



PORT OF HOOD RIVER COMMISSION
MEETING AGENDA
September 5, 2017
Marina Center Boardroom

5:00 P.M.
Regular Session

1. Call to Order
 - a. Modifications, Additions to Agenda
 2. Public Comment (5 minutes per person per subject; 30 minute limit)
 3. Consent Agenda
 - a. Approve Minutes of August 15, 2017 Regular Sessions (*Jana Scoggins – Page 3*)
 4. Reports, Presentations and Discussion Items
 - a. Waterfront Facilities Intern Report (*Erik Cuevas – Page 7*)
 - b. Western Region Tolling Coalition (*Fred Kowell – Page 9*)
 - c. FY 17 and FY 18 INFRA Grant Application Discussion (*Genevieve Scholl -Page 41*)
 - d. Bridge Capital Projections (*Michael McElwee – Page 47*)
 5. Director's Report (*Michael McElwee – verbal report*)
 6. Action Items
 - a. Ratify Quote Acceptance and Contract with Coral Construction for Installation of I-84 Signage Not to Exceed \$74,668 (*Michael McElwee -Page 51*)
 - b. Approve Executive Director's Work Plan for FY 2017-18 (*Michael McElwee – Page 69*)
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations
 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 August 15, 2017 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 Hoby Streich, Ben Sheppard, John Everitt, David Meriwether, Brian Shortt; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, Jana Scoggins, Austin Keillor, and Natalie Kowell

Absent: Ben Sheppard exited the meeting at 6:25 p.m.

Media: Patrick Mulvihill, Hood River News

1. CALL TO ORDER: President Streich called the meeting to order at 5:01 p.m.
a. Modifications, Additions to Agenda. None.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA: (Items A, B, C, D)

- a. Approve Minutes of August 1, 2017 Regular Session.
- b. Approve Lease with Aletta Wilson for Suite 101 in the Marina Park 1 Building.
- c. Approve Lease with Cookie Gilpatrick for Suite 102 in the Marina Park 1 Building.
- d. Approve Accounts Payable to Jacques Sharp in the Amount of \$8,039.00.

Motion: Move to approve Consent Agenda.

Move: Meriwether

Second: Everitt

Discussion: None

Vote: **Aye:** Unanimous

MOTION CARRIED

4. REPORTS, PRESENTATIONS, AND DISCUSSION ITEMS:

a. Waterfront Parking Data Collection & Analysis: Austin Keillor, Port Engineering Technician Intern, presented a plan to effectively manage parking on Port-owned portions of the Hood River Waterfront. Keillor provided background information on parking occupancy data, identified previous attempts to solve waterfront parking concerns and issues, and concluded the collected data will assist the Port and City of Hood River Ad Hoc Parking Committee with further discussions about the future management of parking resources. Keillor compiled parking data over the course of summer 2017 and provided a summary on the occupancy counts and turnover rates for the Port, City, and private parking areas. Occupancy counts were made on nine days and turnover data was gathered on seven days in July and August (2017). Keillor also presented an assessment of the financial feasibility of a paid parking system on Port-owned waterfront parking lots, and provided a summary of the operating costs and expected revenue for the Port to determine whether pay stations are a viable solution to address some of the Waterfront parking issues.

b. Washington 2018 Legislative Session Planning: Natalie Kowell, Port Legislative Intern, summarized the history of interstate tolling agreements in the United States while focusing on eastern states for model reciprocity legislation. Kowell noted that several adjustments that could be made in current statutes in Oregon and Washington to allow for a functional inter-agency relationship and private-public partnerships. In order to move forward with a bridge replacement, a clear understanding of the legislative position of the state of Washington will be required. Kowell suggested creating a draft legislation that addresses barriers and develops advocacy strategies for the 2018 Washington Short Session. Kowell also recommended various steps for the Port to achieve its legislative and tolling objectives and proposed a conceptual outreach plan for the months leading up to the Session. These suggestions will provide the necessary political and legislative groundwork for Oregon-Washington bridge projects, and offer a model for collaborative public outreach processes that were highly successful in other states.

c. Airport Public Meeting Report: Anne Medenbach, Development and Property Manager, reported that the second public meeting addressing noise impacts of operations at the Ken Jernstedt Airfield is set for Thursday, August 31 at 6:00p.m. at WAAM. This is the follow-up to the listening session that the Port hosted in June and will address the main categories of concern, such as the frequency, noise and times of flight operations, elevation of aircraft, safety and development plans at the airport. Medenbach stated that since the first meeting, Tac Aero has made significant changes to their operations and worked closely with the Port to find compromises and resolutions to the concerns. During the second meeting, an expert panel from Federal Aviation Association (FAA), Oregon Department of Aviation (ODA), Oregon Aviation Industries (ORAVI), and a local commercial pilot will provide support and answers to specific regulatory questions. Public notices will be made via advertising in the Hood River News, Port's website, direct mailers to residents within a five-mile radius of the airport, and emails to airport tenants.

d. Toll Increase Implementation Schedule: Genevieve Scholl, Communications and Special Projects Manager, reported on the proposed 2018 Toll Increase Implementation. The toll increase will provide the needed revenue to fund anticipated major capital improvements to the existing bridge. It will also contribute local match funding for potential grants or finance agreements for planning and construction of a replacement bridge. The approved toll increase was scheduled for January 1, 2018; however, to optimally meet the demand for new BreezeBy accounts resulting from the anticipated tolling changes, staff recommends the new increase date be postponed to February 1, 2018. Scholl summarized the public outreach steps planned for the upcoming months and the online customer management tool; planned to launch by November 15, 2017.

e. Bridge Replacement Next Steps: Michael McElwee, Executive Director, reported that the Port has a significant opportunity to advance efforts to replace the Hood River Interstate Bridge because certain legislative obstacles were removed with the passage of HB 2750 and HB 2017. To fulfill the Port's commitments to the legislature and set the stage for future bridge replacement phases, McElwee listed specific tasks that need to be carried out. Standard operating procedures, by which the Port would solicit, evaluate, and make decisions about proposals for Public/Private Partnerships to replace the bridge, will be required. Over the next few years, the Port will need to manage and successfully conclude an agreement with ODOT to define the conditions under which the Port will be able to access the DMV's database for the purpose of enforcing tolls, as well as plan a geotechnical investigation and final environmental impact statement to determine the engineering design, cost, and risk assessment involving a selected multi-disciplinary engineering firm or combination of firms.

The other steps will involve thorough financial modeling and Washington State legislation negotiations to approve similar conditions as for the Oregon's HB 2750. Any bridge replacement effort will require a well-designed community outreach plan and a specific project management individual coordinating and managing this complex project. The most immediate and relevant issue is the timing for receipt of the \$5 million in funds from the HB 2017. All Commissioners recommended a work session in November that would focus specifically on the future of the bridge.

f. 2017-2018 Executive Director Work Plan Draft Review: Michael McElwee guided the Commission through the discussion that narrows down the priority projects targeted for completion this fiscal year. McElwee noted his goals to ensure that financial resources continue to be deployed effectively, with a high degree of foresight in anticipation of future Port needs. The focus is on aligning community objectives with Port’s role in regional economic development activities and defining a significant but positive momentum toward development of Port’s Waterfront properties. McElwee requested that comments on the Executive Director Work Plan to be submitted by Commissioners no later than Wednesday, August 23, 2017.

5. EXECUTIVE DIRECTOR’S REPORT: Michael McElwee informed the Commission that the sub-circuit feeder line has been replaced at the C Dock North, and the electrical issue appears to have been resolved. On Monday, August 7 a passenger car was driven off the breakwater into the Marina basin at high speed. Three passengers were able to exit the vehicle to safety. McElwee summarized the construction at Suites 100 and 101 at the Chamber building, as well as the work underway on the initial assessment of the financial feasibility of various build-out options on Lot #1. Construction of the South Ramp Taxi-Way Project commenced on August 15. The bridge deck welding has been extended because significant traffic back-ups occurred and shorter work shifts are required. Port’s FASTLane grant was not approved, but the deadline to submit an application for INFRA Program is November 2, 2017. OneGorge facilitated a listening session with Senator Ron Wyden’s field staff on August 16 which focused on emergency response needs in the Scenic Area.

6. ACTION ITEMS:

a. Approve Contract with Stafford Bandlow Engineering for Bridge Lift Span Inspection Services Not to Exceed \$50,000. Michael McElwee reported that the contract with Stafford Bandlow Engineering is the next phase of recommended inspections, testing and analysis of the bridge. Primary scope items of this contract include the internal inspection of the secondary gearboxes, strain gauge testing to determine the operational loading, friction, and load sharing, and inspection of existing electrical components and skew system.

Motion: Approve contract with Stafford Bandlow Engineering for Bridge Lift Span inspection services not to exceed \$50,000.

Move: Meriwether

Second: Shortt

Discussion: None

Vote: **Aye:** Everitt, Meriwether, Shortt, Streich **Absent:** Sheppard

MOTION CARRIED

b. Approve Critical Oregon Airport Relief Program Grant Contract with the Oregon Department of Aviation for \$103,500. Anne Medenbach explained that this grant program is dedicated to helping rural airports meet their FAA grant match obligations for which most FAA improvement grants are a 90/10 split, with the airport paying the 10% cost share. The Port was successful in securing a grant for most of the required FAA match. Due to some changes in the project, the match amount that ODA is covering equals to about 7% which leaves approximately \$42,000 for the Port to cover eligible match.

Motion: Approve Critical Oregon Airport Relief Program grant with the Oregon Department of Aviation for \$103,500.

Move: Everitt

Second: Shortt

Discussion: None

Vote: **Aye:** Everitt, Meriwether, Shortt, Streich **Absent:** Sheppard

MOTION CARRIED

8. COMMISSION CALL: None.

9. ADJOURN:

Motion: Motion to adjourn the meeting.

Move: Streich

Second: Everitt

Discussion: None

Vote: **Aye:** Streich, Everitt, Meriwether, Sheppard

Absent: Shortt

MOTION CARRIED

The meeting was adjourned at 7:06 p.m.

Respectfully submitted,

Jana Scoggins

ATTEST:

Hoby Streich, President, Port Commission

John Everitt, Secretary, Port Commission

Commission Memo

Prepared by: John Mann
Date: September 5, 2017
Re: Facilities Intern Report – Eric Cuevas



Facilities intern, Eric Cuevas, will present a report on his summer project including invasive weed mapping on the waterfront.

RECOMMENDATION: Informational.

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Commission Memo



Prepared by: Fred Kowell
Date: September 5, 2017
Re: Western Region Toll Operators

Staff has continued to pursue the interests of the Port of Hood River in being a part of the International Bridge, Tunnel and Turnpike Association (IBTTA). USDOT has directed IBTTA to regionalize and pursue a common use of tolling standards within a region.

The attached IBTTA information packet includes a map that depicts how the nation is divided up by region, and how each region is pursuing the use of a common protocol and specifications to enable interstate interoperability.

Also attached is a Memorandum of Understanding (MOU) that has been approved by all Western Region Toll Operators and Partner agencies. This MOU was put together to begin the formal process of developing the western region group of tolling agencies that in the future will have interoperable tolling systems.

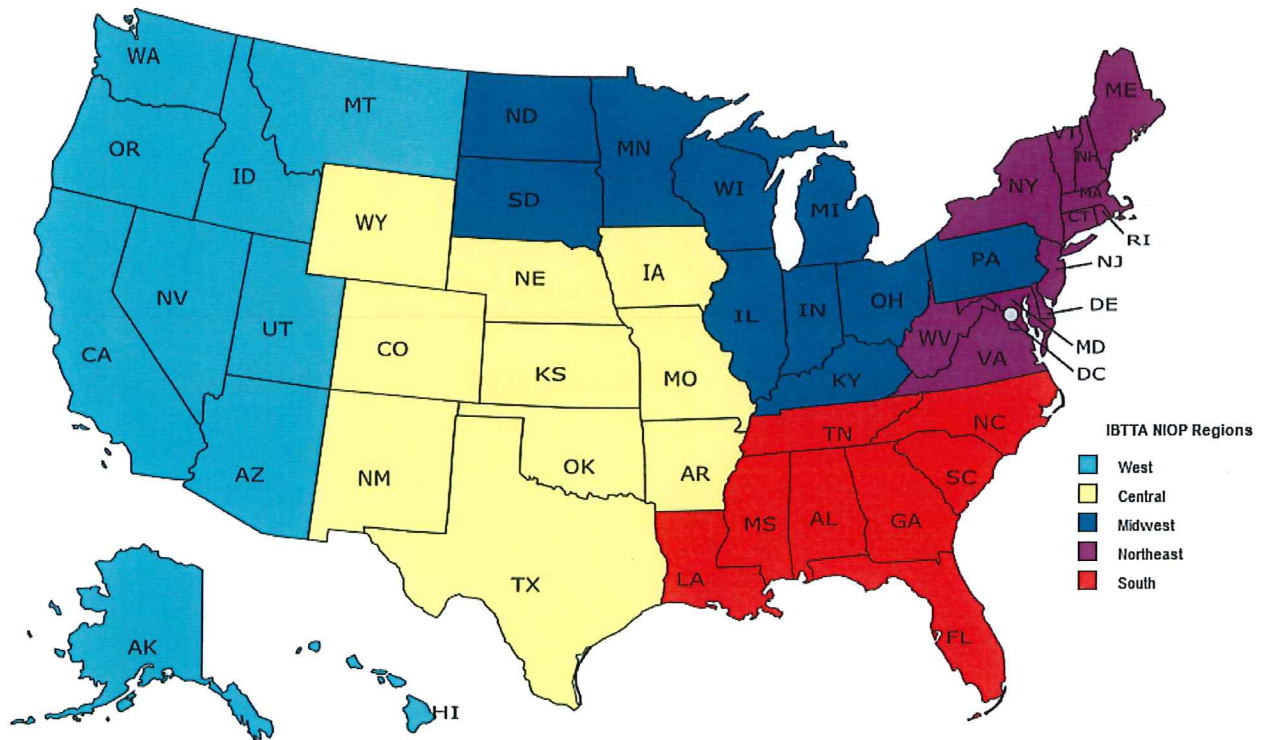
A subcommittee was formed within the Western Region Toll Operators called the 6C Tolling Coalition. I serve on the committee representing the Port. The committee's main purpose is to work through a set of specifications that all Western Region Tolling agencies would use. That material is attached as well.

