port facilities) to encourage longer term users to use off-street facilities.
- A more robust signage system to minimize spill over into private lots.
- Development of a shared use parking plan for use of private off-street facilities during low use periods (as described in Strategy 2) to provide for evening and weekend parking in private lots when site generated demand is low.
- Pricing in the area would continue as currently structured (on Port sites), though pricing during shared use periods could be explored (through use of pay stations) on private property at the discretion of private owners.
- Enforcement of on-street time stays.
- Establishment of a “coordinating council” of parking owners to oversee the management of parking in the area. The coordinating council would be a forum of stakeholders that would periodically review performance data, share information and establish protocols and responsibilities for managing an integrated and shared supply.
- Robust data collection (occupancy and usage) to support pricing decisions based on actual demand.

COORDINATED STRATEGY	
Benefits	Challenges
<ul style="list-style-type: none"> • Greater operational control of all parking resources. • Maximum use of supply by demand periods (i.e., sharing) • Better integration of on and off-street resources (on-street for turnover/off-street for long-term stays). • Flexibility to vary rates by demand or season • Revenue source to support area improvements. • Establishes a coordinating council that raises awareness and responsibility for parking management to a partnership level. 	<ul style="list-style-type: none"> • Overcoming reticence to price parking by stakeholders • Requires a more robust data base on usage to inform decision-making and pricing. • Need commitment from area “partners” to form a coordinating council to oversee management, establish protocols and review performance and monitor rates. • Costs for signage. • Costs for revenue collection technology (e.g., pay stations) • Costs for enforcement

Resources needed (costs are estimated):

- Data collection \$28,000
- Signage \$7,500 - \$10,000
- Pay station(s) \$7,000 - \$15,000 (per station)
- Enforcement Conversations City of Hood River
- Coordination Unknown (voluntary - supported by public staff)

V. SUMMARY

This outline is intended to present a high level summary of potential parking management scenarios as a means to facilitate discussion in a parking workshop with area stakeholders. It is hoped that the outline raises questions and stimulates ideas, options and requests for more refined information and strategy development by stakeholders.

Executive Director's Report

August 4, 2015

Staff & Administrative

- I will be on vacation from July 27 through August 3. This brief report will be augmented by an oral update at the meeting.
- Attached is a calendar with important dates for August.
- Commissioners will need to be prepared to elect officers other than Board President and to affirm committee assignments for FY 15/16.
- Commissioner McBride and Anne Medenbach attended Governor Brown's tour of pFriem Brewery on June 17th. There were about 15 people in attendance representing local government and private business. During the tour the group had a roundtable discussion covering workforce housing, industrial land supply, bridge infrastructure and other issues.
- Genevieve issued an RFP for design and development of a new Port website on July 20. The RFP went out to 12 local firms. The deadline to submit proposals is August 4. Genevieve will provide more detail on the project during the meeting.
- Genevieve attended the SDAO Board Training in Salem July 8. She reports the training was excellent and very helpful to her position in regards to public records and public meeting notices.
- The OneGorge Advocacy Group met on July 8 in Stevenson. On July 28, Genevieve gave a presentation to the White Salmon Rotary club about OneGorge where she was able to recruit a new member. A planning committee is being formed for an outreach event next February to Olympia.
- The Port's summer electronic newsletter was sent out July 29 to a total of 6,300 recipients.

Recreation

- The Lady Washington, official tall ship of Washington State, arrived in the Marina on July 21 for a three-day visit and will return August 16-20 on its downriver leg. The guest dock has been signed as being reserved. The Lady Washington's and Hawaiian Chieftain's last visit to the Port of Hood River was in 2013. Maintenance issues prevented the Hawaiian Chieftain from accompanying the Lady Washington this year. (See the bridge lift photo below.)
- I met with representatives of the City and Naito Development on July 15 regarding the trail connection. Given the grade difference that needs to be overcome, the trail connection is estimated to cost \$90,000. Naito's architect is working on a potentially less expensive alternative. However, with the challenges of funding and permitting, it appears that the further substantive work on this connection will not occur until the Naito project is complete.

- A rattlesnake was found at the Spit. To help address this ongoing problem, snake traps have been placed around the Port office and signs have been posted around the office and at the Spit.

Development/Property

- Key Development is preparing site plan review materials for submittal to the City. I have provided comments.
- The Permit of Entry has been executed on the Sheppard’s transaction. A geotechnical evaluation will occur starting the week of July 27.
- Crystal Springs Water District has finished looping the water system at the Hanel Mill site. Hood River Electric Co-op will be taking the on-site power lines down in early August to be replaced with underground lines.

Airport

- The AWOS Tri-Annual Inspection occurred on July 18. We have been advised that our ceilometer will no longer be supported at the end of 2016 and will need to be replaced.
- The Master planning effort has entered its final stages. Most of the preferred design alternative has been approved; there will be some small changes before the final design is brought to the commission for approval in September.

Bridge/Transportation

- We now have more than 8,000 BreezeBy accounts.
- WSDOT is carrying out an extensive re-paving project on SR-14 overnight on July 30 and 31. WSDOT will pay all tolls during closure hours. Notice has been issued via news media as well as an email to BreezeBy customers.
- Port crews performed a bridge lift on the 24th for the Lady Washington as she sailed for The Dalles.



