

Executive Director's Report

May 21, 2013

Staff & Administrative

- The PNWA summer meeting is June 26 in La Conner, Washington. I am planning to attend. If any Commissioners are interested, please discuss with President Davies.
- We received good press coverage of the Budget Committee meeting and Approved Budget in the May 11 edition of the Hood River News. There was also an excellent article about Liz Whitmore's work for the Port.
- Hearings were held on Senate Bills #246 and #253 on May 13 and 14 by the State Senate's Ways and Means Transportation and Economic Development Subcommittee. There is substantial support for these bills.
- Ms. Allison Danko, a student at Whitman College will begin her work as an intern for the Port starting May 28. Her primary assignment will be the economic impact analysis.
- Our seasonal summer positions are now filled. One issue we faced this year was the high number of applications we received from children of Port employees. Our approach has been to evaluate all applications in the same manner. However, I have also established a rule that no more than one child of an existing employee can work for the Port. There is an existing rule that no two family members can work in the same department.
- We have updated the rules associated with outside use of the Commission Conference Room. The new rules are attached. Revisions were made primarily due to confusion about whether private businesses could use the room and if all meetings had to be open to the public. Staff would appreciate Commission review of the new rules and changes sought.
- Attached is a schedule showing progress on priority work items.

Recreation

- The Marina Electrical Project contract with LaLonde Electric has been finalized. The contractor has worked ahead on preparation of a pedestal proto-type. A kick-off meeting will be held May 29.
- All the containers for the schools are now installed on the Cruise Dock. The trailer for the Sandbar Café has also been installed at the lower level. With Commission approval, another food vendor will also be located on the lower level.
- The Water Resources and Development Act (WRDA) was approved by the Senate on May 15. The bill includes the adjustment to the flowage easement of the east side of the Nichols Basin that we requested. The bill now goes to the House of Representatives which is preparing its own WRDA legislation.
- The new river gauge is working well and appears to be heavily used. The water levels have been significantly higher starting around May 10. For two days the levels even approached the Ordinary High Water level of 79.39. The

long range forecast currently shows water levels coming down in mid-June. Water levels will determine the end date for our High Water Plan at the Event Site.

- We are getting close to an ODOT-approved contract with W&H Pacific for design of the ped/bike trail around the footbridge associated with the Frontage Road Study. Unfortunately, the long ODOT process means that we will likely have bid documents in late fall and construction would not occur until spring 2014.

Development

- The Pocket Fuel tenant improvement project is moving ahead on schedule.
- The bid solicitation for the Pfriem expansion was released on Friday, May 10.
- We have experienced some relatively significant new challenges with the HVAC system at the west end of the Halyard Building. Trane Oregon technicians have visited the site three times in an attempt to correct the problems.
- We are planning to hold a kick off meeting to discuss the Hook Launch Site Improvement project the week of May 20. Civil Engineer Stu Cato has agreed to assist the Port in evaluating the overall project.
- The Port has fulfilled all of the requirements associated with the Waterfront Business Park industrial subdivision and Portway Ave. and Anchor Way are now the responsibility of the City.
- Gorge Innoventure will hold an open house on May 21 from 5:00 p.m. to 7:00 p.m. Because this conflicts with the Commission meeting, Gorge Innoventure will open their space for the Commission at 4:30 p.m.
- The Barman property is being increasingly used by truckers for overnight parking. We are planning to install jersey barriers and chains to prevent this.

Airport

- The airport will be closed May 20 through June 19. All aircraft owners that wish to have been re-located to The Dalles Regional Airport. Project completion is still anticipated prior to July 4.
- It appears now that the additional structural fill that was authorized by the Commission for the Runway Shift Project will not be needed. However, most of the stockpiled top soil will be used for construction and unavailable for other areas of the airport. Staff will provide a project update at the meeting.

Bridge/Transportation

- Meetings of the Lead Toll Staff and Fred Kowell continue to occur monthly. This has proven to be a good approach to increase communication and address issues.