As infrastructure funding increasingly looks to tolling as a piece of the puzzle in restoring and enhancing our highways, and bridges, the IBTTA, through the direction of the Department of Transportation, will focus its attention on standardization and creating a network that eventually will in use in all agencies and states.

RECOMMENDATION: Discussion.

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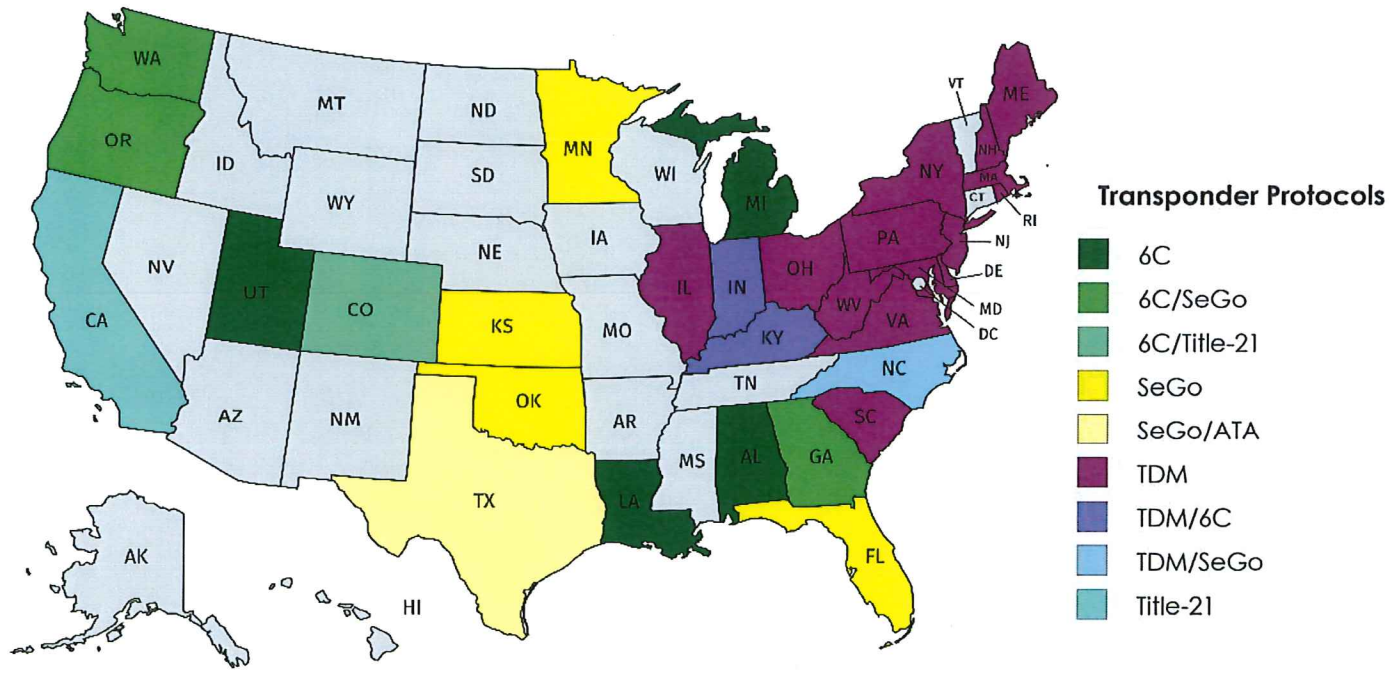
IBTTA Representation Regions



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.



Transponder Protocols Used



WESTERN REGION TOLL OPERATORS

MEMORANDUM OF UNDERSTANDING

This Western Region Toll Operators Memorandum of Understanding (hereinafter “MOU”) for reference purposes, dated September 1, 2017 is entered into by and among the undersigned agencies and organizations (hereinafter “Members”).

Article I – Purpose and Mission

The Western Region Toll Operators (WRTO) is a collaborative organization composed of the Western Region's toll facility operators/owners and states in the Western Region with interest in tolling. The Western Region is defined as the following states and provinces: Alaska, Arizona, British Columbia, California, Hawaii, Idaho, Oregon, Montana, Nevada, Utah, and Washington. The WRTO is led by a Chair and Vice Chair (see Article IV, E).

Other tolling organizations may participate as approved by WRTO. WRTO is the primary resource for interoperability and coordination among tolling facilities, and for education and advocacy regarding tolling in the Western Region. WRTO Members communicate regularly on issues of interoperability, technology, operating policies, customer service, the legislative, administrative and regulatory framework for tolling and other issues affecting tolling in the Western Region.

The mission of WRTO is to promote interoperability, operational excellence, technological advancement and exemplary customer service on Western Region toll facilities. The types of activities that WRTO undertakes includes but is not limited to:

- Promoting consistent agreement(s) and practices for interoperable toll processing and revenue collection;
- Reviewing and making recommendations and in some cases, initiating proposed legislative changes that may impact toll operations in a state or province;
- Promoting the (to be adopted) National Interoperability (NIOP) symbol as the Western Region symbol for nationwide electronic toll collection and interoperability;
- Examining new tolling technologies;
- Serving as a resource for toll project planning, development and operations;
- Providing a central interface with related professional organizations such as the International Bridge Tunnel and Turnpike Association (IBTTA) and the Alliance for Toll Interoperability (ATI); and
- Providing input to assist with IBTTA’s charge to enact NIOP. NIOP governance, as defined by the IBTTA, is composed of a governance committee from five national regions, including the Western Region.

**WESTERN REGION TOLL OPERATORS
MEMORANDUM OF UNDERSTANDING**

Records of Amendments

| | | |
|----------------|--------------------------------|---------------------|
| Original | WR Memorandum of Understanding | August 11, 2017 |
| Article | Amendments | Date Adopted |
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Article II – Membership

A. Tolling and Partner Members

Toll agencies or entities operating at least one toll facility in the Western Region, collecting toll revenues with cash and/or with an electronic payment method will be Tolling Members. Qualification to be a Tolling Member shall be done by the Chair or Chair's designee verifying that such operator is tolling. Tolling and Partner Members at the time of the initial execution of the MOU are not subject to qualification by the Chair. Partner Members applying to be a Tolling Member, because they now meet the requirements above, shall be approved by the Chair or Chair's designee within 30-days, with the decisions communicated to all Members of the Western Region. See Appendix 1 for a listing of Tolling Members.

Any tolling agency or entity (including a group or consortium) may participate as a Partner Member provided the agency can provide evidence to the Chair or Chair's designee their interest in tolling interoperability in the Western Region. Such entities may petition WRTO for membership, based on a majority vote of the General Committee. See Appendix 1 for a listing of Partner Members.

B. Membership Changes

It is expected over time, new public and private entities may develop and operate toll facilities and that these entities may want to, and should be encouraged to, join the WRTO. Any such entity may join the WRTO by having an authorized individual sign and date the MOU on behalf of the entity.

A Member can withdraw from WRTO by providing written notice to each of the Members and the Chair at least 30 calendar days prior to the effective date of withdrawal. WRTO membership is voluntary, and its actions are only advisory to its Members. WRTO may not require compliance with any actions that are inconsistent with the policies and procedures and policy board actions of any Member.

Article III – Governance

WRTO shall be governed by a General Committee with assistance from subcommittees.

A. General Committee

Composition

The General Committee includes all Members and will be comprised of the Chief Executive of each Member or his/her specified designee with the authority to represent the interests of the Member. Each Chief Executive may also designate one alternate to serve in place of the specified designee. The General Committee will be led by the Chair and Vice Chair.

Responsibilities

The General Committee shall provide overall management to the extent necessary to accomplish the Purpose and Mission of WRTO as described in Article I above.

B. Subcommittees

Each subcommittee will have a Subcommittee Chair, who will be a representative of a Member. The Subcommittee Chair will be appointed by the Chair and confirmed by a majority vote of the General Committee. Each subcommittee will develop annual work programs/objectives for review and approval by the General Committee. The General Committee may also establish additional subcommittees or ad hoc working groups to address specific issues. The following subcommittees will support the General Committee in carrying out the business of WRTO.

Operations and Technical Subcommittee

The Operations and Technical Subcommittee will address all issues related to toll collection, roadway operations, and customer services. These may include but are not limited to:

- Electronic Toll Collection (ETC) operations and interoperability;
- Best practices and protocols for toll collection, signage and other operational elements;
- Research of new technologies;
- Coordination with technology user groups, vendors, testing entities, and standards bodies on ETC standards and certification; and
- Matters dealing with California Toll Operators Committee (CTOC) interoperability.

Communications Subcommittee

The Communications Subcommittee will address and advise the WRTO General Committee on issues related to communications strategies for promoting interoperability and best practices in customer education among the WRTO Members. The Communications Subcommittee will establish and maintain a website. The website may contain official WRTO documents and other information as directed and approved by the General Committee.

C. Termination and Amendment

This Agreement may be terminated either (1) upon agreement of all Members; or (2) upon withdrawal of all but one Member. This Agreement may be amended by unanimous vote of all Tolling Members.

D. No Liability

Nothing in the provision of this MOU is intended to create or imply duties or obligations or create or imply rights extending to or for the benefit of third parties not parties to this MOU and / or affect the legal liability of any party to this MOU by imposing any standard of care with respect to the operation of Member's toll facilities.

E. No Partnership

Neither this MOU nor the exercise of any activity described hereunder shall evidence or establish, or be construed as evidencing or establishing, any partnership, joint venture or similar relationship between the Members, or any of them.

Article IV – Conduct of Business

A. Meetings

The General Committee will meet no less than twice a year, and as necessary to carry out the activities detailed in this MOU. Subcommittees will meet no less than twice a year.

B. General Committee and Subcommittee Voting

The General Committee will be called upon to vote on topics brought before the WRTO, such as issues specifically related to IBTTA NIOP, adding or dissolving subcommittees or a variety of other subjects. For all committee meetings, a simple majority of the Tolling Members constitutes a quorum. Any Tolling Member representative who will be absent from a meeting may vote by way of a written correspondence delivered to the Chair. Abstentions are counted as non-votes.

A majority vote shall mean a simple majority of the quorum present, including all write-in votes. All votes shall require a simple majority, except for the following topics that shall require a unanimous vote:

- Imposition of a cost on Tolling Members;
- Actions to advocate or oppose a regulatory or legislative change; and
- Recommendations for a substantial change in operational policies or procedures to a Member.

Only states or provinces with Tolling Members shall be able to vote in the General Committee and Subcommittees. Each state or province shall have one vote except for California which shall have two votes. California's two votes will be divided between the CTOC Chair and CTOC Vice-Chair. States or provinces shall decide for themselves how their votes shall be cast. See Appendix 1 for a list of eligible voting Tolling Members.

C. IBTTA NIOP Western Region Voting

For IBTTA NIOP, the Chair and Vice Chair shall serve as the Western Region voting representatives. When the Chair and Vice Chair are made aware of NIOP topics requiring their votes, they shall consult with the General Committee prior to casting their official votes. After discussions and a General Committee vote, the Chair and Vice Chair shall vote according to direction of the General Committee. In IBTTA NIOP meetings the Chair and Vice Chair shall use their best efforts to convey the decision of the General Committee. In the event of exigent circumstances, they shall act in the best interest of the Members of the WRTO.

D. Election of Officers

By majority vote, the General Committee will elect one of its members to serve as Chair of WRTO and the General Committee for a term of two years. The two-year term will begin upon election.

By majority vote, the General Committee will elect one of its members to serve as Vice Chair of WRTO and the General Committee for a term of two years. The two-year term will generally be concurrent with the term of the Chair, subject to the discretion of the General Committee. In the event the office of the Chair is vacant, the Chair is absent from a meeting, or the Chair is unable to perform the duties of Chair, the Vice Chair will perform the duties until the Chair is able to perform them or the General Committee by majority vote elects a new Chair.

The Chair and Vice Chair must be from agencies/organizations that are Tolling Members of WRTO and shall not be from the same state or province. The intent is that the Chair and Vice Chair offices will be rotated among the Tolling Members.

By majority vote, the General Committee may extend the terms of the Chair and/or Vice Chair beyond two years for a specified period, not to exceed two years per extension. In the event the General Committee fails to elect a Chair the sitting Chair will remain in office until a successor is elected.

The Immediate Past Chair serves on the General Committee and provides continuity and support to the Chair, Vice-Chair and General Committee. The Immediate Past Chair shall serve as an advisory member of the General Committee and may receive special assignments as determined by the Chair.

E. Staffing

The Chair will appoint a staff member or other designee from their organization to perform duties in support of WRTO. The Member represented by the Chair may be responsible for funding minor items in support of the administration of WRTO during his/her term. Duties of the staff support for WRTO would include:

- Coordinating meetings and taking General Committee meeting minutes;
- Ensuring that subcommittee minutes are taken and submitted;
- Supporting Chair and Vice Chair and subcommittees; and
- Maintaining content on the WRTO website, inclusive of posting agendas, meeting notes and other documents as appropriate.

F. Funding

By unanimous agreement of the General Committee, a membership fee at an amount to be determined by the General Committee to cover basic administrative expenses and additional shared expenses for special projects may be instituted. Partner Members shall not be charged a membership fee. To the extent any such fee is instituted, the General Committee shall establish a budget with the financial records of WRTO shall be made available to any Member for review and audit purposes. In the event of termination of this MOU, any funds remaining after payment of all WRTO obligations shall be distributed amongst those Members that are parties to the MOU at the time of termination according to their contribution.

Article V – Intraregional and National Tolling Interoperability

Tolling interoperability by Members will be specified in this MOU after discussions are complete as to the details of file exchange, settlements, and other elements necessary for interoperability.

IN WITNESS WHEREOF, the parties have executed this MOU as of the date first written above. This agreement may be signed in counterparts by the respective Member.

| Member | Signature | Date |
|--|-----------|------|
| Adams Avenue Parkway (AAP) | | |
| Alameda CTC / Sunol SMART Carpool Lane Joint Powers Authority (Sunol JPA) | | |
| Alaska Department of Transportation and Public Facilities (DOT&PF) | | |
| Arizona Department of Transportation (ADOT) | | |
| Bay Area Toll Authority (BATA) | | |
| E-470 Public Highway Authority (E-470) | | |
| Foothill/Eastern Transportation Corridor Agency (FETCA)/ San Joaquin Hills Transportation Corridor Agency (SJHTCA) | | |
| Golden Gate Bridge, Highway and Transportation District (GGBHTD) | | |
| Hawaii Department of Transportation (HDOT) | | |
| Idaho Transportation Department (ITD) | | |
| Los Angeles County Metropolitan Transportation Authority (LACMTA) | | |
| Montana Department of Transportation (MDT) | | |
| Nevada Department of Transportation (NDOT) | | |
| Orange County Transportation Authority (OCTA) | | |

| Member | Signature | Date |
|--|-----------|------|
| Oregon Department of Transportation (ODOT) | | |
| Port of Cascade Locks (POCL) | | |
| Port of Hood River (POHR) | | |
| Riverside County Transportation Commission (RCTC) | | |
| San Bernardino County Transportation Authority (SBCTA) | | |
| San Diego Association of Governments (SANDAG) | | |
| Santa Clara Valley Transportation Authority (VTA) | | |
| San Francisco County Transportation Authority (SFCTA) | | |
| Utah Department of Transportation (UDOT) | | |
| Transportation Investment Corporation (TI Corp) | | |
| Washington State Department of Transportation (WSDOT) | | |

Appendix 1 – List of WRTO Members

Tolling Members:

- Adams Avenue Parkway (AAP)
- Alaska Department of Transportation and Public Facilities (DOT&PF)
- California Toll Operators Committee (CTOC)
- Port of Cascade Locks (POCL)
- Port of Hood River (POHR)
- Transportation Investment Corporation (TI Corp)
- Utah Department of Transportation (UDOT)
- Washington State Department of Transportation (WSDOT)

Partner Members:

- Arizona Department of Transportation (ADOT)
- E-470 Public Highway Authority (E-470)
- Hawaii Department of Transportation (HDOT)
- Idaho Transportation Department (ITD)
- Montana Department of Transportation (MTD)
- Nevada Department of Transportation (NDOT)
- Oregon Department of Transportation (ODOT)

Tolling Member states and provinces eligible to vote:

- Alaska
- British Columbia
- California (2 votes)
 - CTOC - North
 - CTOC - South
- Oregon
- Utah
- Washington



6C TOLL OPERATORS COALITION AVI STANDARD

**REQUIREMENTS AND GUIDANCE DOCUMENT
VERSION 3.1
FEBRUARY 9, 2017**

6C TOLL OPERATORS COALITION
AVI STANDARD

DOCUMENT CONTROL

| | |
|---------------|---|
| Originator: | 6C Toll Operators Coalition |
| Report Title: | 6C Toll Operators Coalition
AVI STANDARD (formerly the "AVI Transponder Programming Standard") |
| History: | V 0.1 - Initial Draft Release |
| | V 0.2 – Updates to "State" portion of EPC field
Hash Key changed from 16 to 32 bytes
Version Code added to Transponder Serial Number Field |
| | V 0.3 – Existing System Compatibility section added |
| | V 0.4 – Transponder and Reader Technical Requirements section added |
| | V 0.5 – Move Technical Requirements Section |
| | V 0.6 – Update to Barcode format and EPC/Password validation calculation examples |
| | V 0.7 – Update to User Memory Password validation calculation example and addition of comment regarding HOT declaration in EPC field |
| 6/5/12 | V 1.0 – Updated Agency Codes (E-470 changed from 1 to 2); Made the Barcode format optional; Prohibited Read protection of User Data Memory; Allowed optional Write protection of User Data Memory; Updated references to the TID length to allow use of all fully serialized ISO 18000-6C standard tags |
| 11/20/14 | V 2.0 – Updated the name of the document; redesigned memory map; convert from EPC Global format to ISO format; security update; changes to permit declarable transponders; updated Barcode format |
| 10/26/15 | V 3.0 - Fixed encoding details according to ISO requirements, giving more detail as needed. Combined State and Agency fields to be single Agency field and added Agency ID appendix. Clarified UII validation calculation. |
| 1/28/16 | V 3.0 Revision 2 – Added logo to cover page; clarified barcode format; corrected sample calculation of UII Validation hashing value. |
| 3/15/16 | V 3.0 Revision 3 – Added DSFID (0x3E) to be programmed as initial 2 bytes of UII. |
| 7/22/16 | V 3.0 Revision 4 – Added additional Agency codes to Appendix A. Corrected first bullet of 4.2 to reference new DSFID field in UII. |
| 2/9/17 | V 3.1 – Document title changed. Revised language in Section 1.1 to address backward compatibility. Deleted reference to backward compatibility in Section 1.2. Inserted Section 1.3 to clarify certification. Created a new Section 3 "Transponder Requirements" by combining previous barcode format and transponder manifest and adding transponder characteristics and environmental requirements. Previous Section 4 "Data Security" has been renumbered as Section 5 and has been edited to clarify Lock Status and Passwords. New Section 4 "Reader Requirements" has been created to clarify optional ISO Reader commands. Section 6 regarding backward compatibility and programming versions used by toll operators has been removed. Appendix A, code for TCA consolidated. |

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1. INTRODUCTION

1.1 Purpose

The purpose of this document is to create and maintain a standard based on the 2010 and subsequent version of the ISO/IEC 18000-63 (known as 6C) communication protocol for tolling applications that use automatic vehicle identification (AVI). The guidance is intended for tag and reader manufacturers, toll lane vendors, system integrators, back-office providers, and other members of the RFID industry. This AVI standard meets the interoperability requirements developed by IBTTA's Roadside Interoperability Group. The current standard's programming requirements are backward compatible to all previous versions of the standard deployed. A few toll operators have deployed 6C transponders prior to the adoption of Version 1.0 and will continue to use their legacy systems. More information on 6C versions used by toll operators can be found on the 6C TOC website.

1.2 Scope

This document addresses the following areas of interest:

- Memory Mapping
- Transponder Requirements
- Reader Requirements
- Security and Data Integrity Validation

1.3 Certification

6C CTOC has approved the following 6C certification organization:

1. OmniAir Certification Services based on "RFID Based Toll System Equipment: Interoperability Requirements and Certification Framework, Date: July 30, 2012, Version 1.0.7"

1.4 Definitions, Acronyms, and Abbreviations

| | |
|--------------|--|
| <i>ACK</i> | Acknowledgement |
| <i>AFI</i> | Application Family Identifier |
| <i>CRC</i> | Cyclic Redundancy Check |
| <i>DSFID</i> | Data Storage Format Identifier |
| <i>EPC</i> | Electronic Product Code |
| <i>HOV</i> | High Occupancy Vehicle |
| <i>IEC</i> | International Electrotechnical Commission |
| <i>ISO</i> | International Organization for Standardization |
| <i>NAK</i> | Negative Acknowledgement |
| <i>PC</i> | Protocol Control |
| <i>RFID</i> | Radio Frequency Identification |
| <i>TID</i> | Transponder Identification Gen2 transponder memory bank 10 |
| <i>TSN</i> | Transponder Serial Number |
| <i>UM</i> | User Memory Gen2 transponder memory bank 11 |
| <i>UII</i> | Unique Item Identifier, ISO/IEC 18000-63 (formerly '6C'), transponder memory bank 01 |
| <i>XPC</i> | Extended protocol control |

2. MEMORY MAPPING

The ISO/IEC 18000-63 transponder memory is separated into four memory banks:

| | |
|---------|--------------|
| Bank 00 | Reserved |
| Bank 10 | TID |
| Bank 01 | CRC, PC, UII |
| Bank 11 | User Memory |

2.1 Reserved Memory Specification

The Reserved memory shall be programmed by the tag provider and contents shared with the issuing agency.

2.2 TID Memory Specification

The Transponder Identification (TID) memory shall contain a minimum of 64 bits (8 byte) unalterable unique chip ID programmed by the chip manufacturer. This field will not be specified to be any particular value, but it is assumed to be unique for all -63 chips, per the ISO 18000-63 standard.

2.3 Memory Bank 01 Specification

There are three memory areas contained with Memory Bank 01.

- Stored CRC – This 16 bit long area is stored at memory location 00h - 0Fh and is calculated by the transponder.
- Stored PC - This area is 16 bits long and is stored at memory location 10h – 1Fh. The PC word contains the Application Family Identifier (AFI) – an 8 bit identifier (the value being 0xB0) assigned to the 6C Toll Operators Coalition. This number has been assigned for tolling by ISO, along with the Data Storage Format Identifier (DSFID, value of 0x3E) and explicitly describes a tag belonging to the 6C Toll Operators Coalition.

This number can be used to filter the responses of tags to ensure that only toll tags are being read.

The PC word is encoded during chip initialization and is dependent on the type of chip being encoded, not on an individual tag's data.

- Unique Item Identifier (UII) – This area is at least 96 bits long and is stored beginning at memory location 20h. Any memory in excess of 96 bits is undefined and may be used by the issuing agency; however, the additional memory shall not interfere with any of the functionality contained in this document. The UII shall provide read-only access to users. The issuing agency may lock write access permanently or may allow write access by a password maintained by the issuing agency.

2.3.1 MEMORY MAP

| Area | # | Memory Address | Section | Description | Values |
|------------|-------|-------------------|----------------------------|--|--|
| Stored CRC | 1-16 | 00h-0Fh (16 bits) | Calculated | Area is calculated based on other transponder memory values per ISO 18000-63 specification. | Varies |
| Stored PC | 1-5 | 10h-14h (5 bits) | Length | Number of 16 bit words in the UII | 00110 = 6 words (indicates 96 bit UII) – will vary based on UII length |
| | 6 | 15h (1 bit) | User Memory | Indicates status of the User Memory | 0 = no user memory
1 = user memory available |
| | 7 | 16h (1 bit) | XPC | Indicates status of extended tag features | 0 = no XPC
1 = XPC available |
| | 8 | 17h (1 bit) | Numbering System Indicator | Indicates if the tag is coded as an EPC or ISO tag. | 0 = EPC
1 = ISO (correct value for 6C TOC applications) |
| | 9-16 | 18h-1Fh (8 bits) | AFI | Application Family Identifier for 6C TOC – 0xB0 | 1011 0000 = 6C TOC AFI (B0) |
| UII | 1-8 | 20h-27h (8 bits) | DSFID | Data Storage Format Identifier for 6C TOC – 0x3E | 0011 1110 = 6C TOC DSFID (3E) |
| | 9-21 | 28h-34h (13 bits) | Agency Use | Individual agencies may add agency specific information here. | Assigned by agency |
| | 22-33 | 35h-40h (6 bits) | Classification | Classification is taken directly from E-Zpass Inter-Customer Service Center Interface File and Reporting Specifications, Appendix C and includes:

The first bit indicates if the tag has been assigned a classification value. If 0 is selected, the following 11 bits shall be ignored.

This field indicates the type of vehicle. | 0 = no class value assigned (default)
1 = class value assigned

00000 = undefined (default)
00001 = automobile
00010 = motorcycle
00011 = pickup truck
00100 = van (seats 1-9)
00101 = minibus (seats 10-15)
00110 = bus (seats 16+)
00111 = recreational vehicle
01000 = truck
01001 = auto transporter (≤ 65')
01010 = auto transporter (>65')
01011 = tractor & trailer (≤48')
01100 = tractor & trailer (>48')
01101 = tractor & dual trailers each (≤28.5')
01110 = tractor & dual trailers each (>28.5')
01111 = tractor & dual trailers each (one ≤28.5' other >28.5')
10000 = undefined |

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| Area | # | Memory Address | Section | Description | Values |
|------|-------|-------------------|-----------------------------|---|--|
| | | (4 bits) | Vehicle Axles | This field indicates the number of axles. | 10001 = tractor/mobile home combination
10010-11111 = undefined

0000 = undefined (default)
0001 = undefined
0010 = 2 axles
0011 = 3 axles
0100 = 4 axles
0101 = 5 axles
0110 = 6 axles
0111 = 7 axles
1000 = 8 axles
1001 = 9 axles
1010 = 10 axles
1011 = 11 axles
1100 = 12 axles
1101 = 13 axles
1110 = 14 axles
1111 = 15 axles |
| | | (1bit) | Vehicle Weight | This field indicates the weight of vehicle. | 0 = ≤ 7,000 lbs (default)
1 = > 7,000 lbs |
| | | (1 bit) | Vehicle Rear Tires | This field indicates the number of rear tires. | 0 = Single rear tires (default)
1 = Dual rear tires |
| | 34-36 | 41h-43h (3 bits) | HOV Declaration | These three bits indicate the declaration status of the tag. All single mode transponders shall be assigned the default value – 000, unless they are carpool specific tags. | 000 = single mode (default)
001 = SOV (non-carpool)
010 = HOV 2+
011 = HOV 3+
100 = Carpool (as defined by roadway)
101 = reserved for future use
110 = reserved for future use
111 = reserved for future use |
| | 37-40 | 44h-47h (4 bits) | Version | There are 16 possible values to indicate the version of programming standard used on the tag. | 0000 = unassigned
0001 = Ver. 1.0
0010 = Ver. 2.0
0011 = Ver. 3.0 |
| | 41-52 | 48h-53h (12 bits) | Agency | The Agency Code allows for up to 4,096 agencies. The known agencies are included in the values column. See Appendix A for details. | See Appendix A – Table of Agencies |
| | 53-80 | 54h-6Fh (28 bits) | Transponder Serial Number | This identifies the particular tag within the agency. There are 268,435,456 values accommodated in this space. The values in this field will be assigned by each agency. | Assigned by agency |
| | 81-96 | 70h-7Fh (16 bits) | UII Validation (Hash Value) | This is calculated using the first 80 UII bits and 32 byte key. Example is provided in Section 5. | Assigned at the time of transponder manufacturer. Calculated as per Section 5. |

Table 1: UII Memory Mapping

2.4 User Memory Specification

As of the publication date of this version, none of the current members of the 6C Toll Operators Coalition write to their tags, nor do any of them read the User memory. It is anticipated that this memory bank may be required to accommodate future group members or affiliates. The following general specifications shall apply.

The User memory shall have at least 512 bits (64 bytes).

The User memory bank shall be designated as a temporary data field, where facilities may read and write whatever information is necessary, recognizing that the data may be overwritten at any time. For example, an agency operating a closed ticket type of system may choose to use this bank and write trip start date, time, location, and price as the trip begins and read this information at the conclusion of the trip. This could be used to compute the correct toll.

Any agency-specific use of User memory outside the specifications in this document should be closely coordinated to reduce the risk of future conflicts.

DSFID – Data Storage Format Identifier

The DSFID declares the data format for the data in User Memory. It is a value set by ISO as part of the AFI process. ISO has assigned the value 0x3E, which means the data is defined by the 6C Toll Operators Coalition. The User Memory portion of the tag shall have the following format:

| # | Memory Address | Section | Description | Values |
|-------|----------------------|-------------------|--|---|
| 1-8 | 00h-07h
(8 bits) | DSFID | <ul style="list-style-type: none"> Data Storage Format Identifier | 0011 1110 = 6C TOC DSFID (3E) |
| 9-20 | 08h-23h
(12 bits) | Agency | <ul style="list-style-type: none"> 12 bit Agency Code. As assigned in the previous section. | Section 2.3.1 |
| 21-27 | 24h-1Ah
(7 bits) | Plaza ID | <ul style="list-style-type: none"> 7 bit Plaza ID. Each operator may choose. | To be defined by agencies using this field. |
| 28-32 | 1Bh-1Fh
(5 bits) | Lane ID | <ul style="list-style-type: none"> 5 bit Lane ID. Each operator may choose. | To be defined by agencies using this field. |
| 33-57 | 20h-38h
(25 bits) | Day/Time | <ul style="list-style-type: none"> 25 bit Day. Each operator may choose. (seconds since Jan 01 00:00:00) | To be defined by agencies using this field. |
| 58—60 | 39h-3Bh
(3 bits) | Occupancy Setting | <ul style="list-style-type: none"> 3 bit Occupancy. Each operator may choose. | To be defined by agencies using this field. |
| 61+ | 3Ch - | Undefined | <ul style="list-style-type: none"> The remaining bits may be defined as individual agency needs arise. | |

Table 2: User Memory Mapping

3. TRANSPONDER REQUIREMENTS

3.1 Transponder Characteristics

3.1.1 MINIMUM ACTIVATION ENERGY

Tags shall have a minimum activation energy resulting in a certification test read range between 7 m and 10 m.

3.1.2 RETURN SIGNAL STRENGTH (BACKSCATTER RANGE)

Tags shall have a minimum return signal strength resulting in a certification test read of 14 m.

3.1.3 ANTENNA POLARIZATION AND POINTING LOSS

Tags shall be horizontally polarized.

Tag transmit and receive antenna loss in sensitivity shall not exceed 2.5 m loss in activation energy read range and return signal strength read range at +/- 15 degree tilt from horizontal angle, see Figure 1. For example, when a tag is not installed horizontally level ("crooked").

Tilt from horizontal plane = α

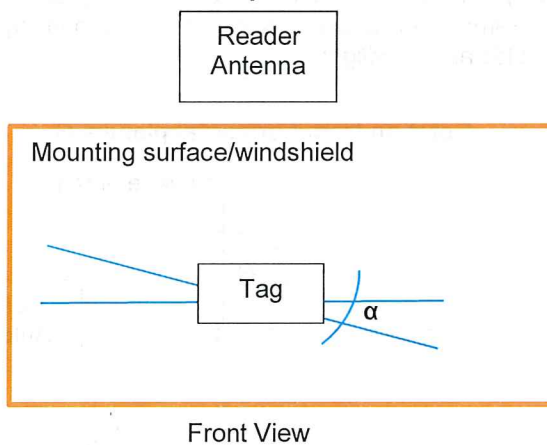


Figure 1. Diagram schematically depicting tilt from horizontal angle between tag placement and reader antenna.

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Tags transmit and receive antenna loss in sensitivity shall not exceed 20% loss in minimum activation energy or return signal strength for tilt from vertical angles between 0 degrees to 45 degrees, see Figure 2. For example, this addresses windshield angles between steeply sloped windshields (sports car) and near vertical windshields (semi-tractor trailers).

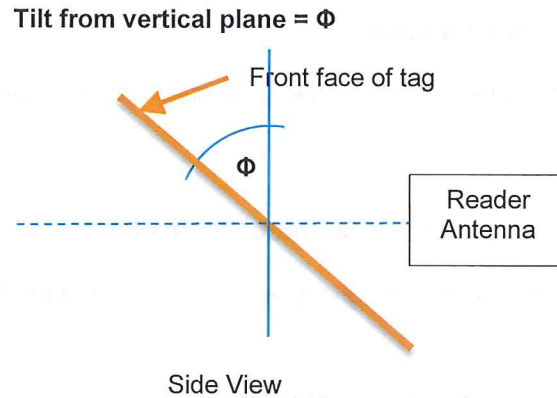


Figure 2. Diagram schematically depicting tilt from vertical angle between tag placement and reader antenna.

Tags transmit and receive antenna loss in sensitivity shall not exceed 20% loss in minimum activation energy or return signal strength at +/- 18 degree rotation from the horizontal plane, see Figure 3. For example, this addresses transponder mounting locations on flat windshields versus curved windshields and headlights.

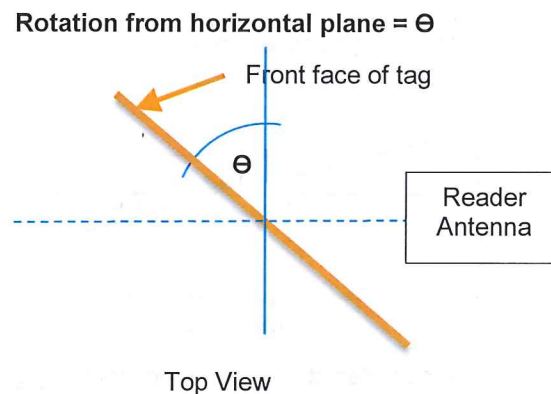


Figure 3. Diagram schematically depicting rotation from horizontal plane angle between tag placement and reader antenna.

3.2 Tag Environmental Conditions

Transponders shall be able to perform under the following environmental conditions:

1. All interior transponders shall be able to be subjected to and operated in 95% humidity, non-condensing environments.

2. All exterior transponders shall operate in 100% humidity, condensing environments.
3. Tags shall be able to operate at temperatures between - 40° F and +185° F.
4. Sunlight screening shall be built into both the internal and external transponders to ensure they perform as well under conditions of direct sunlight as in overcast conditions.

3.3 Barcode Format

3.3.1 BARCODE FORMAT

The transponder barcode includes only the Agency Code and the Transponder Serial Number along with a check digit. The barcode shall be printed using EPC Code 128 and the code data digits shall be in decimal format AAAATTTTTTTTTTL where AAAA is the Agency Code as a 4-digit number with leading zeros, TTTTTTTTTT is the Transponder Serial Number (TSN) as a 10-digit number with leading zeros and L is the Luhn check digit computed using only the last 2 digits of the Agency Code and all 10 digits of the TSN.

Below the barcode the Agency Code, the TSN and the check digit shall be displayed in the following decimal format <AA>AA TTTTTTTTTT L. The printed Agency Code shall NOT contain leading zeros and shall be separated from the TSN by a double space., where <AA>AA is the Agency code excluding leading zeros. The TSN shall include the leading zeros (to fill all 10 digits) and shall be separated from the check digit number L by a double space.

<AA>AA TTTTTTTTTT L

Where:

<AA>AA = 4 digit Agency Code (leading zeroes not printed)

TTTTTTTTTT = 10 digit Transponder Serial Number (leading zeroes printed)

L = Check digit Luhn (mod10) coded – calculated based upon **<AA>AA** (third and fourth digits only) and **TTTTTTTTTT** (all ten digits)

For example, a transponder with serial number 12 for agency 77 would return 00770000000123 as the barcode content and the printed information below the barcode would be
77 000000012 3.

Similarly for agency 449 a transponder with serial number 12 would return 04490000000122 as the barcode content and the printed information below the barcode would be
449 000000012 2.

3.4 Transponder Ordering and Delivery (Manifest information)

To facilitate loading of data in back office transponder inventory on transponder delivery, manufacturers should provide a file with comma separated UII memory and TID. Each transponder entry should be on a new line:

12_Byte_UII_Memory,TID (length varies)

0101CE00010000000101CE8C , E2003412012EC0FFEE041392¹

¹ Note: Values shown are for illustrative purposes only and are not actual/valid EPC or TID values. A 12 byte TID is used for example purposes.

4. READER REQUIREMENTS

4.1 ISO Commands

The following ISO reader commands are optional:

1. QueryRep
2. ACK
3. QueryAdjust
4. NAK
5. Kill
6. Lock

5. SECURITY AND DATA INTEGRITY VALIDATION

5.1 Overview

Transponder security is critical to the toll industry. It is anticipated that as more security features become available they will be evaluated and deployed, as appropriate. The following security measures are currently employed.

5.2 Memory Bank Security

5.2.1 RESERVED MEMORY BANK

1. The Access Password shall have a Lock Status of locked with an Access Password known to and secured by the transponder issuing agency.
2. The Kill Password and its Lock Status shall be configurable by the transponder issuing agency. It is recommended that the transponder issuing agency configure tags to permanently disable the ability to kill their tags.

5.2.2 TID MEMORY BANK

The transponder identification number shall be uniquely assigned by the manufacturer. It shall be readable without a password, cannot be altered and must be unique.

5.2.3 UII MEMORY BANK

1. The transponder issuing agency shall be the only entity authorized to change the encoded bits on the transponder. UII memory bank shall have a Lock Status of locked.
2. UII Authentication/Validation – The UII memory data should be authenticated with two hashed validation bytes. The UII Validation bytes can be used for transponder data verification and can also provide some level of transponder authentication. Further details are contained in Section 5.3.

5.2.4 USER MEMORY BANK

1. Password – The User memory shall be writable without a password. The User memory bank shall have a Lock Status of unlock.
2. Authentication/Validation – Authentication and validation shall not be used.

5.2.5 ENCRYPTION

Under development.

5.3 UII Validation

Below is example of how the UII validation bytes shall be calculated using:

1. The first 10 bytes of the UII (starting with the "DSFID" field)

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2. The 32 byte key (determined by the tag issuing agency)
3. The bytes of the transponder TID² (length varies - see footnote)

For ensuring interagency interoperability and consistency between transponders manufactured by different vendors the open standard SHA1 hashing algorithm shall be used. The hashing sequence shall be:

- a. Concatenate the 10 UII memory bytes, the 32 byte key and the TID bytes to form a single byte sequence
- b. Determine the SHA1 hash of this byte sequence above
- c. For UII Validation the first 2 bytes from the 40 byte hash result shall be used.

UII Validation Reference Calculation is provided below:

UII 10 byte: **0xFFFFFFFFFFFFFFFFFFFFFFF**

Key 32 byte:

0xAB

TID (12 byte example): **0x000000000000000000000000**

Result 20 byte hash value: **0x167F9C5B3933148B68AAD51EE3C4B5F858166451**

UII Validation bytes: **0x167F**

The 12 UII bytes shall be encoded as: **0xFFFFFFFFFFFFFFFFFFFFFF167F**

Tags which are not fully serialized (that is, have at least a 48 bit unique serial number) will not conform to this standards document and should not be used for interoperable 6C tolling deployments.

² The TID length can vary per the ISO 18000-63 specification. For fully serialized tags, the complete header and serialized portion of the TID (which can be anywhere from 96 - 192 bits, given the allowable serial number length of 48 - 144 bits) will be used for the indicated calculations. Per the standard, the length of a transponder's TID serial number is indicated on each transponder, in bits 20h - 22h of the TID.
Version 3.1
February 9, 2017

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6. APPENDICES

6.1 Appendix A – Table of Agencies

| Agency | Acronym | State | Status | Decimal | Hex | Binary |
|--|-----------|-------|------------|-------------|----------|--------------------------------|
| Reserved | N/A | N/A | Reserved | 0 | 0 | 0000 0000 0000 |
| Washington State Department of Transportation | WSDOT | WA | Assigned | 77 | 4D | 0000 0100 1101 |
| Bay Area Toll Authority | BATA | CA | Assigned | 101 | 65 | 0000 0110 0101 |
| California Department of Transportation | CalTrans | CA | Assigned | 102 | 66 | 0000 0110 0110 |
| Transportation Corridor Agency | TCA | CA | Assigned | 103 | 67 | 0000 0110 0111 |
| | | | Unassigned | 104 | 68 | 0000 0110 1000 |
| Golden Gate Bridge, Highway and Tunnel District | GGBHTD | CA | Assigned | 105 | 69 | 0000 0110 1001 |
| Los Angeles County Metropolitan Transportation Authority | LACMTA | CA | Assigned | 106 | 6A | 0000 0110 1010 |
| Orange County Transportation Authority | OCTA | CA | Assigned | 107 | 6B | 0000 0110 1011 |
| Riverside County Transportation Commission | RCTC | CA | Assigned | 108 | 6C | 0000 0110 1100 |
| San Diego Association of Governments | SANDAG | CA | Assigned | 109 | 6D | 0000 0110 1101 |
| Santa Clara Valley Transportation Authority | VTA | CA | Assigned | 110 | 6E | 0000 0110 1110 |
| South Bay Expressway, LLC | SBX | CA | Assigned | 111 | 6F | 0000 0110 1111 |
| Sunol SMART Carpool Lanes Joint Powers Authority | Sunol JPA | CA | Assigned | 112 | 70 | 0000 0111 0000 |
| San Francisco County Transportation Authority | SFCTA | CA | Assigned | 113 | 71 | 0000 0111 0001 |
| San Bernardino Associated Governments | SANBAG | CA | Assigned | 114 | 72 | 0000 0111 0010 |
| Concession A25 sec | A25 | QC | Assigned | 115 | 73 | 0000 0111 0011 |
| E-470 | E-470 | CO | Assigned | 194 | C2 | 0000 1100 0010 |
| State Road & Toll Way Authority | SRTA | GA | Assigned | 321 | 141 | 0001 0100 0001 |
| Puerto Rico Highway and Transportation Authority | PRHTA | PR | Assigned | 448 | 1C0 | 0001 1100 0000 |
| Louisville-Southern Indiana Ohio River Bridges | LSIORB | KY | Assigned | 449 | 1C1 | 0001 1100 0001 |
| Louisiana Department of Transportation and Development | LADOTD | LA | Assigned | 450 | 1C2 | 0001 1100 0010 |
| Utah Department of Transportation | UDOT | UT | Reserved | 1409 | 581 | 0101 1000 0001 |
| Washington State Department of Transportation | WSDOT | WA | Reserved | 1505 | 5E1 | 0101 1110 0001 |
| Transportation Investment Corporation | TI Corp | BC | Assigned | 2305 | 901 | 1001 0000 0001 |
| Blue Water Bridge Authority | BWBA | ON | Assigned | 2529 | 9E1 | 1001 1110 0001 |
| Reserved for Testing | TEST | N/A | Reserved | 4080 - 4095 | FF0- FFF | 1111 1111 0000- 1111 1111 1111 |

Table A-1: Agency IDs

Commission Memo

Prepared by: Genevieve Scholl
Date: September 5, 2017
Re: 2017/18 INFRA Grant Application



As discussed during the August 1, 2017 meeting, the federal discretionary funding program dedicated to surface transportation infrastructure originally authorized under the 2015 FAST Act has been modified under the Trump administration. The Port's 2016 grant application requesting \$5,050,080 with a pledged match of \$3,366,720 to fund the final pre-construction steps required for bridge replacement was not approved. However, during the 2017 legislative session, as part of HB 2017, the Oregon transportation funding package, the state has pledged \$5 million in support of this work, with no match requirement.