Commission Calendar

August 2015

July '15							September '15							October '15						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5					1	2	3
5	6	7	8	9	10	11	6	7	8	9	10	11	12	4	5	6	7	8	9	10
12	13	14	15	16	17	18	13	14	15	16	17	18	19	11	12	13	14	15	16	17
19	20	21	22	23	24	25	20	21	22	23	24	25	26	18	19	20	21	22	23	24
26	27	28	29	30	31	27	28	29	30	25	26	27	28	29	30	31				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4 Commission Mtg, 5pm	5	6 Brian: out Aug. 6-9	7	8 CGWA "King of the Hook"
9 CGWA Swap Meet Jensen Lot	10	11	12 OneGorge, 3pm	13	14	15
16 Tall Ship Lady Washington returns-guest dock resrv'd Commissioners Cup Regatta (commercial dock)	17 KIHR Radio, 8am Tall Ship - guest dock	18 Commission Mtg, 5pm Tall Ship - guest dock	19 Tall Ship - guest dock	20 Marina Ad-hoc, 8am Lady Washington departs	21	22
23	24	25	26	27	28	29
30	31	Notes Liz: vacation 3-7 Anne: vacation 6-7 Melissa: vacation 7-14; 20-21 Jean: vacation 13-17 Fred: vacation 24-28				

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July 21, 2015

Re: Hanel Mill Transaction

Dear Janet,

I wanted to take the time to thank you and your family for working with us on the Hanel Mill transaction. I have enjoyed working with all of you and appreciate your patience and assistance through the process.

That site and your family have had a significant and long standing impact on this community. We appreciate you entrusting a portion of that legacy to the Port. We hope to be able to uphold that commitment to community and retain some of the cultural infrastructure associated with the natural resource industries that your family was so much a part of in our future development of the site.

Sincerely,

A handwritten signature in blue ink that reads "Anne Medenbach". The signature is fluid and cursive.

Anne Medenbach
Development/Property Manager
amedenbach@portofhoodriver.com
(541) 386-5116

CC: Port of Hood River Commissioners

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**Port of Hood River
MARINA AD-HOC COMMITTEE MEETING MINUTES**

**Thursday, July 16, 2015 – 8:00 a.m.
Marina Center Boardroom**

THESE MINUTES ARE NOT OFFICIAL until approved at the next regular meeting.

Present: Committee Members: Josh Sceva, Steve Tessmer, Lance Staughton, Tammy Lakey. Staff: Michael McElwee, and Laurie Borton. Guests: Jaime and Andy Mack, and Steve Carlson.

Absent: Commissioner Brian Shortt

The meeting was called to order at 8:05 a.m. by Michael McElwee.

1. **Additions to Agenda:** None.
2. **Approve Minutes:** The following corrections to the Hood River Yacht Club Report were noted: Family Friday Nights are every other week; and the race series is held weekly on Wednesday nights.

Motion:	Move to approve minutes of June 18, 2015 Committee Meeting as amended
Move:	Sceva
Second:	Lakey
Vote:	Unanimous

3. **Marina Manager Update:**
 - Winter Layover Request: A request has been made for a winter layover. The boat is 100 feet overall with a beam of 25 feet and draft of 6.5 feet. This would be a live aboard situation; however, the vessel has an onboard sewage treatment system that is Coast Guard approved and legal to discharge. If this request moves forward, this would be an exception to current Marina Moorage Rules & Regulations regarding live aboard status and length of stay. Questions still to be answered are: arrival date and length of stay; monthly dockage fee to be charged; will upgrading electrical service at the commercial dock to meet the vessel's requirements be a pass-through cost; how the vessel will get water since our lines are shut down mid-October; and is tie-up to the piling sufficient or will they need dock cleats? There was general consensus that staff should continue discussions with the M/Y Pastime captain to see if the winter layover works for both the vessel and the Port.
 - Boat Launch Parking Lot Request: A request was received outlining the following issues: river rock concrete curb islands are a hazard when trying to navigate the parking lot with a trailer; parking spaces are too tight; install better signage directing people around the parking lot to the launch; and incorporate the road that goes to the Port office into the parking lot. The requestor was invited, but declined, to the Ad-hoc meeting. Civil engineering consultant Stu Cato will be asked to take a look at the parking lot.
 - Clean Marina Recertification (new agenda item): The Oregon State Marine Board will visit the Port for a Clean Marina recertification walk-through. Site visits are done every three years with online surveys submitted annually. No date has been set for the visit.
 - Miscellaneous (new agenda item): There were questions about payment of boats on the guest dock and the sailboat outside the marina entrance. Borton responded the owner of the boat in question on the guest dock had come into the office to make a payment; and the boat outside the marina entrance was at the 30-day limit per Department of State Lands regulations and Marine Deputy Nelson had been contacted. Electric shock stenciling on docks in the Marina has been completed. The GFCI is set at 1 amp (100 milliamps is the national standard) and the boathouse dock is set at 3.5 amp, which Maintenance will keep driving down but there are still problems with some boathouses that owners need to address. A new recycling center is anticipated to be in place the first week in August; repair to the commercial dock is scheduled for the second

week in August; and maintenance will be replacing a restroom door that was vandalized. Jaime Mack will be attend Army Corps of Engineers meeting on August 11 and will report on this meeting August 20.