TO: Applicants for Use of the Port of Hood River's Commission Room
FROM: Mellissa Halseth, Office Specialist
RE: Commission Room Rules, Reservation Procedures, and Application for Use of the Commission Room

The Port of Hood River is pleased to make available its Commission Room to community organizations and businesses for meeting space at no charge. This document contains the Commission Room Rules. Attached is an Application to complete and return to reserve the room for a meeting. The application can also be obtained on the Port's web site: [www/portofhoodriver.com](http://www.portofhoodriver.com). A diagram of the room set-up for Commission use is included as a part of the Rules.

Please read the Rules to ensure that the Commission Room will meet your needs. Your assistance in taking good care of this facility is appreciated.

Reservation Procedures

1. Read the Commission Room Rules.
 2. Return the completed Application for Use.
 3. If the room is available and your use complies with the Commission Room Rules, your Application will be accepted.
 4. A signed copy of the approved Application for Use will be returned to you and your meeting will be placed on the scheduling calendar.
-

General Rules

The Commission Room is primarily for use by the Port of Hood River Board of Commissioners and for various administrative meetings. Port meetings take priority over other meetings. The Port of Hood River will allow use of the Commission Room to other community organizations and private businesses for lawful purposes, with preference given to other governmental agencies and non-profit organizations. The Commission Room cannot be used for political or religious activities.

Boardroom Regulations and Responsibilities

RESERVATIONS

1. Organizations wishing to use the Commission Room must complete and obtain an approved Application of Use.

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2. The Commission Room can be reserved in advance for the current calendar year but **must be made no sooner than 48 hours before the requested time** of use.
3. Meetings held in the Commission Room may not exceed the capacity limit of forty-nine (49) persons.
4. Reservations will be on a first-come, first-served basis; however, **no business or organization may reserve the Commission Room for more than two individual meetings per month** unless written permission is obtained from the Port Executive Director. An individual meeting is considered up to 8 hours on a specific day.
5. The Port reserves the right to cancel permission to use the Commission Room for any reason. If this becomes necessary, as much advance notice as possible will be provided.
6. **The Port also reserves its right to decline a reservation from a party that previously did not follow the Commission Room Rules.**

MEETINGS

1. The Commission Room is available during the Port's normal hours of operation weekdays between 8:00 A.M. and 5:00 P.M. without charge. Users must vacate the Commission Room fifteen minutes before the Port office closes.
2. If requesting the Commission Room for a meeting that will run after Port normal business hours, a representative of the organization will need to obtain a key to the Commission Room one day prior to date of use. The charge for a lost key is \$50. After-hour meetings shall end by 11:00 PM.
3. **Weekend or holiday use of the Commission Room is generally not allowed.** In special circumstances, such use may be allowed with the written approval by the Port Executive Director.
4. Restrooms will be available for all scheduled meetings. The kitchen area will be available only if requested.
5. Projector, screen, easels, and conference phone will be available upon request. The phone may be used for local calls only unless prior permission is received.
6. Meetings will not be publicized in a manner that suggests Port sponsorship or affiliation unless prior permission is obtained.
7. No admission fees may be charged or solicited.
8. Meetings that interfere with normal Port operations will not be permitted. Sound levels should not hinder Port business during operating hours.
9. The Port does not assume liability for injury or damage to personal property, which occurs as a result of actions of the sponsors or participants in meetings scheduled at the Commission Room.

USER RESPONSIBILITIES

1. User must fill out an Application of Use.
2. Meeting participants may use furnished chairs and tables. Tables and displays shall not obstruct the doors or the foot traffic to the entrance or hallway.
3. User is responsible for their presentation supplies, paper products, and refreshment utensils.
4. User is responsible for returning furniture and equipment to the Commission Room set-up as diagrammed on the sign posted to the hallway door. **If the furniture is not rearranged per the diagram, future requests for use of the Commission Room may be denied.**

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5. User is responsible for clean up after the meeting, including the kitchen area if requested. Cleaning supplies are located in the Women's Restroom. **If the room is not left clean and tidy, future requests for use may be denied.**
6. When refreshments are served, user is responsible for removing catering equipment and all refuse before leaving the Commission Room.
7. User will notify Port staff immediately of any liquid spills on the carpet.
8. Smoking, drugs, and alcoholic beverages are not permitted.
9. Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Port staff.
10. Signs, banners, or placards are allowed if they rest on an easel or are part of a table display.