USDOT has issued a new Notice of Funding Opportunity (NOFO), and has specifically invited applicants not approved for the 2016 opportunity to re-apply with updated applications for the same project detailing how such project is competitive under the new, modified criteria; or for new projects entirely. The deadline to apply is November 2, 2017 for both the FY 2017 and the FY 2018 opportunity, and applicants are to specify which opportunity they are applying to. These are the third and fourth years of a five-year authorization.

Attached is the memo from Hal Heimstra of Summit Strategies, the Port's representative in Washington D.C. In it, Hal outlines the pros and cons of resubmittal for the anticipated pre-development work. Staff concurs that, if the application is focused solely on updating the previous application to illustrate competitiveness under the new criteria, submittal by the November 2 deadline is feasible. However, to submit for a different phase of the project or to the Large Projects grant pool for construction funding, while eligible, would require much more preparation time than is available and could include costly consultant work on contract.

Unchanged in the program are the local match requirements, important to consider in planning and timing of applications. Projects over \$100 million (Large Projects) have a minimum grant award of \$25 million, and projects under \$100 million (Small Projects) could apply for as little as \$5 million. Both required a minimum 40% local match. To be eligible for Large Project funding, a project must be 18 months from construction by the date of obligation. In the next round, the latest that date for obligation would be September 30, 2020 for FY 2107 funds, and September 30, 2021 for FY 2018 funds.

Staff seeks Commission direction on whether to submit an application for the current INFRA NOFO.

RECOMMENDATION: Discussion.

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DATE: August 9, 2017

TO: Michael McElwee, Genevieve Scholl

FROM: Hal Hiemstra

SUBJECT: Thoughts on whether to apply for INFRA grant

With the announcement of 10 small/rural FASTLANE grants yesterday, we learned that the Port of Hood River's FASTLANE Grant Application was not successful in the 2nd round of FASTLANE funding. The question before the Port now is whether to reapply for funding under the new INFRA Grant program, which is the Trump Administration's recasting of the FASTLANE program.

Because the Trump Administration chose to fund only ten small rural projects under the 2nd round of the FASTLANE grant cycle, \$710 million from that round of funding has been rolled forward into the INFRA grant announcement, making \$1.56 billion in federal funding available in the first INFRA round of funding. Applications are due November 2, 2017 for this round of funding.

Even with this large pool of available funding, this round of INFRA grants will remain extremely competitive – and most likely be significantly oversubscribed – much as the FASTLANE Grant program was.

In considering whether to apply for an INFRA grant I found it helpful to outline Pros and Cons for doing so.

PROS:

- Large pool of available federal funding.
- Trump Administration is likely to disproportionately fund rural projects over urban projects
- New state funding commitment of \$5 million shows a state level commitment to the project which was not able to be demonstrated in previous round of funding.
- A small amount of federal funding is likely to leverage additional state funds.
- *Innovation*: A small amount of federal investment now could quite possibly lead to Oregon's first P3 transportation project. (*innovation* is a new key project selection criteria)
- HR bridge project is critical to regional economic vitality (one of the new selection criteria).



SUMMIT STRATEGIES

- Project seeks a small amount of funding which may make it more likely to be funded.
- Project has already been reviewed by USDOT and project reviewers notice which projects keep seeking federal assistance. Even though the project was not funded previously, that doesn't mean it won't be competitive in this next round of funding.
- The legislature passed new authority to pursue P3 projects in the state and this project can be the first example in the State
- Proposal was already developed and submitted once before and modifying and reapplying should be a manageable task.
- *Safety*: Project has interesting multi-model project elements given its relationship to the movement of barge freight traffic on the river and removal of a marine freight navigation hazard.
- Project is located in the 2nd Congressional District.

CONS:

- Project is not ready to be built: Project *readiness* is a key project selection criteria and while \$5 million in federal funding will help to complete environmental review, PE and ROW acquisition, it will not directly lead to project construction.
- Project just received \$5 million in State funding to essentially complete many of the same tasks.
- Sources of funding to fully construct this project are not known – reinforcing lack of project readiness to be completed – if feds fund this project, how likely is it to lead to a completed bridge?
- Wining INFRA projects are not likely to receive more than one round of federal funding – if this project is successful in securing \$5 million in this round of INFRA grants, will it be at a disadvantage in subsequent rounds of funding?
- Traffic volumes on the bridge make claims of *national* economic significance a bit difficult to make, though clearly, the bridge is a vital regional freight facility.

While persuasive arguments could be made to either hold up on resubmitting or to go forward and resubmit, my recommendation is to resubmit. Despite the cons identified about, I based this recommendation on the following reasons:

1. The pool of funding is large and the Trump Administration is likely to favor smaller rural projects over larger urban projects.
2. I believe a strong case can be made that a relatively small federal investment now will leverage substantial state and private investment with the high probability that this federal investment will lead to Oregon's first P3 transportation project.
3. The State Legislature has just voted to invest \$5 million in this project and those funds can be used as the local matching funds for the federal investment – providing a one-to-one match for the federal funding and positioning this project to become Oregon's first P3 bridge project.
4. If the Port is still willing to use its own bonding authority to provide local matching funds, combining these local bond funds with the newly committed



SUMMIT STRATEGIES

State funding will enable the Port to seek more than \$5 million in federal funding – and thus, depending on the size of the Port’s INFRA request, potentially securing between \$10 and \$20 million in funding for this next phase of the bridge project. In turn, that much investment is likely to make the project more attractive to a potential private partner.

5. Rep. Walden and Oregon’s Senators remain strongly committed to the project and are likely to continue to urge the Administration to fund this project. (in fact, because the project was not funded as a FASTLANE grant, Rep. Walden has the opportunity to go directly to Sec. Chao to advocate for this project even more strongly than he has done so before.)
6. The project is familiar to USDOT and building on that familiarity, by tweaking the application to emphasize *innovation, leveraging, regional and national economic vitality*, and the fact that this *funding will make the project shovel ready* and a prime candidate for a P3 project in *RURAL* America, the project should be competitive.
7. The Trump Administration is fully committed to using INFRA program grants to leverage private investment in transportation and a small INFRA investment in this project has the potential to leverage a highly visible project in a geographic area specifically identified in the law.
8. While it is likely that the Port will only get one bite at the INFRA apple and if the project is funded in this next round, it would be unlikely to receive future funding in a subsequent funding round, holding out for “jackpot” funding doesn’t seem to be worth the risk of getting completely shut out of all rounds of funding. The HR Bridge Replacement project will never have the traffic volumes to compete directly with large urban projects – so better to get a smaller amount of funding now which will help put the project in the best possible position to attract a P3 partner.
9. It is not clear how quickly the Oregon state funds will be forthcoming. Waiting until the Oregon funds are made available, and then waiting to complete the work that the funds will pay for before submitting for federal funding, could easily result in a misalignment with future INFRA application deadlines and thus, missed opportunities for any federal funding.
10. Much of the work needed to apply has already been completed. While the previous application will need to be rewritten, a resubmittal effort can build on the past application and should be relatively manageable.

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Commission Memo

Prepared by: Michael McElwee
Date: September 5, 2017
Re: Bridge Capital Projections



Each year, staff works closely with HDR, the Port's primary bridge engineer, to update the 30-year capital needs projection for the bridge. This effort informs the two-year workplan which in turn provides key input into the annual budget. This year it is particularly important to be as clear and comprehensive as possible with our estimates because of the need to determine the necessity for a potential toll increase and to explain it to the public.

Attached is the most recent draft of the Capital Needs Assessment prepared by HDR Engineering with staff input. Clearly, it is difficult to determine the exact timing and cost of specific capital projects in later years; however, the summary is based on the 2011 Bridge Longevity Study, known projects costs and the experience of the engineer. There are individual summaries for each project that provides more detail and the basis for the estimate.

This spreadsheet represents a final draft that will be completed in September.

RECOMMENDATION: Discussion.

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Commission Memo



Prepared by: Michael McElwee
Date: September 5, 2017
Re: I-84 Signage Installation – Coral
Construction

As part of the bridge signage overhaul plan developed by DKS Associates and approved by the Commission in 2016, installation of the new signs on I-84 requires construction work on ODOT properties; that has been approved and permitted by ODOT. Coral Construction responded to a Port call for quotes and is available to do the work on the Port's timeline. The project is included in the FY 2017/18 budget. In order to keep the project on schedule, I have accepted the contractor's quote and executed the contract after legal counsel review.

RECOMMENDATION: Ratify quote acceptance and contract with Coral Construction for installation of signage on ODOT properties not to exceed \$74,668.

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SMALL CONSTRUCTION PUBLIC WORKS CONTRACT
between
PORT OF HOOD RIVER, OREGON
and
Coral Construction Co

**THIS CONTRACT SHALL BE BINDING ON THE PORT
ONLY IF IT IS SIGNED BY THE AUTHORIZED DESIGNEE**

This Small Construction Contract ("Contract") is made by and between Port of Hood River, Oregon ("Port ") and Coral Construction Company ("Contractor"). The parties agree as follows:

Project Title: Port of Hood River Bridge Signage Installation –
1500-103

Purpose: Install Bridge related signage on ODOT properties.

CONTRACTOR DATA

Contractor must submit a completed "Request for Taxpayer Identification Number and Certification" (Form W-9) with this signed Contract. Payment information will be reported to the Internal Revenue Service under the name and TIN or SSN, whichever is applicable, provided by Contractor.

Full Business Name: Coral Construction Co.

Contact Person: Marc Roberts

Address: P.O. Box 347

City, State, ZIP: Wilsonville OR 97070

Business Telephone: (503) 682-0110

Fax:

Email: marcroberts@coralconstruction.com

Oregon CCB License Number: 62816

*All information in this contract is subject to public records law.

TERMS AND CONDITIONS

1. **Effective Date and Termination Date.** This Contract becomes effective on the Contract Start Date or the date on which the Contract is fully executed by both parties, whichever is later. No party shall perform work under this Contract before the effective date.
 - a. Contract Start Date: August 25, 2017
 - b. Anticipated Final Completion Date: November 30, 2017.
2. **Contractor's Agreement to Provide Services.** Contractor agrees to provide the Port the services described in **Exhibit A**.
3. **Statement of Work.** Except as otherwise provided by the Port, as set forth below, Contractor shall furnish all labor, materials, services, tools and machinery necessary to perform the work described in Exhibit A.
4. **Payment for Work.** The Port agrees to pay Contractor in accordance with Exhibit A. Unless otherwise provided in Exhibit A, payments are due and payable thirty (30) days from receipt of Contractor's complete invoice. If applicable, the Port may withhold retainage pursuant to ORS Chapter 279C.
5. **Contract Documents.** The contract documents consist of the following documents which are listed in descending order of precedence: this contract; exhibits to this contract, including:
 - Exhibit A – Statement of Work, Compensation, Payment
 - Exhibit B – Insurance Requirements
 - Exhibit C – Certification Statement for Corporation or Independent Contractor
 - Exhibit D – Workers' Compensation Exemption Certification, applicable only if Contractor is claiming to be exempt
 - Exhibit E – BOLI Prevailing Wage Rates current version incorporated by reference only
 - Exhibit F – Request for Quotation
 - Exhibit G – Contractor's Response to Quotation

Exhibit H – W-9 Taxpayer Identification Number and Certification
 Exhibit I – ORS Chapter 279C Standard Terms for Public Works
 Exhibit J – ORS Chapter 279B Standard Terms
 Exhibit K – ORS Chapter 279C Standard Terms for Public Improvement Contracts

A conflict in the contract documents shall be resolved in the priority listed above with this Contract taking precedence over all other documents. The contract documents represent the entire agreement between the parties, and shall supersede any prior representation, written or oral.