4. **Committee Dock Walk Reports:**

- A Dock – Sceva reported there are SUPs on A dock and he noticed one jet ski in a slip.
- B Dock – No problems were reported by Staughton.
- C Dock – Lakey reported the water spigot at Slip 240 needs to be repaired; and there are jet skis in some slips.
- C Dock South – No report.
- BH Dock – Tessmer said BH307 needs chain tensioners.
- Life Vest Kiosk – When recycling is relocated could a life vest kiosk go into that space? Steve Carlson has vests to donate.

5. **Hood River Yacht Club Report:** Staughton reported 10 to 15 boats participated in this past Wednesday's sailing series and a race was scheduled for Sunday. He said there is a lot of activity and there seems to be a lot more active boats in the Marina. Staughton also reported a sub-committee has been formed that will be working with different user groups to conceptualize things of common interest and looking at user days, times of the year, etc. The HRYC has renewed the shell dock lease with the Port with racks renting for \$26/month.

6. **Marina Assessment Project:**

- Recommended Projects – Prioritization List: Halgren's list was edited by McElwee for discussion. Some projects may be timed with other endeavors or grant funding opportunities but the focus should be on projects in the next five years or phased projects, such as a conceptual plan for upland configuration. A suggestion was made to solicit input from fisherman, especially with the discussion about the boat launch parking lot configuration. With regard to the Yacht Club sub-committee, which will meet monthly prior to the Ad-hoc meetings, Sceva commented that it would be important to know what the Port Commission is planning so that unnecessary efforts aren't made. The project list discussion is summarized as:

- 1) Dry storage feasibility. Where? Size?
- 2) South Basin dock. Repurpose? How? Who manages? Improve gangway.
- 3) Low freeboard dock around basin perimeter. Access? Permit issues?
- 4) Sheriff's Boathouse. Does it make sense to relocate? Where?
- 5) Boat launch parking lot. Reconfigure?
- 6) Hoist. How much demand is there? Is a platform beneficial for the crane company?

See attached list - Committee comments are highlighted in yellow.

- Next Steps: The revised project/prioritization list will be provided to the Committee for review and input on ranking and/or additions. The list will be a standard agenda item for the committee.

7. **Next Meeting:** August 20, 2015, 8:00 a.m., Marina Center Boardroom

Meeting adjourned at 9:15 a.m.

Respectfully Submitted: Laurie Borton

Staff Action:

- a) Talk with civil engineer Stu Cato about the boat launch parking lot.
- b) Maintenance questions:
 - Has the boathouse dock been stenciled for electrical shock hazards?
 - Confirm work schedule for the commercial dock. Will the Mariana will need to relocate?
 - Check the water spigot at Slip 240 for repair.
 - Once recycling is relocated outside the marina gate, could a life vest kiosk be built for that space? If not this year, then in 2016?
 - Are there programs through the OSMB or USACE?
 - BH 307 chain tensioners—Port issue or boathouse owner?

Marina Assessment Project 2015 – Halgren & Associates LLC
 SUMMARY LIST OF RECOMMENDED FUTURE PROJECTS

- from page 27 of full report -

Comments from 07/16/15 Ad-hoc Committee Meeting
 First Draft

Halgren Order	Revised Order	Project Description	Estimated Cost
1	N/A	Boat Ramp: Pull back propeller washed material back into the suspected hole at the end of the concrete ramp.	COMPLETED
2	Not a high priority	Improve the landscaping and signage at the entrance to the Ports property along with additional way finding signage around the property. There are more important things to spend money on than landscaping. Situational/seasonal signage throughout the Marina and trails should be consistent.	\$15,000-\$30,000
3	2016-17 Budget?	Change all lights to LED's. Dock lights are fine; look at parking lot lights as an operational matter.	Pays for itself in 5 yrs.
4	Not a priority	Sponsor annual fishing tournament with local businesses and Chamber. Low value to Port and could create burden on staff time.	\$8,000 - \$15,000
5	Low priority	Repair and improve the pathway trail system surrounding Marina. Widen trail for multiple users, add landscaping, stony board signs, etc. The Port is currently maxed out with trails. Safe trails are important but should evolve with other projects. Connect with trail grants?	\$25,000 - \$75,000 per year
6	4	Apply for a grant and permits to move the Sheriff's boat to the area near the fuel dock. This project may qualify for Oregon State Marine Board funds and or Homeland Security Funding grants. Does the HRSO need a boathouse? Could it be moved to the south side of the current transient/guest dock? If moved, this would open a slip for another boathouse or secure structure that could be used for the secure storage of equipment.	\$80,000 - \$100,000
7	Low priority (see note)	Install one long moorage float added to "A" or "B" docks which would allow for boats to tie up next to the dock (with internal piles). Whether or not the need exists now, there was a recommendation to apply for a permit.	\$180,000- \$200,000 for 8' wide by 200' long
8	Low priority	Add ten Guest Moorage Buoys) near the North shoreline. Is there a need, and where would they dingy to? If guest dock can be improved there may not be a need.	\$25,000 - \$30,000 ten buoys (five locations)
9	2	Install a new gangway ramp leading to the current sailing float. This gangway would be 8 to 10 feet wide to allow for hand launching of sail boats and other floating vessels by hand. The cost of the gangway could be lowered if some ground contouring was done to lower the slope and length of the gangway. There are competing needs (floatplanes, youth sailing, seasonal moorage), which calls the question of best use? From below: begin conceptual design and permitting for new transient dock; and prepare concept plan for use of South Basin Dock.	\$80,000 - \$100,000
Other			
5		Boat Launch Parking Lot: remove rock-filled concrete island. "Remove" one parking space to widen remaining spaces. Add better directional signage. Evaluate feasibility of paid parking. [See attached email]	TBD
1		Increase Dinghy Storage: Evaluate using gravel lot across from DMV, increasing footprint of existing HRYC dry storage or on west side of Marina.	\$15,000
3		Begin conceptual design and permitting for new transient dock. Continuation with low freeboard dock around basin perimeter and ramp tie-ins.	\$10-\$20,000
2 (see above)		Prepare concept plan for use of South Basin Dock.	\$5,000-\$10,000
6		Hoist: it would be used but how much demand is there? Is a platform beneficial for the company that currently cranes vessels in/out?	TBD

