

PORT OF HOOD RIVER COMMISSION
Tuesday, April 1, 2014
Marina Center Boardroom
5:00 p.m.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
 - Approve Minutes of March 20, 2014 Spring Planning and Regular Session Meetings
 - Ratify Amendment No. 1 to Contract with simp.L in the Amount of \$1,728
4. Reports, Presentations and Discussion Items
5. Director's Report/Informational Items
6. Commissioner, Committee Reports
7. Action Items
 - a. Authorize Contract with Flowing Solutions for Engineering Services Associated with the Hook Launch Project in an Amount Not to Exceed \$9,945 Plus Reasonable Reimbursable Expenses
 - b. Authorize a Revised Contract with Blackline, Inc. for Slurry Crack and Seal Repairs in an Amount Not to Exceed \$85,110
8. Commission Call

-
9. Executive Session under ORS 192.660(2)(e) Real Property
 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.*

Minutes of March 20, 2014 Port of Hood River Commission

Spring Planning Work Session

Marina Center Boardroom 12:00 Noon

[Materials and handouts are attached to the bound meeting minutes]

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt, and Hoby Streich; Budget Committee members John Benton, Larry Brown, John Everitt, Jeff Nicol, and Rich Truax; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, and Laurie Borton

Absent: None

Media: None

President Rich McBride called the spring planning work session to order at 12:15 p.m.

1. **Overview:** President McBride thanked the Commissioners, Budget Committee members, and staff for their attendance and participation in this year's spring planning work session. McBride noted that much of what the Port is involved with has been identified in the Strategic Business Plan which serves as a budgetary and planning roadmap. As the Port continues to have opportunities and responsibilities, McBride reminded the Board, staff, and budget committee members that this agency has a mission to serve the community and this mandate will serve not only the Port but the greater good of the community.
2. **FY 2014/2015 Key Issues:** Michael McElwee, Executive Director, commented today's discussion will lead into budget preparations and a good foundation currently exists with documents such as the Strategic Business Plan, 30-year bridge model, facilities assessments with projections for replacements, and a good level of capital reserves. He then led a discussion on the list of Administration, Operations, and Facilities issues impacting the FY 2015 budget and asked the Commission for input on other issues that should be addressed. The following highlights were noted:

Administration-- Software upgrades for the electronic tolling system will be a priority, as well as developing a new website that would have BreezeBy connectivity.

Operations— The process for waterfront zoning and other regulations will need to be determined.

Facilities— A determination on the build out and usage of the Jensen Building breezeway will need to occur; roof repairs/replacements will be a big financial item; a waterfront parking management plan is becoming more critical; Marina Park and Event Site restrooms are due for improvements; and a bridge toll increase, by way of a bonus reduction, should be anticipated.

McElwee then handed out the Key Projects List from the Strategic Business Plan. This list identifies projects to be carried out, assumptions on timeframes, and assumptions on availability of financing sources. The only change in the project listing suggested by McElwee was in the Waterfront Industrial-Lot 1 category. Although planning is already underway on the Nichols Basin pedestrian/bike path, the relocation of 1st Street should be the first project in laying groundwork for Lot 1 development.

3. **Financial Overview:** Fred Kowell, Finance Manager, reviewed two spreadsheets, both for the seven month period ending January 31, 2014. In summary, Kowell noted the Port is ahead on revenues by about 5% due in part to higher bridge traffic and tenant occupancy. Kowell also commented that timing issues have caused an overage on Materials & Services expenditures and a budget transfer will likely be needed before year end to move appropriations between cost categories.

Having used the Strategic Business Plan as a guide, Kowell then reviewed highlights of key assumptions in the 10-year financial forecast:

- *Financial reserves:* the goal is 10% but it takes balancing among capital projects.
- *CPI:* 2.8% as of February 15 but he will target 2.5% CPI going forward. Kowell mentioned that he uses the Metropolitan CPI because it includes more like-size small towns than the Western Region CPI which covers the west coast from California to Washington. There was discussion that CPI does not reasonably cover construction or health care costs.
- *Electronic tolling:* an increase is indicated for January 1, 2015 that will be achieved by a reduction in the Port-paid bonus amount. Kowell noted that 68% of Port revenues come from bridge toll. A lengthy discussion ensued about the frequency of toll increases and the elimination of paper tickets. An independent discussion on the bridge was recommended.

