

PORT OF HOOD RIVER COMMISSION
Tuesday, May 24, 2016
Marina Center Boardroom
5:00 P.M.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda

Open Public Hearing Regarding Port of Hood River Approved FY 16-17 Budget

2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
 - a. Approve Minutes of May 10, 2016 Regular Session (*Laurie – Page 3*)
 - b. Approve Accounts Payable to Jaques Sharp Attorneys at Law in the amount of \$7,511 (*Fred – Page 7*)
4. Reports, Presentations and Discussion Items
 - a. Financial Report for the 10 Months Ending April 30, 2016 (*Fred – Page 13*)
 - b. Legislative Advocacy Update (*Genevieve/Hal Heimstra via telephone – Page 20*)
 - c. Lower Mill Design Guidelines (*Anne – Page 26*)
 - d. Commissioner McBride Elected Office Status (*Michael – Page 36*)
 - e. Tolling System Project Update (*Fred – Page 38*)
5. Director’s Report (*Michael – Page 40*)
6. Commissioner, Committee Reports
 - a. Marina Ad-hoc – Commissioner Shortt (*May 19*)
7. Action Items
 - a. Approve Assignment of FBO Agreement to Hood Tech Corp., Aero Inc. from Classic Wings, Inc. (*Anne – Page 44*)
 - b. Approve Intent to Award Notice and Award of Contract Barring No Protests for Lower Mill Utilities Project (*Anne – Page 50*)
 - c. Approve Resolution 2015-16-8 Regarding Workers Compensation (*Fred – Page 63*)
8. Commission Call
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to be Filed
10. Possible Action
11. Adjourn

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

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

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**Port of Hood River Commission
Meeting Minutes of May 10, 2016 Regular Session
Marina Center Boardroom
5:00 P.M.**

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

Present: Commissioners Jon Davies, Fred Duckwall (arriving at 5:45 p.m.), Rich McBride, Brian Shortt, and Hoby Streich; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, and Laurie Borton

Absent: None

Media: None

1. CALL TO ORDER: The meeting of the Port of Hood River Commission was called to order at 5:00 p.m. by President Brian Shortt.

a. Modifications, Additions to Agenda: The Hood River Distillers lease addendum (Consent Agenda item 3e) was provided at the meeting, along with a slightly revised Hood River Yacht Club lease (Action Item 7c). Commissioner Streich moved to request the HRD lease addendum be discussed as an Action Item, which was seconded by Commissioner McBride. A vote on this motion was not called.

2. PUBLIC COMMENT: Carlos Cornieles commented on the poor condition of the Spit road, the overcrowding of concessionaire jet skis on the South Basin Dock (SBD) in the Marina, and the permitted number of sliders in the shallow waters in the Hood River on the east side of the sandbar. Executive Director Michael McElwee and Waterfront Coordinator Liz Whitmore will follow up. Lance Staughton, Hood River Yacht Club (HRYC) liaison on the Maria Ad-hoc Committee, spoke in support of the lease agreement for management of a portion of the slips on the SBD. Jaime Mack, GORGE Junior Sailing seasonal tenant on the SBD, also spoke in support of the HRYC lease that will allow for small watercraft storage. With Mack was a group of young sailors who enthusiastically responded to Mack’s questions about sailing and safety on the water. Gary Blake, who was unsuccessful in this year’s seasonal moorage lottery, inquired if there were other options available to him.

3. CONSENT AGENDA:

- a.** Approve Minutes of April 26, 2016 Budget Committee and April 26, 2016 Regular Session meetings
- b.** Approve lease termination with Double Mountain LLC at Maritime Building effective June 14, 2016
- c.** Approve lease with pFriem Brewing at Maritime Building of 5,200 sf at 910 Portway Avenue, effective June 20, 2016
- d.** Approve lease amendment no. 1 with CRG Freight at Maritime Building of 1,000 sf at 910 Portway Avenue, effective June 25, 2016

Motion: Move to approve Consent Agenda, as amended, with item e moved to Action Items

Move: Davies, with potential conflict of interest cited related to Double Mountain LLC

Second: McBride

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

Absent: Duckwall

MOTION CARRIED

4. Reports, Presentations and Discussion Items

a. Proposed New Procedure for Lost and Found – In an effort to streamline the process and decrease staff time managing Lost & Found items, staff is proposing that large and/or items of higher value would continue to be brought to the Port office for inventory and storage. These items were defined as boards and paddles, kite bars and lines, kites and sails, booms and masts, life jacket vest, wetsuits, helmets, bicycle and scooters, and personal items such as wallets, keys, phones, prescription glasses. Smaller items such as pumps, rash guards, booties, towels, leashes, bags, chairs, clothing, shoes, toys, coolers and towels, for example, would be placed in lockable bins at the Event Site and retrieved during open hours through the honor system. The bin would be cleared out by staff every few weeks and either donated or discarded. Commissioner Streich inquired if the GORGE Junior Sailing program would be interested

in receiving unclaimed items for a 'garage sale' to raise funds for their program. There was consensus to move forward with the proposal for 2016.

5. DIRECTOR'S REPORT: McElwee provided a verbal report highlighting the following items: Commissioners were requested to contact staff if they were interested in attending the June PNWA mid-year conference. As proclaimed by the Commission, May 11, 2016 will be recognized as "Glenn Brittenham Day" in honor of his 28-year service to the Port as a toll collector. The Budget Hearing will held in conjunction with the Commission meeting on May 24. A majority of Port staff completed First Aid/CPR training. Pre-season Event Site pass sales will continue through May 23 and current sales are at \$3,200. Because a new general contractor has been hired by Naito Development for the Nichols Basin hotel project, some Port-related projects they need to complete have been delayed. An incursion of a small child and dog on the airport runway during an aircraft landing resulted in the installation of temporary snow fencing adjacent to residences on the south side of the airfield. FAA approval to install permanent fencing, with possible funding, has been requested. Bridge subrogation engineers were on the bridge Monday and today with one-lane closures during times when they climbed the tower. Live testing of lift span lifts is planned for the week of May 24 if operations can be verified. HDR Engineering is beginning to work on plans and specifications for auxiliary truss work.

6. COMMISSIONER, COMMITTEE REPORTS:

- a. Urban Renewal: No report.

7. ACTION ITEMS:

a. Approve Amendment to Task Order No. 7 with HDR Engineering for Lift Span Testing Services Not to Exceed \$32,516: McElwee reported that macrometers (skew monitoring instruments) have been replaced, and we are now ready for live testing of the lift span. This task order covers final calibration, HDR participation in live testing, and preparation of lift span electrical system as-builts. Davies inquired if there were any errors or omissions assurances with HDR when the test lifts occur. McElwee responded that actual testing of the lift span, with incrementally higher lifts, will be carried out by Port staff over a three-day time period.

Motion: Move to approve Amendment 1 to Task Order No. 7 with HDR Engineering, Inc. for lift span testing not to exceed \$32,516 plus reasonable reimbursable expenses.

Move: Davies

Second: Streich

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

Absent: Duckwall

MOTION CARRIED

b. Approve Contract with Crestline Construction for Marina Green Trenching Not to Exceed \$14,580: Decommissioning of the live-front power cabinet on the Marina Green has been scheduled. PacifiCorp will install wiring and transformers after the Port has provided open trenches and installed conduit. The power supply in the area will be more reliable and safety will be improved for Marina Green users. Due to current staffing demands on the facilities crew it is necessary to contract this work. Quotes were sought from five local contracts; only one was responsive.

Motion: Move to approve contract with Crestline Construction, LLC for Marina Green testing and excavation not to exceed \$14,580 plus reasonable reimbursable expenses.

Move: Streich

Second: McBride

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

Absent: Duckwall

MOTION CARRIED

c. Approve Lease with Hood River Yacht Club for South Basin Dock: Staff and legal counsel, with input from the Marina Ad-hoc Committee, have prepared an agreement with the Hood River Yacht Club (HRYC) for leasing

portions of the South Basin Dock (SBD) which the Club hopes will address the increasing demands for dinghy sailing and storage. It was initially thought that seasonal moorage would be managed by HRYC but because of timing issues the five seasonal slips assigned through a lottery process will be managed by the Port in 2016. McElwee noted this will be a trial year and, if renewed in 2017, there may be some needed changes. President Shortt thanked all who participated in the negotiations; McBride commented that more activity on the dock will be good.

Motion: Move to approve lease with Hood River Yacht Club for portions of the Marina Basin South Dock.

Move: McBride

Second: Davies

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

MOTION CARRIED

d. Approve Lease Amendment No. 3 with Hood River Distillers at Maritime Building: Changes to previous addendums and tenant relationships were clarified by Anne Medenbach, Development & Property Manager. Medenbach said this Amendment does not change terms.

Motion: Move to approve lease of 6,000 sf at 910 Portway Avenue with Hood River Distillers, Inc. effective June 15, 2016.

Move: Davies

Second: Streich

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

MOTION CARRIED

8. APPROVE PERSONAL SERVICES CONTRACTS RULES AND PUBLIC CONTRACTS RULES CHANGES:

a. The Commission, acting as the Local Contract Review Board, approved two resolutions in 2005 pertaining to personal services contracts and public contracting rules and procedures for public contracting. Revisions to these resolutions will incorporate legislative changes and be compliant with Oregon statute and Port policies. Medenbach and Legal Counsel Jerry Jaques reviewed the changes. The two resolutions being presented for approval consideration “piggyback” on the state’s Model Rules; i.e. they are pretty much the same as before and just updated to align with current Attorney General rules.

b. Adopt Resolution 2015-16-6 Making Changes to Personal Services Contracts Rules: New rules were adopted by the legislature in 2013 pertaining to contracts with architects, engineers and related service providers. The original resolution treated all personal services contracts equally. A stand alone process for those types of services providers is now required. Medenbach noted that selection considers qualifications and not just bid price. The amended resolution adds that specific process and separates it from standard personal service contract procedures.

Motion: Move to adopt Resolution 2015-16-6 amending Resolution 2005-06-2 titled “Establishing Procedural Rules for Personal Services Contracts.”

Move: McBride

Second: Duckwall

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

MOTION CARRIED

c. Adopt Resolution 2015-16-7 Making Changes to Public Contract Rules: The main body of the original Resolution (2005-06-1) will remain unchanged as it adopts current Model Rules and ORS and allows the Port to create its own rules for specific circumstances listed in exhibits. Exhibit A to Resolution 2005-06-1 outlined Port rules separate from the ORS and Model Rules regarding surplus property, contract awards at Port discretion, emergency contracts, and surplus property. The Port would like to retain its own rules for these circumstances; other rules outlined in Exhibit A already exist in the ORS and are adopted in the Resolution and do not need to be specifically called out. Medenbach did note that limits for small procurements are now set at \$10,000 for board approval instead of \$5,000. No changes were required to Exhibit B.

Motion: Move to adopt Resolution 2015-16-7 amending Exhibit A of Resolution 2005-06-1 titled "Adopting Public Contracting Rules and Rules of Procedure for Public Contracting."
Move: Streich
Second: Duckwall
Vote: Aye: Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

9. COMMISSION CALL: Duckwall relayed to Marina Manager Laurie Borton compliments he had received from someone about a positive marina interaction. Davies thanked everyone for their work on the South Basin Dock lease; as an outrigger canoe club member he did express his concern about the increased amount of traffic. Streich asked for clarification of his motion regarding the Consent Agenda. Because a vote was never called, the motion on the table had died. Shortt inquired about the water jetpack sport. [Note: the Gorge Flyboard concession is operated from the Best Western Hood River Inn property.]

10. EXECUTIVE SESSION: Regular Session was recessed at 6:12 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to be Filed. The Commission was called back into Regular Session at 7:07 p.m.

11. POSSIBLE ACTION: The following action was taken as a result of Executive Session.

Motion: Move to approve land trade of 0.48 acres of Parcel 2501 owned by the Port of Hood River for 0.48 acres of Parcel 1603 owned by Terry Brandt.
Move: Duckwall
Second: Davies
Vote: Aye: Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

12. ADJOURN: At 7:08 p.m. President Shortt entertained a motion from Davies to adjourn the meeting.

Respectfully submitted,

Laurie Borton

ATTEST:

Brian Shortt, President, Port Commission

Jon Davies, Secretary, Port Commission

Commission Memo



CONSENT

Prepared by: Fred Kowell
Date: May 24, 2016
Re: Accounts Payable Requiring Commission Approval

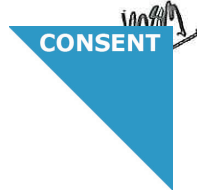
Jaques Sharp	\$7,511.00
Attorney services per attached summary	
TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$7,511.00</u>

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JAQUES SHARP

— ATTORNEYS AT LAW —

205 3RD STREET / PO BOX 457
HOOD RIVER, OR 97031
(Phone) 541-386-1311 (Fax) 541-386-8771



CREDIT CARDS ACCEPTED

Page: 1
May 06, 2016
PORTOHaM

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

Account No:

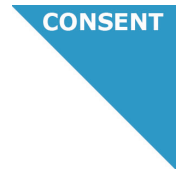
RECEIVED
MAY 12 2016
BY: _____

Previous Balance	Fees	Expenses	Advances	Payments	Balance
LEASE (HR Yacht Club, Inc.) 57.00	19.00	0.00	0.00	-57.00	\$19.00
MISCELLANEOUS MATTERS J) 931.00	152.00	0.00	0.00	-931.00	\$152.00
FBO AIRPORT AGREEMENT (Gifford/Classic Wings) 0.00	76.00	0.00	0.00	0.00	\$76.00
HRD LEASE (Hood River Distillers) 0.00	18.00	0.00	0.00	0.00	\$18.00
LOT 3 DDA (Key Devp/Jeff Pickhardt) 90.00	216.00	0.00	0.00	-90.00	\$216.00
TRANSPORTATION ISSUES 589.00	1,995.00	0.00	0.00	-589.00	\$1,995.00
PROPERTY SALE (Bob Naito; NBW Hood River) 95.00	38.00	0.00	0.00	-95.00	\$38.00

HOOD RIVER, PORT OF

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance
LEASE (Double Mountain)					
19.00	0.00	0.00	0.00	-19.00	\$0.00
EXPO SITE DEVELOPMENT (Key Development;Pickhardt)					
1,786.00	0.00	0.00	0.00	-1,786.00	\$0.00
CONCESSION PERMIT (Gorge Kiteboard School)					
380.00	0.00	0.00	0.00	-380.00	\$0.00
ABANDONED BOAT PROCESS					
456.00	0.00	0.00	0.00	-456.00	\$0.00
PUBLIC CONTRACT RULES (Updated)					
1,254.00	1,159.00	0.00	0.00	-1,254.00	\$1,159.00
GORGE NET EASEMENT					
0.00	19.00	0.00	0.00	0.00	\$19.00
CITY PARKING IGA					
38.00	0.00	0.00	0.00	-38.00	\$0.00
BARGE BRIDGE DAMAGE					
836.00	361.00	0.00	0.00	-836.00	\$361.00
BRANDT LAND TRADE AIRPORT AREA					
76.00	0.00	0.00	0.00	-76.00	\$0.00
ELECTRONIC TOLLING APPLICATION CHANGES					
1,406.00	0.00	0.00	0.00	-1,406.00	\$0.00
WATER ISSUES ODELL (Crystal Springs Water District					
4,915.00	2,147.00	0.00	0.00	-4,915.00	\$2,147.00
LOT 1 PRELIMINARY SUBDIVISION (Berger ABAM)					
38.00	0.00	0.00	0.00	-38.00	\$0.00
FIBRE OPTIC EASEMENT (Hood River Electric Co-op)					
57.00	0.00	0.00	0.00	-57.00	\$0.00
ELECTION ISSUE					
912.00	0.00	0.00	0.00	-912.00	\$0.00



HOOD RIVER, PORT OF

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance
CONCESSION PERMIT (Stawicki Photography)					
285.00	0.00	0.00	0.00	-285.00	\$0.00
CONCESSION PERMIT (Sandbar Cafe, LLC)					
285.00	0.00	0.00	0.00	-285.00	\$0.00
SOUTH BASIN DOCK					
0.00	1,311.00	0.00	0.00	0.00	\$1,311.00
<u>14,505.00</u>	<u>7,511.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-14,505.00</u>	<u>\$7,511.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 30th OF APRIL UNLESS OTHERWISE STATED

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Commission Memo



Prepared by: Fred Kowell
 Date: May 24, 2016
 Re: Financial Review for the Ten Months
 Ended April 30, 2016

Attached please find three attachments: Overall Revenues vs Expenses, Revenues Actuals vs Budget, and Expenditures Actuals vs Budget schedules for the ten months ended April 30, 2016. Staff will first discuss the third schedule, Expenditures Actuals vs Budget since that is where the budget laws apply.

The financial expenditure schedule which depicts budget versus actual activity is 83% through this fiscal year.

With respect to the Revenue Fund personnel services is 76% of the budget for being ten months into the year. The actuals will track closer to budget as the summer season approaches. There are several areas that are tracking on budget that might experience a slight overage by year end. The Repair & Replacement fund however, is experiencing higher than budget activity in Personnel Services due to the bridge allision that occurred.

Overall, Materials & Services (M&S) is slightly below budget (at 77%) for the ten months ended April 30, 2016. Although this time of year the M&S actuals are lower than the budget, summer activity usually increases purchases of materials and supplies that bring actuals closer to budget by year end. Five assets: the Bridge, Big 7, Halyard, Expo Center and the DMV Building are higher than budget in this cost category.

- The bridge is higher due to professional services (e.g., bridge allision) and an increase in transponders being issued to new Breezeby customers.
- The Big 7 Building had some water damage due to a leak in the roof which was not anticipated, as well as some HVAC repairs.
- The Halyard Building has incurred higher utility costs which are offset within our reimbursements.
- The sale of the Expo Center took longer to close than originally anticipated, such that utility costs were higher than budget.
- The DMV Building is higher than budget due to the revised janitorial contract that was not included in the adopted budget.

The Capital Outlay budget for the Airport will need to be adjusted due to the Airport Master Plan taking longer than originally anticipated.

The Debt Service budget for the Lower Mill Site will need to be adjusted for what the actual issuance terms of the debt that occurred versus the estimate in the budget.

The Bridge Repair & Replacement Fund will need a budget transfer between Capital Outlay and Materials & Services as well as Personnel Services due to the impact (no pun intended) of the bridge allision. More staff time, legal costs and engineering work occurred than was anticipated in the adopted budget. The repair to the lift span (i.e., span guides \$62,000, Pier Impact Assessment - \$89,000) and the legal costs (\$37,000) to determine whether we could move forward with a claim will need to be covered with Capital Outlay budget that did not move forward as planned due to the bridge allision.

With regard to Revenues, the Bridge is higher than planned due to higher traffic volumes. Lease revenues are tracking close to budget while reimbursements are higher than anticipated due to higher utility costs and charging some of our tenants that are allowed under the terms of the lease other utility costs (i.e., water, garbage). Many of our grants will be reimbursed by the end of the year as we close out our projects (i.e., Airport Master Plan, Lower Mill Site environmental, and the Hook Project). This will bring those line items close to our budget.

Overall, the financial outlook looks like expenditures will be under budget, while revenues will be slightly above budget. That said, Port staff will need to be diligent with respect to controlling spending on materials and supplies in the next 40 days before year end.

A Budget Transfer will be presented to the Commission at the second meeting in June (the 21st) to shore up any budget variance that will occur between Personnel Services, Materials & Services, Capital Outlay and Debt Service.

RECOMMENDATION: Discussion.

PORT OF HOOD RIVER
STATEMENT OF OPERATING REVENUES, EXPENDITURES AND OTHER SOURCES AND USES OF FUNDS
AND BUDGET VS ACTUAL PERFORMANCE
FOR THE TEN MONTHS ENDED APRIL 30, 2016

	REVENUE FUND								BRIDGE REPAIR & REPLACEMENT	TOTAL	
	Bridge	Industrial Buildings	Commercial Buildings	Waterfront Land	Waterfront Recreation	Marina	Airport	Administration Maintenance	GENERAL FUND		
OPERATING REVENUES											
Tolls	\$ 3,246,157									\$	3,246,157
Leases		\$ 970,409	\$ 131,318	\$ 1,200	\$ 5,460	\$ 258,423	\$ 153,802				1,520,611
Reimbursements		395,996	20,868	1,300	500	35,598	14,289				468,551
Fees, Events, Passes and Concessions					67,954						67,954
Property taxes								62,854			62,854
Total Operating Revenues	3,246,157	1,366,405	152,186	2,500	73,914	294,021	168,091	-	62,854	-	5,366,127
Operating Expenses											
Personnel Services	625,700	239,096	61,584	36,405	257,934	102,468	63,271	13,182	75,269	22,413	1,497,322
Materials & Services	381,195	680,624	69,109	75,368	70,414	77,673	104,320	126,206	254,245	232,728	2,071,881
Total Operating Expenses	1,006,895	919,720	130,693	111,773	328,348	180,141	167,591	139,388	329,514	255,141	3,569,203
Operating income/(Loss)	2,239,262	446,685	21,493	(109,273)	(254,434)	113,881	500	(139,388)	(266,660)	(255,141)	1,796,924
Other Resources											
Income from other sources	-	1,993,000		3,600	-	-	-	37,903	420	4,247	2,039,171
Grants	-	-		106,248	-	7,050	37,242	-	-	-	150,540
Sale of land	-	2,039,221		647,439	-	-	-	-	-	-	2,686,660
Note receivables	-	41,229		29,722	-	-	-	-	-	-	70,950
Total Other Resources	-	4,073,450	-	787,008	-	7,050	37,242	37,903	420	4,247	4,947,321
Other (Uses)											
Capital projects	(53,395)	(1,400,216)	-	(115,790)	(53,005)	(10,774)	(62,465)	(87,208)	-	(88,441)	(1,871,294)
Debt service	-	(191,139)	-	-	-	(98,536)	-	-	-	(29,399)	(319,074)
Total Other (Uses)	(53,395)	(1,591,355)	-	(115,790)	(53,005)	(109,310)	(62,465)	(87,208)	-	(117,840)	(2,190,368)
Transfers In/(Out)	(562,181)							(313,330)	313,330	562,181	-
Net Cashflow	\$ 1,623,686	\$ 2,928,781	\$ 21,493	\$ 561,945	\$ (307,439)	\$ 11,620	\$ (24,723)	\$ (502,022)	\$ 47,090	\$ 193,447	\$ 4,553,877
BUDGET VS ACTUAL PERFORMANCE											
FY 2015-16 Budget											
Operating revenues - Budget	\$ 3,585,500	\$ 1,551,600	\$ 178,550	\$ 1,000	\$ 137,900	\$ 269,900	\$ 173,200	\$ -	\$ 61,700	\$ -	\$ 5,959,350
Operating revenues - Actuals	3,246,157	1,366,405	152,186	2,500	73,914	294,021	168,091	-	62,854	-	5,366,127
Actuals greater/(Less) than budget	(339,343)	(185,195)	(26,364)	1,500	(63,986)	24,121	(5,109)	-	1,154	-	(593,223)
	91%	88%	85%	250%	54%	109%	97%		102%	#DIV/0!	90%
Operating expenses - Budget	1,228,000	1,107,900	157,600	242,500	496,500	238,200	206,000	220,000	467,500	97,900	4,462,100
Operating expenses - Actuals	1,006,895	919,720	130,693	111,773	328,348	180,141	167,591	139,388	329,514	255,141	3,569,203
Actuals (greater)/Less than budget	221,105	188,180	26,907	130,727	168,152	58,059	38,409	80,612	137,986	(157,241)	892,897
	82%	83%	83%	46%	66%	76%	81%		70%	261%	80%
Other Resources - Budget	5,000	3,553,680	-	813,500	125,000	6,100	800	10,000	100	5,000	4,519,180
Other Resources - Actuals	-	4,073,450	-	787,008	-	7,050	37,242	37,903	420	4,247	4,947,321
Actuals greater/(Less) than budget	(5,000)	519,770	-	(26,492)	(125,000)	950	36,442	27,903	320	(753)	428,141
Other (Uses) - Budget	260,000	2,609,750	44,500	337,500	280,000	124,350	48,000	105,300	-	1,256,800	5,066,200
Other (Uses) - Actuals	53,395	1,591,355	-	115,790	53,005	109,310	62,465	87,208	-	117,840	2,190,368
Actuals (greater)/Less than budget	206,605	1,018,396	44,500	221,710	226,995	15,040	(14,465)	18,092	-	1,138,960	2,875,832
	21%	61%	0%	34%	19%	88%	130%	83%	#DIV/0!	9%	43%
Net Position - Budget vs Actuals @ 83%	\$ 83,367	\$ 1,541,151	\$ 45,043	\$ 327,445	\$ 206,161	\$ 98,170	\$ 55,277	\$ 126,608	\$ 139,460	\$ 980,966	\$ 3,603,647