**Application for Use of the Port of Hood River
Commission Room**

1000 E Port Marina Drive, Hood River, OR 97031

Tel: 541-386-1645

Fax: 541-386-1395

Email: porthr@gorge.net

Please print or type.

1. Applicant Information

ORGANIZATION: _____

MEETING DATE: _____

TIME: FROM _____ TO _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

AUTHORIZED REPRESENTATIVE/TITLE: _____

2. Requested Use Information

Nature and purpose of requested use: _____

Anticipated attendance: _____

Equipment needs (please circle) projector, easels, phone, other: _____

Refreshments served: Y/N _____ Will kitchen be needed: Y/N _____

**TO RESERVE THE COMMISSION ROOM, PLEASE RETURN THIS APPLICATION
TO THE PORT OF HOOD RIVER.**

**A SIGNED COPY OF THIS APPLICATION WILL BE RETURNED AS
CONFIRMATION.**

The undersigned, a duly authorized representative of the applicant, has read and understands the Commission Room Rules, and agrees to the terms and conditions set forth therein on behalf of the applicant. If the undersigned will not be in attendance at the meeting, they agree their signature affirms the representative of the applicant has also read and understands the Rules and agrees to the terms and conditions.

Name: _____

Date: _____

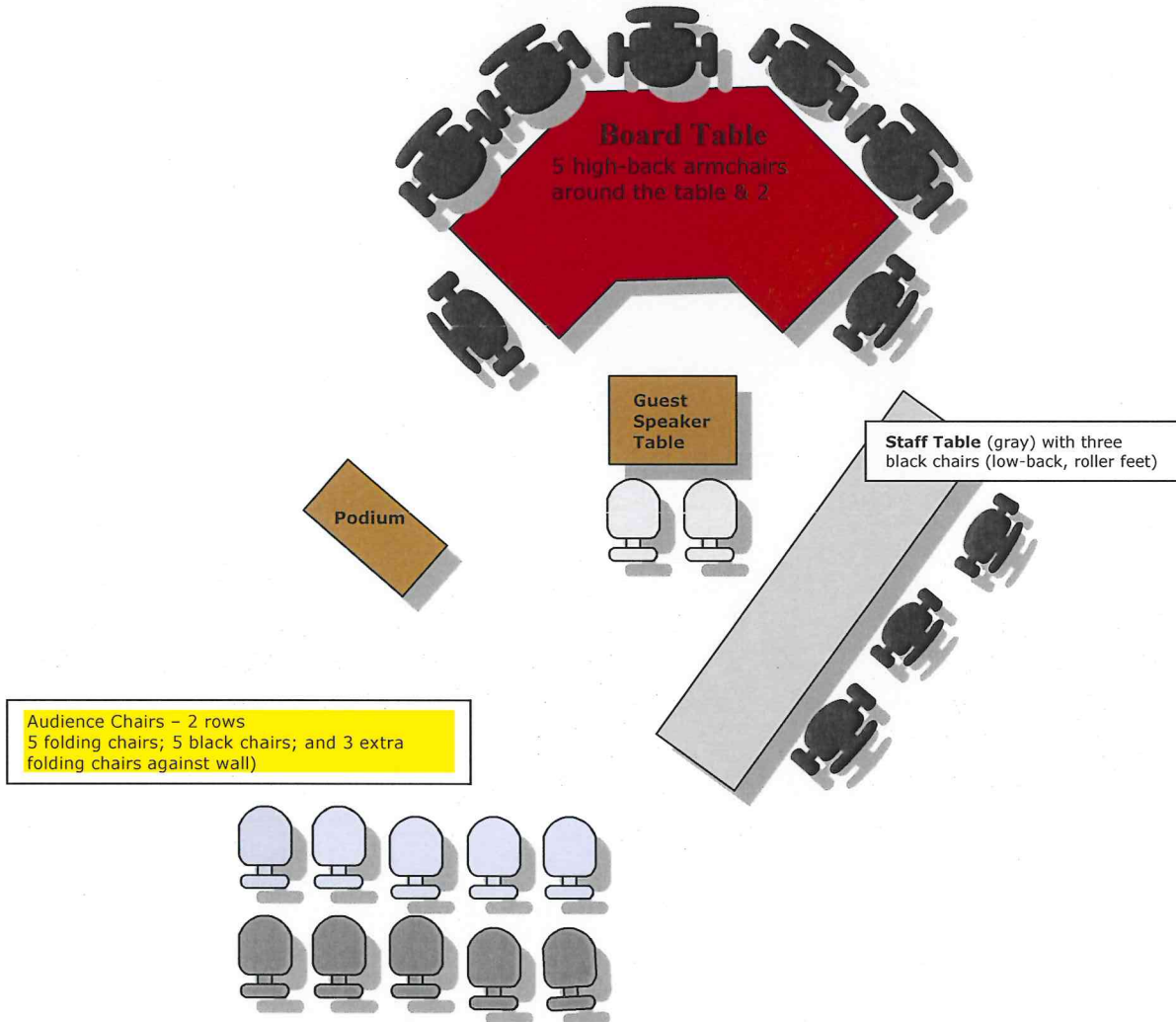
Signature: _____

Title

Approved by the Port of Hood River

_____ Date _____

Port of Hood River Commission Room Set-up



(South wall with windows looking out onto parking lot)

Room Capacity: 49 Current Chairs Available: 24 Additional Tables Available: 4

Materials are not to be attached to walls, windows, doors, or furnishings except at the direction of Port staff. Signs, banners, or placards are allowed if they rest on an easel or are part of a table display.

There are four additional tables (two gray and two white) in the hallway outside the conference room that may be used. After your meeting, the room needs to be rearranged as diagrammed above, which represents the set-up that is required for the Port of Hood River Commission meetings.

Any food and liquid spills need to be cleaned and garbage needs to be placed in the cans provided. Please notify the office of any spills that you needed to clean. If you have used the kitchen, this area also needs to be cleaned. Cleaning supplies can be found in the Women's Restroom. The Port does not provide coffee, sugar/creamer, or paper products; and any food found in the kitchen or refrigerator belongs to staff. A First Aid Kit is located in the Women's Restroom. If any contents have been used, please inform the office.