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Commission Memo



Prepared by: Michael McElwee
Date: August 4, 2015
Re: Approval of C.M. & W.O. Sheppard Building Design

Final building design materials will be available for Commission review at the August 4th meeting.

RECOMMENDATION: Approve design of C.M. & W.O. Sheppard building.

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Commission Memo



Prepared by: Genevieve Scholl
Date: August 4, 2015
Re: Policy Regarding Tobacco-Free Facilities and Grounds

In August 2013 the Commission considered adoption of a new policy prohibiting tobacco use on all Port properties. Currently, the Port complies with the Oregon Indoor Clean Air Act (ICAA) on all Port-owned properties, including a 10-foot clearance of all entrances, exits, and accessibility ramps. However, the Port does not have a general policy for tobacco use on other Port properties.

Hood River County Prevention Department Prevention Specialist Belinda Ballah gave a presentation to the Commission in 2013 and has continued to work with staff to devise a draft policy for the Port. A memo from Port counsel Jerry Jaques detailing the Port's authority to adopt such a policy and the challenges of enforcement is attached.

Issues:

- In May of 2015, Oregon HB 2546 was signed into law expanding the ICAA to include the use of "inhalant delivery systems." These are devices that can be used to deliver nicotine, cannabinoids and other substances, in the form of vapor or aerosol. These include e-cigarettes, vape pens and other devices.
- The City, County, and Hood River Valley Parks and Rec, have all adopted tobacco-free policies. According to Ms. Ballah, Port park areas are the only remaining public open spaces without a policy prohibiting tobacco or other inhalants.
- With the legalization of marijuana and the expansion of the ICAA to include inhalant delivery systems, Ms. Ballah requests the Port adopt such a policy.
- The Port has received letters in support of adopting such a policy from Lorena Sprager, Chair, Healthy Active Hood River County and Ed Fresinger, CEO, Providence Hood River Memorial Hospital.
- The Port currently has several employees that smoke.
- The Port has very limited ability to enforce a smoking ban.

A draft policy and resolution are attached.

Financial Impact

Financial impact is expected to be low, because costs for design and production of new signage needed to communicate a policy will be covered by Hood River County

Prevention Department. The installation of the new signs and decals would be done by Port staff. The Port would cover the costs of any needed sign posts.

RECOMMENDATION: Approve Resolution 2015-16-2, regulating tobacco/inhalant use on Port property.

MEMORANDUM

FR: Jerry J. Jaques
TO: Port of Hood River
RE: No smoking policy

June 26, 2015

The Port can, and is obliged to, ban smoking inside, and at entrances to and exits from enclosed Port public places, and at enclosed places of employment. The Port can adopt a policy and pass a resolution to discourage smoking outdoors. But there is no mechanism to enforce violation of a Port policy or resolution. The Port could adopt an ordinance prohibiting smoking outdoors on public property. However, enforcement would be problematic and cost prohibitive.

DISCUSSION

The Oregon Indoor Clean Air Act (“OICAA”), ORS 433.835 – 433.875 and 433.990(5) gives the Port the right, and creates the obligation, to prohibit smoking in Port enclosed spaces and where employees work, including in Port vehicles. ORS 433.850 excludes certain types of establishments from the ban not applicable to the Port, such as motels, smoke shops and performances. A “public place” is defined in the statute as being enclosed spaces. ORS 433.835 (4) A “place of employment” is also defined as enclosed spaces. ORS 433.835 (3)

Nothing in the OICAA applies to outdoor areas open to the public.

The OICAA provides the Oregon Health Authority with the power to regulate and enforce the law. ORS 833.855 – 833.860. OAR 333-015-0030 through 333-015-0085 are the Oregon Health Authority regulations implementing the OICAA. The regulations again define public space as an enclosed space, and thus limit the scope of the regulations to enclosed spaces. OAR 333-015-0030(22). The Oregon Health Authority enforcement is designed to enforce violations by employers (in allowing smoking in enclosed spaces), not violations by individuals of a smoking ban.