PORT OF HOOD RIVER
 Schedule of Revenues by Cost Center By Fund
 Budget to Actuals - 83% Through Budget
 For the Ten Months Ended April 30, 2016

REVENUE FUND	REVENUES				
	Budget	Actual	Total	Variance	%
Toll Bridge					
Bridge Tolls	3,575,500	3,235,088	3,235,088	(340,412)	90%
Cable Crossing Leases	10,000	10,000	10,000	-	100%
Other	5,000	1,069	1,069	(3,931)	21%
	<u>3,590,500</u>	<u>3,246,157</u>	<u>3,246,157</u>	<u>(344,343)</u>	<u>90%</u>
Industrial Facilities					
Big 7					
Lease Revenues	147,000	130,287	\$ 130,287	(16,713)	89%
Reimbursements/Other	62,000	50,879	\$ 50,879	(11,121)	82%
Jensen Property					
Lease Revenues	337,200	277,151	277,151	(60,049)	82%
Reimbursements/Other	124,700	123,090	123,090	(1,610)	99%
Maritime Building					
Lease Revenues	232,000	191,248	191,248	(40,752)	82%
Reimbursements/Other	45,700	42,911	42,911	(2,789)	94%
Halyard Building					
Lease Revenues	195,000	160,566	160,566	(34,434)	82%
Reimbursements/Other	115,500	111,744	111,744	(3,756)	97%
Note Receivable	19,550	16,292	16,292	(3,258)	83%
Other	-	-	-	-	-
Expo Center					
Lease Revenues	4,000	26,317	26,317	22,317	658%
Reimbursements/Other	-	9,517	9,517	9,517	#DIV/0!
Other Financing Sources	2,099,700	2,039,221	2,039,221	(60,479)	
Timberline Incubator Building					
Lease Revenues	66,000	55,667	55,667	(10,333)	84%
Reimbursements	14,300	13,611	13,611	(689)	95%
Wasco Building					
Lease Revenues	155,000	129,174	129,174	(25,826)	83%
Reimbursements	53,200	44,245	44,245	(8,955)	83%
Note Receivable	14,430	24,937	24,937	10,507	173%
Hanel					
Grants	250,000	-	-	(250,000)	0%
Reimbursements	-	-	-	-	-
Other Financing Sources	1,170,000	1,993,000	1,993,000	823,000	170%
	<u>5,105,280</u>	<u>5,439,855</u>	<u>3,446,855</u>	<u>334,575</u>	<u>107%</u>
Commercial Facilities					
State Office (DMV) Building					
Lease Revenues	40,000	33,395	33,395	(6,605)	83%
Reimbursements	-	-	-	-	#DIV/0!
Marina Office Building					
Lease Revenues	66,000	54,817	54,817	(11,183)	83%
Reimbursements	19,500	20,006	20,006	506	103%
Port Office Building					
Lease Revenues	52,050	43,106	43,106	(8,945)	83%
Reimbursements	1,000	862	862	(138)	86%
	<u>178,550</u>	<u>152,186</u>	<u>152,186</u>	<u>(26,364)</u>	<u>85%</u>
Waterfront Industrial Land					
Lease Revenues	600	1,200	1,200	600	200%
Land Sale	689,300	647,439	647,439	(41,861)	94%
Reimbursements	-	1,300	1,300	1,300	0%
Other Income	400	3,600	3,600	3,200	900%
Nichols Grant	-	106,248	106,248		
URA Payments	124,200	29,722	29,722	(94,479)	24%
	<u>814,500</u>	<u>789,508</u>	<u>789,508</u>	<u>(131,240)</u>	<u>97%</u>
Waterfront Recreation					
Eventsite, Hook and Spit					
Events, Passes, Permits and Concessions	121,000	63,787	63,787	(57,213)	53%
Grant	25,000	-	-	(25,000)	0%
Marina Park					
Sailing Schools, Showers and Events	8,800	4,168	4,168	(4,633)	47%
Lease Revenues	6,200	5,460	5,460	(740)	88%
Reimbursements	1,900	500	500	(1,400)	26%
Grant	100,000	-	-	(100,000)	0%
	<u>262,900</u>	<u>73,914</u>	<u>73,914</u>	<u>(188,986)</u>	<u>28%</u>
Marina					
Lease Revenues	175,900	171,391	171,391	(4,509)	97%
Moorage Assessment	83,200	87,031	87,031		
Reimbursements/Other	10,800	35,598	35,598	24,798	330%
Grant	6,100	7,050	7,050	950	116%
Other Financing Sources	-	-	-	-	#DIV/0!
	<u>276,000</u>	<u>301,071</u>	<u>301,071</u>	<u>21,240</u>	<u>109%</u>
Airport					
Lease Revenues	156,000	153,802	153,802	(2,198)	99%
Reimbursements	17,200	14,289	14,289	(2,911)	83%
Grants/Miscellaneous	800	37,242	37,242	36,442	4655%
	<u>174,000</u>	<u>205,333</u>	<u>205,333</u>	<u>31,333</u>	<u>118%</u>
Budget to Actual Revenues	10,401,730	10,208,024	7,425,515	(172,546)	98%
Revenues less Other financing sources	\$ 5,922,650	\$ 5,412,053	\$ 8,096,182	\$ (157,148)	91%
GENERAL FUND					
Property taxes	61,700	62,854	62,854	1,154	102%
Transfers from other funds	405,800	313,330	313,330	(92,470)	77%
	<u>\$ 467,500</u>	<u>\$ 376,184</u>	<u>\$ 376,184</u>	<u>\$ (91,316)</u>	<u>80%</u>
BRIDGE REPAIR & REPLACEMENT FUND					
Transfers from other funds	\$ 1,854,700	\$ 562,181	562,181	(1,292,519)	30%

PORT OF HOOD RIVER
 SCHEDULE OF EXPENDITURES BY COST CENTER BY FUND
 BUDGET AND ACTUAL - 83% THROUGH THE BUDGET
 FOR THE TEN MONTHS ENDED APRIL 30, 2016

EXPENDITURES	Cost Centers	Personal Services				Materials & Services				Capital Outlay					Debt Service				Total Appropriation		
		Budget	Actual	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Total	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Unspent
<i>Toll Bridge</i>	100	799,000	625,700	173,300	78%	429,000	381,195	47,805	89%	260,000	53,395	53,395	206,605	21%	-	-	-	-	1,488,000	1,060,290	427,710
<i>Industrial Facilities</i>																					
Big 7	200/205	40,800	33,208	7,592	81%	138,900	129,756	9,144	93%	93,550	23,047	23,047	70,503	25%	-	-	-	-	273,250	186,011	87,239
Jensen Property	302	60,900	47,201	13,699	78%	186,000	144,631	41,369	78%	58,200	16,900	16,900	41,300	29%	145,000	120,785	24,215	83%	450,100	329,518	120,582
Maritime Building	303	31,500	26,018	5,482	83%	87,300	59,663	27,637	68%	25,000	-	-	25,000	0%	-	-	-	-	143,800	85,681	58,119
Halyard Building	307	57,400	44,361	13,039	77%	171,800	169,358	2,442	99%	22,000	33,560	33,560	(11,560)	153%	-	-	-	-	251,200	247,279	3,921
Expo Center	401	9,500	7,222	2,278	76%	33,600	49,898	(16,298)	149%	0	-	-	0	0%	-	-	-	-	43,100	57,120	(14,020)
Timberline Incubator Building	702	29,400	24,346	5,054	83%	29,400	20,074	9,326	68%	5,000	13,567	13,567	(8,567)	-	-	-	-	-	63,800	57,987	5,813
Wasco Building	800	50,400	40,994	9,406	81%	99,700	74,695	25,005	75%	8,000	-	-	8,000	-	-	-	-	-	158,100	115,689	42,411
Hanel Site		23,300	15,744	7,556	68%	58,000	32,549	25,451	56%	2,195,000	1,313,142	1,313,142	881,858	60%	58,000	70,354	(12,354)	121%	2,334,300	1,431,789	902,511
		303,200	239,096	64,104	79%	804,700	680,624	124,076	85%	2,406,750	1,400,216	1,400,216	1,006,534	58%	203,000	191,139	11,861	94%	3,717,650	2,511,074	304,065
<i>Commercial Facilities</i>																					
State Office (DMV) Building	501	22,400	18,517	3,883	83%	26,400	24,684	1,717	93%	5,000	-	-	5,000	-	-	-	-	-	53,800	43,201	10,599
Marina Office Building	506	34,300	26,962	7,338	79%	34,500	27,719	6,781	80%	14,500	-	-	14,500	0%	-	-	-	-	83,300	54,680	28,620
Port Office Building	502	19,600	16,105	3,495	82%	20,400	16,707	3,693	82%	25,000	-	-	25,000	0%	-	-	-	-	65,000	32,812	32,188
		76,300	61,584	14,716	81%	81,300	69,109	12,191	85%	44,500	-	-	44,500	0%	-	-	-	-	202,100	130,693	71,407
<i>Waterfront Industrial Land</i>	300/301	44,100	36,405	7,695	83%	198,400	75,368	123,032	38%	337,500	115,790	115,790	221,710	34%	-	-	-	-	580,000	227,563	352,437
<i>Waterfront Recreation</i>																					
Eventsite	402	138,600	69,166	69,434	50%	39,800	23,419	16,381	59%	75,000	-	-	75,000	0%	-	-	-	-	253,400	92,585	160,815
Hook/Spit	306/505	45,700	35,653	10,047	78%	9,000	3,587	5,413	40%	80,000	6,281	6,281	73,719	8%	-	-	-	-	134,700	45,521	89,179
Marina Park	504	192,200	153,115	39,085	80%	71,200	43,408	27,792	61%	125,000	46,724	46,724	78,276	37%	-	-	-	-	388,400	243,248	145,152
		376,500	257,934	118,566	69%	120,000	70,414	49,586	59%	280,000	53,005	53,005	226,995	19%	-	-	-	-	776,500	381,354	395,146
<i>Marina</i>	503	144,200	102,468	41,732	71%	94,000	77,673	16,327	83%	24,000	10,774	10,774	13,226	45%	100,350	98,536	1,814	98%	362,550	289,451	73,099
<i>Airport</i>	600	81,000	63,271	17,729	78%	125,000	104,320	20,680	83%	48,000	62,465	62,465	(14,465)	130%	-	-	-	-	254,000	230,056	23,944
Administration		24,000	13,182	10,818	55%	108,000	60,028	47,972	56%	45,000	22,401	22,401	22,599	50%	-	-	-	-	177,000	95,611	81,389
Maintenance		-	-	-	-	88,000	66,178	21,822	75%	60,300	64,807	64,807	(4,507)	107%	-	-	-	-	148,300	130,985	17,315
<i>Total Expenditures</i>		1,848,300	1,399,640	448,660	76%	2,048,400	1,584,908	463,492	77%	3,506,050	1,782,853	1,782,853	1,723,197	51%	303,350	289,675	13,675	95%	7,706,100	5,057,076	1,746,513
Bridge Repair & Replacement Fund		26,400	22,413	3,987	85%	71,500	232,728	(161,228)	325%	548,000	88,441	88,441	459,559	16%	708,800	29,399	679,401	4%	1,354,700	372,981	981,719
General Fund		91,300	75,269	16,031	82%	376,200	254,245	121,955	68%										467,500	329,514	137,986

Unfavorable Variance - Expenditures

Overall, the budget is sufficient but will need a budget transfer at the end of the year to shore up the Cost Categories of Personnel Services, Materials & Services and Capital Outlay.

Personnel Services is tracking overall under budget. The Bridge R&R fund is tracking ahead of the budget and will need a slight budget adjustment at year end. There are a few asset centers tracking right on the budget but may have a slight difference at year end.

Materials & Services - The bridge will need a budget transfer from CIP due to the additional repair work that occurred for the year and the additional transponder purchases that have been made for the year.

Materials & Services - Big 7 had some damage due to a roof leak that was not anticipated within the budget and some HVAC repairs that amounted to \$15,000.

Materials & Services - The Halyard Building is primarily over budget in utilities which are reimbursed such that this negative difference is offset by the reimbursement of those utility costs.

Materials & Services - The Expo Center was expected to be sold by the end of December such that expenses will be higher than budget. That said, revenues are higher due to the reimbursement of utilities and property taxes.

Materials & Services - The DMV Building is higher than budget due to janitorial costs being contracted at a higher rate than the budget.

Capital Outlay - Airport will be more than budget due to the master plan being budgeted to end in August.

Debt Service - Hanel Lower Mills debt service is more than the budget due to what actually was the terms of the debt issuance (ie carrying cost and amount of debt).

Bridge Repair & Replacement Fund - Personnel Services, Materials & Services and Capital Outlay will be adjusted due to the impact (no pun intended) the bridge allision had on staff time, legal costs and engineering/repair work.

Bridge R&R Fund - Materials & Services - Maritime Legal costs related to bridge allision = \$37,000 plus repair work of \$62,000 for Span guides, \$89,000 for pier assessment and another \$18,000 in On-Call Engineering work.

PORT OF HOOD RIVER
Bridge Traffic and Revenue Report - Quarterly
Exhibit B
Columbia State Bank Loan - Covenant - 3.9 (g)

	2011-12		2012-13		2013-14		2014-15		2015-16		Change from Prior year	
	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue
JUL	361,074	\$265,574	355,233	\$297,432	372,181	\$ 339,743	379,536	\$ 341,480	375,517	\$ 375,145	0.99	1.10
AUG	355,868	\$261,248	364,506	\$318,526	372,950	\$ 344,140	380,914	\$ 348,030	391,499	\$ 369,349	1.03	1.06
SEPT	318,316	\$238,794	328,071	\$380,237	330,147	\$ 304,490	344,693	\$ 317,989	364,125	\$ 343,217	1.06	1.08
OCT	309,883	\$231,842	317,197	\$287,740	326,995	\$ 299,209	336,623	\$ 303,073	353,313	\$ 332,239	1.05	1.10
NOV	269,853	\$197,401	277,328	\$249,148	281,772	\$ 252,702	274,601	\$ 244,065	312,731	\$ 291,210	1.14	1.19
DEC	274,203	\$195,532	265,925	\$233,136	272,528	\$ 237,524	290,855	\$ 249,793	289,296	\$ 264,262	0.99	1.06
Calendar Year Total	3,622,901	\$2,646,090	3,617,141	\$3,300,132	3,749,551	\$3,384,542	3,829,791	\$3,424,449	4,039,200	\$3,774,905	1.05	1.10
JAN	236,015	\$208,412	257,781	\$240,242	274,253	\$ 244,374	286,390	\$ 259,626	291,674	\$ 282,828	1.02	1.09
FEB	256,567	\$225,906	259,626	\$241,084	248,373	\$ 219,088	281,351	\$ 259,207	305,800	\$ 286,071	1.09	1.10
MAR	282,592	\$251,099	320,340	\$269,257	297,531	\$ 265,325	324,912	\$ 299,162	342,162	\$ 317,959	1.05	1.06
APR	292,315	\$263,709	300,672	\$268,777	317,218	\$ 282,097	334,016	\$ 307,643	365,654	\$ 344,093	1.09	1.12
MAY	320,953	\$291,884	325,314	\$290,897	343,575	\$ 301,985	360,643	\$ 341,172			0.00	0.00
JUN	320,439	\$292,903	329,245	\$296,477	341,619	\$ 307,150	365,407	\$ 332,673			0.00	0.00
Fiscal Year Total	3,598,078	\$2,924,305	3,701,238	\$3,372,952	3,779,142	\$3,397,826	3,959,941	\$3,603,914	3,391,771	\$3,206,373	0.86	0.89

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Commission Memo



Prepared by: Genevieve Scholl
Date: May 24, 2016
Re: Legislative Advocacy 2016-17

The Port has long contracted with the core team of Summit Strategies LLC (“Summit”) for federal advocacy on Port priorities as well as limited advocacy on the state level. As the robust and broadly successful efforts of the previous year illustrate, this is a budget expense item that requires careful planning and consideration of timelines dependent on multiple scenarios. Next year’s Oregon state legislative session promises to be very important in regards to the near and long-term planning for bridge replacement, as the endeavor to pass a transportation package will potentially provide new funding opportunities. Summit principal Hal Heimstra will be available via conference call during the meeting to discuss the issue with the Commission.

The Budget Committee approved the staff recommended advocacy budget for FY 2016-17 with the following allocations:

- **Federal:** \$75,000
- **State:** \$20,000
- **OneGorge:** \$5,000 *(This is the budget for collaborative efforts led by OneGorge in both states and potentially federal level)*

Assuming the Port will (possibly in partnership with co-applicants like Southwest Washington RTC, ODOT, and WSDOT) submit a proposal in spring 2017 for FASTLane grant funding, the next 10 months represent a critical time period for accomplishing a number of advocacy milestones. During this period, potential partnerships with the entities listed above need to be developed and/or clarified.

In the draft Small Project FASTLane application developed earlier this year, the project phase identified had a total project cost of \$9.3 million. Of that amount, \$5.58 million was the grant request from USDOT with \$3.72 million in local matching funds (40%). A similar funding request may be appropriate for next year, or, depending on whether the Final EIS has already been initiated, and whether state funding for a portion of the replacement costs appears to be possible and desired, a 2017 FASTLane funding request may look substantially different from this year’s draft proposal.

Immediate/Near Commission Actions:

- A funding request associated with the Oregon state transportation package needs to be developed, finalized, and initiated.
- Long term strategic options need to be developed.

- The Commission must determine whether the Port should self-fund the Final EIS.
- Support letters, testimony, resolutions, and other forms of support from stakeholders must be sought.
- Sources of matching funds need to be identified and committed.
- Potential needed Right-of-Way acquisitions must be identified.
- Local planning documents need to be amended to identify bridge replacement as a high priority.

These actions would significantly enhance chances of success in next year's FASTLANE funding round, and help to establish replacement of the Hood River Bridge as a local, regional, and statewide priority.

Salem

The upcoming regular session and widely desired transportation funding package in Oregon presents an important opportunity for the Bridge. Work to develop Port priorities and strategies for developing strong partnerships with ODOT, OTC, Business Oregon and other agencies should begin now, and be planned with an eye to the needed outcomes of the session.

Further, a Joint Committee on Transportation Modernization and Preservation made up of state legislators has recently been appointed with the charge of developing a Transportation Package for 2017. The Port, working with locally elected State legislators and contracted lobbyists, needs to be actively engaged with this Committee to ensure that the Hood River Bridge Replacement Project is included among priority projects identified for inclusion in the 2017 Transportation Package. Summit Strategies has prepared a draft plan for advancing a significant funding request and it is attached to this memo. An effort to advance a smaller funding request could be reduced in scale, but would still require significant effort to ensure inclusion in the 2017 Transportation Package.

Olympia

While the Washington legislature passed a 16-year transportation funding bill last year, they do have a special session next year that may present an opportunity for partnership and match funding. Unlike Oregon's process (primarily driven by the priorities set by ODOT and OTC), the governor's office in Washington can have some influence on transportation funding, so there is a need for new outreach and advocacy in Olympia. This is something the Port has not budgeted for in the past.

Washington DC

The support that the Port has received from our region's congressional delegates and agency staff in DC over the past year has been remarkable. There is positive momentum and wide agreement that the bridge replacement project is eligible and a good fit for the FASTLane funding. Over the course of the coming year it will be increasingly important to keep that

support vibrant and active, while seeking other opportunities that may support the long-term goal of bridge replacement while also cultivating opportunities to fund the on-going costs of safety and capital upgrades to the current bridge.

Local

Significant staff time – along with Commission participation – will be required over the next few months to build up needed local agency and stakeholder support and commitment to both the near and long term goals of bridge replacement. Immediate needs include:

- Inclusion on County and City TSPs
- Inclusion on Gorge Commission Transportation Priorities List for the NSA as a #1 priority
- Industry (especially UAV, marine and vehicle freight companies) and community stakeholder participation in a Bridge Summit, planned for summer 2016
- Formal, clearly stated relationships among all project parties (ODOT, OTC, WSDOT, SW Washington RTC, Port, Cities and Counties)
- Exploration of possible PPP opportunities

Timeline

Key dates leading up to the 2017 FASTLane applications deadline (probably March):

- June 6 Region 1 ACT meets in Cascade Locks
- June 16 OTC meets in Hood River
- June 17 OTC tristate meeting in Portland
- June 28-29 Oregon Bicycle and Pedestrian Advisory Committee meets in Hood River
- July 1 Port Contract with Summit Strategies LLC, or other lobbyist/firm should be finalized.
- Summer, 2016 - develop funding strategy for new bridge
- July 21 OTC meets in Salem
- September 20-23 Legislative Days
- September 26 Oregon bill request deadline
- October 13-14 OTC Annual Workshop in Silverton
- December 12-14 Legislative Days
- December 15 OTC meets in Salem
- December 21 Pre-session bill filing closes
- January 9-11 Legislative Organizational Days
- January 19 OTC meets in Salem
- February 1 Legislative Session begins

Budget

Initial feedback from Summit Strategies indicates that the approved budget for advocacy on the State level in the next fiscal year (\$20,000) is inadequate for the robust scope of work

needed to achieve Port goals. As potential federal, state, and local political and financial support for bridge replacement appears now to be prodigious and coinciding in the same time frame, the Commission should consider whether an increase in the State advocacy budget of \$30,000 or more is warranted.

RECOMMENDATION: Discussion.

Summit Strategies

Draft Recommended Work Plan 2016-17

Beginning in July of 2016 through the end of the 2017 legislative session, Summit Strategies proposes the following Scope of Work to advance a substantial funding request (greater than \$25 million) within the State Transportation Package:

- Attend Legislative Days in Salem in September and December of 2016 and January of 2017. Monitor committee meetings for House and Senate transportation policy committees, Emergency Board Subcommittee on Transportation and any other committee with purview over relevant Port of Hood River issues. Set up meetings with key legislators. [12 days of travel to/from Salem, 10 hours estimated per Leg. Days for a total of 30 hours, plus travel]
- Respond to Governor’s Vision Panel on Transportation, in particular actions taken in response to the Vision Panel’s Final Report which was released May 17, 2016. Regular communication with Governor’s staff, including Karmen Fore and Kate Sinner regarding trajectory of Vision Panel recommendations and how they influence development of the 2017 Transportation Package.
- Continued involvement with Oregon Transportation Forum, which meets quarterly, with targeted participation on the Subcommittee on Policy and Investments where a project list for the Transportation Package is likely to be deliberated if not officially recommended to the legislature. [6 meetings = 12 hours]
- Support efforts to promote Port and One Gorge priorities by attending meetings, conducting targeted outreach, reviewing and sharing materials, and lobbying the following governing bodies [Average 8 hours per month = 96 hours]:
 - Region 1 Area Commission on Transportation
 - Oregon Transportation Commission
 - ODOT Staff
 - Gorge Commission
 - Oregon Bicycle and Pedestrian Advisory Committee
- Track the work of the Joint Committee on Transportation Modernization and Preservation, appointed in May, 2016. This committee has been charged with developing a Transportation Package in 2017. Meetings will be set with each member to educate them about the Port’s legislative agenda and funding request. The committee will meet monthly in different regions of the state with opportunities for public input. Summit will coordinate public comments by or on behalf of the Port and One Gorge. [20 hours]
- Develop an outreach and communication plan regarding the benefit of replacing the Hood River Bridge to the state’s seismic resiliency, which is a stated priority of both Governor Brown and Senate President Peter Courtney. This would include meetings with the Governor’s State Resilience Officer and select members of the State Earthquake Commission or Oregon Seismic Safety Policy Advisory Commission (OSSPAC) and adjustments to our messaging.
- Regular communications and meetings with Representative Mark Johnson, Senator Thomsen and their respective policy staff prior to and during the 2017 Legislative session, seek their assistance with influencing the Joint Special Committee on Transportation.

- Achieve early buy-in and commitment from other members of the “Gorge Caucus” to promote the funding request in their negotiations with other legislators. Face-to-face meetings. Provide periodic updates on our progress, and solicit their help, as needed.
 - Conduct necessary research and information exchange with client to build internal talking points and develop one-pager and other materials to promote funding request.
 - Meet with leadership offices to put the item on their radar and ask for their support.
- Meetings with the Vice-Chairs and rank-and-file members of the House and Senate Committees on Transportation and Ways and Means Subcommittee on Transportation as well as Full Ways and Means.
 - Seek out opportunities to broaden the scope of support by pulling in other interests that would also benefit from the bridge. This could include parties with concerns about current bridge safety as well as parties that could benefit from a large scale engineering and construction project.
 - Arrange meetings between client and key legislators, as needed. Ensure client is briefed and has all materials necessary to facilitate successful meetings.
- Testify, as needed, or prepare client to testify before the committee(s) when the transportation package is formally considered.
 - Watch for, track and engage on other issues that emerge which may be of interest or concern to the One Gorge coalition.
 - Keep client regularly informed of progress on a weekly basis and more frequently as needed.
 - Engage the One Gorge Coalition, when appropriate, in advocacy effort. For example, this could include drafting a short action alert communication to be sent to the One Gorge list asking them to contact key legislators if a broader push becomes necessary.
 - Attend meetings and provide briefings in Hood River to the client and One Gorge Coalition.
- Attend One Gorge Meetings when possible.
- Participate in and invite legislators and other relevant state officials to attend Gorge(ous) Night in Salem.