Thank you for contacting the Port office at 541-386-1645 if you have any questions or comments about the room set-up.

2013 Project Priorities

Updated 05/21/2013

| Project Description <i>(red denotes a completed item)</i> | | Lead | Duration | | | | | | | | | | | | End Date |
|---|--|------|----------|---|---|---|---|---|---|---|---|---|---|-----------|----------|
| | | | J | F | M | A | M | J | J | A | S | O | N | D | |
| ADMINISTRATION | | | | | | | | | | | | | | | |
| Higher Priority | Monthly Commission Discussion Items | | | | | | | | | | | | | | |
| | • Marina | MH | | | | | | | | | | | | | |
| | • Board Communications Plan | FK | | | | | | | | | | | | | |
| | • Lobbying Advocacy | MM | | | | | | | | | | | | | |
| | • Lot 1 Approach | MM | | | | | | | | | | | | | |
| | • Facilities Assessments and Building Binders | SB | | | | | | | | | | | | | |
| | • Financial Policies / IT Plan | FK | | | | | | | | | | | | | |
| | • Toll Booth Operations Manual | GS | | | | | | | | | | | | | |
| | • Spring Planning | MM | | | | | | | | | | | | | |
| | • Facilities Assessments and Maintenance Standards | SB | | | | | | | | | | | | | |
| | • Waterfront Access Plan Narrative | LW | | | | | | | | | | | | | |
| | • Strategic Plan | MM | | | | | | | | | | | | | |
| | • Office Filing / Records Retention Plan | LB | | | | | | | | | | | | | |
| | • Bridge Long-term Operations Model Update | SB | | | | | | | | | | | | | |
| | • Airport Business Plan | SB | | | | | | | | | | | | | |
| Strategic Plan | MM | | | | | | | | | | | | | November | |
| Economic Impact Analysis | | | | | | | | | | | | | | August | |
| Phone System Upgrade (completed) | FK | | | | | | | | | | | | | March | |
| Office Filing/Records Retention Plan | LB | | | | | | | | | | | | | December | |
| Update Staff Job Descriptions | MM | | | | | | | | | | | | | November | |
| 10-Year Financial Model Update (completed) | FK | | | | | | | | | | | | | April | |
| Advocacy / Lobbying Plan (completed) | MM | | | | | | | | | | | | | February | |
| Web-based Portal for Online BreezeBy Payments | FK | | | | | | | | | | | | | September | |
| Low Priority | Financial Software upgrade | FK | | | | | | | | | | | | 2014 | |
| | Website Update (RFP) | LB | | | | | | | | | | | | 2014 | |
| | Staff Training Plan | MH | | | | | | | | | | | | September | |