McElwee then led a discussion on capital projects and noted that assumptions will be tried up prior to the April 22 Budget Committee meeting relative to projects needing to be done now and those that can be pushed out.

President McBride recessed the work session for a break at 2:33 p.m. The meeting resumed at 2:48 p.m. with discussions on capital projects and FY 14/15 Key Issues.

- Marina: concern was expressed about whether or not staff had the time to devote to a Marina Master Plan.
- Waterfront Zoning: a process may evolve from the Nichols Basin bike/pedestrian path process but McElwee stated he'd be more inclined to go through a legislative process and he estimated consulting services at \$50,000. The needs and demands of parking also need to be looked at. McElwee commented that once the west edge trail is done there should be enough information to start a layout of Lot 1. He cautioned, however, that time needs to be taken to do it right. There are still some associated unknowns, such as the Naito and the Hood River Juice Company projects.
- Recreation: Money needs to be budgeted for the sewer outfall project; and the Oregon State Marine Board provides free planning assistance that can be taken advantage of.

McElwee then handed out a spreadsheet on Waterfront Infrastructure Planning for a discussion of assumptions for FYs 2014-2024. He noted the Disposition and Development Agreement (DDA) between the Port and Hood River Juice Company calls for shared participation in funding a traffic light at Second and Oak streets, which has been identified in the Oregon Department of Transportation's IAMP (Interchange Area Management Plan). This light will be a priority in helping development on the waterfront move faster.

4. **Policy/Strategy Areas:** This discussion was relative to changes or additions bearing on budget or staff priorities.
 - Regional Collaboration Approaches – McElwee commented the Port may be asked to participate on a Columbia River Gorge Coalition ("Coalition") board whose mission is to support economic development in the National Scenic Area and adjoining communities, and whose purpose is to seek bi-state legislative change and funding that supports regional economic development and jobs. ***There was Commission consensus to support a staff position on the Coalition board.***

McElwee thanked the Commission and Budget Committee for their participation in the Work Session. President McBride adjourned the work session at 3:37 p.m. The Regular Meeting of the Port Commission immediately followed.

Respectfully Submitted:

ATTEST:

Laurie Borton

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Action Items

1. A budget transfer and accompanying resolution will need to be done before fiscal year end showing movement from one category to another. A budget adjustment will not be required.
2. Indicate capacities in the models where possible.
3. Provide information to the public on the correlations if a toll increase and the cost of bridge projects anticipated through 2024.
4. Commission input was requested on reserving funds towards the cost of a Bridge environmental impact statement (EIS); and a request was made for staff to prepare talking points on what steps (and by whom) are needed for a new bridge.
5. Staff was directed to contact the bridge insurer, through Columbia River Insurance, to inquire about tolling systems used by other agencies.
6. Review parking layout inside the Event Site to maximize the number of spaces; and possible future reconfiguration of entrance and exit locations.
7. Prepare a list of key topics with bullet points or 'sound bites' that could be used by the Commission during legislative visits.
8. Identify whether or not there is signage on Port properties regarding Scenic Highway routes.
9. Identify ways in which Port activities can be more relevant to the mid and upper valley.
10. Talk with MCEDD about value-added broadband/wireless services for tenants and the community.
11. Is there a role the Port can play in STEM (science, technology, engineering, and mathematics)?

Suggested Future Discussion Items

1. Bridge Tolling (Board decisions; new software system)
 - Incremental increases instead of every 5 years? Ramp up price and bonus together instead of cutting bonus for regular users?
 - Where are we in the process of eliminating paper tickets? Where are we in the use of loadable smart cards or phone apps? A 6-month lead in time for customer notification should be considered.
2. Jensen Building Breezeway
 - Prepare a cost benefit analysis for FY 14-15 relative to a long-term use for tenant expansion or seasonal use. Also for consideration, is the building better suited in the long term as rough storage with Lot 1 development a priority?
3. Waterfront Zoning
 - Decisions will need to be made by the Commission on open space, overlays, river recreational, etc. and boundaries will need to be looked at collectively with the Expo property.
4. Marina Park/Event Site Restrooms
 - Restroom upgrades need to be addressed. Are there short-term solutions for a 3-month season?

**Port of Hood River Commission
Meeting Minutes of March 20, 2014
Marina Center Boardroom
3:38 P.M.**

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt, and Hoby Streich; Port Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, and Laurie Borton

Absent: From staff, Mellissa Halseth

Media: None

1. Call to Order: President Rich McBride called the meeting to order at 3:38 p.m. upon conclusion of the spring planning work session.

- a. **Modification, Additions to Agenda:** Reports by Commissioners Hoby Streich (Urban Renewal) and Jon Davies (Gorge Innovation; Downtown Business) were added to the agenda.

2. Public Comment: None.

3. Consent Agenda:

- o Approve minutes of March 4, 2014 regular session meeting
- o Approve contract with Blackline, Inc. for slurry and crack seal in an amount not to exceed \$65,000
- o Approve accounts payable to Jaques, Sharp, Sherrerd, FitzSimons and Ostrye in the amount of \$8,511.25

Motion: Move to approve Consent Agenda

Move: Davies

Second: Streich

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

Abstain: Davies, citing conflict of interest for accounts payable item as legal firm is a business client

MOTION CARRIED

4. Reports, Presentations and Discussion Items:

- Nichols Basin West Edge Design Alternative— two concept alternatives presented at the March 18 meeting of the Project Advisory Committee (PAC) were discussed. Executive Director Michael McElwee reported the PAC's consensus to implement features from each design into a single plan that will be presented at the PAC's fourth and final meeting April 16. The following observations from Commissioners were offered:

McBride: Commercial space may require off-street parking, which has not been shown. Angled parking versus diagonal parking may also be required. Will the re-located N. 1st Street remain a private Port street or will it become a dedicated City street? Would that make a difference in the parking layout? Angled parking on Portway Avenue was also suggested as a means of increasing parking spaces.

Davies: The drawings are moving in the right direction and will be a big win in the near future; however, trail design at Slackwater Beach still needs work. Vehicle

access has been eliminated and there are concerns about walking equipment to the beach and then needing to re-park vehicles. Equipment security needs to be considered. The pathway from the N. 2nd Street overpass through the Barman property also needs to be enhanced. Access for the people who currently use the area should be considered when planning the bike/pedestrian trail. Davies also suggested planting trees at the north beach area.

Streich: With regard to the Barman property, the sidewalk needs attention and there should be an assurance the property isn't hindered during the bike/ped process.

Shortt: The sidewalks from downtown to the waterfront are not pedestrian friendly. Should signage direct bike/ped traffic parallel to and underneath the freeway versus due north? Shortt also believes it is not up to the Port to deal with micro issues; e.g. there are solutions regarding transporting equipment from a vehicle and then having to find a parking spot that aren't up to the Port to solve. Shortt suggested a future project of beach nourishment on the east side of Nichols Basin at the Spit for SUPs, kayaks, etc.

Larry Brown, PAC member, commented there was broad support and consensus from committee members and the audience and much had been accomplished in the relatively short timeframe. McElwee requested that any additional comments or drawing markups be provided right away.

- Asphalt Maintenance Program–2014 Overlay— this discussion item was moved to Action Items at the request of Anne Medenbach, Development/Property Manager.

- Airport Consultant Selection Status— Medenbach thanked Commissioner Fred Duckwall and Finance Manager Fred Kowell for reviewing the Airport Consulting Professional Services submittals from CenturyWest and WH Pacific. Both firms are well qualified and the ranking was very close but CenturyWest was ranked as the number one firm. Staff will move forward to negotiate a fee structure and a contract will be brought back to the Commission in April for approval.