Commission Memo



Prepared by: Anne Medenbach
Date: May 24, 2016
Re: Lower Mill Design Guidelines

As the Lower Mill Industrial site preparation nears completion, staff seeks Commission input on design guidelines for lot sales and building construction. As this is an industrial park, the Port will seek to promote businesses that are involved in light manufacturing and production. Staff feels that it is important to create a park that incorporates efficient, attractive site design that utilizes green spaces and use of natural barriers (plantings) wherever possible. The buildings should be functional, efficient and utilize a variety of materials in addition to metal. Construction should utilize locally sourced building products such as wood (CLT or other advanced wood products).

The attached Draft Design Guidelines are based on the established Waterfront Development Design Guidelines as well as that process for plan design and review. These guidelines are not as restrictive but create:

- a. Straightforward process for review and acceptance of both site and building design.
- b. Guidelines that promote the above mentioned goals.

Staff has also provided a draft site sketch for the purpose of general visualization of a fully developed site.

RECOMMENDATION: Discussion.

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**PORT OF HOOD RIVER
LOWER MILL INDUSTRIAL SITE**

DESIGN GUIDELINES
March, 2016

These Design Guidelines (Guidelines) have been adopted by the Port of Hood River Commission (Port) to ensure that high quality site planning, architecture, engineering, and landscape architecture are developed and maintained throughout the Lower Mill Industrial Site (Site).

I. GENERAL APPLICATION

- A. These Guidelines apply to all development projects carried out on land leased or purchased from the Port located within the Site (Exhibit A). The Guidelines will typically be used in association with disposition agreements, leases or other contracts which will reflect the unique requirements, such as schedule and compliance actions, for individual projects. “Development” includes any building or site improvement, construction, renovation or rehabilitation, and exterior alterations to existing buildings. Notwithstanding the generality of the preceding sentence, the Guidelines do not apply to:
1. Interior modifications which do not alter the exterior appearance of a building; or
 2. A development that the Port has exempted from the application of the Guidelines;
- B. The Port may limit application or waive specified Guidelines in its sole discretion.
- C. In addition to applicable Guidelines, proposed development in the Lower Mill Site shall conform to the requirements of other governing bodies, including but not limited to, the Hood River County (County).
- D. The Port will review proposed development based upon the purposes of these Guidelines, set out in Sections III.A and IV.A below, as implemented through the criteria of Sections III.B and IV. B. below, and considering the available facts regarding the particular development, and the best interests of property owners in the Site.

II. REVIEW PROCESS

The Port will review and approve Plans for all development in the Site using the following process. The Port’s authority is exercised in its proprietary capacity in Hood River County as seller or lessor of property, and the Port’s decisions relating to the Guidelines are not land use decisions. During the review, the Port will consider the unique aspects of each development and assist individual developers or tenants as necessary to avoid delay or inconveniences in the execution of plans. It is not the Port’s intent to dictate design features. The Port encourages creative design,

quality development and collaboration between developers and businesses which will enhance the Site.

For each development, the property owner will designate its representative(s) for engagement with the Port, and the Port is entitled to rely on the statements of the representatives as those of the owner. For purposes of these Guidelines, an owner or its representative with authority to act on behalf of the owner will be referred to as the “developer.” The Port shall act through its Executive Director or his/her designee.

A. Preliminary Plan Review Meeting

A pre-design and orientation meeting shall be held with the developer, architect and Port staff to discuss the proposed development, design concept, and specific considerations associated with these Guidelines (“Preliminary Plan Review”). This meeting will provide initial Port design input and an overview of the review process. This meeting should be held in the early stages of development design. The Port may provide input and recommendations based on the preliminary plans during the meeting, and during any period after the meeting to which the parties may agree. However, the Port’s recommendations are not binding on the developer. The Port need not produce a written record of this meeting, unless the Port determines that the proposed development is clearly not subject to these Guidelines, in which case, the Port will notify the developer of that determination, and the developer need not continue in the review process.

B. Plan Review

Unless the Port notifies the developer as a result of the Preliminary Plan Review that the Guidelines do not apply, prior to submitting a development plan to Hood River County for regulatory Site Plan review, the developer shall provide draft site plans to the Port, and obtain Port approval of those plans. These site plans are intended to provide as much detail as possible on the development to determine conformance with the Design Guidelines.

Preliminary plans shall consist of the following:

1. A cover sheet or page showing general project information including project title, date, owner, developer, architect/engineer team, engineer, address for notices to the developer, the development schedule and project location.
2. A brief development summary describing the project including, intended uses, employee projection, hours of operation, estimated traffic impact and truck access needs, building size, landscape concept, building design intent, noise, light, or odors associated with the proposed use, and any other pertinent project information requested by the Port as a result of the Preliminary Plan Review.
3. Site plan drawn to an appropriate scale showing:
 - (1) The location and dimensions of property lines, street rights-of-way, easements (proposed and existing) and setbacks (buildings, Site parking, etc.).

- (2) Building location;
 - (3) Driveway/ curb cut locations and sizes;
 - (4) Site parking, loading and service area layout, including designated Site parking areas for employee, visitor, or other limited use Site parking areas, maneuvering areas, outdoor storage and refuse collection locations;
 - (5) Type and location of planting material and landscape features;
 - (6) Location of all utilities including gas, electricity, telephone, water and storm and sanitary sewers;
 - (7) Grading and site drainage information; and
 - (8) Proposed type, location, size, height, material, lighting of exterior signs.
4. Floor plans which indicate the layout and uses for all building floors. These drawings should also indicate primary entrances and potential office and/or showroom space, if applicable. Interior materials and finishes need not be presented.
5. Elevations showing proposed exterior wall and roof materials, height of proposed structure, and any special architectural features, such as canopies, columns, and the like.
6. Location, height, and size of any exterior mechanical, electrical or process equipment whether on site or roof-mounted, and the proposed screening technique for such equipment.

A meeting with Port staff is encouraged to describe the submitted materials. Regardless of whether a meeting is held, within ten working days of the Port's receipt of all materials, or longer time period if the Port needs additional time to review the materials and notifies the developer ("Plan Review Period"), the Port shall respond in writing to the developer indicating the Port's findings relating to the Building Design Guidelines and the Site Design Guidelines set out in Sections III and IV below, including the Port's intent to allow any deviation from the Guidelines. During the Plan Review Period, Port staff may contact the developer to discuss the submission and resolve any specific site issues or concerns.

If the Port finds that the proposed plan does not comply with the applicable Guidelines or that insufficient information has been submitted, and the Port does not waive or limit the Guidelines, then the developer shall modify the proposed site plan to satisfy the Guidelines, and thereafter resubmit the revised site plan for Port approval. The Port's review of a revised site plan will be limited to review of the revisions to the previously non-complying components of the development and any other components added or changed from the original site plan submitted. The Port will complete a review of the revised site plan within five (5) working days of resubmission, or longer time period if the Port needs additional time to review the materials and notifies the developer, with the same opportunities for discussion as in the original review.

Developer may not submit its proposed site plan for County regulatory Site Plan review until the Port and the developer have agreed to the proposed site plan. If the City's regulatory Site Plan review changes a component previously approved by the Port, the County Site Plan review

decision shall govern the site plan provided the change is a County requirement not requested by the developer or if requested by the developer the change is acceptable to the Port.

C. Final Plan Review

Prior to submitting plans and related information necessary for County building permits, the developer shall provide one copy of the information to the Port for Port review and approval. The Port will review and notify the developer within ten working days of any non-conformance with these Guidelines, or later if the Port needs additional time to review the information and notifies the developer, and unless the Port waives compliance, the Port will specify changes that are necessary. The Port will not object to any components of the development which it has previously approved, or to any component changed by County Site Plan review provided the change is a County requirement not requested by the developer or if requested by the developer the change is acceptable to the Port. The developer shall not submit the information to the County for building permit review until the Port has approved the submission.

D. Construction Review

If changes are made to any Port approved plans during the County building permitting process, the developer shall clearly describe and highlight such changes and provide one copy to the Port for review prior to any changes being constructed. The Port will make any comments on the changes within ten working days of receipt of the changes from the developer, or later if the Port needs additional time to review the changes and notifies the developer. Developer will seek to incorporate the Port's comments into the development to the extent reasonably possible within the requirements of the County permitted plans.

E. Record Drawings

As-constructed drawings (single hard copy and digital copy) of all development on the site and all underground utilities, including any required utility easement area, shall be furnished to the Port no more than thirty days after the County issues the final County Certificate of Occupancy for the development.

III. BUILDING DESIGN GUIDELINES

A. PURPOSE

The following Building Design Guidelines are intended to promote industrial user functionality while enhancing the Site's visual appeal, to pay homage to the historical timber connection of the site, to encourage sustainable design, thus strengthening the image as a progressive industrial campus.

B. GUIDELINES

1. Provide variety in the use of materials and permanent architectural features, such as windows, recesses, off-setting walls, changes in materials, and other features which may be proposed;
2. Metal buildings are permitted, however utilizing high quality materials such as Cross Laminated Timber panels or other advanced wood products, tilt up concrete, and masonry where appropriate is required in no less than 20% of the building exterior.
3. Highlight main entrances with architectural features, such as windows, recesses, and canopies, and provide protection, if possible, from natural elements.
4. If possible, screen roof mounted equipment from view from Highway 35 by use of parapet wall, mechanical enclosure (penthouse), or other feature that is made of a primary exterior finish material. At a minimum, all mechanical units shall be painted to match the color of the building to minimize visual impacts.
5. Consider use of energy efficient and sustainable design techniques including the use of daylighting, passive solar design, solar panels and water re-use systems. If such techniques are not incorporated, the developer's submission will include an explanation of the lack of use.

IV. SITE DESIGN GUIDELINES

A. PURPOSE

The following Site Design Guidelines are intended to create landscape areas that contribute to the aesthetics of the surrounding area, provide attractive setting for buildings, and provide safe, interesting outdoor spaces for employees, customers, users, and the community.

B. GUIDELINES

1. Provide street-side and property line boundary planting and location of utilities within the planting areas where possible in the landscaped street setbacks, with only minimal disruption of these planting areas by access drives.
2. Maintain, as much as possible, the Mt. Adams and surrounding Valley views for all parcels that currently command such a view.
3. Minimize the visual impact of all exterior components of communications, plumbing, power, processing, heating, cooling and ventilating systems from adjoining streets, parcels, buildings, with the goal that the Site have a vegetated feel.
4. Ensure that each site development will not create a nuisance to adjacent sites or streets, or objectionable disturbance to occupants of adjacent properties including but not

limited to noise, odor, lighting, and any outdoor equipment. The determination of “nuisance” shall be in the Port’s sole discretion.

5. Wherever possible, utilize native vegetative species which are disease and drought resistant and are well suited for the climate in Hood River, provided that the Port may approve proposed alternative species based on the developer’s justification of the alternate. Recommended species for street trees are listed below and other species are subject to Port approval:
 - Acer Rubrum ‘October Glory’ October Glory Red Maple
 - Fraxinus Pennsylvanica “Cimmoron’ Cimmoron Green Ash
 - Tilia Cordata ‘Chancellor’ Chancellor Littleleaf Linden
6. Utilize water conserving irrigation systems or “xeriscaping” for landscape areas to minimize water usage. If developer determines such a system is not feasible, developer will explain its determination as part of the submission to the Port.

Port Contact:

All plans and correspondence and submission of plans shall be directed to:

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
Attention: Executive Director

Lower Mill Industrial Site Design Guidelines- Exhibit A

PORT OF HOOD RIVER

MAY 2016

LOWER MILL INDUSTRIAL SITE



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Commission Memo



Prepared by: Michael McElwee
Date: May 24, 2016
Re: Commissioner McBride Dual Elected
Status

Commissioner McBride was elected to Hood River County Board of Commissioners Position #2 on May 17. He takes office on January 1, 2017. Commissioner McBride has expressed interest in continuing to serve on the Port Commission until his current term expires on June 30, 2017. This would mean his two commissioner terms would overlap for six months.

General Counsel has reviewed the Oregon Constitution, statutes, case law and attorney general opinions, and has concluded that holding these two offices is permissible under Oregon law. If issues of real or perceived conflict arise, Commissioner McBride could choose to recuse himself or announce a potential conflict, although not required to do so under Oregon ethics laws. As a practical matter, it is unlikely there will be many matters involving both the Port and the County commissions during the first six months of 2017.

It is Commissioner McBride's decision whether to remain as a Port Commissioner while also serving as a County Commissioner. At the same time, it is appropriate for the full Commission to discuss issues related to dual office holding, such as the possible public perception. In addition, if Commissioner McBride decides to resign as Port Commissioner before the end of his term, the process and timing of selecting a replacement Commissioner and subsequent training in relation to the timing of the next Port election should also be considered.

RECOMMENDATION: Discussion.

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Commission Memo



Prepared by: Fred Kowell
Date: May 24, 2016
Re: Tolling System Project Update

Fred Kowell will have a 5 minute presentation providing an update on the Tolling System Upgrade project.

RECOMMENDATION: Informational.

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Executive Director's Report

May 24, 2016

Staff & Administrative

- The PNWA mid-year conference will be held June 27-29 in Walla Walla. We have made reservations for two Port of Hood River attendees. Please contact Laurie if you are interested in attending.
- Please look at your summer schedules for meeting availability. Typically, we schedule only one meeting in July. This year, that date would optimally be July 12.
- Summer engineering intern Andrew Porter will begin work on June 20th.
- Facilities staff has installed the table and plaque honoring Don and Virginia Hosford in Marina Park on the west side of the Marina. Carol (Hosford) Gachen was in Hood River on May 16 and specifically chose this location.



- Since the end of the fiscal year is fast approaching, it is time to look ahead to the Executive Director performance review. The following is the expected schedule:
 - June 21, 2016: Performance review materials distributed—ED self-evaluation, annotated work plan and rating sheet. Each Commissioner would submit their completed evaluation to Jerry by June.
 - July 12, 2016: The Commission meets in Executive Session to review and discuss the ED performance results.

If any Commissioner would like to consider a revised review sheet or rating format, please discuss with President Shortt and Vice-President Duckwall.

- Commissioner McBride was elected to Hood River County Commission Position 2. The Commission should discuss the potential for Commissioner McBride holding both County and Port positions until June 2017. This is a discussion item for May 24.

Recreation/Marina

- Discounted preseason Event Site season pass sales close on May 23. As of May 19, 115 regular length and 2 over length passes have been sold via the new website for a total revenue of \$7,170.
- Trenching and excavation work for the new power conduit around Marina Green is scheduled to begin May 31. This is later than hoped but a result of contractor (Crestline) availability. The work will take about a week to complete followed by installation of conduit by Port staff. The first event of the season for Marina Green is the Hood2River Relay event on the weekend of June 11. The work will not be complete by that time but should not impact the event.
- The lease with the Hood River Yacht Club for the Marina South Dock has been executed and some temporary docking floats have been re-located. Seasonal rental vessels are beginning to occupy their slips.
- We are drafting new regulations for use of the Guest Dock. Primary changes reflect the occasional need or request to accommodate longer stays.

Development/Property

- The new access road to the Spit, Nichols Parkway, is now open. Naito Development agreed to grade and re-gravel the Spit Access Road as a result of damage from the construction vehicles over the winter. The ped/bike path connecting the Pedestrian Bridge with the new road was poured on May 16; however, it appears that the concrete depth is approximately 3.5" and not the 6" required by the change order approved by the Commission. We have notified the new contractor, R&H Construction that the work is not acceptable and are awaiting a formal response.
- The sidewalk from Nichols Parkway to the Port's seawall area is complete. Paving for the new driveway is not yet done; however, the area is accessible for the two Port tenants—Columbia Gorge Kayak School and Dhaba Dhaba.
- Staff is developing a model to forecast the level of tax increment funds from the Waterfront Urban Renewal District. Preliminary model runs indicate significantly greater TI generation than anticipated when the district was formed. This will be a key consideration for funding necessary infrastructure around Lot #1 in the future.
-

- Demolition of the Expo Building is complete.
-

Airport

- The temporary fencing installed on the south property line adjacent to residences after the entry of the child on the runway was significantly damaged on May 17 and is being repaired. We are still seeking approval from the FAA for funding to install cyclone fencing in this area.
 - A potential assignment of the FBO Agreement is expected to be an action item on the May 24 agenda.
-

Bridge/Transportation

- Chubb's subrogation engineers carried out their evaluation of the Lift Span May 9-14. Single lane closures were required on two days which were carried out without incident. The initial report from the engineers is expected in 5-10 business days. However, based on initial comments from the Stafford Bandlow engineers, I have decided to postpone live testing until mid-June at the earliest. Staff will provide a further update at the May 24 meeting.
- The subrogation laboratory testing of the concrete at the allision point on Pier 12 is complete. However, they are requesting postponing release of the results until another sample can be taken from an un-damaged portion of Pier 12 in July—this would replicate the four-month time period from the point of the suspected allision until initial testing to confirm relative rate of weatherization.
- Tolling System - PSquare has installed two of the four lane controllers at the toll booth. This work was part of the Phase I project plan. Working with staff, they have tested and configured the various testing scenarios that occur with typical Bridge traffic. They are now configuring the Lanes 1 and 2 lane controllers to install in late June. PSquare is about three months behind the original target due to getting a late start while completing the contract negotiations. That said, the project is right on track with Phase 1 and have completed the business rules for the back office section of Phase 2.
- PSquare has been instrumental in maintaining our current system as we continue to have issues both on the operating side and back office system applications. They have been very responsive and timely whenever issues arise.
- Kapsch made a visit on May 18th along with HDR and PSquare. Kapsch is a global manufacturer and installer of hardware. This was an eye opening session in which Kapsch provided an overview of their organization, services and products. We actually have a Kapsch transponder reader on Lane 4 which was installed back in 2010. Kapsch is very knowledgeable about our current hardware and has provided recommendations to move forward due to a weakening in our IDRIS system (wire loops in the lane). They have provided a preliminary estimate which was included in the budget for the new

readers and IDRIS controller but it looks like we will need to look at replacing our IDF system (ie loops in the lanes) as it is experiencing some misreads and will worsen as continues to deteriorate. However, they did consider that the license plate recognition hardware and software will tie into the PSquare system, and noted that their experience at other tolling sites depicts a short payback period on having an enforcement system in place.

Commission Memo



ACTION
ITEMS

Prepared by: Anne Medenbach
Date: May 24, 2016
Re: Assignment of FBO Agreement

The Commission heard a request by Hood Tech Corp., Aero Inc. (HTCAI) at the May 10th meeting to have the current FBO agreement assigned from Classic Wings Aero Services, Inc. to HTCAI. Classic Wings is supportive of the transfer of assignment. There are three agreements tied to the FBO agreement:

1. FBO agreement with Classic Wings Inc. (Scott Gifford) which outlines the use of the FBO building and the operations allowed by the FBO.
2. Residential land lease which outlines the use of the land and current residential trailer as a part of the FBO agreement, to be used by the FBO as a residence.
3. Hangar lease with Nostalgaire Inc. (Scott Gifford) for the use of the white hangar to provide maintenance services associated with the FBO.

All three agreements have a term expiration of December 31, 2019. Both HTCAI and the Port agreed that a shortened term was in order due to potential changes in services. The term has been shortened to expire December 1, 2017.

There are two separate assignments that are needed as two existing companies are involved; Nostalgaire and Classic Wings. The first assignment will assign the FBO and Residential trailer land lease and the second assignment will assign the Hangar lease.

RECOMMENDATION:

1. Approve Assignment of Lessee Rights and Obligations at the Ken Jernstedt Airfield from Nostalgaire Inc. to Hood Tech Corp., Aero Inc.
2. Approve Assignment of Fixed Based Operator and Land Lease tenant rights and obligations at the Ken Jernstedt Airfield from Classic Wings Aero Services, Inc. to Hood Tech Corp., Aero Inc.

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**ASSIGNMENT OF FIXED BASE OPERATOR AND LAND LEASE TENANT RIGHTS AND OBLIGATIONS;
PORT OF HOOD RIVER CONSENT TO ASSIGNMENTS;
CHANGED TERMS**

RECITALS:

The Port of Hood River ("Port") and Classic Wings Aero Services, Inc. ("Classic Wings") signed a Ken Jernstedt Airfield Fixed Base Operator Agreement dated January 19, 2015 ("FBO Agreement") and signed a Land Lease for approximately 3,000 square feet at the Airfield dated January 19, 2015, related to the FBO Agreement ("Land Lease").

Classic Wings wishes to assign its rights and obligations under the FBO Agreement and Land Lease to Hood Tech Corp., Aero Inc. ("Hood Tech", aka "TacAero") and Hood Tech wishes to assume those rights and obligations.

The Port is willing to grant Port consent to the FBO and Land Lease assignments subject to the terms stated hereafter.

THEREFORE IT IS AGREED:

1. Assignment of FBO Agreement Rights. Classic Wings hereby assigns all its FBO Agreement and Land Lease rights and obligations to Hood Tech. Hood Tech agrees to assume all FBO Agreement and Land Lease rights and to perform all FBO Agreement and Land Lease obligations.
2. Port Consent. The Port consents to the assignment of Classic Wings' rights and obligations under the FBO Agreement and Land Lease to Hood Tech, and to Hood Tech's assumption of all FBO Agreement and Land Lease obligations.
3. Revised FBO Agreement Terms.
 - A. Paragraph 6. A) (1) requiring Scott Gifford to be personally responsible for all FBO activities is deleted.
 - B. Paragraph 2 which states the term of the FBO Agreement is for a period of sixty (60) months ending on December 31, 2019, is amended. The term of the FBO Agreement shall expire on June 1, 2017, unless extended by written agreement of the Port and Hood Tech.
4. Revised Land Lease Terms.
 - A. Paragraph 2 which states the term of the Land Lease shall be in effect for the duration of the FBO agreement dated January 1, 2015, is amended. The term of the Land Lease shall expire on December 1, 2017, unless terminated earlier by the Port or unless extended by written agreement of the Port and Hood Tech.
 - B. Paragraph 19 which states written notices may be delivered personally to the person signing the Land Lease or by certified mail to the Lessee's address indicated on the Land Lease signature page is amended. Personal delivery to the Lessee may be to the person signing this assignment agreement on behalf of Hood Tech, or may be mailed by certified mail to Hood Tech Corp., Aero Inc. at 1750 Country Club Road, Hood River, OR 97031.



- 5. FBO Agreement and Land Lease Terms Remain in Effect. Except as modified by this assignment agreement, all terms of the FBO Agreement and all terms of the Land Lease shall remain in full force and effect.
- 6. Warranty of Authority to Sign. The persons signing this assignment agreement each warrant they have authority to do so on behalf the party for whom they are signing.
- 7. Effective Date. This assignment agreement shall be effective when signed by all parties, on the last date signed by a party.

PORT OF HOOD RIVER

DATE: _____, 2016

By: Michael McElwee, Executive Director

CLASSIC WINGS AERO SERVICES, INC.

DATE: _____, 2016

By: Scott Gifford, President

HOOD TECH CORP., AERO INC.

DATE: _____, 2016

By: Andreas von Flotow, President

**ASSIGNMENT OF LESSEE RIGHTS AND OBLIGATIONS;
PORT OF HOOD RIVER CONSENT TO ASSIGNMENT;
CHANGED TERMS**

RECITALS:

The Port of Hood River ("Port") and Nostalgaire, Inc. ("Nostalgaire") signed a lease for a White Hangar containing approximately 4,000 square feet located at the Ken Jernstedt Airfield dated February 6, 2016 ("Lease"), which is related to an Airfield Fixed Base Operator Agreement dated January 19, 2015 ("FBO Agreement").

Nostalgaire wishes to assign its rights and obligations as lessee under the Lease to Hood Tech Corp., Aero Inc. ("Hood Tech", aka "TacAero") and Hood Tech wishes to assume those lessee rights and obligations.

The Port is willing to grant Port consent to the Lease assignment subject to the terms stated hereafter.