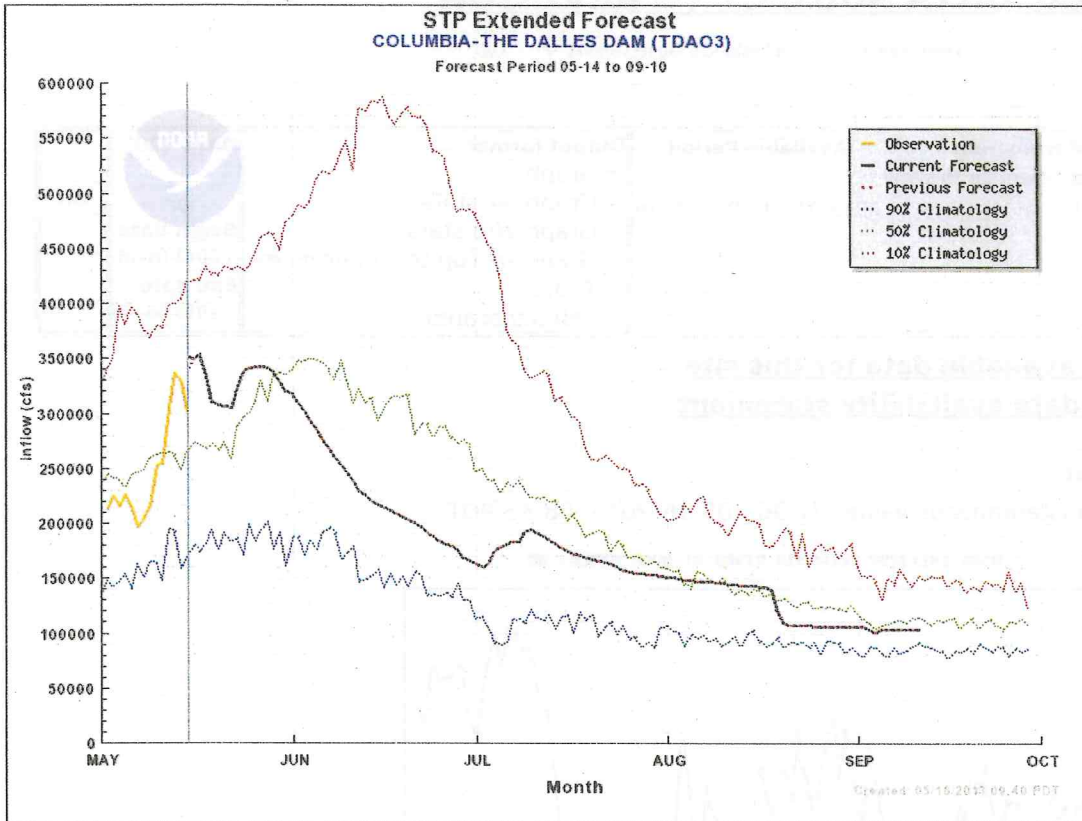


Northwest River Forecast Center Extended 45 to 120 Day Forecast

[Home](#) | [Summary List](#) | [Forecast Table](#) | [Forecast CDF Format](#) | [Archive](#) | [Description](#)

COLUMBIA--THE DALLES DAM

State: Oregon County: WASCO
Latitude: 45 36' 0" North Longitude: 121 10' 0" West
Elevation: 89 feet
Supporting WFO: Pendleton



For Data Used In Plot



USGS Home
 Contact USGS
 Search USGS

National Water Information System: Web Interface

[USGS Water Resources](#)