5. Director's Report/Informational Items: A staff potluck was held March 19 in honor of Facilities Supervisor Joe Pounders' retirement on March 28 and McElwee thanked those who were available to attend. Final interviews for the position are scheduled next week. McElwee also reported on his participation in the Pacific Northwest Waterways Association annual "Mission to Washington, D.C." trip March 9-12. McElwee and McBride will make a follow-up trip later this spring.

6. Commissioner, Committee Reports:

- Urban Renewal-- Commissioner Streich reported on the March 10 meeting of the Urban Renewal Board. A special meeting has been scheduled for March 24 regarding a resolution that would authorize a borrowing for the Columbia-Cascade Plan in the principal amount not to exceed \$2 million.

- Gorge Innoventure-- Commissioner Davies reported this business accelerator is expanding, in both the number of startup and expanding businesses (now at 15 members and 39 employees). Brown bag seminars on a variety of topics are frequently scheduled and a Member Showcase and Open Mic is scheduled from 5 to 7 p.m. tonight and he hoped

Commissioners would attend to show their support. Davies also commented that quarterly reports would be provided to the Port by Gorge Innoventure.

- Downtown Business Meetings-- Commissioners Davies and Shortt attended a meeting of downtown businesses on March 18 and provided an update on Lot 1 activities. Davies suggested this would be a good group to reach out to and attend meetings.

7. Action Items:

a. Authorize Staff to Issue Notice of Intent to Award and Execute a Contract with Marc Even Construction for the Boathouse Dock Replacement Project in the Amount of \$179,355 Subject to Legal Counsel Review and Contingent Upon No Bid Protests:

Three bids for replacement of the boathouse docks were received. Engineer Andrew Jansky, of Flowing Solutions, reviewed the qualifications and good results were reported. Replacement should occur by the end of May, which would be ahead of schedule.

Motion: Move to Authorize Staff to Issue Notice of Intent to Award and Execute a Contract with Marc Even Construction for the Boathouse Dock Replacement Project in the Amount of \$179,355 Subject to Legal Counsel Review and Contingent Upon No Bid Protests.

Move: Duckwall

Second: Davies

Discussion: Do the docks still have a useful life and could they be repurposed elsewhere? Removal and disposal of the docks is part of the contract price. Staff was directed to discuss options with Even Construction.

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

MOTION CARRIED

b. Authorize Contract with Granite Construction Company for Asphalt Overlay and Patch Work in an Amount Not to Exceed \$97,008.20

(moved to Action Item from Discussion): Results for this solicitation were discussed by Medenbach. She explained that higher quotes were a result of companies needing to hire subcontractors for grinding. Granite Construction will place grindings on the Hook or Spit, or other areas as designated by the Port.

Motion: Move to Authorize Contract with Granite Construction Company for Asphalt Overlay and Patch Work in an Amount Not to Exceed \$97,008.20.

Move: Davies

Second: Streich

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

MOTION CARRIED

8. Commission Call: Streich reported there would be an open house at City Hall on Wednesday, March 26, at 8:00 a.m. for a progress update on the State Street urban renewal project. Davies thanked McElwee and Port staff for hosting the retirement potluck for Joe Pounders. McBride thanked McElwee, consultants Walker|Macy, and the project advisory committee for work on the Nichols Basin West Edge Trail process.

9. Executive Session: Regular Session was recessed at 4:55 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Estate. The Commission was called back into Regular Session at 5:23 p.m. No action was taken as a result of Executive Session.

10. Possible Action: None.

11. Adjourn:

Motion: Move to Adjourn the March 20, 2014 meeting.

Move: Shortt

Second: Davies

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

MOTION CARRIED

Respectfully submitted,

Laurie Borton

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: April 1, 2014
Re: Hook Trail Amenities – simp.L Additional Services

Staff authorized additional design services in the amount of \$1,728 for Jeff Simpson of *simp.L LLC* beyond the original contract amount of \$4,915. The services provided were site construction details and cost estimating, and while not included in the original scope were necessary to move the project forward. The trail amenities which include landscaping, vehicular separation, solar bollards, masonry seating wall, and synthetic turf rigging areas will be bid separately from the outfall extension project with contractors managed by Port staff.