THEREFORE IT IS AGREED:

1. Assignment of Lease Rights. Nostalgaire hereby assigns all its Lease rights and obligations as lessee to Hood Tech. Hood Tech agrees to assume all Nostalgaire's Lease rights and to perform all lessee Lease obligations.
2. Port Consent. The Port consents to the assignment of Nostalgaire's rights and obligations as lessee under the Lease to Hood Tech, and to Hood Tech's assumption of all lessee Lease obligations.
3. Revised Land Lease Terms.
 - A. Paragraph 2 which states the term of the Lease shall be in effect for the duration of the FBO Agreement to December 31, 2019 is amended. The term of the Lease shall expire on December 1, 2017, unless extended by written agreement of the Port and Hood Tech.
 - B. Paragraph 21 which states written notices may be delivered personally to the person signing the Lease or by certified mail to the Lessee's address indicated on the Lease signature page is amended. Personal delivery to the Lessee may be to the person signing this assignment agreement on behalf of Hood Tech, or may be mailed by certified mail to Hood Tech Corp., Aero Inc. at 1750 Country Club Road, Hood River, OR 97031.
4. Lease Terms Remain in Effect. Except as modified by this assignment agreement, all terms of the Lease shall remain in full force and effect.
5. Warranty of Authority to Sign. The persons signing this assignment agreement each warrant they have authority to do so on behalf the party for whom they are signing.
6. Effective Date. This assignment agreement shall be effective when signed by all parties, on the last date signed by a party.



PORT OF HOOD RIVER

DATE: _____, 2016

By: Michael McElwee, Executive Director

CLASSIC WINGS AERO SERVICES, INC.

DATE: _____, 2016

By: Scott Gifford, President

HOOD TECH CORP., AERO INC.

DATE: _____, 2016

By: Andreas von Flotow, President

Commission Memo



ACTION
ITEMS

Prepared by: Anne Medenbach
Date: May 24, 2016
Re: Lower Mill On-site Utilities

Staff issued an Invitation to Bid on May 3rd for the installation of the on-site utilities at the Lower Mill site. Three contractors attended the mandatory walk through at the site on May 18th. The bid opening will be held on May 24th and staff will bring the final bid tabulation and contractor recommendation to the meeting that evening.

The engineer's estimate for the work is \$200,000.

RECOMMENDATION: Informational. Specific action to be recommended at the Commission meeting.

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**PORT OF HOOD RIVER
PUBLIC IMPROVEMENT CONTRACT**

This Contract entered into between the PORT OF HOOD RIVER, an Oregon municipal corporation, ("PORT") and _____ ("CONTRACTOR"), shall become effective when this Contract has been signed by both parties and the Port has issued to CONTRACTOR a Notice to Proceed with the Work.

WITNESSETH:

WHEREAS, CONTRACTOR, having examined the Work site and become familiar and satisfied with conditions, has submitted an acceptable bid to construction of sanitary sewers and water distribution system, private utilities and appurtenances at the location commonly known as the Lower Mill on PORT property in Odell, Oregon 97031 ("Work"); and,

WHEREAS, the parties hereto desire that this Contract be undertaken and completed on the terms and conditions as hereafter set forth;

THEREFORE, IT IS AGREED AS FOLLOWS:

Terms of Performance

CONTRACTOR agrees to perform the described Work and provide all machinery, tools, apparatus, materials, equipment, labor and other means of construction necessary to complete the Work at the designated location in accordance with all terms specified in the Contract Documents, which by this reference are incorporated herein, including the following:

- A) Invitation to Bid
- B) Bidding Instructions
- C) First-Tier Subcontractor Disclosure Form
- D) Bid Form/Bid Schedule
- E) Bid Bond
- F) Performance Bond
- G) Payment Bond
- H) Certificate of Insurance
- I) General Conditions of Public Works Contracts
- J) Notice of Intent to Award
- K) Notice to Proceed
- L) Payment of Prevailing Wages Rates
- M) Drawings prepared for/or issued by PORT
- N) Specifications prepared for/or issued by PORT
- O) All affidavits and certifications submitted by CONTRACTOR as part of CONTRACTOR's Bid Documents, which affidavits and certifications CONTRACTOR agrees will remain effective throughout the term of this Contract.

Contract Price:

Subject to the provisions of all Contract Documents and in consideration of the faithful performance of the terms and conditions thereof by the CONTRACTOR, PORT agrees to pay CONTRACTOR _____, in the manner and at the times provided in the Contract Documents. The Contract price is for completing the Work. No alternates are included.

Contract Work Days: 20

Project Start Date: 10 calendar days from issuance of Notice to Proceed.

Substantial Completion: July 29, 2016

Final Completion: August 5, 2016

Liquidated damages

If the CONTRACTOR fails to complete the Work within the time specified or within any extension of time agreed to by both parties in writing, CONTRACTOR shall pay liquidated damages of \$250.00, for each day of delay beyond the completion day identified above. (If no dollar amount is specified this paragraph shall not apply to this Contract.)

Representatives

Unless otherwise specified in the Contract Documents, the Port designates Michael McElwee, as its Authorized Representative in the administration of this Contract. The above-named individual shall be the initial point of contact for matters relating to performance, payment, authorization, and to carry out the responsibilities of the Port. Contractor has named _____ its Authorized Representative to act on its behalf.

Integration

The Contract Documents and this Contract constitute the entire agreement between the parties. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no other understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF the parties have executed this Contract on _____, 20__.

CONTRACTOR

By _____

Its _____

PORT OF HOOD RIVER

By Michael S. McElwee _____

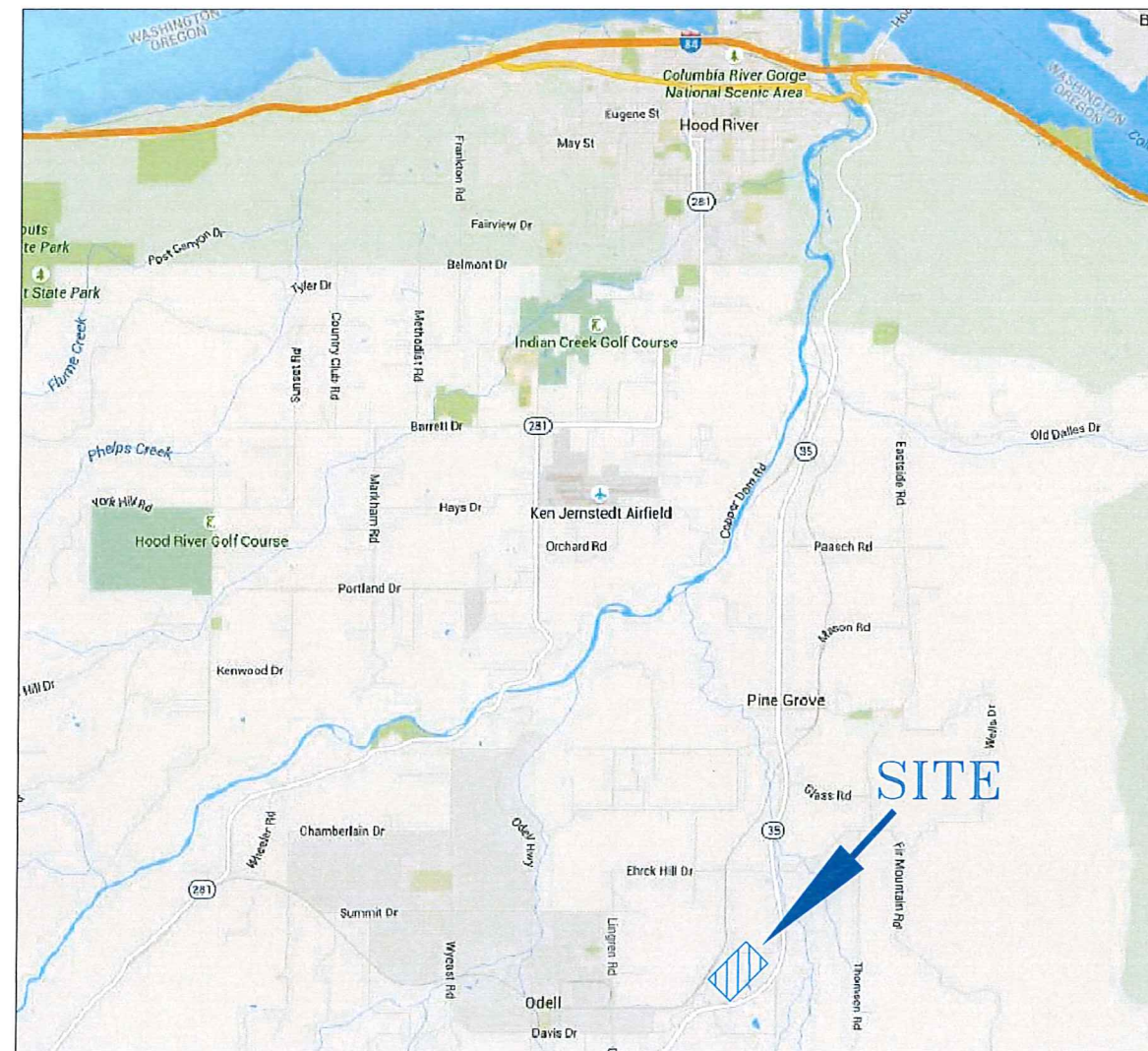
Its Executive Director _____

**PROPOSED
PUBLIC AND PRIVATE UTILITIES
PORT OF HOOD RIVER / LOWER HANEL MILL
TAX LOTS 1015 & 1101
IN THE NW 1/4, AND SW 1/4 OF SECTION 25 IN TWP 2N RANGE 10E OF THE W.M.
HOOD RIVER COUNTY, OREGON
APRIL 2016**

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REVISIONS:



VICINITY MAP

OWNER:



1000 E PORT MARINA DRIVE
 HOOD RIVER, OREGON 97031
 PH: 541-386-1645
 FX: 541-387-1395
 ANNE MEDENBACH (DEVELOPMENT/PROPERTY MANAGER)

ENGINEER:



489 8TH N STREET - SUITE 201
 HOOD RIVER, OREGON 97031
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 CARLOS GARRIDO (PROJECT MANAGER)
 ROGER NORTH P.E. (ENGINEER OF RECORD)



FOR BID PURPOSES ONLY

GENERAL NOTES:

- 1.-THE COUNTY OF HOOD RIVER IS REFERRED TO AS THE "COUNTY" THROUGHOUT THESE DRAWINGS.
 - 2.-CONTRACTOR SHALL PROCURE AND CONFORM TO ALL CONSTRUCTION PERMITS REQUIRED BY THE COUNTY. OWNER TO PAY ALL PROJECT PERMIT COSTS. CONTRACTOR SHALL PROVIDE OWNER 48HOURS NOTICE PRIOR TO REQUIRING PAYMENT FOR PERMITS.
 - 3.-CONTRACTOR TO PAY ALL PROJECT UTILITY TAPPING, TV, AND CHLORINATION COSTS. COSTS FOR RETESTING SHALL BE BORNE BY THE CONTRACTOR. CONTRACTOR SHALL COORDINATE AND PAY ALL COSTS ASSOCIATED WITH CONNECTING TO EXISTING WATER, SANITARY SEWER AND STORM SEWER FACILITIES.
 - 4.-CONTRACTOR SHALL PROVIDE ALL BONDS AND INSURANCE REQUIRED BY PUBLIC AND/OR PRIVATE AGENCIES HAVING JURISDICTION.
 - 5.-ALL MATERIALS AND WORKMANSHIP FOR FACILITIES IN STREET RIGHT-OF-WAY OR EASEMENTS SHALL CONFORM TO APPROVING AGENCIES' CONSTRUCTION SPECIFICATIONS WHEREIN EACH HAS JURISDICTION, INCLUDING BUT NOT LIMITED TO THE COUNTY, OREGON HEALTH DIVISION (OHD), AND THE OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY (DEQ).
 - 6.-UNLESS OTHERWISE APPROVED BY THE PUBLIC WORKS DIRECTOR, CONSTRUCTION OF ALL PUBLIC FACILITIES SHALL BE DONE BETWEEN 7:00 AM. AND 6:00 P.M., MONDAY THROUGH FRIDAY.
 - 7.-THE CONTRACTOR SHALL PERFORM ALL WORK NECESSARY TO COMPLETE THE PROJECT IN ACCORDANCE WITH THE APPROVED CONSTRUCTION DRAWINGS INCLUDING SUCH INCIDENTALS AS MAY BE NECESSARY TO MEET APPLICABLE AGENCY REQUIREMENTS AND PROVIDE A COMPLETED PROJECT.
 - 8.-THE COUNTY OF HOOD RIVER WILL PROVIDE INSPECTION ON ALL PHASES OF WORK. THE CONTRACTOR SHALL NOTIFY INSPECTION DEPARTMENT FIVE DAYS PRIOR TO COMMENCING WORK AND PROVIDE 48HOURS NOTIFICATION TO OBSERVE AND INSPECT ALL NECESSARY WORK. CONTRACTOR WILL UNCOVER AT ITS EXPENSE ALL WORK COVERED UP FOR WHICH THE CITY INSPECTOR WAS NOT NOTIFIED TO CONDUCT OBSERVATIONS
 - 9.-ANY INSPECTION BY THE COUNTY OR OTHER AGENCIES SHALL NOT, IN ANY WAY, RELIEVE THE CONTRACTOR FROM ANY OBLIGATION TO PERFORM THE WORK IN STRICT COMPLIANCE WITH THE CONTRACT DOCUMENTS, APPLICABLE CODES AND AGENCY REQUIREMENTS
 - 10.-ALL EXCAVATORS SHALL COMPLY WITH ALL PROVISIONS OF ORS 757.542 TO 757.562 AND 757.993 INCLUDING NOTIFICATION OF ALL OWNERS OF UNDERGROUND FACILITIES AT LEAST 48 BUSINESS DAY HOURS, BUT NOT MORE THAN 10 BUSINESS DAYS BEFORE COMMENCING ANY EXCAVATION. "ONE CALL" LOCATE NUMBER 15 (800) 246-2344.
 - 11.-CONTRACTOR SHALL ERECT AND MAINTAIN BARRICADES, WARNING SIGNS, TRAFFIC CONES PER COUNTY REQUIREMENTS IN ACCORDANCE WITH THE MUTCD (INCLUDING OREGON AND/OR WASHINGTON AMENDMENTS). ACCESS TO DRIVEWAYS SHALL BE MAINTAINED AT ALL TIMES. ALL TRAFFIC CONTROL MEASURES SHALL BE APPROVED AND IN PLACE PRIOR TO ANY CONSTRUCTION ACTIVITY.
 - 12.-THE CONTRACTOR SHALL TAKE NO ADVANTAGE OF ANY ERRORS, OMISSIONS, OR DISCREPANCIES IN THE PLANS. WHEN ERRORS, OMISSIONS OR DISCREPANCIES ARE FOUND, THE ENGINEER SHALL BE NOTIFIED. WORK PERFORMED BY THE CONTRACTOR AS A RESULT OF AN ERROR, OMISSION OR DISCREPANCY IN THE PLANS SHALL BE AT THE CONTRACTOR'S RISK AND EXPENSE WHEN SUCH ERROR, OMISSION, OR DISCREPANCY HAS NOT BEEN BROUGHT TO THE ATTENTION OF THE ENGINEER.
- EXISTING UTILITIES & FACILITIES:**
- 1.-THE CONTRACTOR SHALL MAINTAIN ONE COMPLETE SET OF APPROVED DRAWINGS ON THE CONSTRUCTION SITE AT ALL TIMES WHEREON HE WILL RECORD ANY APPROVED DEVIATIONS IN CONSTRUCTION FROM THE APPROVED DRAWINGS, AND THE STATION LOCATIONS AND DEPTHS OF ALL EXISTING UTILITIES ENCOUNTERED. THESE FIELD RECORD DRAWINGS SHALL BE KEPT UP TO DATE AT ALL TIMES AND SHALL BE AVAILABLE FOR INSPECTION BY THE COUNTY UPON REQUEST. FAILURE TO CONFORM TO THIS REQUIREMENT MAY RESULT IN DELAY OF PAYMENT AND/OR FINAL ACCEPTANCE OF THE PROJECT.
 - 2.-UPON COMPLETION OF CONSTRUCTION OF ALL NEW FACILITIES, CONTRACTOR SHALL SUBMIT A CLEAN SET OF FIELD RECORD DRAWINGS CONTAINING ALL AS-BUILT DRAWINGS TO THE ENGINEER FOR USE IN THE PREPARATION OF AS-BUILT DRAWINGS FOR SUBMITTAL TO THE COUNTY AND OWNER. ALL INFORMATION SHOWN ON THE CONTRACTOR'S FIELD RECORD DRAWINGS SHALL BE SUBJECT TO VERIFICATION BY THE ENGINEER. IF SIGNIFICANT ERRORS OR DEVIATIONS ARE NOTED BY THE ENGINEER, AN AS-BUILT SURVEY PREPARED AND STAMPED BY A REGISTERED PROFESSIONAL LAND SURVEYOR AND/OR QUALIFIED ENGINEER SHALL BE COMPETED AT THE CONTRACTOR'S EXPENSE.
 - 3.- THE LOCATION AND DESCRIPTIONS OF EXISTING UTILITIES SHOWN ON THESE DRAWINGS, ARE COMPILED FROM AVAILABLE RECORDS AND/OR FIELD SURVEYS. THE ENGINEER OR UTILITY COMPANIES DO NOT GUARANTEE THE ACCURACY OR THE COMPLETENESS OF SUCH RECORDS. CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND SIZES OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
 - 4.-THE CONTRACTOR SHALL LOCATE AND MARK ALL EXISTING PROPERTY AND STREET MONUMENTS PRIOR TO CONSTRUCTION. ANY MONUMENTS DISTURBED DURING CONSTRUCTION OF THE PROJECT SHALL BE REPLACED BY A REGISTERED LAND SURVEYOR AT THE CONTRACTORS EXPENSE.
 - 5.-CONTRACTOR SHALL FIELD VERIFY LOCATION AND DEPTH OF ALL EXISTING UTILITIES WHERE NEW FACILITIES CROSS. CONTRACTOR SHALL BE RESPONSIBLE FOR EXPOSING POTENTIAL UTILITY CONFLICTS FAR ENOUGH AHEAD OF CONSTRUCTION TO MAKE NECESSARY GRADE MODIFICATIONS WITHOUT DELAYING THE WORK. IF GRADE MODIFICATION IS NECESSARY, CONTRACTOR SHALL NOTIFY THE DESIGN ENGINEER, AND THE DESIGN ENGINEER SHALL OBTAIN APPROVAL FROM THE CITY ENGINEER PRIOR TO CONSTRUCTION. ALL UTILITY CROSSINGS SHALL BE POTHOLED AS NECESSARY PRIOR TO EXCAVATING OR BORING TO ALLOW THE CONTRACTOR TO PREVENT GRADE OR ALIGNMENT CONFLICTS.
 - 6.-ALL FACILITIES SHALL BE MAINTAINED IN-PLACE BY THE CONTRACTOR UNLESS OTHERWISE SHOWN OR DIRECTED. CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO SUPPORT, MAINTAIN, OR OTHERWISE PROTECT EXISTING FACILITIES AT ALL TIMES DURING CONSTRUCTION. CONTRACTOR TO LEAVE EXISTING FACILITIES IN AN EQUAL OR BETTER-THAN-ORIGINAL CONDITION AND TO THE SATISFACTION OF THE CITY ENGINEER.
 - 7.-UTILITIES OR INTERFERING PORTIONS OF UTILITIES TO BE ABANDONED SHALL BE REMOVED BY THE CONTRACTOR TO THE EXTENT NECESSARY TO ACCOMPLISH THE WORK. THE CONTRACTOR SHALL PLUG THE REMAINING EXPOSED ENDS OF ABANDONED UTILITIES.
 - 8.-CONTRACTOR SHALL REMOVE ALL EXISTING SIGNS, MAILBOXES, FENCES, LANDSCAPING, ETC., AS REQUIRED TO AVOID DAMAGE DURING CONSTRUCTION AND REPLACE THEM TO EXISTING OR BETTER CONDITION.
 - 9.-ANY SEPTIC TANKS ENCOUNTERED DURING CONSTRUCTION SHALL BE PUMPED OUT. CONTRACTOR SHALL BREAK BOTTOM OF TANK OUT AND BACKFILL WITH PEA GRAVEL UNLESS OTHERWISE REQUIRED BY PUBLIC AGENCIES HAVING JURISDICTION. SEPTIC TANK REMOVAL TO BE IN ACCORDANCE WITH SANITARIAN REQUIREMENTS.
 - 10.-ANY WELLS ENCOUNTERED SHALL BE ABANDONED PER STATE REQUIREMENTS.
 - 11.-ANY FUEL TANKS ENCOUNTERED SHALL BE REMOVED AND DISPOSED OF PER STATE REQUIREMENTS. BACKFILL WITH GRANULAR MATERIAL AND COMPACT.
 - 12.-CONTRACTOR SHALL COORDINATE AND PAY ALL COSTS ASSOCIATED WITH REMOVING OR ABANDONING ANY SEPTIC TANKS, WELLS (INCLUDING BOREHOLE PIEZOMETERS) AND FUEL TANKS ENCOUNTERED AS PER REGULATING AGENCY REQUIREMENTS. WHEN SHOWN ON THE DRAWINGS, THESE STRUCTURES SHALL BE REMOVED OR ABANDONED AT THE CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL NOTIFY THE OWNER IMMEDIATELY UPON DISCOVERY OF ANY SEPTIC TANKS, WELLS OR FUEL TANKS NOT SHOWN ON THE DRAWINGS, AND OBTAIN CONCURRENCE FROM THE OWNER PRIOR TO PROCEEDING WITH THE WORK. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH A DETAILED COST BREAKDOWN OF ALL WORK RELATED TO REMOVING OR ABANDONING SAID STRUCTURES. THE CONTRACTOR SHALL BE REIMBURSED ON A TIME & MATERIALS BASIS OR AT A NEGOTIATED PRICE AS AGREED TO BY THE OWNER.
 - 13.-THE CONTRACTOR SHALL BE RESPONSIBLE FOR MANAGING CONSTRUCTION ACTIVITIES TO ENSURE THAT PUBLIC STREETS AND RIGHT-OF-WAYS ARE KEPT CLEAN OF MUD, DUST OR DEBRIS. DUST ABATEMENT SHALL BE MAINTAINED BY ADEQUATE WATERING OF THE SITE BY THE CONTRACTOR.

TESTING AND INSPECTION:

- 1.-THE CONTRACTOR SHALL BE RESPONSIBLE TO ENSURE THAT ALL REQUIRED OR NECESSARY INSPECTIONS ARE COMPLETED BY THE OWNER'S AUTHORIZED INSPECTORS PRIOR TO PROCEEDING WITH SUBSEQUENT WORK, WHICH COVERS OR THAT IS DEPENDENT ON THE WORK TO BE INSPECTED. FAILURE TO OBTAIN NECESSARY INSPECTION(S) AND APPROVAL(S) SHALL RESULT IN THE CONTRACTOR BEING FULLY RESPONSIBLE FOR ALL PROBLEMS ARISING FROM UNINSPECTED WORK.
- 2.-UNLESS OTHERWISE SPECIFIED, THE FOLLOWING TABLE OUTLINES THE MINIMUM TESTING SCHEDULE FOR THE PROJECT. THIS TESTING SCHEDULE IS NOT COMPLETE, AND DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF OBTAINING ALL NECESSARY INSPECTIONS FOR ALL WORK PERFORMED, REGARDLESS OF WHO IS RESPONSIBLE FOR PAYMENT.

REQUIRED TESTING AND FREQUENCY		PARTY RESPONSIBLE FOR PAYMENT	
		CONTRACTOR	OTHERS (SEE NOTE 1)
STREETS, PARKING LOTS, PODS, FILLS, ETC.			
SUBGRADE	1 TEST/4000 S.F./LIFT (2 MIN)	✓	SEE NOTE 2 AND 3
BASEROCK	1 TEST/4000 S.F./LIFT	✓	SEE NOTE 2 AND 3
ASPHALT	1 TEST/4000 S.F./LIFT (2 MIN)	✓	SEE NOTE 2
PIPED UTILITIES, ALL			
TRENCH BACKFILL	1 TEST/200 FOOT TRENCH/LIFT (2 MIN)	✓	SEE NOTE 2
WATER			
PRESSURE	(TO BE WITNESSED BY ENGINEER OR APPROVING AGENCY)	✓	
BACTERIAL WATER TEST	PER OHD/DOH	✓	SEE NOTE 2
CHLORINE RESIDUAL TEST	PER COUNTY REQUIREMENTS	✓	
SANITARY SEWER			
AIR TEST	PER COUNTY OR APWA WHICHEVER IS MORE STRINGENT	✓	SEE NOTE 4
MANDREL	95% OF ACTUAL INSIDE DIAMETER	✓	
TV INSPECTION	LINES MUST BE CLEANED PRIOR TO TV WORK	✓	
MANHOLE	VACUUM TEST EACH MANHOLE. WITNESSED BY ENGINEER OR APPROVING AGENCY.	✓	SEE NOTE 2 AND 4
NOTE 1: OTHERS REFERS TO OWNER, ENGINEER OR APPRASING AGENCY AS APPLICABLE. CONTRACTOR RESPONSIBLE FOR SCHEDULING TESTING, ALL TESTING MUST BE COMPLETED PRIOR TO PERFORMING SUBSEQUENT WORK.			
NOTE 2: TESTING MUST BE PERFORMED BY AN APPROVED INDEPENDENT TESTING ORGANIZATION.			
NOTE 3: IN ADDITION TO IN PLACE DENSITY TESTING, THE SUBGRADE AND BASEROCK SHALL BE PROOF-ROLLED WITH A LOADED 10 YARD DUMP TRUCK PROVIDED BY THE CONTRACTOR. LOCATION AND PATTERN OF PROOF-ROLL TO BE AS DIRECTED BY THE OWNERS AUTHORIZED REPRESENTATIVE.			
NOTE 4: CONTRACTOR MAY USE HYDROSTATIC TESTING IN LIEU OF VACUUM AND AIR TESTING.			