The Port’s authority to regulate smoking in outdoor areas open to the public is limited. There is no enforcement mechanism for violation of a Port resolution. If the Port adopts an ordinance to prohibit smoking outdoors on Port property enforcement would be problematic. The

Port does not have ordinance violations enforcement officers. To enforce the ban the Port would have to utilize City police, and a local court. That would be expensive and impractical.

The City of Portland prohibits smoking in City parks and City “natural areas”. Other Oregon cities and counties also restrict smoking in public parks. However, cities and counties can pass ordinances utilizing their police force and access to courts ports don’t have. Oregon State Parks has also recently initiated bans on smoking in outdoor areas open to the public. The State also has enforcement mechanisms through statutes and rules, and access to courts, not readily available to ports.

Port of Hood River

Statement of Policy Regarding Tobacco/Smoke Free Facilities and Grounds

Approved by the Board of Commissioners XXXX, X, 2015

The Port of Hood River seeks to ensure a tobacco-free environment on all Port properties through positive and educational messaging that promotes the long-term health and safety of the Port of Hood River employees and the public. This policy prohibits the use, distribution, sale, or advertising of tobacco or other inhalant products on property owned or controlled by the Port of Hood River.

This policy applies to all Port of Hood River employees, volunteers, interns, clients, visitors, and vendors on property owned or occupied by the Port of Hood River.

I. Definitions:

For the purpose of this policy the following definitions shall apply:

Tobacco: Includes but not limited to cigarettes, cigars, pipes, hookah, dip, chew, snuff, snus, and any other smokeless tobacco products as well as nicotine/inhalant delivery devices such as electronic cigarettes or vaporizers (except for FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation).

II. Policy:

The use of all tobacco products and smoking tobacco or any other substances is not permitted at any time within any interior space of facilities owned or occupied by the Port of Hood River; in vehicles owned by the Port of Hood River; and is strongly discouraged on outdoor property or grounds, parks, and natural areas owned or occupied by the Port of Hood River, including outdoor parking areas.

III. Communication of Policy:

- A. Signs: Signs will be used to designate a Port of Hood River owned or occupied facility as a Tobacco/Smoke Free Property. Signs bearing this message will be clearly posted at the perimeter of Port properties, at vehicular and pedestrian entrances, and at other prominent locations designated by the Port Executive Director.
- B. Decals: Buildings designated by the Port Executive Director that are owned or occupied by the Port will display a decal that states Tobacco/Smoke Free Property at an entrance or exit.

- C. Website: The Port of Hood River website (portofhoodriver.com) will include a downloadable policy document as well as graphics communicating the policy.

Additional language on the signs may be used to promote the success of the policy and educate the public.

The Tobacco/Smoke Free policy applies at all facilities and grounds owned or occupied by the Port of Hood River whether or not signs are posted.

III. Tobacco Cessation Support:

The Port of Hood River is committed to providing tobacco cessation support to all Port of Hood River employees who wish to stop using tobacco products. Cessation resource information will be provided to any employee who expresses an interest in seeking help to stop using tobacco products. Port of Hood River volunteers, contractors, clients, and visitors may be referred to the Oregon Tobacco Quit Line (1.800.QUIT.NOW [English] or 1.877.2NO.FUME [Spanish]), which is a free tobacco cessation resource.

Approved by the Port of Hood River Board of Commissioners on XXXX, XX, 2015

Resolution No. 2015-16-2

A RESOLUTION of the PORT OF HOOD RIVER
PROCLAIMING ALL PORT OF HOOD RIVER FACILITIES AND PROPERTIES
AS TOBACCO AND SMOKE FREE ENVIRONMENTS

WHEREAS, the Port has developed and maintains numerous public open spaces for recreation and physical activity for people of all ages and abilities, and

WHEREAS, medical evidence shows that people who are subject to second hand smoke from smoking tobacco are statistically more likely to suffer respiratory illnesses and other ill side-effects of tobacco smoke, and

WHEREAS, the cleanliness and ability to enjoy public open spaces is substantially diminished by the presence of second-hand smoke, discarded cigarette butts and other litter from smoking tobacco products, and

WHEREAS, tobacco is the leading preventable cause of premature deaths and disability in the United States,

THEREFORE, BE IT RESOLVED THE PORT OF HOOD RIVER ADOPTS A TOBACCO AND SMOKE FREE POLICY ON ALL PORT OF HOOD RIVER FACILITIES AND PROPERTIES.

Adopted this 4th day of August, 2015.

Brian Shortt

Rich McBride

Jon Davies

Hoby Streich

Fred Duckwall

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Commission Memo

Prepared by: Michael McElwee
Date: August 4, 2015
Re: Bridge Truck Assessment



Truck use of the Hood River White Salmon Interstate Bridge is a long-standing concern. Overweight trucks cause damage to the bridge deck and accelerate deterioration of other structural components. The Port has limited ability to determine whether a truck is overweight or to take any enforcement action. The attached contract with Columbia River Port Engineers, dba Ukiah Engineering Inc., would summarize the PUC regulations in both states that govern truck traffic and:

- Identify techniques to visually assess the likely weight of an individual truck
- Determine if a cost-effective weight scale system can be implemented
- Assess potential changes to toll rates and identify communication techniques to encourage truckers to minimize the weights crossing the bridge
- Identify reasonable enforcement mechanisms to increase adherence to truck weights

Christian Steinbrecher, principal at Columbia River Port Engineers, has extensive experience in the trucking industry and is familiar with the issues associated with truck weight enforcement. The contract scope will provide the thorough assessment the Port needs to determine what policy or management changes may be necessary to the limit damage from heavy trucks over the long term.