RECOMMENDATION: Ratify Contract Amendment No. 1 with simp.L in the amount of \$1,728.

Executive Director's Report

April 1, 2014

Staff & Administrative

- I am in final negotiations with a candidate for the Maintenance Supervisor position.
- A series of meetings are taking place in early April to discuss ways to enhance regional collaboration on economic development issues.
- Joe Pounders was very appreciative of the retirement potluck on March 19. A big thanks goes to Laurie Borton for her efforts to organize the staff photos and gifts for Joe.

Recreation

- The fourth Project Advisory Committee meeting for the Nichols Basin West Edge Project is scheduled for April 16. The final concept plan for the project will be presented at that meeting. Please provide any comments on the draft plans as soon as possible.
- We are working to finalize the contract with Even Construction for the Boathouse Dock project. One key issue to be resolved is disposition of the existing docks. All tenants have now signed the Pre-Construction Agreement.

Development

- The application for a zone change from C-2 to LI on the Expo property has been prepared in draft form. Before submission to the City, Key Development will provide comments.
- Negotiations continue on the HRJCO project.

Airport

- An Airport Advisory Committee meeting will be scheduled for mid-April.

Bridge/Transportation

- I discussed the lack of communication from ODOT during the recent closure of I-84 on March 27. ODOT staff will look into this and get back to me.
- Draft engineering plans for the repairs to the North Approach Ramp have been prepared by HNTB. We have also received the preliminary report on the recent lift span inspection.
- Another round of welding repairs occurred the week of March 24. The crews worked on a few remaining damaged areas south of the lift span and then proceeded to areas north of the lift span.
- Gold has been discovered in two concrete piers under the north approach ramp. Newly-discovered information from Port archives indicates that the original 1923 gravel mix contained high deposits of ore from California. Fortunately, the UP right-of-way limits access for mining.

ART of COMMUNITY

Big Art!

Please join our celebration!
With our Partners, Art of Community has
funded the Big Art Walking Tour!

Saturday, April 5, 2014

6pm to 9pm

Springhouse Cellar

Wine, Beer, and Beverages
Complimentary Solstice Wood Fire Appetizers

Artists Cathleen Rehfeld, CJ Rench, Karen
Watson, and Mark Nilsson will exhibit their
current collection of BIG ART!

This is a family friendly event, with a hands on
sculpture creation area for kids.

Please RSVP to Kristen Godkin at
541-490-2451 or kristen@art-of-commuinity.com

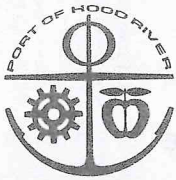
ART of COMMUNITY

Partners!

Thank you for believing in the power of art and
becoming a 2014 Big Art Walk Partner!

Big Winds
Blue Collar Interactive
BMP on behalf of the Tenants of the Old and
New Yasui Buildings
City of Hood River Urban Renewal
Administration
CJR Design
Crestline Construction
Doppio Coffee + Lounge
Henry and Nan Fischer
Hood River Chamber of Commerce
Hood River County Library District
Key Development Corporation
Port of Hood River
Ruddy Duck and Mike's Ice Cream
Ryan's Juice
Sally Reichmuth
The Tofurky Company

A special thank you to Columbia Gorge Arts in
Education for their collaboration.



Port of
Hood River

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March 20, 2014

The Honorable Penny S. Pritzker, Secretary
U.S. Department of Commerce
Herbert Clark Hoover Building
1401 Constitution Avenue, NW
Washington, D.C. 20230

Dear Secretary Pritzker:

I am writing in support of Business Oregon's application to the Economic Development Administration Investing in Manufacturing Communities Partnership (IMCP) program. Business Oregon has agreed to be the lead applicant for a region that includes The Mid-Columbia Economic Development District and many other local partners within their bi-state service area of the Columbia River Gorge along with communities throughout the Willamette Valley. The partnership is dedicated to building robust connections between and within Oregon and southern Washington cities in anticipation of a stronger future of manufacturing.