GRADING & DRAINAGE:

- 1.-UNLESS OTHERWISE NOTED, ALL GRADING AND ROCKING TO CONFORM TO APWA STANDARD SPECIFICATIONS, CURRENT EDITION.
- 2.-CRUSHED ROCK SHALL CONFORM TO THE REQUIREMENTS SECTION 207 (AGGREGATE BASE) APWA STANDARD SPECIFICATIONS. COMPACT TO 95% OF THE MAXIMUM DRY DENSITY PER AASHTO T-180 TEST METHOD (STANDARD PROCTOR). WRITTEN COMPACTION TEST RESULTS FROM AN INDEPENDENT TESTING LABORATORY BE RECEIVED BY THE OWNER'S AUTHORIZED REPRESENTATIVE.
- 3.-UNLESS OTHERWISE SHOWN ON THE DRAWINGS, STRAIGHT GRADES SHALL BE RUN BETWEEN ALL FINISH GRADE ELEVATIONS AND/OR FINISH CONTOUR LINES SHOWN.
- 4.-ALL EXISTING OR CONSTRUCTED MANHOLES, CLEANOUTS, MONUMENTS, GAS VALVES, WATER VALVES AND SIMILAR STRUCTURES SHALL BE ADJUSTED TO MATCH FINISH GRADES OF THE NEW SURFACE, LANDSCAPED AREA OR MEDIAN STRIP WHEREIN THEY LIE. VERIFY THAT ALL VALVE BOXES AND RISERS ARE CLEAN AND CENTERED OVER THE OPERATION NUT. ADJUSTMENT AFTER PLACEMENT OF FINAL WEARING COURSE WILL NOT BE ALLOWED.
- 5.-UNLESS OTHERWISE SHOWN ON THE DRAWINGS, NO CUT OR FILL SLOPES SHALL BE CONSTRUCTED STEEPER THAN 2H:1V.

WATER SYSTEM:

- 1.-CRYSTAL SPRING FORCES TO OPERATE ALL VALVES INCLUDING FIRE HYDRANTS ON EXISTING PUBLIC MAINS.
- 2.-ALL WATER MAINS SHALL BE DUCTILE IRON CLASS 52. ALL FITTINGS SHALL BE DUCTILE IRON FITTINGS IN CONFORMANCE WITH AWWA C-153 AND NSF 61. THE MINIMUM WORKING PRESSURE FOR ALL M3 CAST IRON OR DUCTILE IRON FITTINGS 4-INCHES THROUGH 24-INCH IN DIAMETER SHALL BE 350 PSI FOR M3 FITTING AND 250 PSI FOR FLANGED FITTINGS.
- 3.-MATERIALS THAT COME INTO CONTACT WITH POTABLE WATER SHALL MEET NATIONAL SANITATION FOUNDATION STANDARD 61, SECTION 9 REQUIREMENTS.
- 4.-ALL WATER MAINS TO BE INSTALLED WITH A MINIMUM 36 INCH COVER TO FINISHED GRADE UNLESS OTHERWISE NOTED OR DIRECTED. SERVICE LINE TO BE INSTALLED WITH A MINIMUM 24 INCH COVER. DEEPER DEPTHS MAY BE REQUIRED AS SHOWN ON THE DRAWINGS OR TO AVOID OBSTRUCTIONS.
- 5.-UNLESS OTHERWISE SHOWN OR APPROVED BY THE ENGINEER, ALL VALVES SHALL BE FLANGE CONNECTED TO ADJACENT TEES OR CROSSES.
- 6.-WATER SERVICE PIPE ON THE PUBLIC SIDE OF THE METER SHALL BE INSTALLED AS SHOWN IN THE WATER SERVICE DETAIL.
- 7.-ALL CONNECTIONS INTO EXISTING WATERLINE ARE TO BE DONE BY CRYSTAL SPRING APPROVED CONTRACTOR. SUBMIT NAME, QUALIFICATIONS AND MATERIAL SPECIFICATIONS TO CRYSTAL SPRING FOR REVIEW AND APPROVAL A MINIMUM OF 1 WEEK IN ADVANCE OF WORK.
- 8.-CONTRACTOR SHALL PROVIDE ALL NECESSARY EQUIPMENT AND MATERIALS (INCLUDING PLUGS, BLOWOFFS, VALVES, SERVICE TAPS, ETC.) REQUIRED TO FLUSH, TEST AND DISINFECT WATERLINES PER PUBLIC AGENCY REQUIREMENTS. PRESSURE TESTING SHALL BE DONE IN ACCORDANCE WITH APWA SECTION 402.3.04
- 9.-THE WORK SHALL BE PERFORMED IN A MANNER DESIGNATED TO MAINTAIN WATER SERVICE TO BUILDINGS SUPPLIED FROM THE EXISTING WATERLINES. IN NO CASE SHALL SERVICE TO ANY MAIN LINE OR BUILDING BE INTERRUPTED FOR MORE THAN FOUR (4) HOUR IN ANY ONE DAY. CONTRACTOR SHALL NOTIFY CRYSTAL SPRING AND ALL AFFECTED RESIDENTS AND BUSINESSES A MINIMUM OF 24 BUSINESS HOURS (1 BUSINESS DAY) PRIOR TO ANY INTERRUPTION OF SERVICE.
- 10.-WHERE SANITARY SEWER LINES CROSS ABOVE OR WITHIN 18" INCHES VERTICAL SEPARATION BELOW A WATERLINE, SEWER MAINS AND/OR LATERALS SHALL BE REPLACED WITH AWWA C-900 PVC PIPE (DR 18) AT THE CROSSING. CENTER ONE FULL LENGTH OF AWWA C-900 PVC PIPE AT POINT OF CROSSING. CONNECT TO EXISTING SEWER LINES WITH APPROVED RUBBER COUPLING. BACKFILL WITH CDF AT CROSSINGS.

SANITARY SEWER SYSTEM:

- 1.-UNLESS OTHERWISE SPECIFIED, SANITARY SEWER PIPE SHALL BE PVC IN CONFORMANCE WITH ASTM D3034, SDR 35. MINIMUM STIFFNESS SHALL BE 46 PSI PER ASTM D-2412 AND JOINT TYPE SHALL BE ELASTOMERIC GASKET CONFORMING TO ASTM D-3212. ALL OTHER APPURTENANCES AND INSTALLATION TO CONFORM TO THE COUNTY SPECIFICATIONS.
- 2.-ALL PRECAST MANHOLES SHALL BE PROVIDED WITH INTEGRAL RUBBER BOOTS, WHERE MANHOLES WITH INTEGRAL RUBBER BOOTS ARE NOT USED, A SHEAR JOINT SHALL BE PROVIDED ON ALL MAINLINES WITHIN 1.5 FEET OF THE OUTSIDE FACE OF THE MANHOLE. WATERTIGHT LOCKDOWN LIDS REQUIRED ON ALL MANHOLES OUTSIDE OF PUBLIC RIGHT-OF-WAY. ALL MANHOLES ARE TO HAVE FLOW CHANNELS CAST IN THEM.
- 3.-OPENINGS FOR CONNECTIONS TO EXISTING MANHOLES SHALL BE MADE BY SAWCUTTING OR CORE-DRILLING EXISTING MANHOLE STRUCTURE. USE OF PNEUMATIC JACKHAMMER SHALL BE PROHIBITED. CONNECTIONS TO BE WATERTIGHT AND SHALL PROVIDE A SMOOTH FLOW INTO AND THROUGH THE MANHOLE. SMALL CHIPPING HAMMERS OR SIMILAR LIGHT TOOLS, WHICH WILL NOT DAMAGE OR CRACK THE MANHOLE BASE, MAY BE USED TO SHAPE CHANNELS OR ENLARGE EXISTING OPENINGS IF AUTHORIZED BY THE ENGINEER.
- 4.-PER DEQ/DOE REQUIREMENTS, CONTRACTOR SHALL HAVE PUBLIC SEWER INSTALLATION INSPECTED AND TESTED AND CERTIFIED BY A LICENSED ENGINEER. CONTRACTOR TO PROVIDE ENGINEER WITH 48 HOURS MINIMUM ADVANCE NOTICE FOR INSPECTION.
- 5.-CONTRACTOR SHALL PROVIDE ALL NECESSARY MATERIALS, EQUIPMENT FACILITIES TO TEST SANITARY SEWER PIPE AND APPURTENANCES FOR LEAKAGE IN ACCORDANCE WITH COUNTY CONSTRUCTION STANDARDS. SANITARY SEWER PIPE AND APPURTENANCES SHALL BE TESTED FOR LEAKAGE. LEAKAGE TESTS SHALL INCLUDE AN AIR TEST OF ALL SEWER MAINS AND LATERALS AND VACUUM TESTING OF THE MANHOLES. MANHOLE TESTING SHALL BE PERFORMED AFTER COMPLETION OF FINAL SURFACE RESTORATION.
- 6.-MANHOLES CONSTRUCTED OVER EXISTING SANITARY SEWERS SHALL CONFORM TO THE REQUIREMENTS OF APWA SECTION 308.03.02, MANHOLES OVER EXISTING SEWERS. THE EXISTING PIPE SHALL NOT BE BROKEN OUT UNTIL AFTER THE COMPLETION OF THE MANHOLE TESTS.
- 7.-PRIOR TO MANDREL TESTING AND/OR TV INSPECTION, FLUSH AND CLEAN ALL SEWERS, AND REMOVE ALL FOREIGN MATERIAL FROM THE MAINLINES AND MANHOLES.
- 8.-CONTRACTOR SHALL CONDUCT DEFLECTION TESTS OF FLEXIBLE SANITARY SEWER PIPES BY PULLING AN APPROVED MANDREL THROUGH THE COMPLETED PIPE LINE FOLLOWING TRENCH COMPACTION. THE DIAMETER OF THE MANDREL SHALL BE 95% OF THE INITIAL PIPE DIAMETER. TEST SHALL BE CONDUCTED NOT MORE THAN 30 DAYS AFTER THE TRENCH BACKFILLING AND COMPACTION HAS BEEN COMPLETED.
- 9.-UPON COMPLETION OF ALL SEWER CONSTRUCTION, TESTING AND REPAIR, THE CONTRACTOR SHALL CONDUCT A COLOR TV ACCEPTANCE INSPECTION OF ALL PUBLIC MAINLINES IN ACCORDANCE WITH APWA 303.3.11. THE TV INSPECTION SHALL BE CONDUCTED BY AN APPROVED TECHNICAL SERVICE, WHICH IS EQUIPPED TO MAKE AN AUDIO-VISUAL RECORDING OF THE TV INSPECTIONS ON DIGITAL VIDEO TAPE OR COMPACT DISC. UNLESS OTHERWISE REQUIRED BY AGENCY WITH JURISDICTION, A STANDARD 1-INCH DIAMETER BALL SHALL BE SUSPENDED IN FRONT OF THE CAMERA DURING THE INSPECTION. SUFFICIENT WATER REVEAL TO LOW AREAS OR REVERSE GRADE SHALL BE DISCHARGED INTO THE PIPE IMMEDIATELY PRIOR TO INITIATION OF THE TV INSPECTION. THE DIGITAL TAPE OR COMPACT DISC AND WRITTEN REPORT SHALL BE DELIVERED TO THE COUNTY.

COVER DEPTH	8" -- 48" DIAMETER
LESS THAN 2' COVER	CLASS 52 DUCTILE IRON PIPE WITH BELL AND SPIGOT JOINTS AND RUBBER GASKET OR HDPE (HIGH DENSITY POLYETHYLENE) PIPE CONFORMING TO AASHTO M-252 (8"-10") OR AASHTO M-294, TYPE S (12"-48") WITH PRESSURE TESTABLE FITTINGS AND O-RING GASKETS CONFORMING TO ASTM F-1336 AND ASTM F-477 RESPECTIVELY WITH CDF BACKFILL.
2' TO 2.5' COVER	PIPE SPECIFIED FOR LESSER COVER DEPTH PVC ASTM D3034 SDR-35 ELASTOMERIC GASKETS CONFORMING TO ASTM D-3212.
2.5' TO 15' COVER	PIPE SPECIFIED FOR LESSER COVER DEPTH -OR EXCEPT - HDPE (HIGH DENSITY POLYETHYLENE) PIPE NOT PERMITTED FOR DEPTH TO INVERT GREATER THAN 20 FEET.

PRIVATE UTILITIES:

- 1.-UNLESS OTHERWISE SHOWN ON THE DRAWINGS OR APPROVED BY JURISDICTION HAVING AUTHORITY, ALL NEW PRIVATE UTILITIES (POWER, CABLE TV, TELEPHONE & GAS) SHALL BE INSTALLED UNDERGROUND. INSTALLATION OF PRIVATE UTILITIES IN A COMMON TRENCH WITH WATER, SANITARY SEWER OR STORM SEWER IS PROHIBITED.
- 2.-CONTRACTOR SHALL COORDINATE POWER, TELEPHONE, AND CABLE TV COMPANY FOR LOCATION OF VAULTS, PEDESTALS, ETC. ALL ABOVE GRADE FACILITIES SHALL BE PLACED IN A LOCATION OUTSIDE THE PROPOSED SIDEWALK LOCATION.
- 3.-POWER, TELEPHONE AND CATV TRENCHING AND CONDUITS SHALL BE INSTALLED PER UTILITY COMPANY REQUIREMENTS WITH PULL WIRE. CONTRACTOR SHALL VERIFY WITH UTILITY COMPANY FOR SIZE AND TYPE OF CONDUIT PRIOR TO CONSTRUCTION. ALL CHANGES IN DIRECTION OF UTILITY CONDUIT RUNS SHALL HAVE LONG RADIUS STEEL BENDS.
- 4.-CONTRACTOR SHALL NOTIFY AND COORDINATE WITH PRIVATE UTILITY FOR RELOCATION OF POWER POLES, VAULTS, ETC.
- 5.-ALL PRIVATE UTILITY STRUCTURES (VAULTS, PEDESTALS, LIGHT POLES, ETC.) SHALL BE SET A MINIMUM OF 1 FOOT FROM ANY PROPERTY CORNER OR SURVEY MONUMENT.

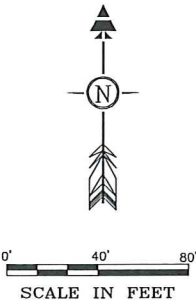
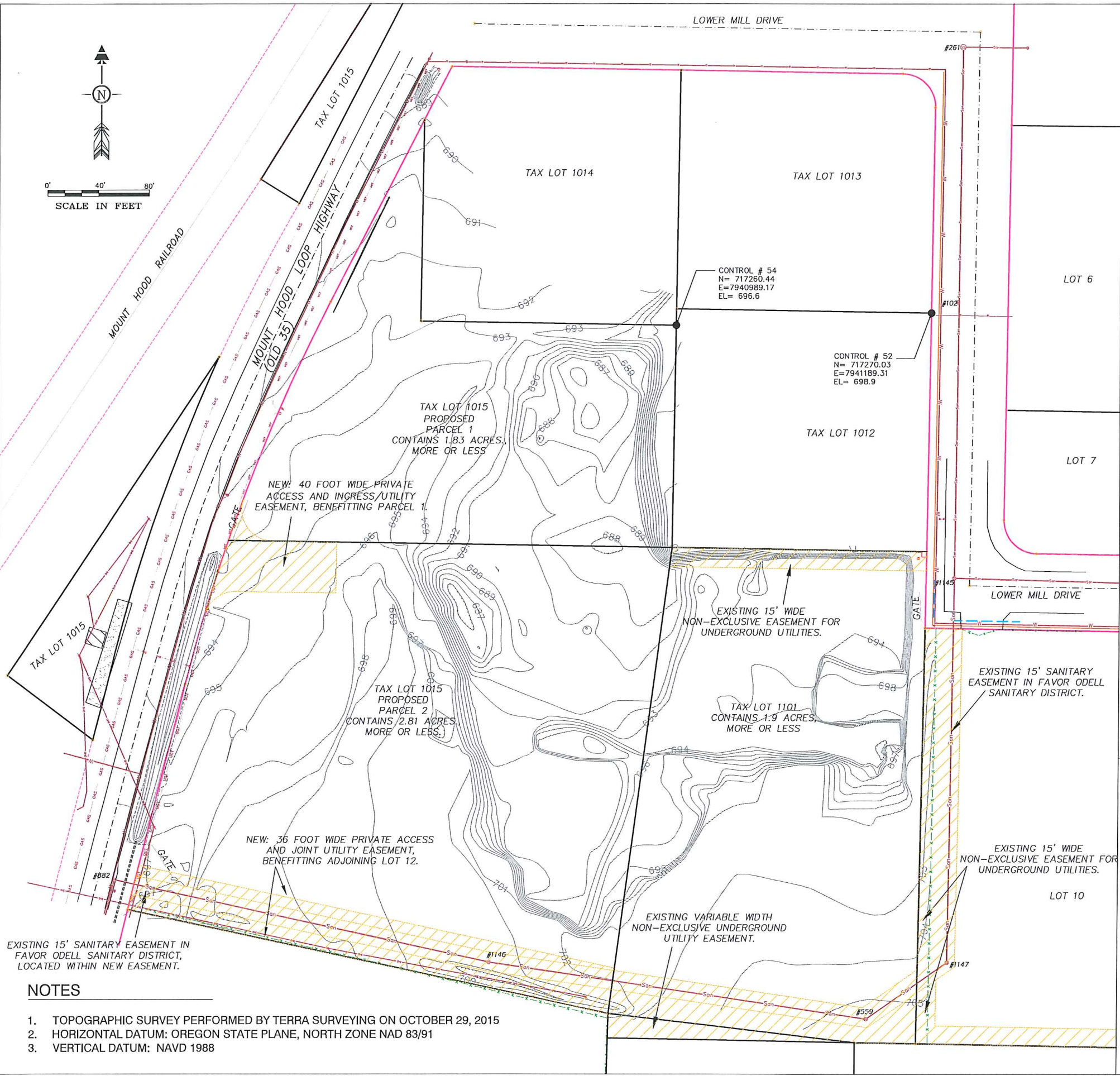
VISTA GEOENVIRONMENTAL SERVICES
489 N 8TH STREET - SUITE 201
HOOD RIVER, OREGON
(541)386-3680
 15-104

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DATE: 4/25/2016

UTILITIES IMPROVEMENTS
PORT OF HOOD RIVER
LOWER HANEL MILL
ODELL, OREGON 97044
GENERAL NOTES

DRAWING NO. **2** OF 9



LEGEND :

- San EXISTING SANITARY SEWER
- San PROPOSED SANITARY SEWER
- SS EXISTING STORM SEWER
- SS PROPOSED STORM SEWER
- CB EXISTING CATCH BASIN
- CB PROPOSED CATCH BASIN
- MH EXISTING MH
- MH PROPOSED MH
- CO EXISTING CLEAN OUT
- CO PROPOSED CLEAN OUT
- W EXISTING WATER LINE
- W PROPOSED WATER LINE
- F.H. PROPOSED FIRE HYDRANT
- F.H. FIRE HYDRANT
- W.V. EXISTING WATER VALVE
- W.V. PROPOSED WATER VALVE
- B.O. EXISTING BLOW-OFF VALVE
- B.O. PROPOSED BLOW-OFF VALVE
- W.M. EXISTING WATER METER
- W.M. PROPOSED WATER METER
- GAS EXISTING NATURAL GAS LINE
- GAS PROPOSED NATURAL GAS LINE
- TEL EXISTING OVERHEAD TELEPHONE CABLE
- TEL PROPOSED OVERHEAD TELEPHONE CABLE
- UGT EXISTING UNDERGROUND TELEPHONE CABLE
- UGT PROPOSED UNDERGROUND TELEPHONE CABLE
- CATV EXISTING CABLE TELEVISION LINE
- CATV PROPOSED CABLE TELEVISION LINE
- OHE EXISTING OVERHEAD ELECTRIC POWER LINE
- OHE PROPOSED OVERHEAD ELECTRIC POWER LINE
- UE EXISTING UNDERGROUND ELECTRIC POWER LINE
- UE PROPOSED UNDERGROUND ELECTRIC POWER LINE
- JUT-JUT-JUT PROPOSED UNDERGROUND UTILITY TRENCH
- P.P. EXISTING POWER POLE
- P.P. PROPOSED POWER POLE
- X-X-X-X EXISTING FENCE LINE
- Silt PROPOSED SILT FENCE
- EXISTING CULVERT
- PROPOSED CULVERT
- T.R. G.M. E.M. EXISTING TELEPHONE RISER GAS METER ELECTRICAL METER
- T.R. G.M. E.M. PROPOSED TELEPHONE RISER GAS METER ELECTRICAL METER
- 100 EXISTING CONTOUR LINE
- 100 PROPOSED CONTOUR LINE

NOTE : ALL OTHERS AS NOTED ON PLAN

NOTES

1. TOPOGRAPHIC SURVEY PERFORMED BY TERRA SURVEYING ON OCTOBER 29, 2015
2. HORIZONTAL DATUM: OREGON STATE PLANE, NORTH ZONE NAD 83/91
3. VERTICAL DATUM: NAVD 1988

VISTA GEOENVIRONMENTAL SERVICES
489 N 8TH STREET - SUITE 201
HOOD RIVER, OREG
(541)386-3680

REV	DATE	REVISION DESCRIPTION	DES	DRN	APP

DATE: 4/25/2016

UTILITIES IMPROVEMENTS
PORT OF HOOD RIVER
LOWER HANEL MILL
ODELL, OREGON 97044

DRAWING NO. 3
OVERALL SITE PLAN

DEVELOPER:

PORT OF HOOD RIVER
CONTACT: ANNE MEDENBACH
1000 E. PORT MARINA DRIVE
HOOD RIVER, OREGON 97031
PH. 541.386.1645

ENGINEERING FIRM:

VISTA GEOENVIRONMENTAL SERVICES, LLC
489 N 8TH STREET - SUITE 201
HOOD RIVER, OREGON 97031
PH. 541.386.6480
PH. 541.490.4923

NARRATIVE SITE DESCRIPTION:

EXISTING CONDITIONS:

- EXISTING SITE WAS PART OF THE LOWER HANEL MILL OPERATIONS AREA. A SECTION OF THE SITE CONTAINED A 2.9 ACRE LOG POND COMPOSED OF LOGS, WOOD DEBRIS AND SOIL, BURIED BENEATH 2-4 FEET OF SOIL AND GRAVEL FILL COMPRISING THE EXISTING GROUND.

DEVELOPED CONDITIONS:

- COMPLETE REMOVAL OF WOOD DEBRIS AND ORGANIC MATERIAL. FILL, GRADE AND PARTITION OF EXISTING LOT INTO 4 INDIVIDUAL LOTS WITH BURIED UTILITIES AND DRIVEWAY ACCESS.

NATURE OF CONSTRUCTION ACTIVITY AND ESTIMATED TABLE:

- EXCAVATION AND REMOVAL OF WOOD DEBRIS (OCTOBER 13, 2015 TO OCTOBER 29, 2016)
- GRADING ACTIVITIES (NOVEMBER 3, 2015 TO NOVEMBER 13, 2015)
- FINAL STABILIZATION (SPRING, 2016)

TOTAL SITE AREA = FIVE (5.90) ACRES
TOTAL DISTURBED AREA = TWO (2.58) ACRES
EARTHWORK: CUT = 17,944 CY
FILL = 18,385 CY

SITE SOIL CLASSIFICATION:

1 - WYEAST RIVER SILT LOAM, 0-8 PERCENT SLOPES

ON SITE SOILS HAVE A LOW TO MODERATE EROSION POTENTIAL. FILL MATERIAL SHALL BE GENERATED AT THE SITE. UP TO 2000 CY OF CLEAN CRUSHED ROCK MAY BE IMPORTED FROM LOCAL QUARRY.

RECEIVING WATER BODIES:

- N/A

PERMITTEE'S SITE INSPECTOR:

COMPANY/AGENCY: VISTA GEOENVIRONMENTAL SERVICES, LLC (CARLOS GARRIDO)
PHONE: 541-386-6480
EMAIL: CGARRIDO@V-GES.COM
DESCRIPTION OF THE EXPERIENCE: OREGON QPSWPPP CERTIFICATION
CIVIL ENGINEER (EIT), 10 YEARS OF EXPERIENCE ON SIMILAR SITES.

GENERAL NOTES:

- HOLD A PRE-CONSTRUCTION MEETING OF PROJECT CONSTRUCTION PERSONNEL THAT INCLUDES THE INSPECTOR TO DISCUSS EROSION AND SEDIMENT CONTROL MEASURES AND CONSTRUCTION LIMITS. (SCHEDULE A.8.C.I.(3))
- ALL INSPECTIONS MUST BE MADE IN ACCORDANCE WITH DEQ 1200-C PERMIT REQUIREMENTS. (SCHEDULE A.12.B AND SCHEDULE B.1)
- INSPECTION LOGS MUST BE MADE IN ACCORDANCE WITH DEQ 1200-C PERMIT REQUIREMENTS. (SCHEDULE B.1.C AND SCHEDULE B.2)
- RETAIN A COPY OF THE ESCP AND ALL REVISIONS ON SITE AND MAKE IT AVAILABLE ON REQUEST TO DEQ, AGENT, OR THE LOCAL MUNICIPALITY. DURING INACTIVE PERIODS OF GREATER THEN (7) SEVEN CONSECUTIVE CALENDAR DAYS, THE ABOVE RECORDS MUST BE RETAINED BY THE PERMIT REGISTRANT BUT DO NOT NEED TO BE AT THE CONSTRUCTION SITE. (SCHEDULE B.2.C.)
- ALL PERMIT REGISTRANTS MUST IMPLEMENT THE ESCP. FAILURE TO IMPLEMENT ANY OF THE CONTROL MEASURES OR PRACTICES DESCRIBED IN THE ESCP IS A VIOLATION OF THE PERMIT. (SCHEDULE A.8.A)
- THE ESCP MUST BE ACCURATE AND REFLECT SITE CONDITIONS. (SCHEDULE A.12.C.I)
- SUBMISSION OF ALL ESCP REVISIONS IS NOT REQUIRED. SUBMITTAL OF THE ESCP REVISIONS IS ONLY UNDER SPECIFIC CONDITIONS. SUBMIT ALL NECESSARY REVISION TO DEQ OR AGENT WITHIN 10 DAYS. (SCHEDULE A.12. IV. AND V)
- PHASE CLEARING AND GRADING TO THE MAXIMUM EXTENT PRACTICAL TO PREVENT EXPOSED INACTIVE AREAS FROM BECOMING A SOURCE OF EROSION. (SCHEDULE A.7.A.III.)
- IDENTIFY, MARK, AND PROTECT (BY CONSTRUCTION FENCING OR OTHER MEANS) CRITICAL RIPARIAN AREAS AND VEGETATION INCLUDING IMPORTANT TREES AND ASSOCIATED ROOTING ZONES, AND VEGETATION AREAS TO BE PRESERVED. IDENTIFY VEGETATIVE BUFFER ZONES BETWEEN THE SITE AND SENSITIVE AREAS (E.G., WETLANDS), AND OTHER AREAS TO BE PRESERVED, ESPECIALLY IN PERIMETER AREAS. (SCHEDULE A.8.C.I(1) AND (2))
- PRESERVE EXISTING VEGETATION WHEN PRACTICAL. RE-VEGETATE OPEN AREAS WHEN PRACTICABLE BEFORE AND AFTER GRADING OR CONSTRUCTION. IDENTIFY THE TYPE OF VEGETATIVE SEED MIX USED. (SCHEDULE A.7.A.V)
- MAINTAIN AND DELINEATE ANY EXISTING NATURAL BUFFER WITHIN 50 FEET OF WATER OF THE STATE. (SCHEDULE A.7.B.I. AND (2)(A)(B))
- INSTALL PERIMETER SEDIMENT CONTROL, INCLUDING STORM DRAIN INLET PROTECTION AS WELL AS ALL SEDIMENT BASINS, TRAPS, AND BARRIERS PRIOR TO LAND DISTURBANCE. (SCHEDULE A.8.C.I(5))
- CONTROL BOTH PEAK FLOW RATES AND TOTAL STORMWATER VOLUME, TO MINIMIZE EROSION AT OUTLETS AND DOWNSTREAM CHANNELS AND STREAMBANKS. (SCHEDULE A.7.C)
- CONTROL SEDIMENT AS NEEDED ALONG THE SITE PERIMETER AND AT ALL OPERATIONAL INTERNAL STORM DRAIN INLETS AT ALL TIMES DURING CONSTRUCTION. (SCHEDULE A.7.D.I)
- ESTABLISH CONCRETE TRUCK AND OTHER CONCRETE EQUIPMENT WASHOUT AREAS BEFORE BEGINNING WORK. (SCHEDULE A.8.C.I.(6))
- APPLY TEMPORARY AND/OR PERMANENT SOIL STABILIZATION MEASURES IMMEDIATELY ON ALL DISTURBED AREAS AS GRADING PROGRESSES. TEMPORARY OR PERMANENT STABILIZATION MEASURES ARE NOT REQUIRED FOR AREAS THAT ARE INTENDED TO BE LEFT UNVEGETATED, SUCH AS DIRT ACCESS ROADS OR UTILITY POLE PADS. (SCHEDULE A.8.C.II.(3))
- ESTABLISH MATERIAL AND WASTE STORAGE AREAS, AND OTHER NON-STORMWATER CONTROLS. (SCHEDULE A.8.C.I.(7))
- PREVENT TRACKING OF SEDIMENT ONTO PUBLIC OR PRIVATE ROADS USING BMPS SUCH AS: CONSTRUCTION ENTRANCE, GRAVELED (OR PAVED) EXITS AND PARKING AREAS, GRAVEL ALL UNPAVED ROADS LOCATED ONSITE, OR USE AN EXIT TIRE WASH, THESE BMPS MUST BE PLACE PRIOR TO LAND DISTURBING ACTIVITIES. (SCHEDULE A.7.D.II AND A.8.C.I(4))
- WHEN TRACKING SATURATED SOILS FROM THE SITE, EITHER USE WATER-TIGHT TRUCKS OR DRAIN LOADS ON SITE. (SCHEDULE A.7.D.II(5))

INSPECTION FREQUENCY:

SITE CONDITION	MINIMUM FREQUENCY
1. ACTIVE PERIOD	DAILY WHEN STORMWATER RUNOFF, INCLUDING RUNOFF FROM SNOWMELT, IS OCCURRING. AT LEAST ONCE EVERY TWO (2) WEEKS REGARDLESS OF WETHER STORMWATER RUNOFF IS OCCURRING.
2. PRIOR TO THE SITE BECOMING INACTIVE OR IN ANTICIPATION OF SITE INACCESSIBILITY.	ONCE TO ENSURE THAT EROSION AND SEDIMENT CONTROL MEASURES ARE IN WORKING ORDER. ANY NECESSARY MAINTENANCE AND REPAIR MUST BE MADE PRIOR TO LEAVING THE SITE.
3. INACTIVE PERIODS GREATER THAN FOURTEE (14) CONSECUTIVE CALENDAR DAYS.	ONCE EVERY TWO (2) WEEKS.
4. PERIODS DURING WHICH THE SITE IS INACCESSIBLE DUE TO INCLEMENT WEATHER.	IF PRACTICAL, INSPECTIONS MUST OCCUR DAILY AT A RELEVANT AND ACCESSIBLE DISCHARGE POINT OR DOWNSTREAM LOCATION.

- HOLD A PRE-CONSTRUCTION MEETING OF PROJECT CONSTRUCTION PERSONNEL THAT INCLUDES THE INSPECTOR TO DISCUSS EROSION AND SEDIMENT CONTROL MEASURES AND CONSTRUCTION LIMITS. (SCHEDULE A.8.C.I.(3))
- ALL INSPECTIONS MUST BE MADE IN ACCORDANCE WITH DEQ 1200-C PERMIT REQUIREMENTS.
- INSPECTION LOGS MUST BE KEPT IN ACCORDANCE WITH DEQ'S 1200-C PERMIT REQUIREMENTS.
- RETAIN A COPY OF THE ESCP AND ALL REVISIONS ON SITE AND MAKE IT AVAILABLE ON REQUEST TO DEQ, AGENT, OR THE LOCAL MUNICIPALITY. DURING INACTIVE PERIODS OF GREATER THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, RETAIN THE ESCP AT THE CONSTRUCTION SITE OR AT ANOTHER LOCATION. (SCHEDULE B.2.C)

LOCAL AGENCY-SPECIFIC EROSION CONTROL NOTES:

- IF VEGETATIVE SEED MIXES ARE SPECIFIED, SEEDING MUST TAKE PLACE NO LATER THAT SEPTEMBER 1; THE TYPE AND PERCENTAGES OF SEED IN THE MIX MUST BE IDENTIFIED ON THE PLANS.
- ALL PUMPING OF SEDIMENT LADEN WATER SHALL BE DISCHARGED OVER AN UNDISTURBED, PREFERABLY VEGETATED AREA, AND THROUGH A SEDIMENT CONTROL BMP I.E. (FILTER BAG).
- ALL EXPOSED SOILS MUST BE COVERED DURING THE WET WEATHER PERIOD, OCTOBER 01 - MAY 31.

RATIONALE STATEMENT:

A COMPREHENSIVE LIST OF AVAILABLE BEST MANAGEMENT PRACTICES (BMP) OPTIONS BASED ON DEQ'S GUIDANCE MANUAL HAS BEEN REVIEWED TO COMPLETE THIS EROSION AND SEDIMENT CONTROL PLAN. SOME OF THE ABOVE LISTED BMP'S WERE NOT CHOSEN BECAUSE THEY WERE DETERMINED TO NOT EFFECTIVELY MANAGE EROSION PREVENTION AND SEDIMENT CONTROL FOR THIS PROJECT BASED ON SPECIFIC SITE CONDITIONS, INCLUDING SOIL CONDITIONS, TOPOGRAPHIC CONSTRAINTS, ACCESSIBILITY TO THE SITE, AND OTHER RELATED CONDITIONS. AS THE PROJECT PROGRESSES AND IF THERE IS A NEED TO REVISE THE ESC PLAN, AN ACTION PLAN WILL SUBMITTED.

ATTENTION EXCAVATORS:

OREGON LAW REQUIRES YOU TO FOLLOW RULES ADOPTED BY THE OREGON UTILITY CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THESE RULES FROM THE CENTER BY CALLING 503.232.1987. IF YOU HAVE ANY QUESTIONS ABOUT THE RULES, YOU MAY CONTACT THE CENTER. YOU MUST NOTIFY THE CENTER AT LEAST TWO BUSINESS DAYS, BEFORE COMMENCING AN EXCAVATION. CALL 503.246.6699

21. CONTROL PROHIBITED DISCHARGES FROM LEAVING THE CONSTRUCTION SITE, I.E., CONCRETE WASH-OUT, WASTEWATER FROM CLEANOUT OF STUCCO, PAINT AND CURING COMPOUNDS. (SCHEDULE A.6)

21. USE BMPS TO PREVENT OR MINIMIZE STORMWATER EXPOSURE TO POLLUTANTS FROM SPILLS; VEHICLE AND EQUIPMENT FUELING, MAINTENANCE, AND STORAGE; OTHER CLEANING AND MAINTENANCE ACTIVITIES; AND WASTE HANDLING ACTIVITIES. THESE POLLUTANTS INCLUDE FUEL, HYDRAULIC FLUID, AND OTHER OILS FROM VEHICLES AND MACHINERY, AS WELL AS DEBRIS, FERTILIZER, PESTICIDES, HERBICIDES, PAINT, SOLVENTS, CURING COMPOUNDS, AND ADHESIVES FROM CONSTRUCTION OPERATIONS.(SCHEDULE A.7.E.I. (2))

22. IMPLEMENT THE FOLLOWING BMPS WHEN APPLICABLE: WRITTEN SPILL PREVENTION AND RESPONSE PROCEDURES, EMPLOYEE TRAINING ON SPILL PREVENTION AND PROPER DISPOSAL PROCEDURES, SPILL KITS IN ALL VEHICLES, REGULAR MAINTENANCE SCHEDULE FOR VEHICLES AND MACHINERY, MATERIAL DELIVERY AND STORAGE CONTROLS, TRAINING AND SIGNAGE, AND COVERED STORAGE AREAS FOR WATER SUPPLIES. (SCHEDULE A.7.E.III.)

23. USE WATER, SOIL-BINDING AGENT OR OTHER DUST CONTROL TECHNIQUES AS NEEDED TO AVOID WIND-BLOWN SOIL. (SCHEDULE A.7.A.IV)

24. THE APPLICATION RATE OF FERTILIZERS USED TO REESTABLISH VEGETATION MUST FOLLOW MANUFACTURER'S RECOMMENDATIONS TO MINIMIZE NUTRIENT RELEASES TO SURFACE WATERS. TIME-RELEASED FERTILIZERS SHOULD BE USED WITH CARE WITHIN ANY WATERWAY RIPARIAN ZONE. (SCHEDULE A.9.b.iii)

25. IF AN ACTIVE TREATMENT SYSTEM (FOR EXAMPLE, ELECTRO-COAGULATION, FLOCCULATION, FILTRATION, ETC.) FOR SEDIMENT OR OTHER POLLUTANT IS EMPLOYED, SUBMIT AN OPERATION AND MAINTENANCE PLAN (INCLUDING SYSTEM SCHEMATIC, LOCATION OF SYSTEM, LOCATION OF INLET, LOCATION OF DISCHARGE DISPERSION DEVICE DESIGN, AND A SAMPLING PLAN AND FREQUENCY) BEFORE OPERATING THE TREATMENT SYSTEM. OBTAIN PLAN APPROVAL BEFORE OPERATING THE TREATMENT SYSTEM. OPERATE AND MAINTAIN THE TREATMENT SYSTEM ACCORDING TO MANUFACTURER'S SPECIFICATIONS. (SCHEDULE A.9.D)

26. TEMPORARILY STABILIZE SOILS AT THE END OF EACH SHIFT AND BEFORE HOLIDAYS AND WEEKENDS, IF NEEDED. THE REGISTRANT IS RESPONSIBLE FOR ENSURING THAT SOILS ARE STABLE DURING RAIN EVENTS AT ALL TIMES. (SCHEDULE A.7.B)

27. AS NEEDED BASED ON WEATHER CONDITIONS, AT THE END OF EACH WORKDAY SOIL STOCKPILES MUST BE STABILIZED OR COVERED, OR OTHER BMPS MUST BE IMPLEMENTED TO PREVENT DISCHARGES TO SURFACE WATERS OR CONVEYANCE SYSTEMS LEADING TO SURFACE WATERS. (SCHEDULE A.7.E.II.(2))

28. CONSTRUCTION ACTIVITIES MUST AVOID OR MINIMIZE EXCAVATION AND BARE GROUND ACTIVITIES DURING WET WEATHER. (SCHEDULE A.7.A.I)

29. SEDIMENT FENCE: REMOVE TRAPPED SEDIMENT BEFORE IT REACHES ONE THIRD OF THE ABOVE GROUND FENCE HEIGHT AND BEFORE FENCE REMOVAL. (SCHEDULE A.9.C.I)

30. OTHER SEDIMENT BARRIERS (SUCH AS BIOBAGS): REMOVE SEDIMENT BEFORE IT REACHES TWO INCHES DEPTH ABOVE GROUND HEIGHT AND BEFORE BMP REMOVAL. (SCHEDULE A.9.C.I.)

31. CATCH BASINS: CLEAN BEFORE RETENTION CAPACITY HAS BEEN REDUCED BY FIFTY PERCENT. SEDIMENT BASINS AND SEDIMENT TRAPS: REMOVE TRAPPED SEDIMENTS BEFORE RETENTION CAPACITY HAS BEEN REDUCED BY FIFTY PERCENT AND AT COMPLETION OF PROJECT. (SCHEDULE A.9.C.III & IV)

32. WITHIN 24 HOURS, SIGNIFICANT SEDIMENT THAT HAS LEFT THE CONSTRUCTION SITE, MUST BE REMEDIATED. INVESTIGATE THE CAUSE OF THE SEDIMENT RELEASE AND IMPLEMENT STEPS TO PREVENT A RECURRENCE OF THE DISCHARGE WITHIN THE SAME 24 HOURS. ANY IN STREAM CLEAN-UP OF SEDIMENT SHALL BE PERFORMED ACCORDING TO THE OREGON DIVISION OF STATE LANDS REQUIRED TIME FRAME. (SCHEDULE A.9.B.I)

33. THE INTENTIONAL WASHING OF SEDIMENT INTO STORM OR DRAINAGE WAYS MUST NOT OCCUR. VACUUMING OR DRY SWEEPING AND MATERIAL PICKUP MUST BE USED TO CLEANUP RELEASED SEDIMENTS. (SCHEDULE A.9.B.II)

34. THE ENTIRE SITE MUST BE TEMPORARILY STABILIZED USING VEGETATION OR A HEAVY MULCH LAYER, TEMPORARY SEEDING, OR OTHER METHOD SHOULD ALL CONSTRUCTION ACTIVITIES CEASE FOR 30 DAYS OR MORE. (SCHEDULE A.7.F.I)

35. PROVIDE TEMPORARY STABILIZATION FOR THAT PORTION OF THE SITE WHERE CONSTRUCTION ACTIVITIES CEASE FOR 14 DAYS OR MORE WITH A COVERING OF BLOWN STRAW AND A TACKIFIER, LOOSE STRAW, OR AN ADEQUATE COVERAGE OF COMPOST MULCH UNTIL WORK RESUMES ON THAT PORTION OF THE SITE (SCHEDULE A.7.F.II)

36. DO NOT REMOVE TEMPORARY SEDIMENT CONTROL PRACTICES UNTIL PERMANENT VEGETATION OR OTHER COVER OF EXPOSED AREAS IS ESTABLISHED. ONCE CONSTRUCTION IS COMPLETE AND THE SITE IS STABILIZED, ALL TEMPORARY EROSION CONTROL AND RETAINED SOILS MUST BE REMOVED AND DISPOSED OF PROPERLY, UNLESS DOING SO CONFLICTS WITH LOCAL REQUIREMENTS. (SCHEDULE A.8.C.III(1) AND D.3.C.II AND III)

PROJECT LOCATION:

NEAL MILL ROAD - THE CITY OF ODELL, HOOD RIVER COUNTY, OREGON

LATITUDE=45°37'42.46" (N) ; LONGITUDE=121°31'14.27"

PROPERTY DESCRIPTION:

TAX LOTS 1011 1015 902 & 300 (CITY OF HOOD RIVER TAX MAP 03N10E26CC) LOCATED IN THE SOUTHWEST 1/4 OF SECTION 26, TOWNSHIP 3 NORTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, HOOD RIVER COUNTY, OREGON

BMP MATRIX FOR CONSTRUCTION PHASES

REFER TO DEQ GUIDANCE MANUAL FOR A COMPREHENSIVE LIST OF AVAILABLE BMP'S.

	CLEARING	MASS GRADING	BUILDING DEMOLITION	ROAD CONSTRUCTION	FINAL STABILIZATION	WET WEATHER (OCT.1-MAY 31ST)
EROSION PREVENTION						
PRESERVE NATURAL VEGETATION	X	X			X	X
GROUND COVER						
HYDRAULIC APPLICATIONS						
PLASTIC SHEETING						
MATTING						
DUST CONTROL	X	X			X	
TEMPORARY/PERMANENT SEEDING						
BUFFER ZONE	X	X			X	X
OTHER:						
SEDIMENT CONTROL	X	X			X	X
SEDIMENT FENCE (PERIMETER)	X	X			X	X
SEDIMENT FENCE (INTERIOR)						
STRAY WATTLES						
FILTER BERM	X	X			X	X
INLET PROTECTION	X	X			X	X
DEWATERING						
OTHER: SEDIMENT TRAP	X	X			X	X
OTHER:						
RUN OFF CONTROL	X	X			X	X
CONSTRUCTION ENTRANCE	X	X			X	X
PIPE SLOPE DRAIN	X	X			X	X
OUTLET PROTECTION						
SURFACE ROUGHENING						
CHECK DAMS						
OTHER:						
POLLUTION PREVENTION	X	X			X	X
PROPER SIGNAGE	X	X			X	X
HAZ WASTE MGMT	X	X			X	X
SPILL KIT ON-SITE	X	X			X	X
CONCRETE WASHOUT AREA						



VISTA GEOENVIRONMENTAL SERVICES
489 N 8TH STREET - SUITE 201
HOOD RIVER, OREG
(541)386-3680

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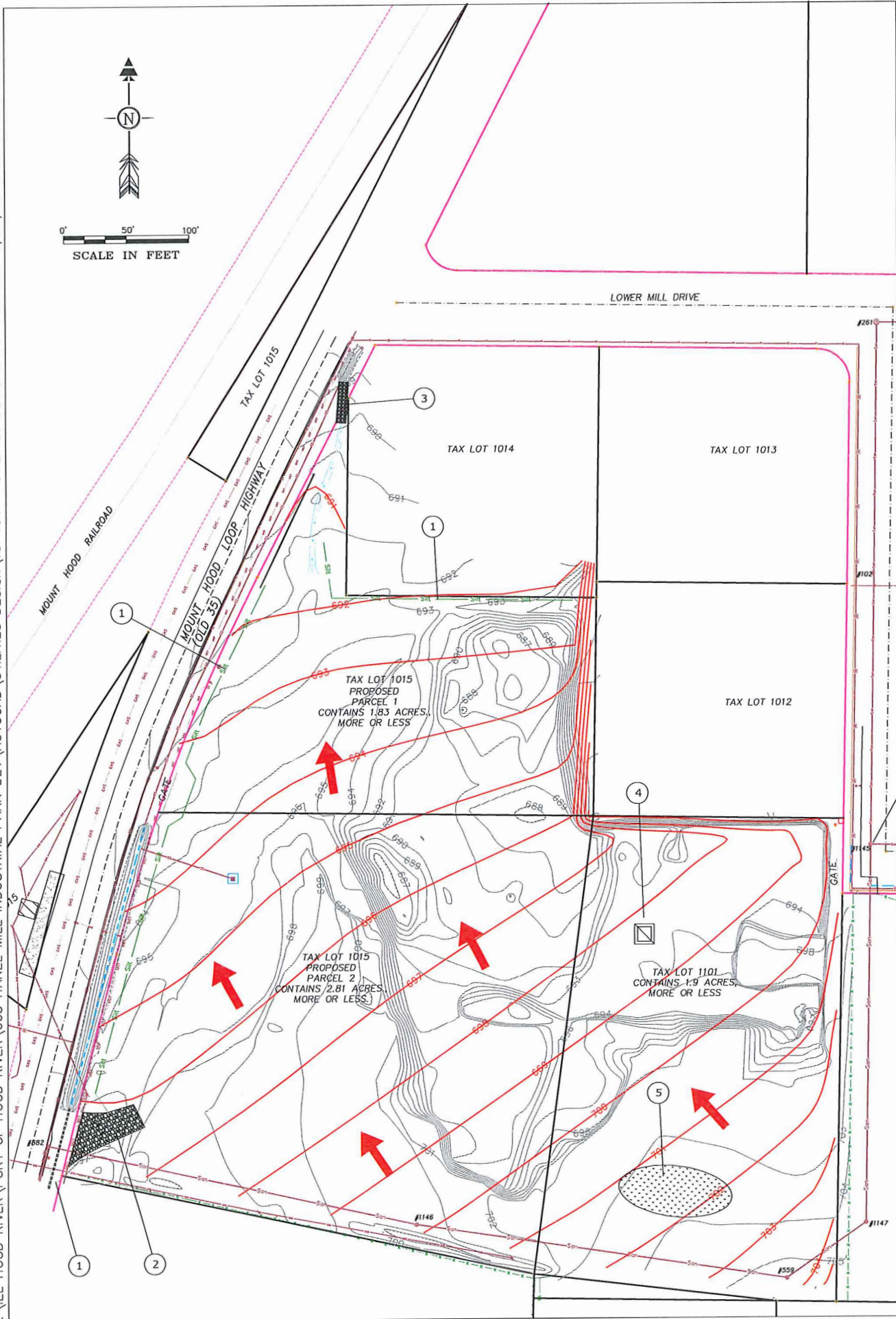
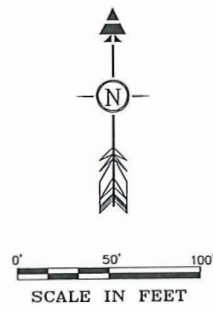
DATE: 4/25/2016

UTILITIES IMPROVEMENTS
PORT OF HOOD RIVER
LOWER HANEL MILL
ODELL, OREGON 97044

1200-C PERMIT NOTES

DRAWING NO.