RECOMMENDATION: Approve contract with Columbia River Port Engineers, dba Ukiah Engineering Inc., for Hood River Bridge Truck assessment not to exceed \$8,500 plus reasonable reimbursable expenses.

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**Personal Services Contract
Exhibit A**

I. SCOPE OF WORK:

Assessment of heavy truck use of the Hood River Bridge and response recommendations. See Attachment 'A'.

II. DELIVERABLES AND TIMEFRAME:

The deliverable(s) covered under this Contract shall be: See attached.

The timeframe for the deliverable(s) shall be: October 1, 2015.

III. CONSIDERATION:

Total fixed cost of \$8,500. Payments shall be made on a percentage completion basis.

IV. BILLING AND PAYMENT PROCEDURE:

The Contractor shall submit to the Port for payment an itemized invoice in a form and in sufficient detail to determine the work performed for the amount requested. The invoice shall contain at a minimum:

- Invoice date
- Contract project title
- Record of hours worked and a brief description of activities
- Description of reimbursable items

Invoices may be submitted monthly, or at such other interval as is specified below:

The Port shall process payment in its normal course and manner for Accounts Payable, net 30 days.

**Personal Services Contract
Exhibit B**

INSURANCE

During the term of this Contract, Contractor shall maintain in force at its own expense, each insurance noted below:

1. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt order ORS 656.027.)

_____ Required and attached OR x Contractor is exempt

Certified by Contractor: _____
Signature/Title

-
2. 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 the Contractor's services to be provided under the Contract.

 x Required and attached

3. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

 x Required and attached

4. 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 acts, errors or omissions in any way related to this Contract.

_____ Waived by Executive Director

5. On All Types of Insurance. There shall be no cancellation or intent not to renew the insurance coverages without 30-days written notice from the Contractor or its insurer(s) to the Port, except 10 days for premium non-payment.

6. Certificate of Insurance. As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract. The 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 Contract. 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 requested, 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.

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Columbia River Port Engineers

5319 SW Westgate Dr., Suite 225
Portland, Oregon 97221
Phone 503-546-7059
www.CarpEngrs.com

Civil & Port Engineers – Recreational Facilities – Industrial Architecture – Project Management

July 21, 2015

Mr. Michael McElwee
Port of Hood River
1000 E Port Marina Drive
Hood River, OR 97031

Subject: Scope of Services: Truck Weight Evaluation

Per our conversations today I am attaching an agreed upon scope and cost for the services discussed.

Hood River – White Salmon Bridge Truck Weight Evaluation

The Hood River Bridge (“Bridge”) provides a crossing for truck and tourist traffic between Washington and Oregon. The nearest downstream bridge is the Bridge of the Gods in Cascade Locks 18 miles to the west. Although the functionality of the Bridge is impacted by its narrow lanes, it provides a truck crossing between Washington and Oregon particularly for the movement of fruit and forest products commodities users. The Bridge is currently weight limited at 80,000 pounds.

The Port of Hood River is concerned that excessive truck weights will cause accelerated degradation of the bridge. The Port seeks to evaluate the primary issues associated with truck use of the bridge and to identify possible response strategies in order to reduce long-term degradation. In particular, whether there are there toll strategies and/or enforcement measures that can be taken to reduce the number of overweight trucks using the Bridge.

Perform the following investigation:

1. Review and summarize PUC/ODOT/WSDOT rules and regulations in the states of Washington and Oregon with regard to truck weights and truck traffic. 16 hrs.

2. Provide illustrations of the following seven primary configurations with typical fully-loaded weights of heavy trucks using the bridge— one and two trailer log trucks, five, six and seven axle semis, fruit bin flat bed with and without lowboy. 8 hrs.

3. Evaluate the toll structure of the bridge and determine impact on truck operations. 8 hrs.
4. Interview Oregon Department of Transportation and Washington State Department of Transportation weigh masters to discuss enforcement procedures and recommendations. 4 hrs.
5. Review technology and costs for weigh in motion scale systems that might allow the Port to provide courtesy truck weight information. 4 hrs.

Summary Report & Recommendations.

1. Summarize above information. 16 hrs.
2. Prepare recommendations concerning:
 - a. Potential means to provide courtesy weight information to individual trucks. 4 hrs.
 - b. Potential changes to toll schedule and communication techniques to encourage truckers to minimize the weights crossing the bridge and minimize the wear and tear on the bridge. 8 hrs.
 - c. Possible enforcement mechanisms to increase adherence to weight limits on truck traffic. 16 hrs.

Total Duration including write-ups: 84 Hours
Fixed Cost Proposal: \$8,500
Hourly Rate for additional work: \$150/hr

Very truly yours,



Christian Steinbrecher, P.E., President
Columbia River Port Engineers dba Ukiah Engineering, Inc.

Commission Memo



Prepared by: Anne Medenbach
Date: August 4, 2015
Re: Halyard HVAC – BCU Replacement

During Spring Planning this year, the Commission approved the replacement of the BCU (brain) of the large HVAC unit that serves Suites 101 and 102 of the Halyard Building (pFriem). The BCU is failing. The BCU is a Trane and has to be installed by a Trane certified professional.

The contract amount is for \$16,500 (matches the budgeted amount). There is a three-year parts and labor warranty as we already have a service agreement in place.

RECOMMENDATION: Approve contract with TraneOregon for replacement a BCU in the Halyard Building not to exceed \$16,500.

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**Maintenance Services Contract
For Services Under \$50,000**

1. This Contract is entered into between the Port of Hood River ("Port") and TraneOregon ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction. Port shall pay Contractor in accordance with the schedule and/or requirements in attached Exhibit A.
2. This Contract shall be in effect from the date at which every party has signed this Contract through September 15, 2015. Either Contractor or Port may terminate this Contract in the event of a breach of the Contract by the other. Port may terminate this Contract for any reason by giving 15 days written notice to Contractor at Contractor's address listed below. If Port terminates this Contract, Contractor shall only receive compensation for work done and expenses paid by Contractor prior to the Contract termination date.
3. All work products of the Contract, which result from this Contract, are the exclusive property of Port. Port shall have access to all books, documents, papers and records of Contractor which relate to this Contract for purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, and hold harmless Port, its Commissioners, officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this Contract, except to the extent the Port is negligent and responsible to pay damages. Contractor shall provide insurance in accordance with attached Exhibit B.
7. This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
8. This Contract shall be governed by the laws of the State of Oregon and any litigation involving any question arising under this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the provision shall be stricken.
9. Contractor shall adhere to all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written or oral discussions or agreements. Any modification to this Contract shall be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor: Trane Oregon	Port of Hood River
Signed:	Signed:
7257 SW Kable Lane, Portland, OR 97224	1000 E. Port Marina Drive, Hood River, OR 97031
(503) 620-8031/tom.baxter@trane.com	(541) 386-1645/ porthr@gorge.net
CCB # 111706	

**Maintenance Services Contract
Exhibit A**

I. SCOPE OF WORK:

Location of work: Halyard Building, 707 Portway Ave., Hood River, OR, 97031

Scope of work: Tracer SC upgrade

The building level controller (BCU) is failing and needs to be replaced. All steps to replace the BCU are covered in this contract and are as follows:

1. Remove existing ES and BCU
 2. Install new enclosure
 3. Install new SC building controller
 4. Provide licensing for new controller
 5. Install new UC400 controller and Trane Legacy Comm Bridge
 6. Replace existing programming and graphics
 7. Test the system to ensure proper functionality
-

II. DELIVERABLES AND TIMEFRAME:

Equipment will be ordered and will take 2-4 weeks to arrive. Installation will be scheduled through the Port. Full replacement will occur before September 15th.

A three year warranty on parts and labor on repairs is part of this contract.

Contractor will provide 4 hours of training to Port staff

Contractor will provide as-builts.

Contractor will use existing communication wire and devices.

Port will provide IP address and IT support as needed.

Contractor will not provide: permits, patching, painting or surface restoration, new fire life safety tie ins/modifications.

III. CONSIDERATION:

Total contract amount is \$16,500.00

IV. BILLING AND PAYMENT PROCEDURE:

The Contractor shall submit to the Port for payment an itemized invoice in a form and in sufficient detail to determine the work performed for the amount requested. The invoice shall contain at a minimum:

- Invoice date
- Contract project title
- Record of hours worked and a brief description of activities
- Billing rate applied

Invoices for services will be submitted on a monthly basis. Payments due which exceed 90 days from date of invoice may be subject to a monthly charge of 1.5% of the unpaid balance (18% annual).

The Port shall process payment in its normal course and manner for Accounts Payable, net 30 days.

**Maintenance Services Contract
Exhibit B**

INSURANCE

During the term of this Contract, Contractor shall maintain in force at its own expense, each insurance noted below:

1. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt order ORS 656.027.)

____ Required and attached OR ____ Contractor is exempt

Certified by Contractor: _____
Signature/Title

-
2. Commercial General Liability insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. The Liability Insurance coverage shall provide contractual liability coverage for the indemnity required under this Contract. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to the Contractor's services to be provided under the Contract.

_____ Required and attached Waived by Finance Manager _____

3. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

_____ Required and attached Waived by Finance Manager _____

4. Professional Liability insurance with a combined single limit per occurrence of not less than \$1,000,000 general annual 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 acts, errors or omissions in any way related to this Contract.

_____ Required and attached Waived by Finance Manager _____

5. On All Types of Insurance. There shall be no cancellation or material change, reduction of limits, or intent not to renew the insurance coverages without 30-days written notice from the Contractor or its insurer(s) to the Port.

6. Certificate of Insurance. As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract. The 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 Contract. 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 requested, 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.

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Commission Memo



Prepared by: Anne Medenbach
Date: August 4, 2015
Re: Halyard Compressor Unit Replacement

In addition to the BCU failure, the Halyard Building lost a compressor on the same unit which feeds pFriem. Without these two components the air conditioning will not work in the pFriem spaces. This is a significant issue, especially for their retail space, with the warm weather.

The Port has received two quotes to replace the compressor:

1. TraneOregon \$11,115.00
2. A&E Heating Inc. \$10,481.00

A&E cannot get the compressor in for two weeks. Staff felt that was too long to wait for a \$600 savings.

Due to the large number of problems that the Port has experienced with the Halyard Building HVAC, staff requested that A&E Heating, Inc. quote the replacement of the Trane unit with a Rheem unit. The Rheem unit can work with the new BCU and Trane system, has generic parts, and will not require the annual maintenance contract that Trane does and has a 3-year warranty. The cost to replace the Trane unit with a Rheem unit is \$30,000 and has a 6-week lead time.

Staff feels that once the BCU and compressor are replaced, there will be far fewer problems with the Halyard building HVAC. Staff does not feel that the tenants can wait 6 more weeks for air conditioning to be operational.

RECOMMENDATION: Ratify contract with TraneOregon for replacement of the Halyard Building HVAC compressor unit not to exceed \$11,115.00.

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**Maintenance Services Contract
For Services Under \$50,000**

1. This Contract is entered into between the Port of Hood River ("Port") and TraneOregon("Cont Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's sati Port shall pay Contractor in accordance with the schedule and/or requirements in attached Exhibit
2. This Contract shall be in effect from the date at which every party has signed this Contract through August 20, 2015. Either Contractor or Port may terminate this Contract in the event of a breach of the Contract by the other. Port may terminate this Contract for any reason by giving 15 days written notice to Contractor at Contractor's address listed below. If Port terminates this Contract, Contractor shall only receive compensation for work done and expenses paid by Contractor prior to the Contract termination date.
3. All work products of the Contract, which result from this Contract, are the exclusive property of Port. Port shall have access to all books, documents, papers and records of Contractor which relate to this Contract for purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, and hold harmless Port, its Commissioners, officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this Contract, except to the extent the Port is negligent and responsible to pay damages. Contractor shall provide insurance in accordance with attached Exhibit B.
7. This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
8. This Contract shall be governed by the laws of the State of Oregon and any litigation involving any question arising under this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the provision shall be stricken.
9. Contractor shall adhere to all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written or oral discussions or agreements. Any modification to this Contract shall be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor: Trane Oregon	Port of Hood River
Signed:	Signed:
7257 SW Kable Lane, Portland, OR 97224	1000 E. Port Marina Drive, Hood River, OR 97031
(503) 620-8031/tom.baxter@trane.com	(541) 386-1645/ porthr@gorge.net

I. SCOPE OF WORK:

Location of work: Halyard Building, 707 Portway Ave., Hood River, OR, 97031

Scope of work: Compressor replacement AC1

The large compressor on AC-1 has failed. Contractor will:

1. Replace the failed compressor
2. Recover refrigerant and dispose per EPA regulations. Refrigerant cannot be reused due to the electrical burnout condition of the compressor.
3. Install new refrigerant filter drier
4. Check for leaks
5. Charge with new refrigerant
6. Replace 2 compressor contactors
7. Replace supply fan belt and idler pulley
8. Install new crankcase heater on #1 compressor
9. Test operation

II. DELIVERABLES AND TIMEFRAME:

- All work to be performed by Trane Authorized Warranty agent
- All work performed by Trane Technicians that have received the Universal Certification for handling refrigerant as per Section 608 of the Federal Clean Air Act.
- Contractor will provide all EPA required documentation for refrigerant handling.
- Work will be performed during regular working hours.
- Contractor will provide a three year warranty on parts and labor on repairs.
- All labor and materials required for this project are covered under this contract.

III. CONSIDERATION:

Total contract amount is \$11,115.00

IV. BILLING AND PAYMENT PROCEDURE:

The Contractor shall submit to the Port for payment an itemized invoice in a form and in sufficient detail to determine the work performed for the amount requested. The invoice shall contain at a minimum:

- Invoice date
- Contract project title
- Record of hours worked and a brief description of activities
- Billing rate applied

Invoices for services will be submitted on a monthly basis. Payments due which exceed 90 days from date of invoice may be subject to a monthly charge of 1.5% of the unpaid balance (18% annual).

The Port shall process payment in its normal course and manner for Accounts Payable, net 30 days.

During the term of this Contract, Contractor shall maintain in force at its own expense, each insurance below:

1. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employer provide Oregon workers' compensation coverage for all their subject workers. (Required of contractor with one or more employees, unless exempt under ORS 656.027.)

_____ Required and attached OR _____ Contractor is exempt

Certified by Contractor: _____
Signature/Title

-
2. Commercial General Liability insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. The Liability Insurance coverage shall provide contractual liability coverage for the indemnity required under this Contract. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to the Contractor's services to be provided under the Contract.

_____ Required and attached Waived by Finance Manager _____

3. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

_____ Required and attached Waived by Finance Manager _____

4. Professional Liability insurance with a combined single limit per occurrence of not less than \$1,000,000 general annual 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 acts, errors or omissions in any way related to this Contract.

_____ Required and attached Waived by Finance Manager _____

5. On All Types of Insurance. There shall be no cancellation or material change, reduction of limits, or intent not to renew the insurance coverages without 30-days written notice from the Contractor or its insurer(s) to the Port.

6. Certificate of Insurance. As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract. The 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 Contract. 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 requested, 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.

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