The state of Oregon is augmenting its innovation ecosystem with strategic investments in commercialization that improve connectivity between its colleges, universities and communities. Our supra-region is at the forefront of manufacturing productivity in the country, and is poised to extend the benefits of technology and innovation. Preparing people and businesses in our two corridors of greatest economic activity and connecting all parties with the resources and infrastructure they need will require an active partnership with the federal government.

An agile, resilient business ecosystem requires robust networking and shared assets to create a broad base to reduce income inequality and expand wealth for 21st century prosperity. The state of Oregon is deeply committed to developing its own assets in ways that generate unexpected connections between consortium members including our Washington that are a part of our functional economic region. New techniques in fabrication, like additive manufacturing, are promising to reshape supply chains and change how firms view regional competitive advantage. Oregon's significant research and commercialization centers are pioneering advanced materials applications in a diverse array of sectors from timber through semiconductors. This region is

preparing to thrive with these changes with a concerted policy to extend the benefits and opportunities of key technologies.

Innovation is essential to the economic competitiveness of this nation and even as we recognize the need to work on remedial issues, we must continue to find more rapid and productive means of preparing people for changes in manufacturing industries. That is why we will continue to invest not just in the instruction of workers for Science, Technology, Engineering and Math occupations, but in the educational technologies and methods to become better teachers. Oregon's postsecondary and "P-20" approach is tackling skill development challenges in the key manufacturing competencies of the future, like software engineering, with tactical investments in career and technical education as well as apprenticeships in emerging industries.

I am confident that Business Oregon will exceed our expectations for leading the "Manufacturing Communities" in the region and will be a model for other states. I hope that you will support us in this endeavor as this is a top priority for our bi-state region.

Respectfully,



Michael S. McElwee
Executive Director

Cc: Port Commissioners

Commission Calendar

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
		1 Commission Mtg 5pm (Rich, absent) RSVP needed for Apr 5 Art of Community event	2 Klickitat Cnty Transp 10am (MM)	3	4	5 Big Art Celebration 6-9pm, Springhouse Cellar																																																																																																		
6	7	8 Marina Ad-hoc, 8am Col. Gorge Comm 1pm Goldendale (MM)	9	10	11	12																																																																																																		
13	14 URA: Streich/Shortt City Hall, 6pm	15 Commission Mtg 5pm (Rich, absent)	16 Bike/Ped PAC Mtg 5:30 p.m. Meeting 4 of 4 (Rich, absent)	17 Gorge Innoventure "Unbirthday" First Anniversary Ribbon Cutting 5pm	18	19																																																																																																		
20	21 KIHR Radio, 8am	22 OPPA Business Mtg Salem (MM) Budget Committee 5pm (dinner provided)	23	24	25	26																																																																																																		
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Commission Calendar

May 2014

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Commission Memo

To: Commissioners
From: Liz Whitmore
Date: April 1, 2014
Re: Hook Launch – Flowing Solutions Contract

Andrew Jansky of Flowing Solutions ("FS") has submitted a proposal in the amount of \$9,945 (see attached) to provide engineering bid documents and specifications for the Hook Launch project. The first phase of the project-- to develop engineering drawings for the permit application to the US Army Corps of Engineers and DSL -- has been completed by FS and the application has been submitted. The bid documents for the Hook Launch project will be incorporated into the City of Hood River's outfall extension project as a "bid alternate." The Port may choose to use the general contractor awarded the contract by the City or may decide to bid the project independently.

The FS scope of work only includes tasks through the bid period. Additional construction period services will be required and will cost approximately \$5,000.

RECOMMENDATION: Approve contract with Flowing Solutions for engineering associated with the Hook Launch Project not to exceed \$9,945 plus reasonable reimbursable expenses.



3305 SW 87th
Portland, OR 97225
(503) 297-6311P
(503) 297-6053F

March 27, 2014

Liz Whitmore
Waterfront Coordinator
1000 E. Port Marina Drive
Hood River OR 97031

RE: Hook Public Beach Access

Dear Liz,

We are pleased to provide this proposal for final engineering and specifications for the Hook Public Beach Access Project. This project will, construct a new 9 ft wide concrete pedestrian ramp, repair the existing riverbank, enhance riparian planting, and improve the existing beach for recreation use. Application to State and Federal permit agencies has been submitted and we understand the Port is coordinating local approvals. Project bidding and contracting would be performed by the City.

As we understand, the design of this project is being fast tracked so it may be integrated into the City Outfall Project construction process to realize potential mobilization and construction savings for the public. While we typically recommend waiting for some indication from permit agencies regarding design approval, we understand the Port acknowledges a small additional redesign cost may be necessary, if the agencies recommend changes in the design or mitigation. The design efforts are also being accelerated relative to the top side improvements being developed by another Port consultant. We will do our best to coordinate and anticipate interface with that project, however some additional redesign and coordination may also be necessary to respond to changes later through that process. If the projects are decoupled and bid separately or combined with the topside improvements additional services may be necessary. We would not proceed with any additional services, unless authorized by the Port.

The plans we develop would be prepared based on the assumption they will be integrated into a larger set by the City's engineer. To simplify that task for the city, we are proposing to include all specifications and special project requirements onto the plan sheets. Where appropriate, materials may be called out using the ODOT numbering scheme when specified. A material quantity list will also be provided to assist their bid effort. Two review drawing sets, one at 60% and one 90% will be provided and then a final stamped set of drawings for the Port submittal to City's engineer.

This project includes improvements at a very dynamic elevation along the shoreline and is influenced by significant wave action. While the proposed design anticipates this, human impacts and uncontrolled forces of nature may accelerate wear and result in changes beyond our estimates.

We also anticipate a higher level of design coordination being necessary on our part with the prime engineer, as they will be administrating the bidding and construction of this project. This specialized work and include in-water work, pool level coordination, heavy civil work combined with bioengineering and landscape quality finishes. .



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To complete the necessary work we are proposing the following scope:

Design \$9945

- Utilize existing Port provided survey from 2009 as base for work(-)
- Begin work with preliminary work done for permitting (-)
- Coordinate with Bell design regarding specifications (2hr)
- Develop and refine alignment (2hr)
- Coordinate with Simple Design regarding changes to upland connection point (3hr)
- Refine/Develop cross sections and grading strategy (2hr)
- Review path subgrade options and rock detail (2hr)
- Develop 60% plan set with grading plan, dimensional plan, and sections (10hr)
- Develop standard details for concrete path and perimeter rocks (2hr)
- Coordinate and review with Port (3hr)
- Coordinate and review with Bell (2hr)
- Integrate suggested changes (4hr)
- Develop 90% plans and specifications for required elements (6hr)
- Update/add standard details (4hr)
- Coordinate and review with Port (3hr)
- Coordinate and review with Bell (2hr)
- Integrate suggested changes (2hr)
- Develop 100% plans and specifications and provide signed copy to Port (6hr)
- Assist Port with City questions (3hr)
- Prepare bid volumes and pay items (opinion of probable cost) (2hr)

Our estimate is based on an accelerated schedule and coordination with several other consultants to integrate this project smoothly and that work will be completed next winter. As stated above additional work may be required, however this contract amount without prior approval by the Port. We propose billing on a monthly basis, for work completed. If you have questions, Please contact me (503) 297-6311.

Sincerely,

Andrew Jansky

Andrew Jansky, P.E., M.S.
Principal



Commission Memo

To: Commissioners
From: Anne Medenbach
Date: April 1, 2014
Re: Asphalt Maintenance-2014-Slurry Seal Contract

Staff came to the Commission on March 20 with a recommendation to authorize a contract with Blackline, Inc. for slurry and crack seal work for an amount not to exceed \$65,000. There were three respondents to the solicitation and Blackline, Inc. was the low quote.

The amount that staff recommended for the contract was not the full quoted amount because work at the airport was taken out due to FY 2014/15 budget constraints. However, staff now believes the full scope slurry seal work, including the airport, can be accomplished within the FY 2013/14 budget amount.

RECOMMENDATION: Authorize a contract with Blackline, Inc. for pavement slurry and crack seal repairs in an amount not to exceed \$85,110.00.