4 OF 9



EROSION AND SEDIMENT CONTROL BMP IMPLEMENTATION:

1. ALL BASE ESC MEASURES (INLET PROTECTION, PERIMETER SEDIMENT CONTROL, GRAVEL CONSTRUCTION ENTRANCES, ETC.) MUST BE IN PLACE, FUNCTIONAL, AND APPROVED IN AN INITIAL INSPECTION, PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

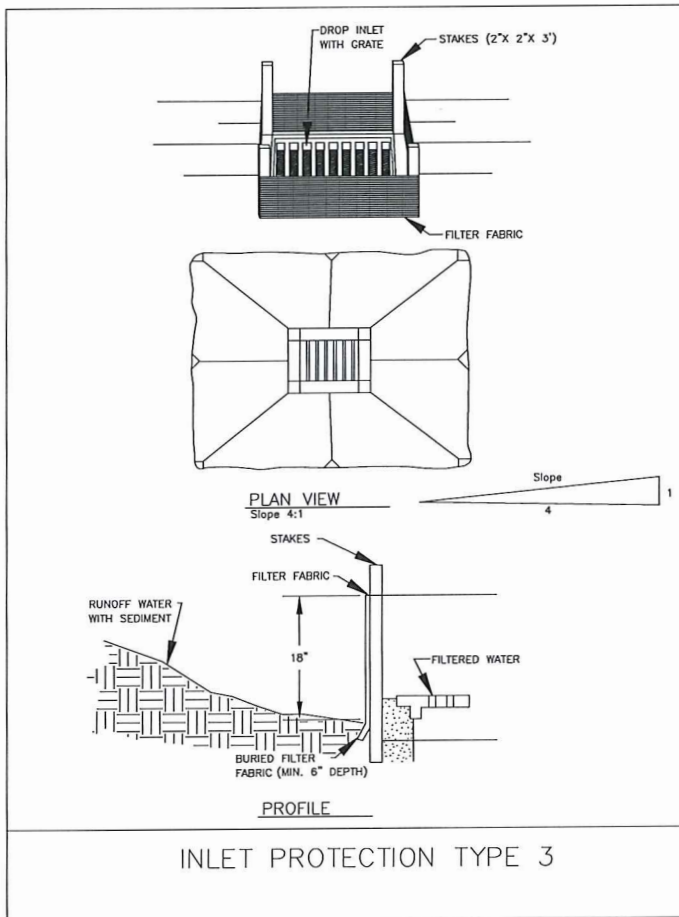
CONSTRUCTION NOTES:

- 1 INSTALL SEDIMENT FENCE AS SHOWN
- 2 INSTALL GRAVEL CONSTRUCTION ENTRANCE
- 3 INSTALL ROCK FILTER BERM
- 4 CONCRETE WASH AREA
- 5 STOCK PILE AREA

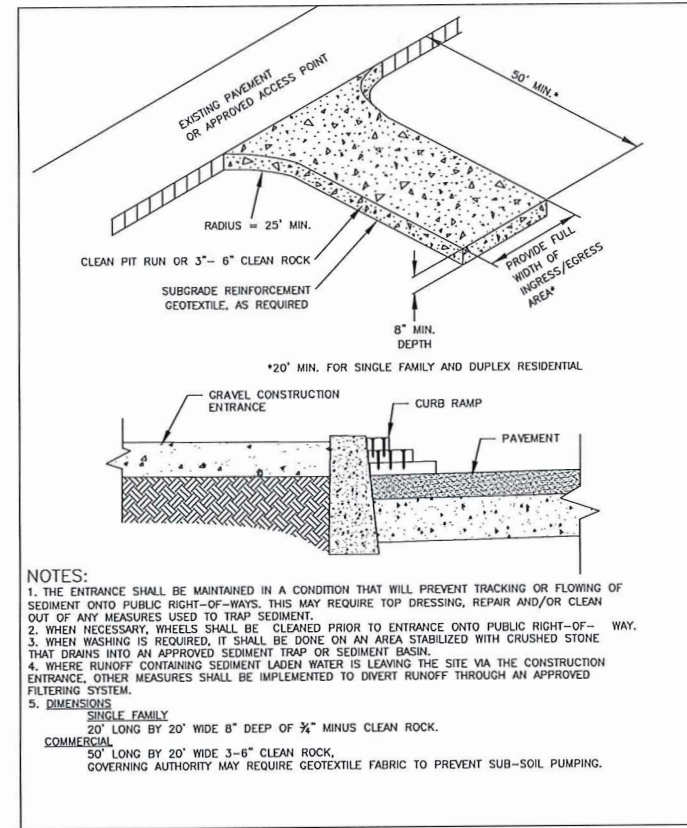
LEGEND:

- SILT FENCE
- INLET PROTECTION
- CONCRETE WASH AREA
- ROCK FILTER BERM
- DRAINAGE FLOW DIRECTION
- CONSTRUCTION ENTRANCE

THESE EROSION AND SEDIMENT CONTROL PLANS ASSUME "DRY WEATHER" CONSTRUCTION. "WET WEATHER" CONSTRUCTION MEASURES NEED TO BE APPLIED BETWEEN OCTOBER 1ST AND MAY 31ST.

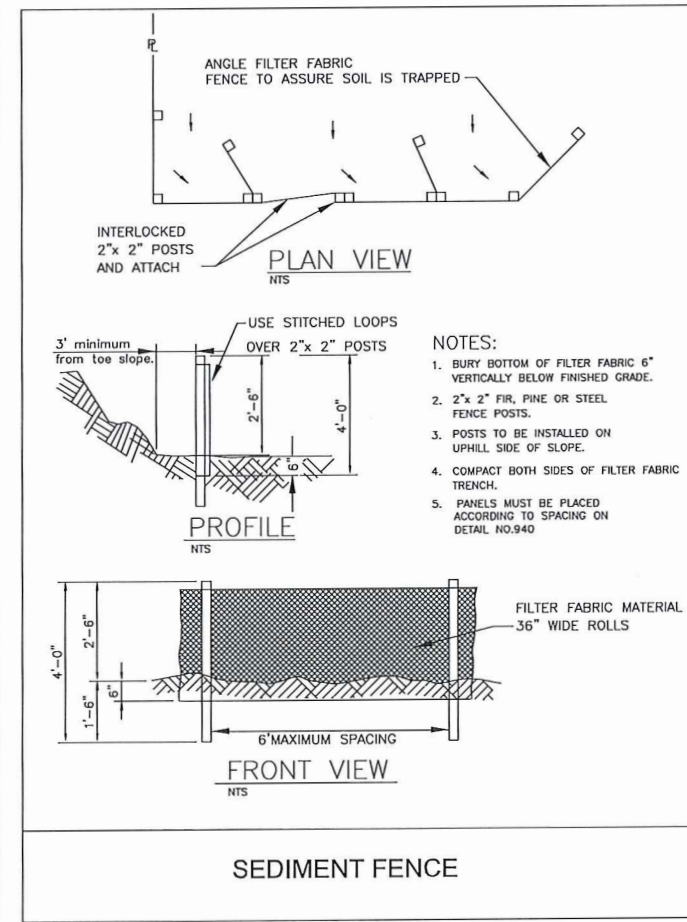


INLET PROTECTION TYPE 3



NOTES:
 1. THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHT-OF-WAYS. THIS MAY REQUIRE TOP DRESSING, REPAIR AND/OR CLEAN OUT OF ANY MEASURES USED TO TRAP SEDIMENT.
 2. WHEN NECESSARY, WHEELS SHALL BE CLEANED PRIOR TO ENTRANCE ONTO PUBLIC RIGHT-OF-WAY.
 3. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH CRUSHED STONE THAT DRAINS INTO AN APPROVED SEDIMENT TRAP OR SEDIMENT BASIN.
 4. WHERE RUNOFF CONTAINING SEDIMENT LADEN WATER IS LEAVING THE SITE VIA THE CONSTRUCTION ENTRANCE, OTHER MEASURES SHALL BE IMPLEMENTED TO DIVERT RUNOFF THROUGH AN APPROVED FILTERING SYSTEM.
 5. DIMENSIONS:
 SINGLE FAMILY: 20' LONG BY 20" WIDE 8" DEEP OF 3/4" MINUS CLEAN ROCK.
 COMMERCIAL: 50' LONG BY 20" WIDE 3-6" CLEAN ROCK, GOVERNING AUTHORITY MAY REQUIRE GEOTEXTILE FABRIC TO PREVENT SUB-SOIL PUMPING.

CONSTRUCTION ENTRANCE



SEDIMENT FENCE

ACTION ITEMS

VISTA GEOENVIRONMENTAL SERVICES
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 (541) 386-3680

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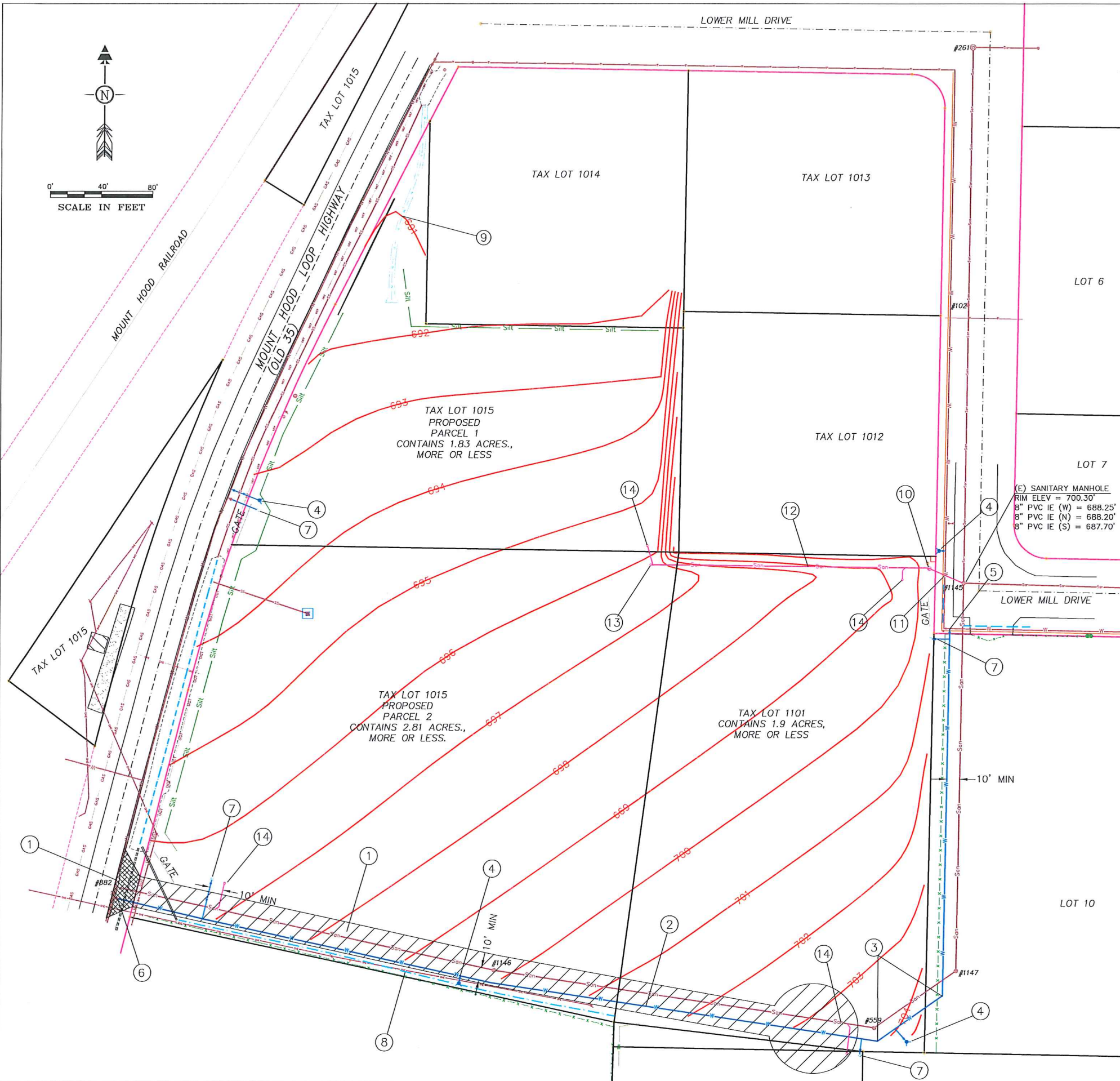
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UTILITIES IMPROVEMENTS
 PORT OF HOOD RIVER
 LOWER HANEL MILL
 ODELL, OREGON 97044

EROSION AND SEDIMENT CONTROL

DRAWING NO. 5 OF 9



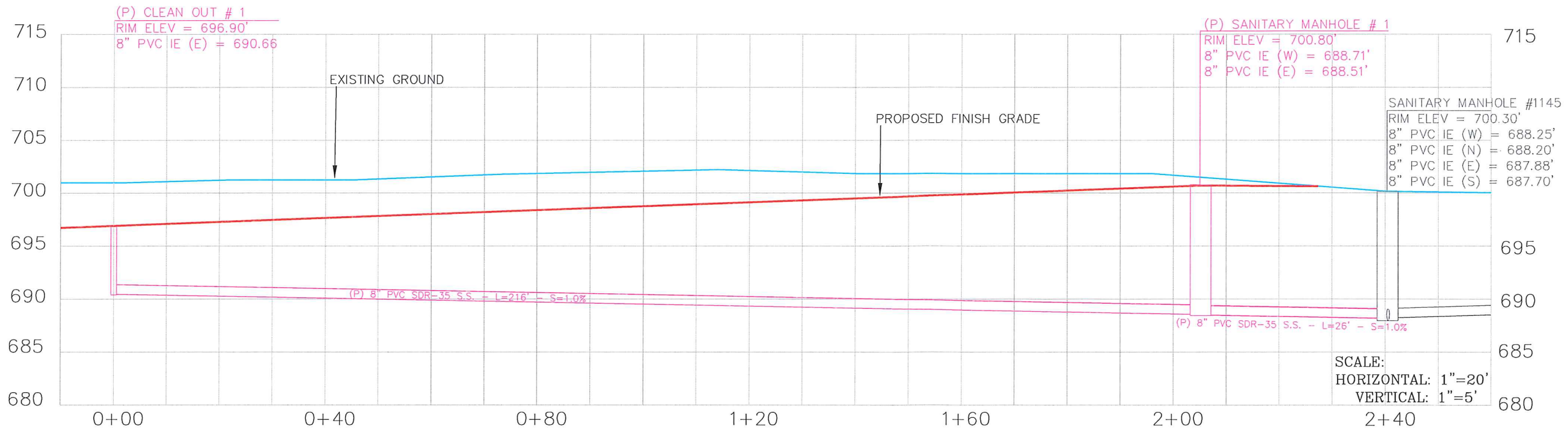
CONSTRUCTION NOTES:

- ① PROPOSED 1,667 SF OF ROADWAY IMPROVEMENT
NON-WOVEN GEOTEXTILE = 1,852 SY
6" BASE ROCK (PIT RUN) = 495 TON
3" LEVELING ROCK (¾" MINUS) = 250 TON
PROPOSED 720 SF - HMAC DRIVEWAY APRON
3" HMAC LEVEL 2 = 10 TON
- ② PROPOSED 950 LF - 10" DIP CLASS 52 WATER LINE.
- ③ PROPOSED 2 - 10" X 45' BENDS DI CLASS 52 WITH TRUST BLOCKS.
- ④ PROPOSED 4 - FIRE HYDRANT ASSEMBLY, USE 20'X6" DIP, 6" GATE VALVE AND 10"X10"X6" TEE, RESTRAIN AND BLOCK.
- ⑤ HOT TAP EXISTING 10" DIP, INSTALL 10" GATE VALVE AND USE MEGA-LUG CONNECTION.
- ⑥ CONNECT PROPOSED 10" DIP INTO EXISTING 10" DIP, USE MEGA-LUG CONNECTION.
- ⑦ PROPOSED 4 - 1½" WATER SERVICES WITH METER BOX, GATE VALVE, AND WATER METER.
- ⑧ PROPOSED 400 LF OF STORMWATER DITCH AND 65 LF-18" ADS CULVERT.
BOTTOM (WIDE) = 1'
DEPTH = 1.5'
SLOPE = 1H:1V
- ⑨ PROPOSED 175 LF OF BIOSWALE SYSTEM.
BOTTOM (WIDE) = 2'
DEPTH = 2'
SLOPE = 2H:1V
- ⑩ PROPOSED SANITARY MANHOLE # 1
RIM ELEVATION = 700.80'
8" PVC IE (W) = 688.25'
8" PVC IE (N) = 688.20'
8" PVC IE (S) = 687.70'
- ⑪ PROPOSED 26 LF - 8" @ 1% SLOPE; PVC SDR 35 SANITARY SEWER.
- ⑫ PROPOSED 215 LF - 8" @ 1% SLOPE; PVC SDR 35 SANITARY SEWER.
- ⑬ PROPOSED SANITARY CLEAN OUT # 1
RIM ELEVATION = 696.90'
8" PVC IE (E) = 690.66'
- ⑭ PROPOSED 4 - 4" PVC SDR-35 SANITARY SERVICE @ 2.0% SLOPE. INSTALL CLEAN OUT AND MATCH RIM ELEVATION WITH EXISTING GROUND.

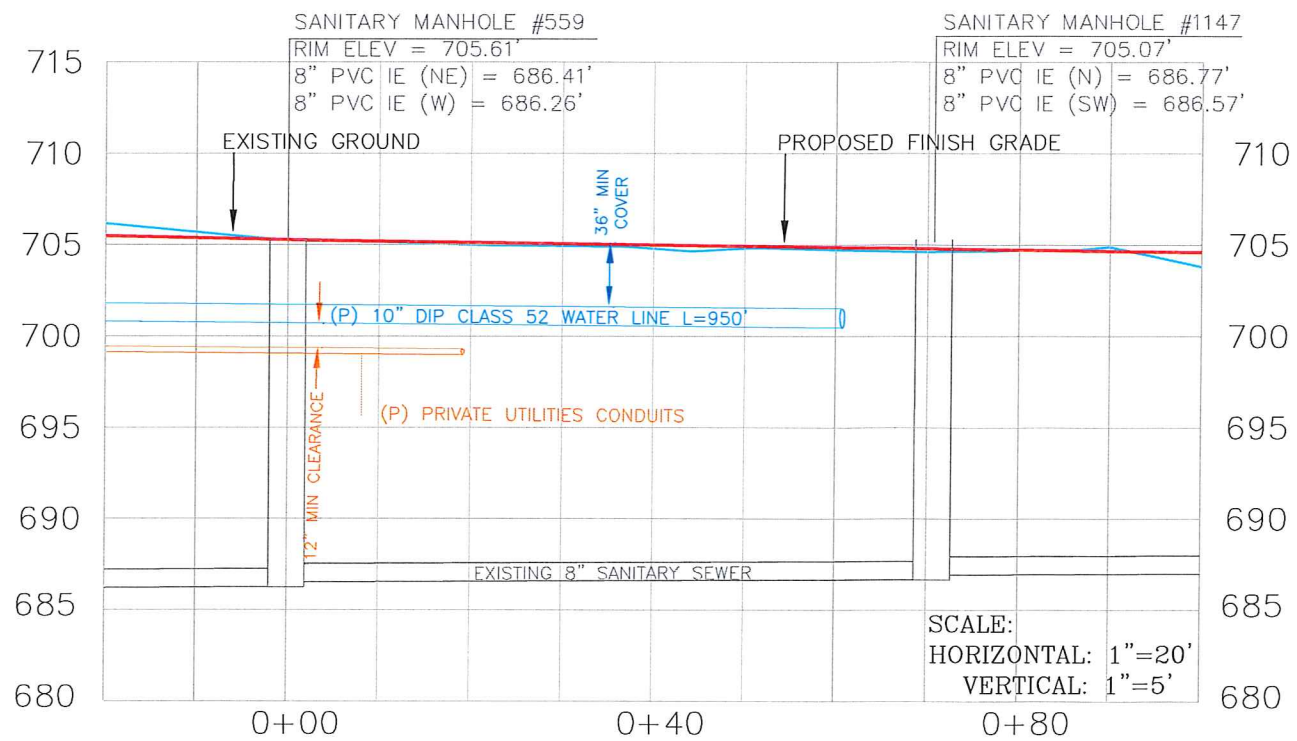
NOTES:

1.- FIRE HYDRANTS, WATER SERVICES, SANITARY SERVICES AND SANITARY CLEAN OUT LOCATIONS SHOWN IN THIS DRAWING ARE APPROXIMATE. FINAL LOCATIONS WILL BE CHOSEN AT THE TIME OF CONSTRUCTION BY THE PORT OF HOOD RIVER, CRYSTAL SPRINGS WATER DISTRICT AND ODELL SANITARY DISTRICT PERSONNEL.

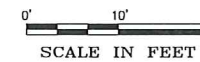
VISTA GEOENVIRONMENTAL SERVICES		489 N 8TH STREET - SUITE 201		HOOD RIVER, OREG		(541)386-3680		15-104	
REV	DATE	REVISION	DESCRIPTION	DES	DRN	APP			
DATE: 4/25/2016									
UTILITIES IMPROVEMENTS PORT OF HOOD RIVER LOWER HANEL MILL ODELL, OREGON 97044									
PLAN VIEW UNDERGROUND UTILITIES									
DRAWING NO.									



PROFILE
PROPOSED SANITARY SEWER.



PROFILE
PROPOSED WATER LINE
AT SANITARY SEWER CROSSING



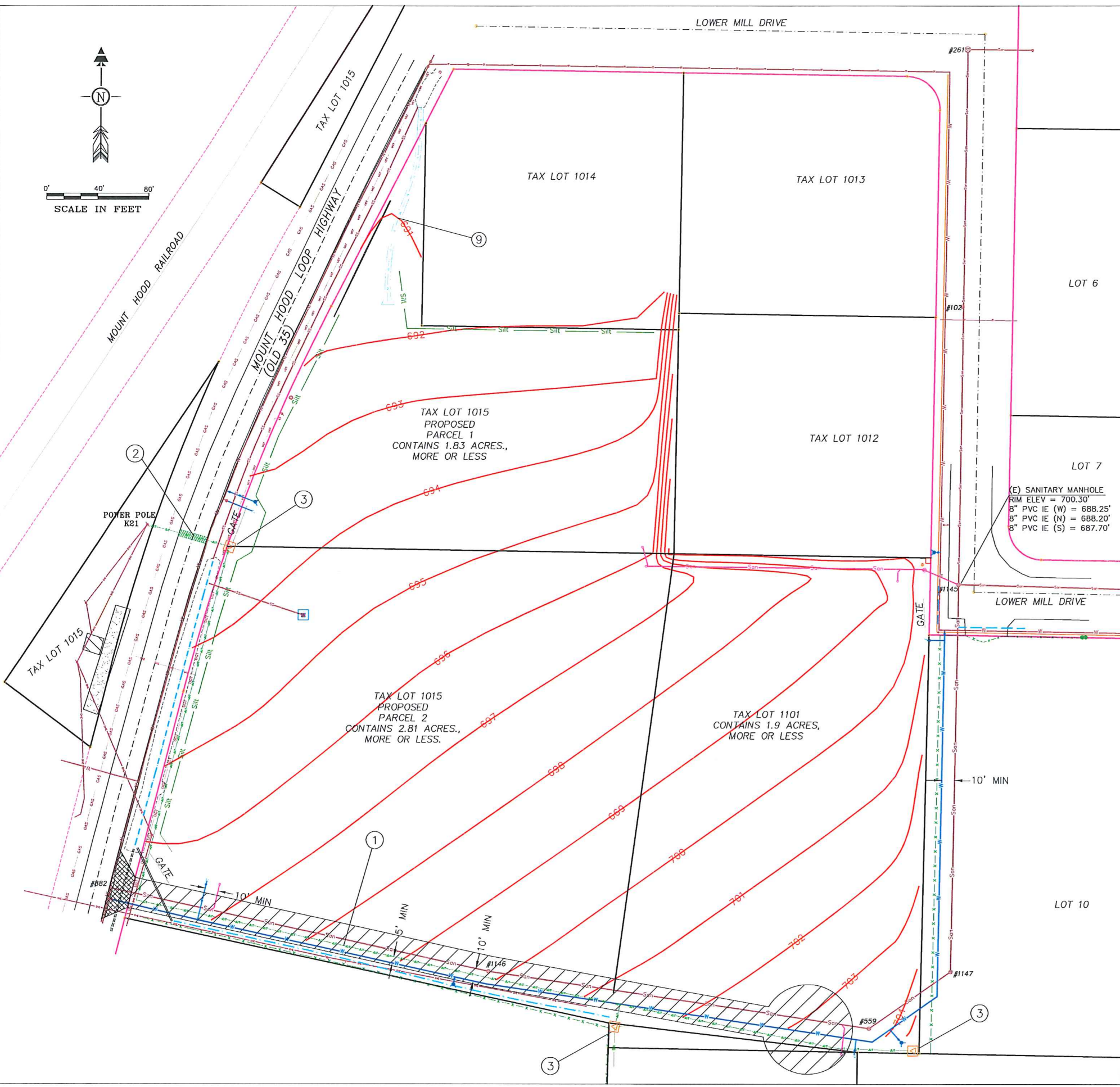
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DATE: 4/25/2016

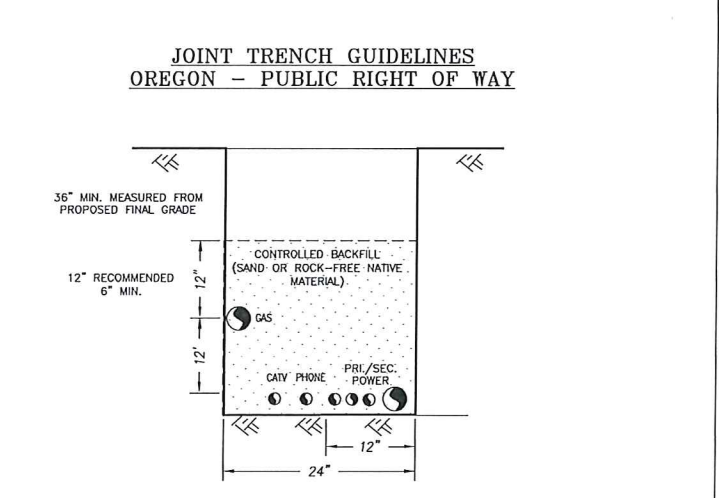
VISTA GEOENVIRONMENTAL SERVICES
489 N 8TH STREET - SUITE 201
HOOD RIVER, OREGON 97113
(541) 386-3680
15-104

UTILITIES IMPROVEMENTS
PORT OF HOOD RIVER
LOWER HANEL MILL
ODELL, OREGON 97044
PROFILE UNDERGROUND UTILITIES

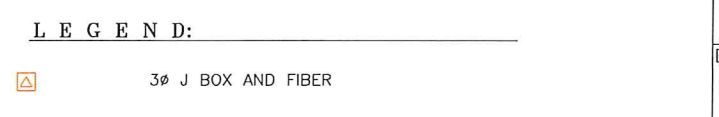
DRAWING NO. 7 OF 9



- GENERAL NOTES:**
- LICENSED CONTRACTOR MUST PERFORM CONSTRUCTION WITHIN PUBLIC RIGHT-OF-WAY.
 - THE CONTRACTOR SHALL COMPLY WITH ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS, AS WELL AS LAWS OF NEGLIGENCE, CONCERNING ALL ACTIVITIES IN THE VICINITY OF THE UTILITY'S LINES AND EQUIPMENT.
 - THE CONTRACTOR PROVIDING THE TRENCH SHALL BE RESPONSIBLE FOR NOTIFYING THE APPROPRIATE UTILITY NOTIFICATION CENTER PRIOR TO EXCAVATION.
 - THE CONTRACTOR SHALL PROVIDE, WITHOUT COST TO THE GAS COMPANY, ALL RIGHT-OF-WAY AND EASEMENTS AS DEEMED NECESSARY FOR THE INSTALLATION OF THE FACILITIES FOR SUPPLYING GAS SERVICE, AND PROVIDE FREE ACCESS AT REASONABLE INTERVALS TO MAINTAIN THE CONTINUITY OF SUCH SERVICE.
 - ALL OTHER UTILITIES MUST BE CONTACTED FOR APPROVAL OF JOINT TRENCH USE PRIOR TO CONSTRUCTION.
 - SAND PADDING UNDER UTILITIES WILL BE REQUIRED OVER ROCKY AREAS.
 - OTHER UTILITIES SHALL BE INSTALLED AND BACKFILLED BY THE CONTRACTOR WITH 12 INCHES OF CONTROLLED BACKFILL PRIOR TO THE INSTALLATION OF GAS FACILITIES.
 - DITCH WIDTH AND DEPTH MAY VARY FROM THE BELOW SECTION DEPENDING ON SIZE AND/OR NUMBER OF DUCTS TO BE INSTALLED BY EACH UTILITY. COORDINATE WITH A UTILITY FIELD REPRESENTATIVE FOR FINAL TRENCH DIMENSIONS.
 - ELECTRICAL TRANSFORMERS/BOXES, TELEPHONE PEDESTALS, AND CABLE RISERS TO BE PLACED AS INDICATED AT TOP OF PROPOSED GRADE.
 - 3-PHASE JUNCTIONS BOXES MUST BE PURCHASED FROM HREC ABD SHALL BE INSTALLED AT ALL LOCATIONS REQUIRED BY HREC.
 - ALL CONDUITS, IF NOT PURCHASED FROM HREC, MUST MEET HREC REQUIREMENTS.
 - FIBER OPTIC CONDUITS (RESERVED FOR HREC/CACHE) SHALL BE INSTALLED AT ALL J-BOX LOCATIONS AT CONTRACTOR'S EXPENSE.
 - CONTRACTOR SHALL PROCURE AND PAY FOR ANY FEES AND NECESSARY PERMITS FROM LOCAL GOVERNMENTS.
 - HREC WILL DRAW UP AN UTILITY EASEMENT FOR THE DEVELOPER TO SIGN.
 - A PRE-CONSTRUCTION MEETING BETWEEN THE DEVELOPER, CONTRACTOR AND HREC WILL BE REQUIRED TO GO OVER SPECIFICS.



- CONSTRUCTION NOTES:**
- PROPOSED 970 LF OF JOINT UTILITY TRENCH
 - SAW CUT EXISTING ASPHALT AND REPLACE WITH FULL SECTION (120 SQ. FT.)
 - PROPOSED 3-3Ø J BOX



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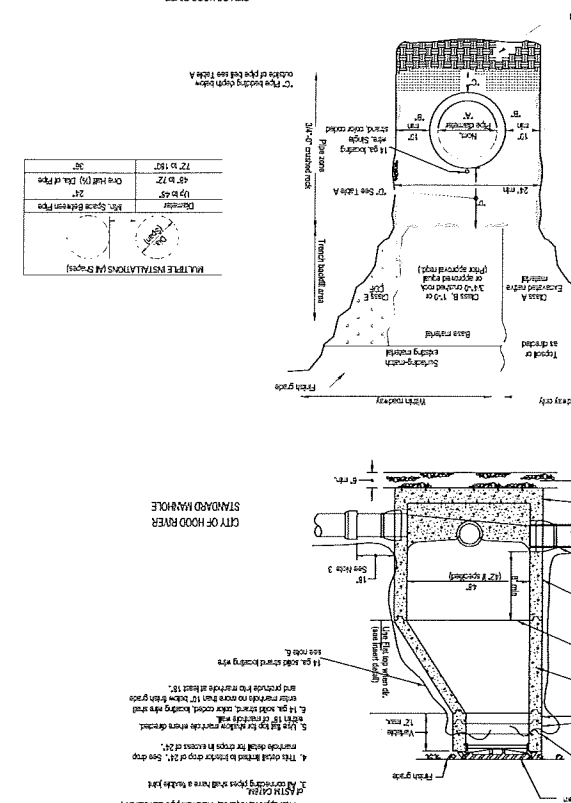
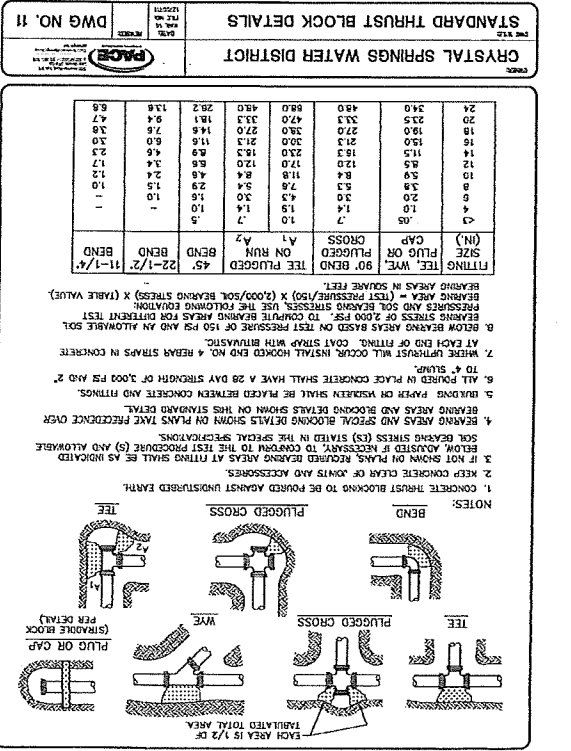
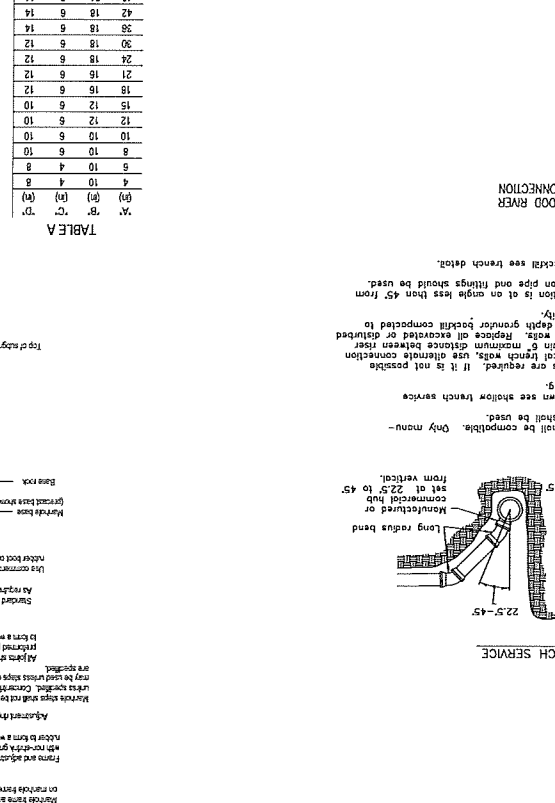
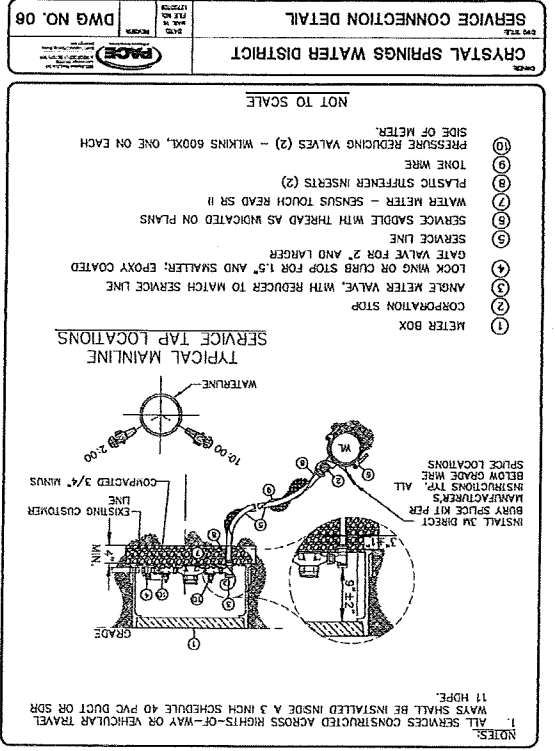
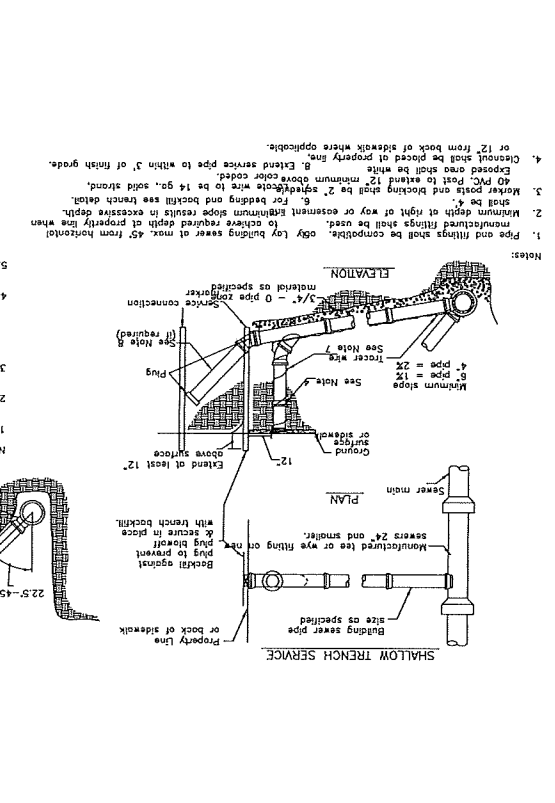
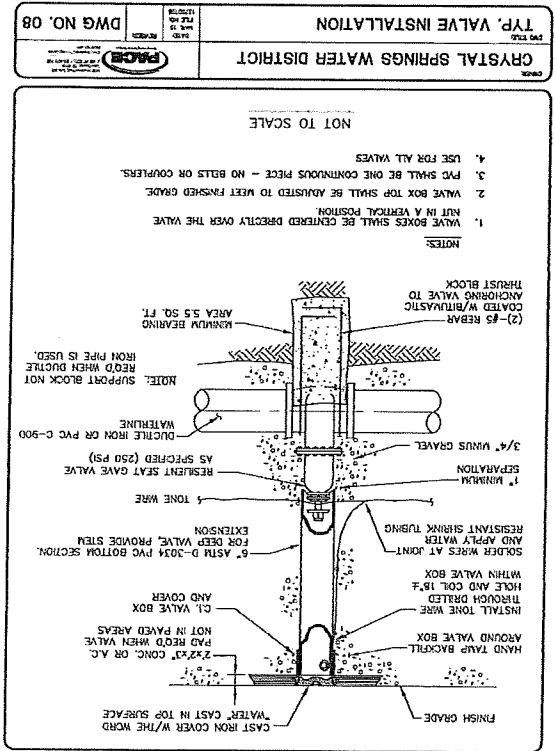
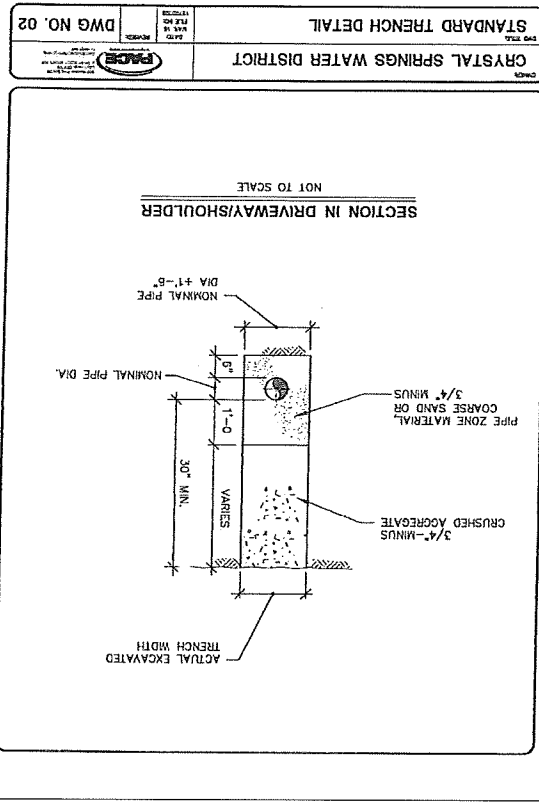
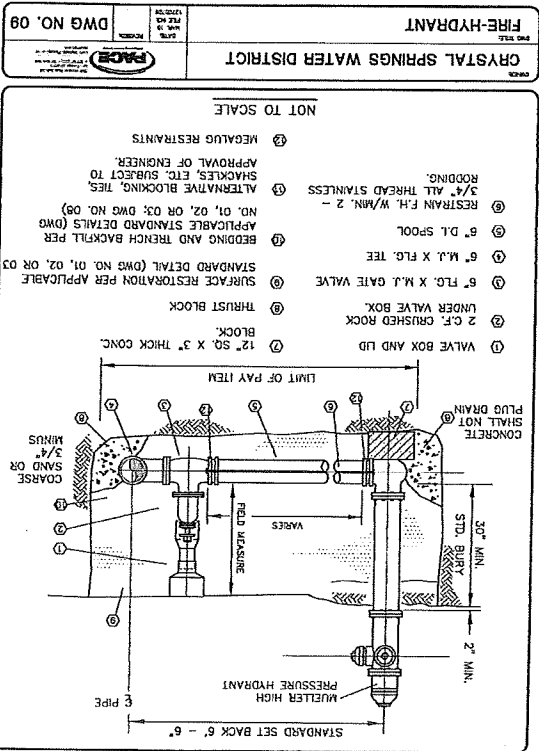
DATE: 4/25/2016

UTILITIES IMPROVEMENTS
PORT OF HOOD RIVER
LOWER HANEL MILL
LODELL, OREGON 97044

PLAN VIEW PRIVATE UTILITIES

DRAWING NO. 00

OF 9



REV.	DATE	REVISION DESCRIPTION	DES.	DRN.	APP.

DATE: 4/25/2016

UTILITIES IMPROVEMENTS
 PORT OF HOOD RIVER
 LOWER HANEL MILL
 ODELL, OREGON 97044

STANDARD DETAILS



Commission Memo

From: Fred Kowell
Date: May 24, 2016
Re: Workers Compensation Resolution

The Special District's Association of Oregon (SDAO) is the Worker's Compensation insurance provider for the Port of Hood River and other special districts throughout Oregon.

The Port of Hood River covers its board of commissioners with workers compensation insurance through this resolution. It also may allow coverage of workers compensation insurance for volunteers that assist the Port in its various operations.

This resolution is being asked of the Port to formally direct SDAO in covering those individuals that are known to provide a volunteer service to the Port with workers compensation insurance.

RECOMMENDATION: Approve Resolution 2015-16-8 that will cover our Board of Commissioners and volunteers with workers compensation insurance.

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PORT OF HOOD RIVER
Resolution No. 2015-16-8

**RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE
TO VOLUNTEERS OF THE PORT OF HOOD RIVER**

WHEREAS, the above district elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable") and listed on the attached Volunteer Election Form(s).

Board Members Applicable Not Applicable

Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

Public Safety Volunteers Applicable Not Applicable

Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s)

Other Volunteers Applicable Not Applicable

Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

A roster of active board members and volunteers will be kept monthly for reporting purposes and submitted to SDAO quarterly or more frequently upon request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Hood River to provide Workers' Compensation coverage as indicated above.

ADOPTED by the Board of Commissioners of the Port of Hood River on this 24th day of May 2016.

Brian Shortt, President

Fred Duckwall, Vice President

Jon Davies, Secretary

Rich McBride, Treasurer

Hoby Streich, Commissioner

Board and Volunteer Election Form

District Name: PORT OF HOOD RIVER

Board Members listed for Class Code 8742B will be covered only for administrative and clerical functions at board/committee meetings. If board members are performing functions other than administrative or clerical duties they must also be listed on the Volunteer Roster and payroll must be reported in the Other Volunteers section to be eligible for coverage.

Unpaid Board of Directors					
Column (1) x Column (2) x Column (3) = Column (4)					
Class Code	Job Duty	(1) No. of Board Members	(2) No. of Meetings Annually	(3) Reimbursement per Meeting (\$40 minimum)	(4) Total Estimated Assumed Payroll (\$2,400 minimum)
8742B	Board of Directors	5	24	\$50	\$6,000

Public Safety Volunteers listed for Class Code 8411 use an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 31 days are volunteered) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the district's discretion in increments of \$100, up to a maximum of \$2,400.

Public Safety Volunteers				
Column (1) x Column (2) = Column (3)				
Class Code	Job Duty	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage (\$800 min.)	(3) Total Estimated Assumed Payroll
8411	Ambulance Driver			
8411	Ambulance Technician			
8411	Crime Prevention Unit			
8411	Sheriff			
8411	Emergency Medical Technician			
8411	Explorer Scout			
8411	Fire Chief/Asst. Fire Chief			
8411	Firefighter			
8411	Police Officer			
8411	Police Reserve			
8411	Probation Officer			
8411	Search and Rescue			
8411	Sheriff's Posse			
8411	Quick Response			
8411JF	Junior Firefighter (Cadet)			
8411A	Support, Non-Firefighting: # Vol _____ x # Hrs _____ x # Months _____ x Hourly Wage _____ =			

*Estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.

Board and Volunteer Election Form

District Name: Port of Hood River

Other Volunteers listed for all Class Codes other than Board Member (8742B) and Public Safety Volunteers (8411) use an assumed payroll computed at Oregon minimum wage using actual hours worked and reported in the appropriate Class Code with a "V" added to the end.

SDAO's ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
0042V	Landscaping - V					
0050V	Grove Caretaking Operations - V					
0106V	Tree Pruning, Spraying - V					
0113V	Fish Hatchery and Drivers - V					
0124V	Tree Planting - V					
0251V	Irrigation Works - V					
2702V	Forest Fire Fighting Special Employee - Doctor - V					
4361V	Photography - V					
4511V	Analytical Chemist - V					
5183V	Plumbing - V					
5403V	Carpentry NOC - V					
5445V	Wallboard Install w/in Bldg - V					
5474V	Painting - V					
5479V	Insulation Work NOC & Drivers - V					
5506V	Street and Road Construction - Paving/Repaving/Drivers- V					
5507V	Street and Road Construction- Subsurface Work- V					
5606V	Contractor/Executive Supervisor - V					
5645V	Window/Door Installer - V					
6217V	Excavation NOC - V					
6229V	Irrigation Systems Construction - V					
6306V	Sewer Construction - V					
6319V	Gas & Water Main Construction - V					
6400V	Metal Fence Erection - V					
6834V	Boat Building and Repair - V					
6836V	Marina - V	6	2	12	\$11.50	\$1,656

Board and Volunteer Election Form

District Name: PORT OF HOOD RIVER

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
6876V	Divers - V					
7024V	Vessels NOC (If Any) - V					
7090V	Boat Livery/Boats Under 15 Tons - V					
7153JV	Railroad Operations (If Any) - V					
7335JV	Dredging (If Any) - V					
7360V	Freighthandler NOC - V					
7370V	Drivers/Attendants - V					
7380V	Chauffeurs and Helpers NOC - V					
7382V	Bus Company and Drivers - V					
7403V	Aircraft Operation - V					
7520V	Waterworks Operations - V					
7539V	Electric Power - V					
7580V	Sewage Plant Operations - V					
7610V	Radio or TV Broadcasting - V					
7720V	Police Officers- V					
8006V	Store - Dry Goods - V					
8010V	Wholesale and Retail Stores - V					
8017V	Store - Retail - V					
8018V	Wholesale NOC - V					
8227V	Municipal Maintenance Yard - V					
8232V	Lumber Yard - V					
8385V	Bus Company - Garage - V					
8601V	Engineer or Architect - V					
8720V	Insurance Inspection & Valuation - V					
8742V	Director/Sales/Collectors - V					
8810V	Clerical Office Employee - V					
8820V	Attorney - V					
8824V	Nursing Home Health Care - V					
8825V	Nursing Home Food Service - V					
8826V	Nursing Home Other Services - V					
8832V	Clinic - V					
8833V	Hospital - Professional EE's - V					

Board and Volunteer Election Form

District Name: PORT OF HOOD RIVER

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
8835V	Nursing - V					
8868V	School Professional Employee - V					
9014V	Buildings Operation by Contractor- V					
9015V	Buildings Operation by Owner- V					
9016V	Kiddie Ride Operators - V					
9040V	Hospital - All Others - V					
9052V	Rooming House/Boarding House - V					
9061V	Club NOC- V					
9063V	YMCA/YWCA - All Employees - V					
9064V	Child Day Camp - V					
9079V	Restaurant NOC - V					
9101V	School -All Other Employees - V					
9102V	Park NOC - All Employees - V	2	248	3	\$11.50	\$17,112
9154V	Theatre Employees NOC - V					
9182V	Athletic Team - Operation - V					
9220V	Cemetery Operations - V					
9349V	School Cafeteria/Kitchen EE's - V					
9366V	Hospital - Cafeteria - V					
9402V	Street and Sewer Cleaning - V					
9410V	Municipal County Employee NOC - V					
9516V	Radio, TV, Video & Audio Equip. - V					
9519V	TV/Radio Install and Repair - V					