6. **Subcontracts and Assignment.** Contractor may not subcontract, assign, or transfer any of its interest or duties, under this Contract without the prior written consent of Port . Port may withhold such consent for any or no reason. If Port consents to an assignment or subcontract, then in addition to any other provisions of this Contract, Contractor shall require any permitted subcontractor to be bound by all the terms and conditions of this Contract that would otherwise bind Contractor. The parties agree that any such subcontracts shall be construed as matters solely between the Contractor and its subcontractor and shall have no binding effect on Port . This Contract is not assignable by the Contractor, either whole or in part, unless the Contractor has obtained the prior written consent of the Port .
7. **Other Contractors.** Port reserves the right to enter into other agreements for work additional or related to the subject matter of this Contract, and Contractor agrees to cooperate fully with these other contractors and with the Port . When requested by Port , Contractor shall coordinate its performance under this Contract with such additional or related work.
8. **Nonperformance.** As used in this Contract, “failure to perform” means failure, for whatever reason, to deliver goods and/or perform work as specified and scheduled in this Contract. If Contractor fails to perform under this Contract, then Port , after giving seven days’ written notice and opportunity to cure to Contractor, has the right to complete the work itself, secure the contracted goods and/or services from other contractors, or a combination thereof, as necessary to complete the work. Both parties agree that Contractor shall bear any reasonable cost difference, as measured against any unpaid balance due Contractor, for these substitute goods or services. For purposes of this section, nonperformance shall be defined as failure to appear and perform work as specified and scheduled.
9. **Escalation.** Any price or cost adjustments shall be submitted to the Port by the Contractor prior to the time in which such changes are to become effective and work is performed. The Port reserves the right to reject any modifications of the Contract unacceptable to the Port .
10. **Early Termination.** This Contract may be terminated as follows unless otherwise specified herein:
 - a. **Mutual:** Port and Contractor may terminate this Contract at any time by written agreement.
 - b. **Port’s Sole Discretion:** Port in its sole discretion may terminate this Contract for any reason on 30 days’ written notice to Contractor.
 - c. **Breach:** Either party may terminate this Contract in the event of a breach by the other party. To be effective, the party seeking termination must give to the other party written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within 15 days of the date of the notice, then the non-breaching party may terminate this Contract at any time thereafter by giving a written notice of termination.
 - d. **Contractor Licensing, etc.:** Notwithstanding paragraph 10(c), Port may terminate this Contract immediately by written notice to Contractor upon denial, suspension, revocation, or non-renewal of any license, permit, or certificate that Contractor must hold to provide services under this Contract.
 - e. **Payment on Early Termination.** Upon termination pursuant to Section 10, “Early Termination,” Port shall pay Contractor as follows:
 1. If Port terminates this Contract for its convenience under Section 10(a) or 10(b), then Port must pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract. Port shall not be liable for any direct, indirect, or consequential damages. Termination by Port shall not constitute a waiver of any other claim Port may have against Contractor.
 2. If Contractor terminates this Contract under Section 10(c) due to Port’s breach, then Port shall pay Contractor for work performed before the termination date if and only if Contractor performed in accordance with this Contract.
 3. If Port terminates this Contract under Sections 10(c) or 10(d) due to Contractor’s breach, then Port must pay Contractor for work performed before the termination date less any setoff to which Port is entitled and if and only if Contractor performed such work in accordance with this Contract.
11. **Remedies.** In the event of breach of this Contract the parties shall have the following remedies:
 - a. If terminated under 10(c) by the Port due to a breach by the Contractor, the Port may complete the work either itself, by agreement with another Contractor, or by a combination thereof. If the cost of completing the work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the

Contractor shall pay to the Port the amount of the reasonable excess.

- b. In addition to the remedies in Sections 9 and 10 for a breach by the Contractor, the Port also shall be entitled to any other equitable and legal remedies that are available.
 - c. If the Port breaches this Contract, Contractor's remedy shall be limited to termination of the Contract and receipt of Contract payments for which the Contractor has completed the work.
12. **Changes in the Work:** The Port reserves the right to adjust the scope of the work by written change order if required by unforeseen circumstances.
 13. **Inspection and Acceptance of Work.** Port shall inspect Contractor's work and advise Contractor of any deficiencies, or if there are none, that the work has been accepted. Contractor shall perform all additional work necessary to correct any deficiencies without undue delay and without additional cost to Port.
 14. **Compliance with Applicable Law.** Contractor shall comply with all federal, state, and local laws applicable to public contracts, to the work under this Contract, and all regulations and administrative rules established pursuant to those laws, including, without limitation, the attached Exhibits and the following:
 - a. **ORS 279A.110:** Contractor shall certify in the documents accompanying the bid or offer that the Contractor has not discriminated and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women, or emerging small business enterprise certified under ORS 200.055.
 - b. **ORS 671.560, 701.055:** If Contractor is performing work as a landscape Contractor as defined in ORS 671.520(2), Contractor must have a current, valid landscape Contractor's license issued under ORS 671.560. If Contractor is performing work as a Contractor as defined in ORS 701.005(2), Contractor must have a current, valid construction Contractor's license issued under ORS 701.701.055. Contractor shall maintain in effect all licenses, permits and certifications required for the performance of the work. Contractor shall notify Port immediately if any license, permit, or certification required for performance of this Contract shall cease to be in effect for any reason.
 15. **Hazardous Materials.** Contractor shall notify Port before using any products containing hazardous materials to which Port employees, students, or the general public may be exposed. Products containing hazardous materials are those products defined by Oregon Administrative Rules, Chapter 437. Upon Port request, Contractor must immediately provide Material Safety Data Sheets to Port for all materials subject to this provision.
 16. **Requirements for Hazardous Materials.** The Contractor shall assume lead-containing paint and varnish is present throughout the building unless notified otherwise in the survey documents. As such, Contractor shall perform all work in accordance with OR-OSHA (OAR Chapter 437 Division 3, Subdivision D, 1926.62). When performing lead paint activities and renovation in areas of buildings occupied by children under age six (6), requirements under OAR Chapter 333, Division 69 may also apply, and the Contractor will be required to be licensed under and comply with OAR Chapter 812, Division 7. Contractor certification of its workers must be provided upon request. Asbestos-containing materials ("ACM") are present in various locations throughout the building. It is the Port's intention to abate only materials that are an obstruction, part of demolition, or necessary to complete the renovation. All abatement work will be conducted by the Port under a separate contract. All Contractors are to stop work immediately and notify the Contractor if they suspect ACM are uncovered during demolition or renovation activities that are not identified in these documents. The Contractor shall then notify the Port's contracted hazardous materials consultant and coordinate with that person as necessary to accommodate testing and abatement. If applicable, the Contractor shall enforce implementation of OR-OSHA (OAR Chapter 437 Division 3, Subdivision Z, 1926.1101) requirements during the performance of the Work under this contract.
 17. **Quality of Goods and Services; Maintenance and Warranty.** Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. The Contractor shall fully warrant all work performed under this Contract (the "Work") for a period of one full year from the date of completion of the Work, and shall make all necessary repairs and replacements to remedy any and all defects, breaks or failures of the Work due to faulty or inadequate materials or workmanship during this period. Contractor shall assign all manufacturers' warranties to Port and all guarantees and warranties of goods supplied under this Contract shall be deemed to run in to the benefit of Port. Contractor shall provide Port with all manufacturer's warranty documentation and operations and maintenance manuals.
 18. **Insurance.** Contractor shall provide insurance in accordance with Exhibit B.
 19. **Entire Agreement.** When signed by both parties, this Contract and the attached exhibits are the entire agreement between the parties. No waiver, consent, modification or change in the terms of this Contract shall bind either party unless in writing signed by both parties. Any written waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given.
 20. **Non-discrimination Clause.** Both parties agree that no person shall be subject to unlawful discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy;

marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service in programs, activities, services, benefits, or employment in connection with this contract. The parties further agree not to discriminate in their employment or personnel policies.

- 21. **Removal of Debris.** Contractor shall remove all trash and debris from the site for disposal. Contractor shall clean the work area and remove all trash, debris and tools at least daily prior to leaving the job site and as needed to maintain a safe work area.

I HAVE READ THIS CONTRACT, INCLUDING ALL ATTACHED EXHIBITS. I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS CONTRACT. I UNDERSTAND THE CONTRACT AND AGREE TO BE BOUND BY ITS TERMS.

CONTRACTOR:


Contractor's Signature

Marc ROBERTS
Contractor's Printed Name

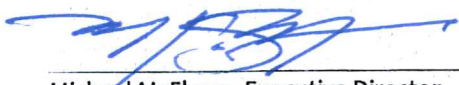
Sec./Treas
Contractor's Title

8/23/17
Date

NOTE: Contractor must also sign Exhibit C and (if applicable) Exhibit D.

PORT OF HOOD RIVER, OREGON SIGNATURE

(This contract shall not be binding on the Port until signed by the appropriate signing authority)



Michael McElwee, Executive Director

8/25/17
Date

EXHIBIT A

SMALL CONSTRUCTION PUBLIC WORKS CONTRACT PORT OF
HOOD RIVER, OREGONSTATEMENT OF WORK, COMPENSATION, PAYMENT

Includes; Bid Sheet

Quote
Contractor registration Form
Signed Plans
Specifications
Addendums

CONTRACT WAGE RATES:

- This project is not subject to prevailing wages
- State of Oregon Bureau of Labor and Industries (BOLI)
- Prevailing wages Federal Davis-Bacon Act (DBA) prevailing wages

TOTAL MAXIMUM CONTRACTED AMOUNT, INCLUDING EXPENSES, IS: \$74,668.00

INVOICES AND CERTIFIED PAYROLL FORMS SHALL BE SUBMITTED TO:

John Mann
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR, 97031

If submitted electronically, to:

porthr@gorge.net

If faxed to: (541) 386-1395

PORT SHALL MAKE PAYMENT TO:

Coral Construction Company
P.O. Box 347
Wilsonville, OR 97070



QUOTE

DATE: Aug 11, 2017

**PORT OF HOOD RIVER
1000 E. PORT MARINA DRIVE
HOOD RIVER, OREGON 97031**

PRICE SUBMITTAL:

The Undersigned proposes and agrees, if this Quote is accepted, to enter into an agreement with the Port of Hood River to furnish all Work as specified or indicated herein for the ITB indicated and within the schedule indicated in the Invitation to Quote. Quoter has familiarized itself with the Work and has visited and inspected the site and is familiar with all the field conditions, legal requirements (federal, state, and local laws, ordinances, rules and regulations), and conditions affecting cost, progress and performance of work, and has made such independent investigations as Quoter deems necessary. Quoter has given the Port written notice of all conflicts, errors, and/or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the Port is acceptable to Quoter.

BASE QUOTE: Project Name

FOR THE COMBINED SUM OF: \$ 74,668⁰⁰

CHANGES TO THE WORK

- A. If adjustments to the work occur, the Quote Sheet or Schedule of Values will be used for basis of cost adjustment. If quantities are adjusted by more than 25% equitable overhead factor may be applied.

QUOTE ALTERNATES:

The Undersigned agrees, if awarded the Contract, to complete this work not later than:

NOVEMBER 30th, 2017.

Company: CORAL Construction Co Telephone: (503) 682-2252

Company Address: P.O. Box 347, Wilsonville OR 97070

Email: MARCOBERTS@CORALCONSTRUCTION.COM Fax: (503) 682-0110

Construction Contractors Board Number 62816 Expiration Date 12/11/17

I attest that I have the authority to commit the firm named above to this Quote amount and acknowledge that the firm meets the qualifications necessary to perform this work as outlined in the Invitation to Quote. I understand that I will be required to provide necessary information to verify that the firm meets these qualifications if selected for the Contract.

By: [Signature]
John H. Weisner, President Aug 11, 2017
Signature / Name & Title / Date

Port of Hood River Bridge Signing Plans

Quote Item List

| Item Number | Item | Bid Unit | Bid Quantity | Unit Price | Total Price |
|---------------|---|----------|--------------|------------------------|------------------------|
| 0210-0100000A | MOBILIZATION | LS | 1 | \$7,400 ⁰⁰ | \$7,400 ⁰⁰ |
| 0225-0101000A | TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE | LS | 1 | \$6,000 ⁰⁰ | \$6,000 ⁰⁰ |
| 0280-0100000A | EROSION CONTROL | LS | 1 | \$500 ⁰⁰ | \$500 ⁰⁰ |
| 0320-0100000A | CLEARING AND GRUBBING | LS | 1 | \$500 ⁰⁰ | \$500 ⁰⁰ |
| 0905-0100000A | REMOVE EXISTING SIGNS | LS | 1 | \$1,500 ⁰⁰ | \$1,500 ⁰⁰ |
| 0905-0101000A | REMOVE AND REINSTALL EXISTING SIGNS | LS | 1 | \$1,200 ⁰⁰ | \$1,200 ⁰⁰ |
| 0910-0100000K | WOOD SIGN POSTS | FBM | 250 | \$10 ⁰⁰ | \$2,500 ⁰⁰ |
| 0920-0100000A | SIGN SUPPORT FOOTINGS | LS | 1 | \$14,000 ⁰⁰ | \$14,000 ⁰⁰ |
| 0930-0107000A | SIGNAL POLE MOUNTS | LS | 1 | \$4,500 ⁰⁰ | \$4,500 ⁰⁰ |
| 0930-0110000A | SECONDARY SIGN MOUNTS | LS | 1 | \$2,000 ⁰⁰ | \$2,000 ⁰⁰ |
| 0930-0111000A | MULTI-POST BREAKAWAY SIGN SUPPORTS | LS | 1 | \$7,500 ⁰⁰ | \$7,500 ⁰⁰ |
| 0930-0112000A | TRIANGULAR BASE BREAKAWAY SIGN SUPPORTS | LS | 1 | \$12,400 ⁰⁰ | \$12,400 ⁰⁰ |
| 0940-0102000J | TYPE "B" SIGNS IN PLACE | SQFT | 44 | \$32 ⁰⁰ | \$1,408 ⁰⁰ |
| 0940-0113000J | TYPE "G" SIGNS IN PLACE | SQFT | 300 | \$32 ⁰⁰ | \$9,600 ⁰⁰ |
| 0940-0124000J | TYPE "W1" SIGNS IN PLACE | SQFT | 58 | \$30 ⁰⁰ | \$1,740 ⁰⁰ |
| 0940-0134000J | TYPE "Y1" SIGNS IN PLACE | SQFT | 64 | \$30 ⁰⁰ | \$1,920 ⁰⁰ |
| SUBTOTAL | | | | | \$74,668 |
| TOTAL | | | | | \$74,668 |

CONTRACTOR REGISTRATION FORM

This Quote must be signed in ink by an authorized representative of the Quoter; any alterations or erasures to the Quote must be initialed in ink by the undersigned authorized representative.

1. CCB Requirements

All Quoters shall be licensed with the State of Oregon Contractors Board (CCB) prior to Quoting on Public Improvement Contracts. Failure to comply with this requirement shall result in Quote Rejection.

All subcontractors participating in the project shall be similarly registered with the State of Oregon Contractors Board at the time they propose to engage in subcontract work. The CCB registration requirements apply to all public works contracts unless superseded by federal law.

Construction Contractors Board Number: 62816
Expiration Date: 12/11/17

2. Asbestos Abatement Licensing Requirements

An asbestos abatement license under ORS 468A.720 will not be required of the Contractor or its subcontractors.

3. Joint Venture/Partnership Disclosure

The Undersigned has authority on behalf of the following entity and is (check one of the following and insert information requested):

- a. A corporation organized and existing under the laws of the State of Oregon; or
- b. A partnership/joint venture registered under the laws of the State of _____; or
If yes, name of the contact person for the partnership/joint venture _____; or
- c. A limited liability corporation (LLC) or limited liability partnership (LLP) under the laws of the State of _____; or
- d. An individual doing business under an assumed name registered under the laws of the State of _____.

4. Addendum or Addenda Acknowledgement

ADDENDA: The Undersigned hereby acknowledges receipt of the following Addenda:

| ADDENDUM NO. | DATED | ADDENDUM NO. | DATED |
|--------------|----------------|--------------|-------|
| <u>1</u> | <u>8/3/17</u> | _____ | _____ |
| <u>2</u> | <u>8/10/17</u> | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

5. Responsibility Inquiry/ Contractor References

(Provide (2) related project references and contact information)

OREGON TRAVEL EXPERIENCE
INSTALL & REMOVE HIGHWAY SIGNS
DIANE CHEYNE - 503.778.4508

CLACKAMAS WAYFINDING SIGNS
INSTALL WAYFINDING SIGNS
LORI MASTRANTOMO - MEUSER
503.742.4511

6. Residency Information

Quoter is a () Resident Quoter () Non-resident Quoter

If a Resident Quoter, enter your Oregon business address:

10780 SW Clifton Road
Sherwood OR 97140

If a Non-resident Quoter, enter State of residency: _____

7. Compliance with Tax Laws

By my signature, I hereby attest or affirm under penalty of perjury: that I am authorized to act on behalf of the Contractor in this matter, that I have authority and knowledge regarding the payment of taxes, and that Contractor is, to the best of my knowledge, not in violation of any Oregon Tax Laws and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620.

8. Certification of Drug-Testing Law Requirements

By my signature, I certify that Contractor shall demonstrate that an employee drug testing program is in place.

9. Certification of Compliance with Non-Discrimination Laws

By my signature, I hereby attest or affirm under penalty of perjury: that I am authorized to act on behalf of Contractor in this matter, and to the best of my knowledge, the Contractor has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts, and that the Contractor is not in violation of any Discrimination Laws.

11. Signature of Quoter's Duly Authorized Representative

The Quote must be signed in ink by an authorized Representative of the Quoter. Any alterations or erasures to the Quote must be initialed in ink by the undersigned authorized representative.

The undersigned acknowledges, attests and certifies individually and on behalf of the Quoter that:

1. He/She is a duly authorized representative of the Quoter, has been authorized by Quoter to make all representations, attestations, and certifications contained in this Quote and all Addendum or Addenda, if any, issued.
2. Quoter, acting through its authorized representatives, has read and understands all Quote instructions, specifications, plans, terms and conditions contained in this Quote document, including all attachments, exhibits, and Addenda, if any, issued.
3. The Quote submitted is in response to the specific language contained in the Invitation to Quote, and Quoter has made no assumptions based upon either (a) verbal or written statements not contained in the Invitation to Quote, or (b) any previously issued Invitation to Quote, if any.
4. The Owner shall not be liable for any claims or be subject to any defenses asserted by Quoter based upon, resulting from, or related to, Quoter's failure to comprehend all the requirements of the Invitation to Quote.
5. The Owner shall not be liable for any expenses incurred by Quoter in preparing and submitting its Quote or in participating in the Quote evaluation/selection process.
6. The Quoter agrees to be bound by and comply with all applicable requirements of ORS 279A and 279B and the administrative rules of the Bureau of Labor and Industries (BOLI) regarding prevailing wage rates and payment of a fee to BOLI.
7. The Quote was (1) prepared independently from all other Quoters, and without collusion, fraud, or other dishonesty and without any agreement, understanding, or planned common course of action with, any other vendor of

materials, supplies, equipment, or services described in the Invitation to Quote designed to limit independent Quoting or competition; and (2) the contents of this Quote have not been communicated by the Undersigned or its employees or agents to any person not an employee or agent of the Undersigned or its surety on any bond furnished with the Quote and will not be communicated to such person prior to the official opening of the Quotes.

- 8. Quoter is bound by and will comply with all requirements, specifications, plans, terms and conditions contained this Quote, including all attachments, exhibits and Addendum or Addenda, if any, issued.
- 9. Quoter will furnish the designated Items and/or services in accordance with the Quote specifications, plans, and requirements, and will comply in all respects with the terms of the resulting Contract upon award.
Quoter represents and warrants that Quoter has the power and authority to enter into and perform the Contract and that the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms.

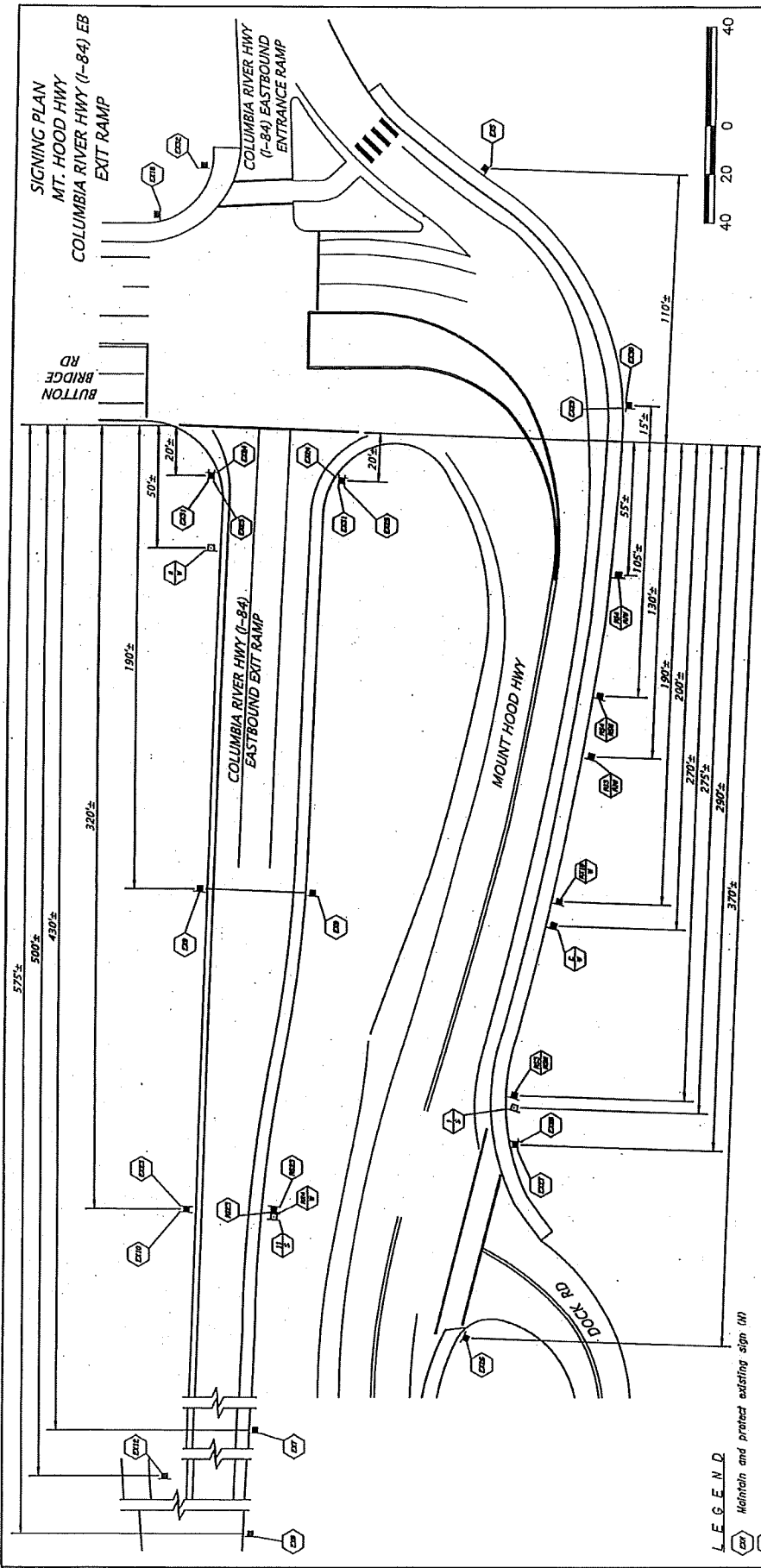
- 10. All affirmations and certifications contained in sections 6,7,8,9 and 10 are true and correct.

Authorized Signature  Title President

FEIN ID # or SSN # 93-0731516

Contact Person: Mark Roberts

Telephone Number (503) 682-2252 Fax (503) 682-0110



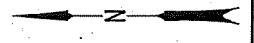
DKS
720 SW Washington St., Suite 600
www.dksengineering.com

PORT OF HOOD RIVER BRIDGE
CITY OF HOOD RIVER
HOOD RIVER COUNTY

DESIGNED BY: K. P. PARR
CHECKED BY: J. PARR
DRAWN BY: J. PARR
DATE: 02.14.18
PROJECT NO.: 16105-000
SHEET NO.: S-16892

REGISTERED PROFESSIONAL ENGINEER
75,800
OREGON
WATTHAMIEL N. SCHOEDER
JUNE 2, 2010
EXPIRES: JUN. 30, 2018

PERMANENT SIGNING

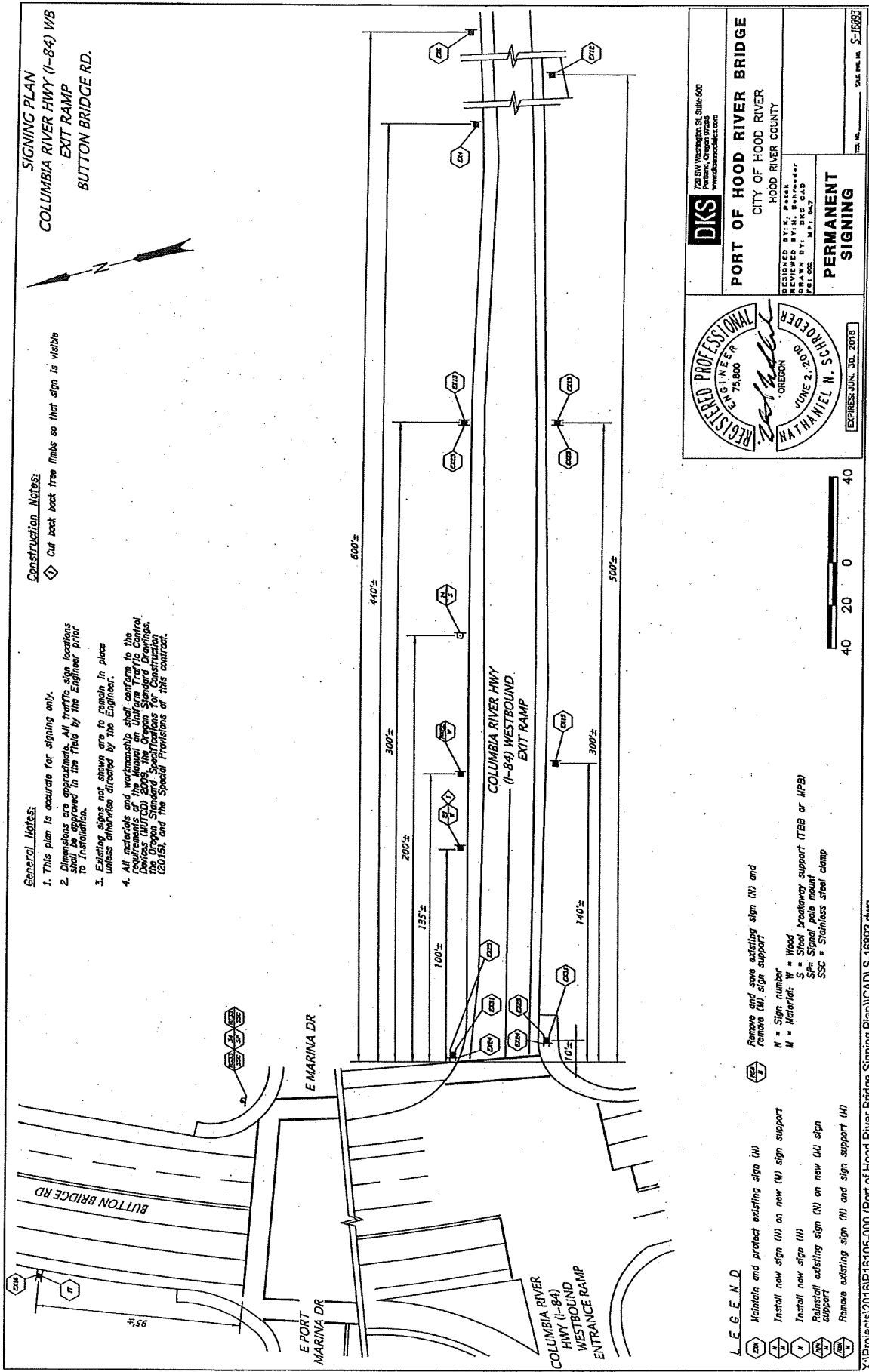


LEGEND

- Maintain and protect existing sign (E)
- Install new sign (N) on new (M) sign support
- Reinstall existing sign (E) on new (M) sign support
- Reinstall existing sign (E) and (M) sign support
- Remove existing sign (E) and (M) sign support
- Remove and save existing sign (E) and remove (M) sign support
- Remove and save existing sign (E) and (M) sign support
- Material: S = Steel brattonway support (TBB or MPB)
- Material: W = Wood post

- General Notes**
1. This plan is accurate for signing only.
 2. Dimensions are approximate. All traffic sign locations shall be approved in the field by the Engineer prior to installation.
 3. Existing signs not shown are to remain in place unless otherwise directed by the Engineer.
 4. All materials and workmanship shall conform to the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) and the Oregon Standard Specifications for Construction (2015), and the Special Provisions of this contract.

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SIGNED PLAN
COLUMBIA RIVER HWY (1-84) WB
EXIT RAMP
BUTTON BRIDGE RD.

Construction Notes:
 ◇ Cut back back tree limbs so that sign is visible

General Notes:
 1. This plan is accurate for signing only.
 2. Dimensions are approximate. All traffic sign locations to be installed in the field by the Engineer prior to installation.
 3. Existing signs not shown are to remain in place unless otherwise directed by the Engineer.
 4. All materials and workmanship shall conform to the Oregon Standard Specifications for Highway Construction (MUTCD) 2003, the Oregon Standard Drawings, the Oregon Standard Specifications for Construction (2015), and the Special Provisions of this contract.

- L.E.G.E.N.D.**
- Ⓜ Maintain and protect existing sign (M)
 - Ⓝ Install new sign (N) on new (M) sign support
 - Ⓝ Install new sign (N)
 - ⓂⓃ Reinstall existing sign (N) on new (M) sign support
 - ⓂⓃ Remove existing sign (M) and sign support (M)
 - ⓂⓃ Remove and save existing sign (M) and remove (M) sign support
 - ⓂⓃ = Sign number
 - Ⓜ = Material: W = Wood, S = Steel, P = Prestresser support (TBB or MPB), Sp = Signal pole, SSC = Stainless steel clamp

DKS 728 SW Washington St, Suite 500
 Portland, Oregon 97205
 www.dks-engineers.com

PORT OF HOOD RIVER BRIDGE
 CITY OF HOOD RIVER
 HOOD RIVER COUNTY

DESIGNED BY: K. P. BARR
 REVIEWED BY: N. L. BEHRENDER
 DATE: 06/27/18 BY: M. J. L. CAD
 DATE: 06/27/18 BY: M. J. L. CAD

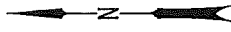
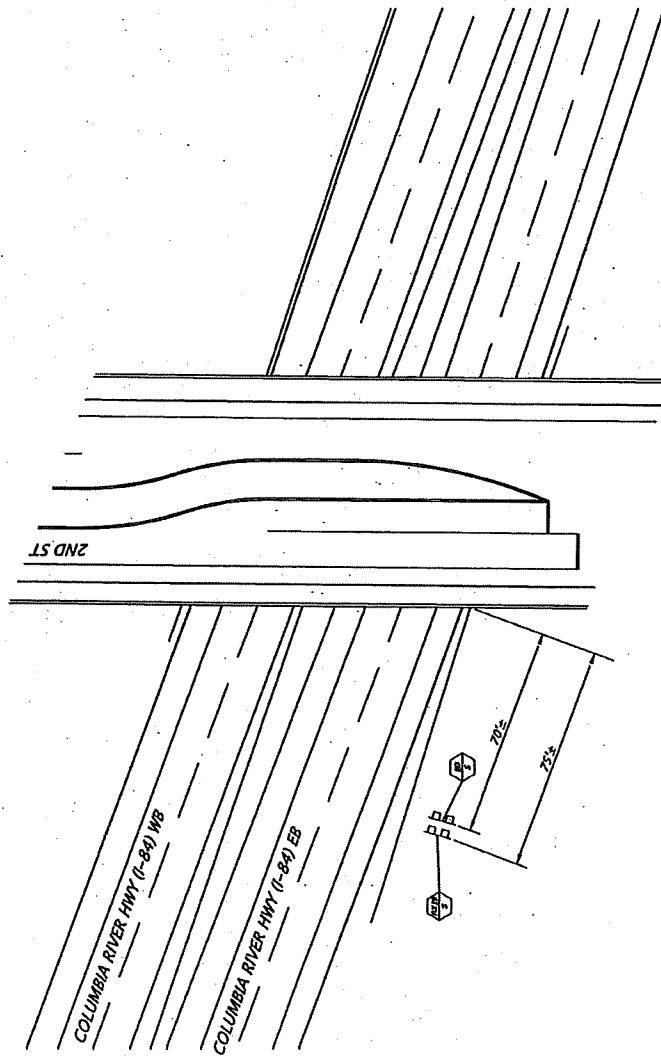
PERMANENT SIGNING

REGISTERED PROFESSIONAL ENGINEER
 75,900
 OREGON
 MATTHEW J. L. CAD
 JUNE 2, 2010
 EXPRESS: JUN. 30, 2018

728 SW WASHINGTON ST. SUITE 500
 PORTLAND, OREGON 97205
 TEL: 503.251.1683 FAX: 503.251.1693

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SIGNING PLAN
COLUMBIA RIVER HWY (I-84) AT 2ND STREET



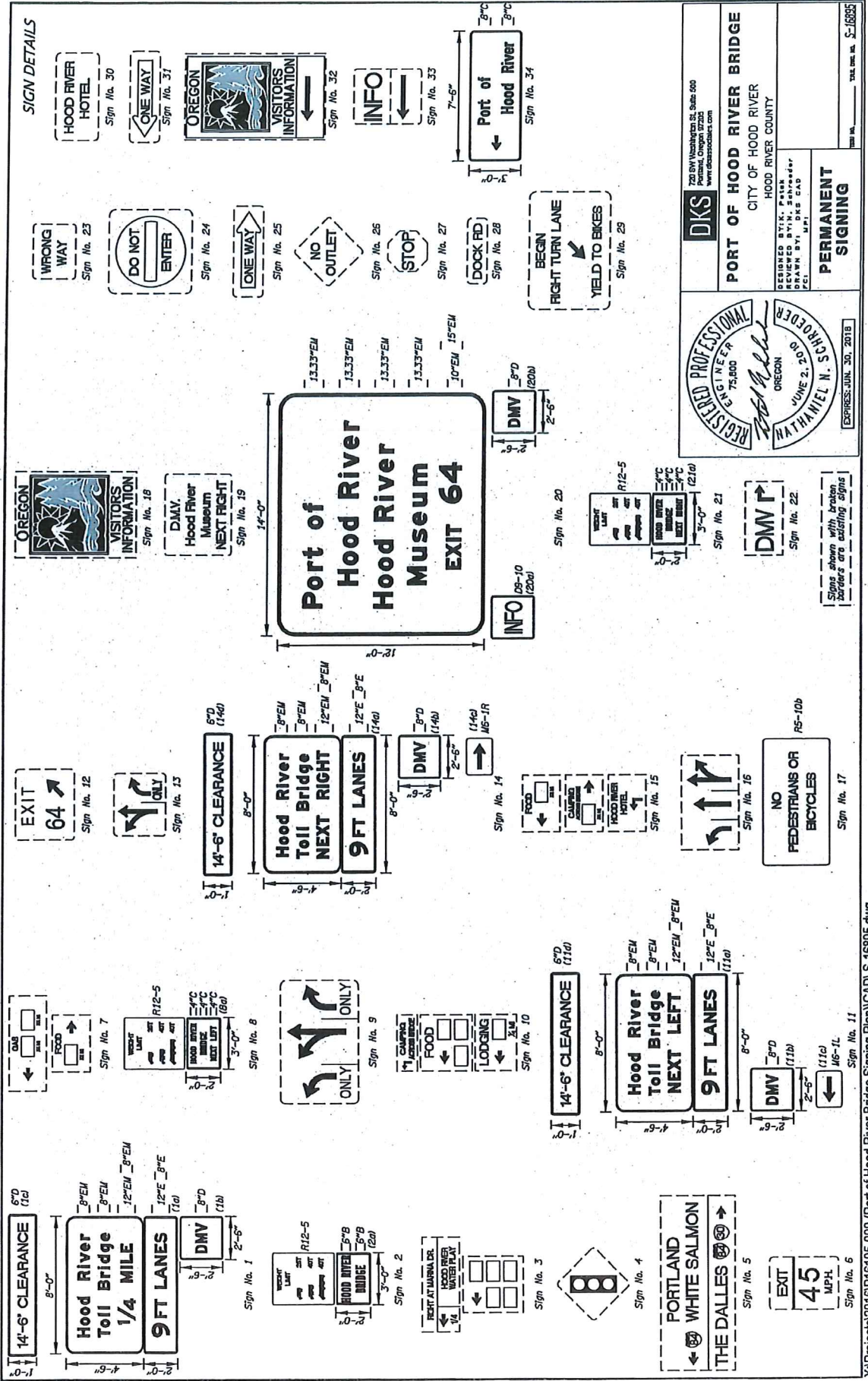
- General Notes:**
1. This plan is accurate for signing only.
 2. Dimensions are approximate. All traffic sign locations shall be approved in the field by the Engineer prior to installation.
 3. Existing signs not shown are to remain in place unless otherwise directed by the Engineer.
 4. All materials and workmanship shall conform to the requirements of the Manual on Uniform Traffic Control Devices (MUTCD) 2009, the Green Standard Drawing, the Standard Specifications for Highway Construction (2013), and the Special Provisions of this contract.

- LEGEND**
- Install new sign (N) on new (M) sign support
 - Remove existing sign (R) and (M) sign support
 - N = Sign number
 - M = Material, S = Steel, roadway support (RBB or MPB)

| | |
|---|---|
| | 720 SW Washington St, Suite 500
Corvallis, OR 97331
www.dksinc.com |
| | PORT OF HOOD RIVER BRIDGE
CITY OF HOOD RIVER
HOOD RIVER COUNTY |
| DESIGNED BY: P. PATEL
REVIEWED BY: M. SANDERSON
DATE: 01/11/16
PROJECT: M.P. 633 | PERMANENT SIGNING |
| SHEET NO. _____ TOTAL SHEET NO. S-16894 | |

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Commission Memo

Prepared by: Michael McElwee
Date: September 5, 2017
Re: ED Work Plan for FY 2017-18



A draft work plan was presented during the August 15 meeting for Commission review and comment. The work plan intended to represent the Commission's priority projects or tasks that should be targeted for completion in the next fiscal year. It also represents one measure of Executive Director performance during the current review period and provides direction for the goals that are part of each staff member's own performance evaluation.

The attached work plan reflects comments received from the Commission and staff.

RECOMMENDATION: Approve Executive Director's work plan for FY 2017-18.

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**EXECUTIVE DIRECTOR
WORK PLAN
FY 17/18**

| Action: | Expected
Completion | Status |
|---------|------------------------|--------|
|---------|------------------------|--------|

I. FINANCIAL MANAGEMENT

Goal: Ensure that financial resources continue to be deployed effectively, with a high degree of foresight and in anticipation of future Port needs.

- | | | |
|--|---------|--|
| 1. Obtain approval for new financial software | 4/01/17 | |
| 2. Identify best customer account management software for non-Breezeby customer accounts | 4/01/18 | |

II. REAL ESTATE DEVELOPMENT & PLANNING

Goal: Create significant, positive momentum toward development of the Port's Waterfront properties consistent with community objectives.

- | | | |
|--|----------|--|
| 1. Negotiate an agreement for resolution of Expo Property DDA Phases II and III with Key Development for Commission consideration. | 10/30/17 | |
| 2. Ensure final implementation of Expo Phase I DDA with Key Development. | 06/30/18 | |
| 3. Confluence Business Park (Lot #1): | | |
| • Obtain City approval of the Confluence Business Park Subdivision Plan. | 12/1/17 | |
| • Prepare a Public Improvement Development Agreement for Commission review. | 4/10/17 | |
| • Prepare a financial analysis to evaluate the feasibility of future development under various assumptions. | 9/30/17 | |
| • Prepare a Disposition and Development Policy for Commission review and approval. | 12/1/17 | |
| • Prepare a Public Infrastructure Framework Plan and Urban Renewal Plan Amendments for Commission and Urban Renewal Agency approval. | 5/1/17 | |
| 4. Lower Mill Site: | | |
| • Complete installation of off-site water line | 9/10/18 | |

- Complete wetland permit application and mitigation plan for lot 300. **3/15/17**

III. WATERFRONT RECREATION

Goal: Maintain and enhance the waterfront as a prime recreation area to support economic development objectives and Strategic Plan goals.

1. Prepare Plans and permit application for new Transient Boat Dock **6/15/18**
2. Implement fee-based parking & enforcement plan for Port waterfront properties **5/15/17**
3. Replenish beach areas at the Event Site based on Terms of Corp/DSL Permit. **11/30/17**
4. Obtain SDC funding and install modular docks at the Nichols Boat Basin Dock. **4/15/18**
5. Develop and install an integrated signage plan for the Waterfront trail system. **3/1/2018**

IV. TRANSPORTATION/AIRPORT

Goal: Complete significant transportation improvements to enhance development objectives.

1. Ensure successful Implementation of new web portal for customer management of Breeze-By accounts. **09/30/17**
2. Complete the Auxiliary Truss Repair Project **12/30/17**
3. Fully implement the bridge safety signage plan **11/15/17**
4. **Bridge Replacement**
 - A. Develop detailed analysis of alternative bridge replacement financing scenarios. **06/30/18**
 - B. Prepare administrative rules regarding the solicitation and consideration of P3 proposals for Commisison approval. **02/30/18**
 - C. Prepare and issue an RFI to characterize the level of private sector interest In a P3 project. **03/1/18**
 - D. Issue an RFP and select an engineering firm to prepare an FEIS for bridge replacement. **06/01/18**
 - E. Prepare a long-term staffing plan, scope and **12/1/17**

schedule to implement bridge replacement pre-development tasks.

- | | | |
|----|--|-----------------|
| 5. | Ensure final completion of the South Ramp Hangar Project per approved Development Agreement. | 6/30/18 |
| 6. | Complete Construction of S. Taxiway Project. | 11/01/17 |
| 7. | Complete permitting and preliminary engineering of the North Ramp Connect VI project. | 6/30/18 |

V. ECONOMIC DEVELOPMENT

Goal: Ensure that the Port's role in regional economic development activities is clearly defined. Confirm that the objectives are identified and adequate resources are in place to be successful.

- | | | |
|----|---|-----------------|
| 1. | Develop a strategy that recommends a future role for, and administration of, the OneGorge Advocacy Group | 02/01/18 |
| 2. | Develop an agenda and implement a facilitated board retreat to discuss the future issues and areas of focus for the Port of Hood River. | 10/1/17 |

VI. COMMUNICATIONS & COMMUNITY RELATIONS

Goal: Increase the understanding and awareness of the Port's activities; identify opportunities for successful partnerships with key public agencies and private business; and participate in the life of the Hood River area community.

- | | | |
|----|---|-----------------|
| 1. | Prepare an updated Communications Plan. | 3/15/18 |
| 2. | Prepare detailed description of the "Community Support Initiative" for Commission approval. | 10/15/17 |

VII. GOVERNANCE & BOARD COMMUNICATIONS

Goal: Evaluate the Board's governance and communications policies and provide recommendations for improvements.

- | | | |
|----|---|-----------------|
| 1. | Update the board & staff training policy. | 04/15/17 |
| 2. | Ensure adequate time for Commission consideration of board meeting packet material. | 7/1/2017 |

VII. PERSONNEL MANAGEMENT

Goal: Ensure that appropriate personnel policies are in place.

- | | | |
|----|---|----------------|
| 1. | Evaluate step ladder and associated staff | 3/30/18 |
|----|---|----------------|

compensation for personnel and recommend changes.

2. Revise & improve Staff Performance Evaluation Forms **5/15/18**

VII. NEW OR UNPLANNED INITIATIVES

Projects added to the Work Plan based on Commission direction.