Data Category: Current Conditions Geographic Area: United States GO

[News](#) - updated April 17, 2013

USGS 14113290 COLUMBIA RIVER AT HOOD RIVER, OR PROVISIONAL DATA SUBJECT TO REVISION

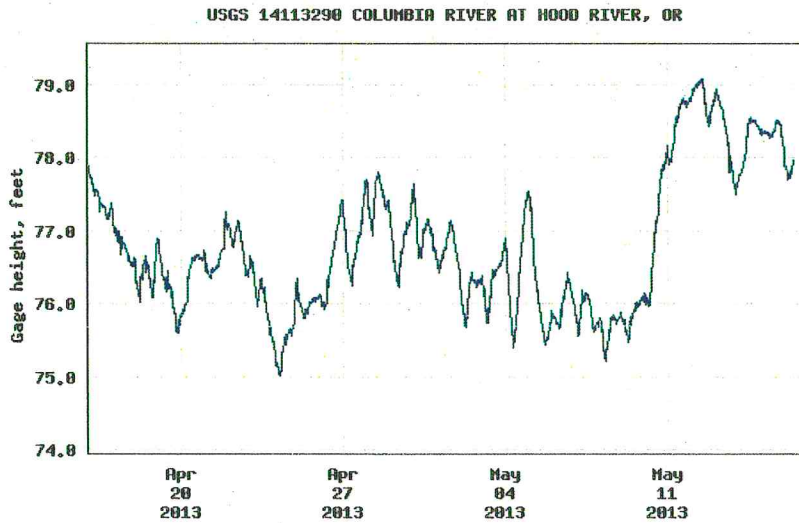
Available data for this site Time-series: Current/Historical Observations GO

| Available Parameters | Available Period | Output format | Days (30) |
|---|-----------------------|---|--------------------------|
| <input type="checkbox"/> All 1 Available Parameters for this site | | <input checked="" type="radio"/> Graph | <input type="text"/> |
| <input checked="" type="checkbox"/> 00065 Gage height | 2013-03-14 2013-05-16 | <input type="radio"/> Graph w/ stats | -- or -- GO |
| | | <input type="radio"/> Graph w/o stats | Begin date |
| | | <input type="radio"/> Graph w/ (up to 3) parms <small>NEW</small> | 2013-04-16 |
| | | <input type="radio"/> Table | End date |
| | | <input type="radio"/> Tab-separated | 2013-05-16 |

[Summary of all available data for this site](#)
[Instantaneous-data availability statement](#)

Gage height, feet

Most recent instantaneous value: 77.96 05-16-2013 08:45 PDT



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Commissioners:

Just a reminder that Gorge Innoventure will be hosting an Open House on Tuesday, May 21 from 5pm to 7pm—the same date and time as our Regular Session/Budget Hearing meeting. Be prepared to park in the boat launch parking lot if parking by the Port Office Building is full.

Laurie

gorge innoventure

Open House

Find out how Gorge Innoventure can accelerate your business.



Where Gorge Innoventure Office; 1000 E. Port Marina Dr, Suite 101;
Hood River, OR 97031

When May 21, 2013 @ 5:00 pm – 7:00 pm; Refreshments are on
the house while they last!

Commission Calendar

June 2013

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| EVENTS: Site: Gorge Cup Race, June 2, 8, 15 Windfest, June 29-30 (exclusive use) Parking Lot: CGWA Swap Meet, June 30 & Hawaiian Chieftan at guest dock: May 30-June 3 | | Event Event Site: Jensen West Lady Washington | | | | 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 3 | 4 Comm Mtg 5pm | 5 | 6 | 7 OEN Entrepreneurial Summit (PDX) - Shortt? CRGNSA Reg'l Forum (Cascade Locks) - MM | 8 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 10 URA Mtg-Shortt, Streich 6pm City Hall | 11 | 12 | 13 | 14 | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | 17 KIHR Radio 8am | 18 Comm Mtg 5pm | 19 | 20 | 21 | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 Travel Day: PNWA Conf. | 24 PNWA Summer Conf LaConner-MM/Davies | 25 PNWA Summer Conf LaConner-MM/Davies | 26 PNWA Summer Conf LaConner-MM/Davies | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | | May 2013 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> | S | M | T | W | Th | F | Sa | | | | 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 | | July 2013 <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table> | S | M | T | W | Th | F | Sa | | 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 | | | | Notes: |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |