

**Port of Hood River Commission  
Meeting Minutes of September 10, 2013 Regular Session  
Marina Center Boardroom  
5:00 PM**

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

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**Present:** Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Steve Burdick, Fred Kowell, Mellissa Halseth and Liz Whitmore

**Absent:** None

**Media:** Ben Mitchell, Hood River News

**1. CALL TO ORDER:** President Rich McBride called the meeting to order at 5:00 p.m.

**a. Modifications, Additions to Agenda:** Staff passed out page 2 of the Executive Director report that was missing in the mailed packet, also an additional memo about weight limit restrictions.

**2. PUBLIC COMMENT:** None.

**3. CONSENT AGENDA:**

- Approve Minutes of August 20, 2013 Regular Session Meeting
- Authorize Contract with All Phase Contracting, LLC for Re-roofing the Yacht Club Building Not to Exceed \$8,500
- Approve Accounts Payable to Jaques, Sharp, Sherrerd, FitzSimons & Ostrye in the Amount of \$6,964

**Motion:** Move to approve Consent Agenda

**Move:** Duckwall

**Second:** Shortt

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

**MOTION CARRIED**

**4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:**

- Gorge Networks Fiber Installation Update – Dan Bubb, Gorge Networks gave a presentation on their current project of installing fiber in various areas of the county including on Port property. Bubb requested permission from the Port for a utility easement to allow underground installation. The installation would be non-disruptive by primarily boring into the ground. Bubb anticipates completion by the end of October on Port property and installation at the Big 7 building shortly after. Staff will bring back a recommendation at the October 1 meeting.
- Economic Impact Analysis – Terry Moore, EcoNorthwest gave an overview of the work that has been completed to assist in preparation of the Strategic Business Plan and the statewide analysis they are carrying out. The Commission and staff provided Moore with suggestions of items to be included. Moore will provide staff with a final draft for review by the Commission at a later meeting.
- Jensen Building Breezeway Concept Plan – Michelle Vo, Hennebery Eddy presented a concept for the Jensen Market/Solar project. The site would primarily be used for Farmers Market and Saturday Market. Gorge Grown and Saturday Market have expressed interest in participating in the project. Vo was directed to produce a final plan that can be used pricing. Commissioner Shortt suggested contacting the Native American community to assist with funding and possibly a partnership.
- Waterfront Narrative – Liz Whitmore, Waterfront Coordinator walked through the narrative that she prepared that outlined the various waterfront areas. There were suggestions from the Commission on items that could be added. Whitmore explained that the narrative is a working

document and can be changed when needed. There was also a suggestion to rename the Nichols Basin.

- Airport Business Plan Update – Steve Burdick, Development Manager updated the Commission to say that there would be further discussion of the plan at the September 20 Airport Advisory Committee meeting. Staff will also be getting a rough estimate on the cost of adding a new hangar block. Scott Gifford, FBO Classic Wings also suggested adding box hangars as well as jet fuel. Commissioner Streich asked that staff meet with him and Commissioner McBride to go over the Airport Business Plan.
- Taxiway B and South Apron – Steve Burdick explained that funds were available from the FAA to complete the Taxiway B and South Apron project. However, the project could cost the FBO additional lost revenue and would displace tie downs that would not be replaced. Staff recommended not going forward at this time with the project.

**5. DIRECTOR'S REPORT:** McElwee highlighted the following areas:

- Schedule – McElwee will not be able to attend the KIHR radio program Monday September 16. Commissioner McBride will attend in his place.
- Airport – There were approximately 300 planes that attended the WAAAM Fly In September 7-8.
- Bridge/Transportation – Staff presented the Commission with a bridge traffic report for August which shows a minimal increase of truck traffic which was due to the Bridge of the Gods weight restrictions. McElwee mentioned that State of Oregon Motor Vehicle Carrier Division will be conducting an overweight enforcement operation September 11 for trucks crossing the bridge into Oregon that are over the 80,000 pound limit.

**6. Commissioner, Committee Reports:**

- Urban Renewal Agency – Streich reported on the September 9 meeting where there was an update given of the State Street project. The project is on schedule. There will be a closure for parking in the next week. There was an update on installing the new restroom and City and Port maintenance costs were presented. City Council will ultimately decide if the restroom installation will go forward.

**7. ACTION ITEMS:**

**a) Authorize Agreement with Mersereau Shannon LLP as Bond Counsel to the 2013 Issuance of General Revenue Refunding Bonds:** Mersereau Shannon LLP is familiar with the 2003 General Revenue Bridge Bonds.

**Motion:** Move to Authorize Agreement with Mersereau Shannon LLP as Bond Counsel to the 2013 Issuance of General Revenue Refunding Bonds

**Move:** Duckwall

**Second:** Davies

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

**MOTION CARRIED**

**b) Approve Resolution No. 2013-14-1 to Refinance the Bridge Revenue Bonds:** This resolution allows staff to execute the refinancing of the General Revenue Bridge Bonds.

**Motion:** Move to Approve Resolution No. 2013-14-1 to Refinance the Bridge Revenue Bonds

**Move:** Shortt

**Second:** Duckwall

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

**MOTION CARRIED**

**c) Authorize Contract with TraneOregon for HVAC Programming of Suites 101 and 102 in the Halyard Building Not to Exceed \$8,500:** The programming of the suites is necessary to complete the tenant improvements for Pfriem Brewing.

**Motion:** Move to Authorize Contract with TraneOregon for HVAC Programming of Suites 101 and 102 in the Halyard Building Not to Exceed \$8,500 Subject to Legal Counsel Review

**Move:** Shortt

**Second:** Duckwall

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

**MOTION CARRIED**

**d) Authorize Contract with J & M Sandblast for Repair of the Maritime Building Roof Not to Exceed \$49,983.40:** Repairing the Maritime roof was included in the budget for up to \$30,000. The application of an overlay would be water tight and has a 10 year warranty.

**Motion:** Move to Authorize Contract with J & M Sandblast for Repair of the Maritime Building Roof Not to Exceed \$49,983.40 Subject to Legal Counsel Review

**Move:** Duckwall

**Second:** Streich

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

**MOTION CARRIED**

**8. COMMISSION CALL:** Commissioner Davies said that he was at the waterfront over Labor Day and that it was busy with a great level of activity. Commissioner Shortt requested that there be a congestion discussion during the Lot 1 planning process. Streich mentioned that he saw Chuck Daughtry who is doing well.

**9. EXECUTIVE SESSION:** Regular Session was recessed at 8:12 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called back into Regular Session at 8:52 p.m. There was no action as a result of Executive Session.

**10. ADJOURN:** President McBride adjourned the meeting at 8:52 p.m.

Respectfully submitted,

\_\_\_\_\_  
Mellissa Halseth

ATTEST:

\_\_\_\_\_  
Rich McBride, President, Port Commission

\_\_\_\_\_  
Hoby Streich, Secretary, Port Commission

**Port of Hood River Commission  
Meeting Minutes of September 18, 2013 Special Meeting Lot 1 Work Session  
Marina Center Boardroom  
12:00 PM**

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

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**Present:** Commissioners Jon Davies, Fred Duckwall, and Rich McBride; from staff, Michael McElwee, Steve Burdick and Mellissa Halseth. Invited stakeholders Cindy Walbridge, Greg Knutson, Jaime Athos, Jennifer Kaden and David Meriwether.

**Absent:** Commissioners Brian Shortt and Hoby Streich

**Media:** None

**Public:** Sign-in Sheet Attached

*The purpose of the meeting was to conduct a Work Session regarding future development ideas on Lot 1 on the waterfront with invited stakeholders representing the Public Agency and Large Business sector.*

At 12:07 President Rich McBride welcomed panel members and guests. McBride explained that the purpose of the stakeholder sessions was to allow the Port to get feedback from various user groups and community members. He noted that Lot 1 development was limited due to zoning. After introductions were made, McBride turned the meeting over to Michael McElwee, Executive Director.

McElwee explained that in recent development on the waterfront the momentum is moving eastward toward Lot 1 and stated that the Commission would like to get input from a variety of stakeholders in order to determine how to plan for the future of Lot 1. He then gave an overview and shared conceptual diagrams with the group.

The group shared their thoughts and ideas for uses on Lot 1. A portion of the discussion focused on zoning. Cindy Walbridge, City of Hood River Planning Director stated that the City would likely consider zone changes for the benefit of the community. There was a general concern in the group of eliminating any light industrial property due to the limited amount of light industrial property in the city.

President McBride thanked the attendees for coming and adjourned the meeting at 1:29 p.m.

There was no action taken as a result of the Special Meeting Work Session.

Respectfully submitted,

\_\_\_\_\_  
Mellissa Halseth

ATTEST:

\_\_\_\_\_  
Rich McBride, President, Port Commission

\_\_\_\_\_  
Hoby Streich, Secretary, Port Commission

**Port of Hood River Commission  
Meeting Minutes of September 25, 2013 Special Meeting Strategic Business Plan Public  
Meeting No. 1  
Marina Center Boardroom  
6:00 PM**

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

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**Present:** Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; from staff, Michael McElwee and Mellissa Halseth.

**Absent:** None

**Media:** Ben Mitchell, Hood River News

**Public:** Sign-in Sheet Attached

*The purpose of the meeting was to gather input from the public as to what information was important to them and should be placed in the Port of Hood River Strategic Business Plan.*

At 6:03 President Rich McBride welcomed audience members. McBride turned the meeting over to Michael McElwee, Executive Director.

McElwee explained the importance of the Port of Hood River Strategic Business Plan and how that could affect future funding through the State of Oregon. The most recent plan was completed in 2005. The state has requested all ports complete an updated plan.

McElwee presented a Power Point that gave a history of projects the Port completed in years past that created real estate that was later built upon and also properties that were purchased and sold over the years.

The outline for the plan was shown which included Port operations, recreation, recent assessment work, strengths, weaknesses, opportunities and threats.

McElwee asked the audience for input and there was a suggestion that education and workforce training were a strength or opportunity as opposed to being a weakness. There was further discussion regarding bridge replacement and the need for legislative assistance.

There was an overview given of the upcoming work on the waterfront including trails. There was a suggestion that waterfront development could help fund maintenance of recreation areas to take a portion of the burden off of the Port, City and County.

McElwee asked what the group saw for the future of the Expo Center and received ideas of a multi sports arena or possibly a community center.

McElwee thanked everyone that attended and for their participation.

President McBride adjourned the meeting at 8:15 p.m.

There was no action taken as a result of the Special Meeting.

Respectfully submitted,

\_\_\_\_\_  
Mellissa Halseth

ATTEST:

\_\_\_\_\_  
Rich McBride, President, Port Commission

\_\_\_\_\_  
Hoby Streich, Secretary, Port Commission

# Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: October 1, 2013**  
**Re: HRJCO Parking Agreement**

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In October 2012 the Port entered into a Passenger Vehicle Parking License ("License") with the Hood River Juice Company (HRJCO) to allow the use of 26 spaces in the Expo parking lot for HRJCO employee parking. The License permitted use of the spaces until April of 2013 for a fee of \$520 per month and allowed for a six-month extension. This past April the License was extended until October 18, 2013.

HRJCO has now requested that the agreement be extended for an additional year. Because it is a short term agreement and does not interfere with other Port or Lessee activities, staff believes an extension is reasonable. The attached Amendment #2 would extend the term for one year under the same terms and conditions as the original License.

**RECOMMENDATION:** Approve Amendment #2 to Passenger Vehicle Parking License with the Hood River Juice Company, Inc. for employee parking.

**AMENDMENT NO. 2 TO**  
**PASSENGER VEHICLE PARKING LICENSE GRANTED BY PORT OF HOOD RIVER**  
**TO HOOD RIVER JUICE COMPANY, INC.**  
**EXPO CENTER PARKING LOT**

WHEREAS, on October 18, 2012 a Passenger Vehicle Parking License (“License”) was executed between the Port (“Port”) and Hood River Juice Company, Inc. (“HRJCO”), and

WHEREAS, in April 2013 Amendment No. 1 was approved and executed which extended the License for six months until October 18, 2013,

WHEREAS, both parties desire to extend the License for an additional 12 months;

NOW THEREFORE, the Passenger Vehicle Parking License dated October 18, 2012 shall be extended through October 18, 2014. All other terms and conditions shall remain in full force and effect.

**PORT OF HOOD RIVER**

By: \_\_\_\_\_  
Michael S. McElwee

Title: Executive Director

1000 E. Port Marina Drive  
Hood River OR 97031  
(541) 386-1645  
porthr@gorge.net

**Hood River Juice Company, Inc.**

By: \_\_\_\_\_  
David Ryan

Title: CEO

550 Riverside Drive  
Hood River OR 97031  
(541) 386-3003  
davidr@hrjco.com

cc: Port Facilities Department, Port Finance Manager

# Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: October 1, 2013**  
**Re: Amendment No. 1 to Lease Agreement with Leonidas Montenegro**

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The Port and Leonidas Montenegro entered into a lease agreement beginning on October 5, 2012 for units 1, 2 and 3 of the Jensen Building Breezeway units. Mr. Montenegro now desires to convert the month-to-month lease into a twelve month lease and to also lease Breezeway unit 7. The monthly rent on the 192 s.f. unit 7 space will \$96.00 per month or \$0.50 psf.

The 12 month term will be effective on October 1. Unit 7 will be added to the lease agreement effective November 1, 2013.

**RECOMMENDATION:** Approve Lease Addendum No. 1 with Leonidas Montenegro in the Jensen Building Breezeway units.



**ADDENDUM NO. 1 TO LEASE**

**Whereas**, the Port of Hood River (“Lessor”) and Leonidas Montenegro (“Lessee”) entered into a month-to-month lease of Port Office Building space under a lease dated October 3, 2012; and

**Whereas**, Leonidas Montenegro desires to add Breezeway unit 7 to the lease and convert the month-to-month lease into a one year lease beginning October 1, 2014 and

**Whereas**, the existing lease provides that the Lessee may convert the month-to-month agreement to a one year lease,

**Therefore**, the parties agree as follows:

1. The lease Term shall be extended from October 1, 2013 through September 30, 2014.
2. Breezeway unit 7 consisting of 192 s.f. shall be added to the lease effective November 1, 2013.
3. The additional monthly rent for Breezeway unit 7 shall be \$96.00 per month.

DATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2013

PORT OF HOOD RIVER,  
An Oregon Municipal Corporation

By: \_\_\_\_\_  
Michael S. McElwee, Port of Hood River Executive Director

LEONIDAS MONTEGRO

By: \_\_\_\_\_  
Leonidas Montenegro

# Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: October 1, 2013**  
**Re: Utility Easement with Gorge Networks, Inc.**

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At the September 10 meeting the Commission heard a request from Dan Bubb, CEO of Gorge Networks, Inc. for a utility easement that would allow for installation of underground conduit for fiber on Port property. The proposed easement is attached and shows the location of the easement running from near the footbridge to the Best Western Hotel.

Although the fiber service will be provided by Axxis Communication, Inc. a (Competitive Local Exchange Carrier), the easement will be with Gorge Networks because they are the provider of fiber services to consumers in this area.

Installation of enhanced fiber in the Port area will improve fiber connections for businesses in the Marina area and is consistent with the economic development mission of the Port.

**RECOMMENDATION:** Authorize utility easement with Gorge Networks, Inc. for a fiber optic line in the Marina area subject to approval by Port General Counsel.

AFTER RECORDING RETURN TO:  
JAQUES, SHARP, SHERRERD, FITZSIMONS & OSTRYE  
Attorneys at Law  
205 3<sup>rd</sup> Street  
Hood River, OR 97031

UNTIL A CHANGE IS REQUESTED  
MAIL ALL TAX STATEMENTS TO:  
No Change

Tax Account No: 3N 10E 25CD 100

True and Actual Consideration: None

### UTILITY EASEMENT

This agreement made this \_\_ day of \_\_\_, 2013, between **Port of Hood River**, a municipal corporation of the State of Oregon, hereinafter Port, and **Gorge Networks, Inc.**, an Oregon corporation, hereinafter GNI.

1. Port hereby grants and conveys to GNI a non-exclusive easement for installation and maintenance of underground conduit (for fiber optics lines) and related appurtenances to transmit information. The lines will be installed at least [REDACTED] feet underground. The easement will be three feet in width, and follow the path outlined in Appendix A, GNI will provide the Port with as-built drawings accurate to within twelve inches within fourteen days of the installation of the lines. The as built location shown on the drawing will become the center line of the easement.

2. GNI will coordinate the installation of its lines with other wired utility companies providing service in the City of Hood River.

3. GNI may enter the easement to inspect and make repairs, changes, alterations, and improvements to its lines in the future provided that after any future work in the easement area the ground surface will be restored to its condition prior to the commencement of the work, including repaving and patching asphalt.

4. The majority of the conduit will be bored so that the impact to roads and landscape is minimized. For trenched areas, the utility trench will be compacted and patched with landscape to match the original or new asphalt at least four inches in depth and level with the existing surface.

5. All work by GNI in the easement area will be performed by GNI or its contractor at GNI's expense. All such work will be performed in a prompt and workmanlike manner with all reasonable efforts made to minimize disruption in use of the parking lot and property. To the extent possible work will be performed on weekends or before or after normal business hours.

6. This easement is granted subject to all prior easements, rights and encumbrances of record, provided however, Port represents that the easement area is free and clear of all monetary encumbrances.

7. This agreement shall be binding upon the parties, their respective successors and assigns. If the Port determines that GNI, or an assignee or successor of Axxis, has used the fiber optic line in the easement area to transmit information but has abandoned that use, or will likely not utilize the fiber optic line in the easement area to transmit information in the future, the Port may terminate all rights of GNI and its assignees or successors granted by this utility easement ("Abandonment Determination"). Before making an Abandonment Determination, the Port may contact GNI, or a successor or assignee of GNI if the Port has received notice from GNI of an assignment or succession, prior to making an Abandonment Determination. In any event, the Port may make an Abandonment Determination in the Port's sole discretion. If the Port makes an Abandonment Determination the Port may remove or destroy the fiber optic cable in the easement area, and all rights of GNI or its successors and assigns granted under this utility easement shall be extinguished. An Abandonment Determination by the Port shall be final. No party affected by the Abandonment Determination or actions taken by the Port after an Abandonment Determination shall have any claim for damages, or any other recourse. The Port may record a document describing its Abandonment Determination in Hood River County, Oregon deed records, as notice of termination of this Easement Agreement and vacation of the easement rights granted hereby.

8. Failure at any time to require performance of any provision of this agreement shall not limit a party's right to enforce the provision. Any waiver of any breach of any provision shall not be a waiver of any succeeding breach or a waiver of any provision of this agreement.

9. GNI agrees to indemnify and hold Port harmless from any damage caused to any improvement on the Port property by the installation and/or maintenance of the lines, and from any injury or damage to persons or property arising out of GNI's work in or around the easement area or from GNI's exercise of its rights under this agreement.

10. In any litigation arising under this easement, the prevailing party shall recover from the losing party reasonable attorney fees as determined by the Court.

11. Port may, upon no less than sixty days written notice to GNI, require relocation of the fiber optics lines and of the easement. GNI agrees to move the lines to another location on the property at Port's request and at Port's expense, which will include preparation of a revised legal description and drawing for this easement.

12. This easement can be assigned upon approval of both parties. Assignment will not be unreasonably withheld.

DATED on the year and date first written above.

Port of Hood River

Gorge Networks, Inc.

By: \_\_\_\_\_

Michael McElwee, Executive Director

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF OREGON )

) ss.

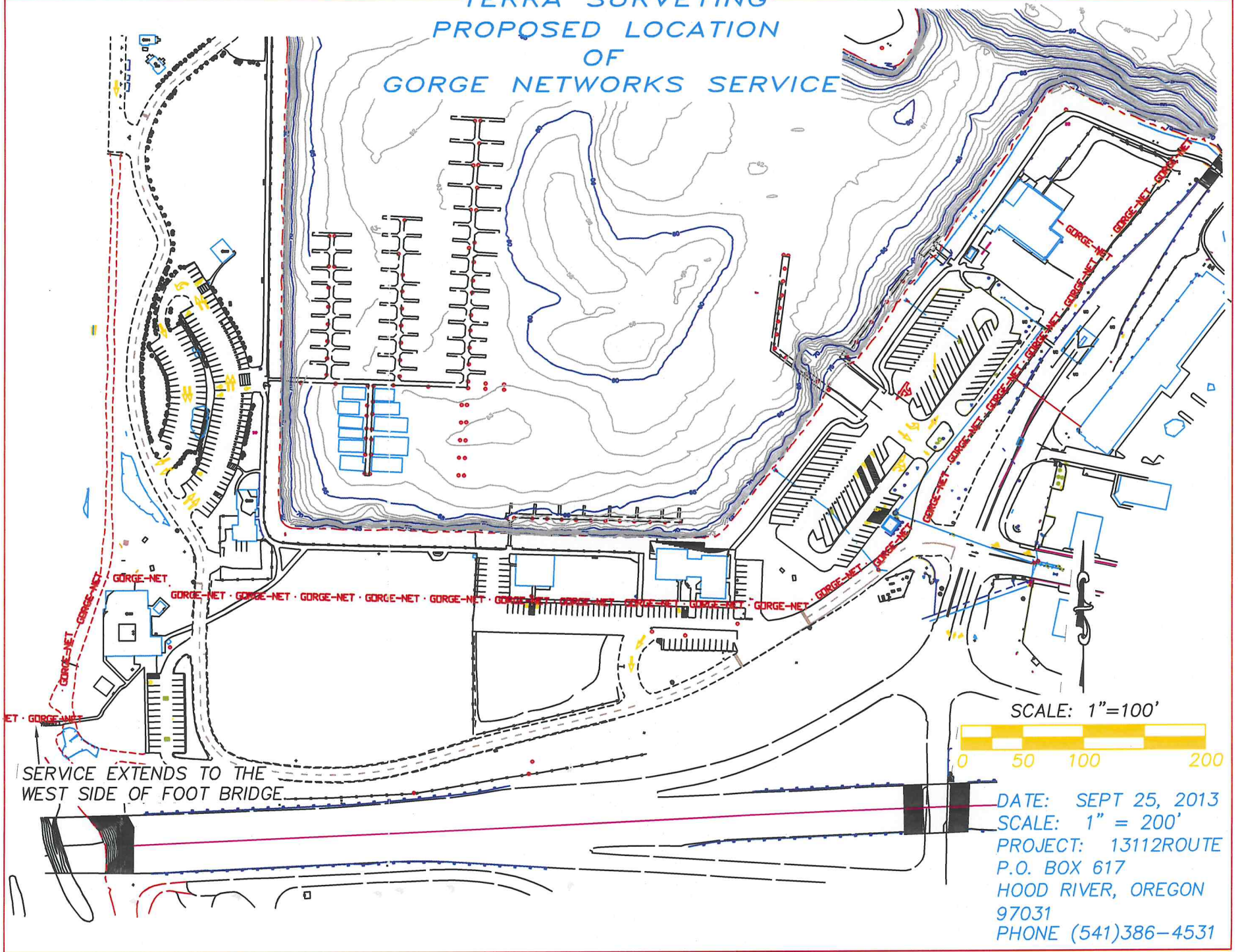
County of Hood River )

This instrument was acknowledged on \_\_\_\_\_, 2013, by Michael McElwee, Executive Director of the Port of Hood River, a municipal corporation, who acknowledged due execution of the foregoing instrument on behalf of the port of Hood River.

\_\_\_\_\_  
Notary Public for Oregon

My commission expires: \_\_\_\_\_

TERRA SURVEYING  
PROPOSED LOCATION  
OF  
GORGE NETWORKS SERVICE



SERVICE EXTENDS TO THE  
WEST SIDE OF FOOT BRIDGE

SCALE: 1"=100'  
0 50 100 200  
DATE: SEPT 25, 2013  
SCALE: 1" = 200'  
PROJECT: 13112ROUTE  
P.O. BOX 617  
HOOD RIVER, OREGON  
97031  
PHONE (541)386-4531

# Commission Memo

**To:** Commissioners  
**From:** Mellissa Halseth  
**Date:** October 1, 2013  
**Re:** Boathouse Term Sheet

Over the course of the past six months the Marina Ad-hoc Committee has discussed issues associated with the Boathouses in the Marina including new lease terms and conditions.

The attached draft term sheet reflects a consensus of the committee about key lease terms. They are intended to reflect market conditions, place limits on boathouse additions and encourage upgrades to the appearance and condition of individual boathouses. This draft has undergone a general review by Legal Counsel.

Based on direction from the Commission, staff will work closely with Legal Counsel for a final lease agreement to be approved by the Commission in November and effective January 1, 2014.

**RECOMMENDATION:** For discussion.

## Hood River Marina

### Boathouse Lease Term Sheet

Prepared: September 25, 2013

<b>BOATHOUSE DEFINITION:</b>	<p>A Boathouse shall be defined as a floating structure whose primary use is the protected storage of boat and related marine equipment. Boathouses may include habitable spaces so long as these are subordinate to the primary use. Bathrooms are limited to portable toilets. Boathouse tenants shall accept responsibility to dispose of sewage and grey water only through an on-shore sanitary sewer system and in conformance with DEQ regulations. It is specifically prohibited to use a boathouse as a "dwelling unit" as defined in ORS 90.100(11) under the provisions and terms of this agreement.</p>
<b>TENANT:</b>	Various
<b>LEASED AREA:</b>	<p>The water surface occupied by a Boathouse including any attached structures. The square footage of leased area shall be determined by measuring the furthest outside dimension of length and width forming a rectangle.</p>
<b>LEASE RATE:</b>	<p>The Lease Rate shall be \$1.24 per square foot of Leased Area per year.</p> <p>Tenants shall also pay the following:</p> <ul style="list-style-type: none"><li>• 2014 Special Assessment of \$675 per year for marina-wide electrical upgrades, boathouse dock replacement and boathouse dock engineering &amp; permit fees.</li><li>• 2014 Special Assessment of \$___ per year for Boathouse de-coupling and re-attachment.</li></ul> <p>Both Special Assessments may be adjusted higher or lower based on the actual cost of construction and shall terminate after 10 years when the Port's financing obligation is fulfilled.</p> <p>If a Boathouse is removed from the marina prior to the ten year term a lump sum assessment will be payable to cover Port costs related to the Boathouse.</p>
<b>RATE ADJUSTMENT:</b>	<p>The Lease Rate shall be adjusted annually based on the percentage change in the Consumer Price Index (CPI) for the most recent 12-month period as taken from the Portland Metro Area index, but shall not exceed the CPI rate adjustment applied to boat slips. Special Assessments shall not be subject to a Rate Adjustment. The Port reserves the right to impose other special assessments in the future if approved by Commission action.</p>
<b>TERM:</b>	<p>Rolling five year lease. Subject to default provisions, on January 1 of each year Lease shall automatically renew for a five (5) year term. Port or Tenant may terminate such lease extension by giving not less than 60-days written notice prior each annual extension date.</p>



<b>TERMINATION CLAUSE:</b>	Reasons for Port denial of a lease extension include breach of Lease terms, and poor state of repair and maintenance of a Tenant's Boathouse.
<b>INSURANCE REQUIREMENTS:</b>	Tenant is required to provide proof of a General Liability policy with a liability amount of \$500,000 and a Watercraft Liability policy with an amount of \$500,000. If Tenant's watercraft has fuel capacity of 30 or more gallons, Tenant shall provide Pollution Liability policy to a limit no less than \$25,000. The Port shall be listed as "Additional Insured" on all policies.
<b>DEFAULT:</b>	Port shall notify Tenant of a default in writing. Tenant must remedy a default within 30 days of notice and pay any fees, charges or fines, as required by Port. If Tenant does not remedy default or enter into an agreement with the Port to remedy the default within the 30-day period, Tenant shall be provided written notification of Port's intent to terminate lease within 30 days. If no remedy is provided within that 30-day period, the lease shall be terminated and Port will take appropriate eviction procedures. After an additional 30-day waiting period to allow tenant to liquidate the boathouse and pay all Port costs, Port shall take appropriate legal action, which may include assuming possession and offering it for sale.
<b>DOCK CONNECTIONS:</b>	New Boathouse connections and hardware shall be provided if needed and installed by the Port at Port expense as part of the Boathouse Dock Upgrade Project expected to be completed by May 2014. After installation, the maintenance and repair of such connections shall be the responsibility of the Tenant who shall hold the Port harmless for the failure of any hardware or equipment provided by Port. Any future damage caused to the Port's dock system due to connection hardware failure shall be the Tenant's responsibility.
<b>MAINTENANCE STANDARDS:</b>	Tenants are encouraged to keep their Boathouse in an attractive and presentable condition at all times based on industry standards for similar structures. Specific design standards for individual Tenants or all Tenants may be recommended by the Marina Committee for voluntary implementation.
<b>SAFETY VIOLATIONS:</b>	<p>A Safety Violation is a condition at an individual Boathouse that present a hazard to Boathouse Tenants or Boathouse Dock users as identified by the Port. Safety violations must be remedied in a timely fashion as follows:</p> <ol style="list-style-type: none"> <li>1. Urgent safety measures must be remedied within 24 hours. If after notification from the Port, Tenant is unable or unwilling to remedy a Safety Violation, repairs may be undertaken by the Port staff and any costs charged to tenant. Such charges shall be paid within 30-days of billing.</li> <li>2. Important Safety Violations must be addressed by Tenant within 30 days of notification by the Port. If after notification from the Port, Tenant is unable or unwilling to remedy a Safety Violation, repairs may be undertaken by the Port staff and any costs charged to tenant. Such charges shall be paid within 30-days of billing.</li> </ol>

<b>LEASE TRANSFERS:</b>	Lease is transferrable with sale of boathouse, subject to the following conditions: <ol style="list-style-type: none"> <li>1. Buyer's completion of Port lease and quit-claim documents;</li> <li>2. Compliance with all other boathouse regulations ;</li> <li>3. Payment of any amounts due to Port or lien holders and</li> <li>4. Compliance with State Marine Board requirements.</li> </ol>
<b>INSPECTIONS:</b>	A Port employee or qualified official under the direction of a Port employee may inspect a Boathouse by providing 24-hour notice (e-mail and phone call) to determine adherence to Lease terms. Tenant shall provide an access key to the Port for emergency entrance.
<b>ALTERATIONS:</b>	<p>Excluding normal repairs and maintenance, Tenant shall not carry out any modification to a Boathouse without notifying the Port at least 30-days prior to initiation of work and only after receiving written approval from Port staff for such modifications.</p> <p>Tenant shall not carry out any addition to a Boathouse that would result in an increase in the structure or footprint without the specific approval of the Port of Hood River Commission. If such an alteration is desired, Tenant shall prepare schematic plans and elevations and present them to the Port Commission for review and possible approval.</p>
<b>MAXIMUM SIZE:</b>	The maximum size of any Boathouse shall be as follows: <p style="margin-left: 40px;">Length: 45 ft. Width: 30 ft. Height: Single Story structures only.</p>
<b>GRANDFATHER CLAUSE:</b>	Boathouse Tenant that has a valid Lease Agreement as of October 1, 2013 shall retain the right to maintain the existing footprint and dimensions of their Boathouse.



655 Fifteenth Street, NW, Suite 225  
Washington, DC 20005

balljanik.com

t 202.638.3307  
f 202.783.6947

## MEMORANDUM

**TO:** Port of Hood River Commissioners

**FROM:** Hal Hiemstra  
Michelle Giguere

**DATE:** September 26, 2013

**CLIENT:** Port of Hood River

**RE:** Congressional Update and Strategy for 2014

Thank you for the opportunity to visit with you at your October 1, 2013 meeting. I appreciate the chance to provide you with a brief Congressional update and look forward to engaging with you concerning federal and state legislative strategies for 2014. My colleague, Michelle Giguere, sends her regards and wishes that she could join in our discussion today -- for some time however, she has been scheduled to be in Washington, D.C. the first week of October.

### **Continuing Resolution/Sequestration and the FY14 Appropriation**

**Process:** By the time we meet on October 1, we will know how this week's drama over a possible Federal Government shut down played out. Though today's headlines suggest that a government shut down is eminent (primarily over disagreements associated with House led efforts to defund Obamacare), I continue to predict that a shut down will be averted at the last minute and a temporary Continuing Resolution (CR) will have been passed. If a short term CR is passed, it will most likely reflect spending levels set by the House -- levels which continue federal funding at FY13 spending levels -- which were subject to limits set by the Budget Control Act and automatic cuts known as sequestration. It is not likely to include language delaying or limiting funding for the implementation of the Affordable Care Act. Currently, the CR is expected to run until mid November or December -- at which time Congress will either have to have completed the FY14 federal appropriation bills (not likely since it has yet to pass a single one of the 13 appropriation bills), or passed another CR -- perhaps running until September 30, 2014 - the end of Federal FY14.

One piece of good news related to passage of a CR, is that since it will reflect FY13 spending levels, an FY14 CR would also include some levels of discretionary grant funding -- for programs such as the TIGER program at USDOT, and limited economic development grants from USDA and the Small Business Administration.

Assuming that Congress threads the needle on the FY14 budget, they will almost immediately be faced with a vote to increase the federal debt ceiling. This vote must happen by October 17 according to the Treasury Department. The vote is



likely to set into motion additional intra-party fighting over implementation of the ACA, the Keystone XL Pipeline or other issues which significantly divide the Republican and Democratic parties.

Bottom line – the Nation is in for a bumpy ride on the funding front over the next several weeks and resolution one way or the other isn't likely to smooth the already poor working relationship between two parties.

**Sequestration:** Debate in Washington continues over whether sequestration can be repealed or revised by Congress this fall. But, as the political parties dig in their heels over the CR and the debt ceiling, it appears unlikely that any revisions in sequestration will be possible. We predict that regardless of how the CR and debt limit votes play out, sequestration – the blunt spending reduction tool which cuts 8% across-the-board (\$1.2 trillion over the next 10 years) will remain in place. While few predicted it last year, and most thought that the draconian sequestration tool would drive the two parties to a more reasonable budget agreement, that did not happen and now sequestration levels of funding appear to be the new bench mark for the federal budget. This bench mark significantly affects almost all federal spending and certainly affects funding levels of spending for federal discretionary grant programs administered by the US Departments of Transportation, Housing, Energy, Interior, Agriculture and Small Business Administration, just to name a few.

**Do Nothing Congress?** With a possible government shut down looming and the appropriation process stalled, pronouncements that this Congress is one of the least productive in history are reaching a crescendo. Of the 25 bills that have been actually been signed into law in the 113<sup>th</sup> Congress, even the most rudimentary took a tortured route to passage.

That said, a few bright spots have emerged and there are pending bills that stand a solid chance of navigating the legislative maze to passage. Among those is the Water Resources Development Act, and a bill that would extend the Secure Rural School Act for at least one more year while Congress continues to grapple with a permanent fix associated with timber harvests on O&C lands in Oregon.

Following are brief updates on each of the Port's 2013 federal legislative and funding priorities. *(at the end of this list, I have also included in italics, priorities that we continue to work on for Hood River County since we represent both the Port and the County on federal issues.)*

## **2012-2013 Port of Hood River Federal Priorities:**

- **Water Resources Development Act** – The Senate passed its version of the WRDA bill in July and the House Transportation and Infrastructure Committee passed its version of the Water Resources Reform Development Act (HR3080) on September 19. HR 3080 is expected to be on the House floor in early October. The two bills both include specific language developed by the Port of Hood River, modifying the Nichols Basin flowage easement. Assuming the Senate and House WRDA bills are successfully conferenced, the Nichols Basin Flowage Easement language



will be part of the final bill. Senator Merkley and Rep. Walden in particular, should be thanks for their active participation to include the Nichols Basin flowage easement in the Senate and House bills.

- **Federal Discretionary Funding** – The availability of federal discretionary funding has been negatively affected by overall budget cuts and sequestration – yet federal discretionary programs do continue. Ball Janik continues to review on a daily basis, federal grant funding opportunities and forwards those opportunities to Port staff when they match Port objectives. While the Port did not chose to apply for discretionary federal TIGER V funding for the bridge, if a long-term CR is passed, it will likely include a new round of TIGER funding.

Other federal agencies, such as the National Endowment for the Arts continue to periodically announce federal grant making opportunities – for example, on September 25, NEA announced a new round of “Our Town” grants that will provide grants from \$25,000 to \$200,000 to support creative placemaking projects. Grants will specifically support projects that improve a community’s quality of life, encourage greater creative activity, or foster stronger community identify and a sense of place.

- **Federal Transportation Policy** – A limited number of groups have begun rolling out grass-roots letter writing efforts and ad buys to position themselves for next year’s Congressional debate over the reauthorization of MAP 21. While that debate will largely be focused on overall funding levels and sources of funding for transportation (i.e. gas tax, implementing a new VMT fee, shifting to a new tax paid on oil at refineries etc.) some policy issues are likely to also be debated in during the reauthorization discussion.

While MAP 21 eliminated the Federal Bridge Program, it did require that each state dedicate an amount equal to 15% of its 2009 Highway Bridge Program apportionment out of the Surface Transportation Program (STP) to fix off-system bridges (i.e. bridges not located on a federal aid-highway). This small off system bridge set-aside proved to be the source of funding that Governor Kitzhaber and ODOT used to secure the necessary funding to repair the weight restricted Bridge of the Gods. Because bridge safety issues continue to grab headlines across the country, it is possible that the current off-system bridge set aside and/or consideration of a new national bridge program could be part of the MAP 21 reauthorization debate.

It should be noted that efforts are likely to continue during the reauthorization debate to limit the amount of federal transportation funding that can support bike/ped infrastructure development. Efforts to eliminate such funding were made in the Senate in July when the FY14 Transportation Appropriations bill was being considered on the floor. Those efforts failed, but they are likely to return at some point.

- **Renewable Energy Funding** – When senators returned to DC last week, they began debating S. 1392, a bill targeting the energy efficiency of



residential and commercial buildings. The bill, sponsored by New Hampshire Democrat Jeanne Shaheen and Ohio Republican Rob Portman, would rewrite national model building codes -- voluntary standards often adopted by states and municipalities -- to hit specific energy-saving targets. It also would establish education programs to train workers in energy-efficient building design and the installation of energy-efficient technologies. Rebate programs would provide incentives for the use of highly efficient motors and transformers.

While this bill is the first substantial energy bill to be considered on the Senate floor since 2007, it does not have provisions which would support and/or affect the development of renewable energy including wind, in-stream, bio-fuels, small hydro or other renewable energy. It is not clear if the House is prepared to pass similar legislation on energy efficiency.

Grant funding for renewable energy development projects was provided by ARRA (economic stimulus) funding, but that funding has now been exhausted and the US Department of Energy has not announced any new discretionary grant programs designed to promote renewable energy development.

- **Scenic Area Compact** – There has been no legislative action or any new proposals to revise or fully fund the Columbia River National Scenic Act. Recent regional support (on both sides of the Columbia River) for federal funding to repair the Bridge of the Gods has generated the start of a discussion about new ways Scenic Area communities can work together to get the most out of the Scenic Area legislation.

*(following is a brief update on two County priorities)*

- **Federal Forest Management and O&C Lands**
- **Secure Rural Schools (SRS) & Community Self-Determination Act**

*Recent legislative action in both the Senate and the House have led to legislation which extends SRS funding for another year. This is good news for Oregon (and Hood River County) since an SRS extension – if signed into law – would provide additional transitional funding to Oregon counties that were previously highly dependent on revenue generated from timber harvesting.*

*The Senate passed its one year SRS extension as part of a bill which reauthorized the National Helium Reserve. The House has now passed an SRS extension in two pieces of legislation. Last week, the House included an SRS extension as part of HR1526 – a more comprehensive public lands bill which incorporates among other provisions, an O&C lands proposal authored by Reps. Walden, Schrader and DeFazio. On September 25, the House also passed its own version of the Helium Reserve bill – making a few tweaks to the Senate language, but keeping the SRS extension.*



*In the coming weeks, Senator Wyden is expected to introduce his own O&C lands bill – though that bill is expected to look substantially different than HR 1526.*

*Looking forward, it appears as though a one year SRS extension will be passed on a conferenced Helium Reserve bill. This will provide one more year of federal timber payments to counties, while the Senate and House attempt to come together on a compromise proposal involving increased timber harvests on O&C lands.*

**HRSA funding** – Ball Janik has continued to work with the County to ensure that previously granted HRSA funding for integrated health care facilities in Hood River County are fully obligated and spent. With the Labor Health and Human Services Appropriation bill unlikely to move on its own, future HRSA funding will be rolled into the CR.

## **Possible Port Priorities and Strategies for 2014**

- **Implementation of Revised Flowage Easement** – With passage of the modified flowage easement likely, during the coming year, Ball Janik will need to work with the U.S. Army Corps of Engineers as it develops implementation guidance on the modified flowage easement.

**Strategies:** Ball Janik will meet periodically with Corps officials in Portland and in Washington D.C. over the next year to keep them on task and assist with the development of an implementation guidance memo. Participation by Port staff may be required in some of these meetings.

- **Bridge Funding at the Federal Level** – Determine if federal funds could be made available for the Hood River for bridge for either on-going maintenance or perhaps completion of the EIS on a new bridge.

### **Strategies:**

1) **Play an Active Role in the Transportation Reauthorization Debate**  
– Congress is faced with reauthorizing MAP 21 by October 1, 2014. While it is quite possible that Congress will miss this deadline, many hearings and debates about possible legislative proposals will take place over the next 8 to 10 months. Should Port Commissioners chose to engage in those discussions, particularly as they relate to federal funding for off-system bridges such as the Hood River Toll Bridge, the following activities will need to be initiated:

- Between now and the end of the year, Ball Janik will work with the Port Commission and staff to define and refine the specific legislative request so that a clear legislative proposal can be made early next year. It is important to recognize that with increased federal funding – particularly any request to change formula funding for off-system

bridges (as opposed to earmarked funding) – it is possible that some will advocate for limiting the use of bridge tolls to bridge maintenance only.

- Port Commissioners will need to travel to Washington, D.C. several times during the coming year to meet with Congressional delegation Members and staff and key committee staff involved in the drafting of the next reauthorization bill;

- Additional documentation will need to be prepared concerning sources of federal and Port funding previously spent on bridge maintenance and improvements and projections of ongoing costs and the timing of those expenses will need to be articulated;

2) **TIGER VI**– If Congress passes a new CR to keep the federal government funded for FY14, it is likely to include at least modest federal funding for another round of TIGER funding. The Port previously applied unsuccessfully for TIGER funding, but another round of funding would provide a new opportunity to consider for the Port. If the Commissioners chose to re-submit a proposal, our advice would be to come to Washington, D.C. to meet with USDOT officials and relevant Congressional Members prior to the submittal of the new funding request.

**Federal Bike/Ped Infrastructure Funding:** Previously, when federal funding for bike/ped projects was threatened in the House of Representatives, the Port Commission expressed its opposition to such funding cuts and support for federal funding for bicycle pedestrian projects. Efforts were once again initiated in the Senate this past July, to strip federal funding from the Transportation Alternatives Program – the primary source of federal funding for local bicycle and pedestrian projects. With the debate likely to be revisited during debate over the reauthorization of MAP 21, the Port Commission will once again need to determine how active it wants to be in this debate. Should the Commission which to be engaged, we will need to:

**Strategies:**

- draft position points on why such funding is important to the Port of Hood River;
- Identify opportunities to comment on pending proposals and or meet with Congressional Members and Staff in Hood River and in Washington to express the Port's support for bicycle/pedestrian funding.
- Monitor ongoing debate concerning the matter and join with others in supporting federal funding for the Transportation Alternatives Program.

- **Scenic Area Collaboration** – In the current Congressional climate on spending, securing full funding of authorized but never appropriated funds promised by Congress more than two decades ago to the Scenic Area will be extremely challenging, but coordinating an advocacy effort around this





goal may result in new partnerships on a wide variety of issues which could ultimately, prove quite useful to the Port. Three possible goals to organize a Scenic Area Collaboration around might be:

**Strategies:**

- Coordinate a regional campaign to secure federal funding for completion of an EIS on a new Hood River bridge. Regional interest in a new bridge over the Columbia River at Hood River has been expressed for some time now – but funding does not exist to complete the EIS on a new bridge. Seeking \$1 million in federal funding to complete the EIS could be one goal for public entities in the Gorge to rally around.
- A Scenic Area Collaboration might also be coordinated around the development of a comprehensive Scenic Area Transportation Plan.
- Efforts to coordinate a regional lobbying campaign urging Congress to finally fully fund authorized but never appropriated funds supporting economic development initiatives in the gorge could be another rally goal for a new Scenic Area Collaboration.

Because the coordination of a Scenic Area Collaboration could be quite labor and time intensive, Port Commissioners will need to determine the role that they want the Port staff and Ball Janik to play in this matter if this goal is determined to be a priority.

- **Workforce Training:** Federal funding for workforce training has been reduced due to federal budget constraints, but if workforce training is determined to be a priority of the Port Commissions, the Port should consider becoming involved in the Congressional debate over reauthorization of the Workforce Investment Act (WIA).

**Strategies:** WIA has not been reauthorized since 2003. Efforts to reauthorize the WIA in this Congress appear stalled at this time. The Senate Health, Education and Labor Committee passed a reauthorization of WIA in late July, 2013. The House passed its version of WIA reauthorization in March. The two bills are dramatically different however, and not likely to be reconciled anytime soon. As a result, it is likely that the WIA reauthorization discussion will still be ongoing next year. The next time Port Commissioners come to Washington, D.C. (probably early 2014), it will be important to express Port support for workforce training, to explain the type of training that the Port is particularly supportive of, and explore with the Delegation and the US Department of Labor whether any of that training can be advanced under existing law. Between now and the then, Port staff and Ball Janik should work to develop a brief position paper on the importance of workforce training to the Port and the community's economic health.



## **Possible State Priorities and Strategies for 2014**

State advocacy was included as part of the contract signed between the Port and Ball Janik in July, 2013. Our conversation on October 1, will provide an opportunity to begin to drill down on the state advocacy priorities the Port would like Ball Janik to pursue next year. Indeed, the July contract identified the need to identify state advocacy priorities during the fall of 2013, in preparation for the 2014 Oregon legislative session.

The 2014 Oregon State Legislative session is scheduled to be a short legislative session, primarily focused on fiscal issues. While the Session is not expected to provide comprehensive opportunities to pursue significant new policy objectives, it should provide the opportunity to lay the legislative groundwork to hit the ground running in the following legislative session. Possible priorities to some extent, mirror federal priorities, but the conversation will happen at the state level rather than the federal level. For example:

**Bridge Funding** – To explore the possibility of state support for the Hood River bridge, if the Commission determined this to be top state priority, in the coming year, Ball Janik would need to:

- engage with key state legislators explaining the current bridge funding situation;
- explore possible revisions to the Oregon statutory language affected bridge funding (i.e. would changing the definition of "other" bridges help to secure additional bridge funding?)
- develop a specific legislative proposal and seek sponsors and supporters who would endorse it in the 2015 Session.

**Industrial Lands Funding** - The good news is that an Industrial Lands Bill passed the last session of the Oregon Legislature. But, that bill is unfunded. Should the Port Commission decide that funding for industrial lands infrastructure development is a top priority, in the coming year, the Commission, Port officials and Ball Janik would need to determine whether others in the State are also pursuing this goal and if so, whether the Port should join or lead a coalition effort to advocate for full funding. As with bridge funding, strategies would include identifying key legislators, draft appropriate legislative proposals and seeking sponsors for same.

**Bike/Ped funding at the State Level.** While not perhaps an issue that would rise to the level of a state legislative proposal, how ODOT spends federal funds dedicated for Transportation Alternatives does potentially affect the Port of Hood River. Recently, the Port successfully secured a planning grant for bike ped facility planning on the waterfront. In the coming year, decisions will need to be made to determine strategies for pursuing funding for construction of the facilities once the planning

**Other ?**



Besides determining if any of the above issues are priorities for 2014 at the state legislative level, Ball Janik will continue to monitor revenue proposals considered in the 2014 Session and report on those proposals to the Commission and Port Staff. With Michael McElwee slated to be the next President of the Oregon Public Ports Association, his increased presence in Salem will provide an opportunity to be more directly involved in discussions or debates about the above issues or others relevant to the Port of Hood River. By clearly identify the Port's priorities at the State level , Ball Janik will then be able to advise Mr. McElwee about ways he might best be able to advance those priorities while in Salem.

### **Strategic Challenge**

The strategic challenge for all of us to grapple with on October 1, will be to identify one or two priorities at the federal and/or state level. To do a good job on each one, given the size of the contract, we really need to do our best to identify the top priorities to focus on, but of course, be flexible enough to adjust to changing circumstance should they emerge.

# Commission Memo

**To: Commissioners**  
**From: Liz Whitmore**  
**Date: October 1, 2013**  
**Re: Ordinance 24 – Draft Presentation**

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Please see attached for a draft of revisions to Ordinance 22, which going forward will be designated Ordinance 24. Per Jerry Jaques and Isa Taylor, the goal is to create an ordinance that has built-in flexibility to allow changes to time and place of activities on Port property. Ordinance 24 now contains three sections including *Generally Applicable Regulations* that are not expected to change, *Site Specific Regulations* that will be implemented by official signage and may change when necessary, and *Enforcement*.

The summaries of changes are as follows:

- Section 2. Definitions: Deleted Marina Area. Added Boat Launch, Marina Beach, Marina, Green, Marina Park, Notice of Exclusion, and Transient Dock.
- Section 5. Vegetation: Added new section stating "No person shall remove vegetation on Port Property without written permission from the Port."
- Section 6. Fireworks: Added no fireworks "unless permitted in writing by the Port."
- Section 7. Animal Control: Does the Port want tighter regulation on dogs?
- Section 9. Launching Boats: Added no launching of boats "except at the Marina Boat Basin and Nichols Basin."
- Section 13. Kiteboarding: New language "No person shall launch a kiteboard or training kite from Port Property other than locations designated by an Official Sign. Training kites are permissible at the Marina Green, Lot #1, and the Marina Beach, unless otherwise prohibited by an Official Sign."
- Section 14. Vehicle Parking and Passes: Added language regarding parking passes at Event Site.
- Section 18. Use of Port Utilities: Added water to electricity as Port Utilities not available to public unless permitted by Port.
- Added Section 21. Boat Launch and Transient Dock: Added language about permissible length of stay on the transient dock.

- Added Section 22. Marina Boat Basin: Added language that SUP is not permissible. Removed language regarding boat maintenance and repairs not being permissible.
- Added Section 23. Marina Park: Relocated existing language.
- Added Section 24. Marina Beach: Added language regarding use governed by an Official Sign.
- Section 25. Pedestrian Bridge: Removed language that riding a bike over bridge is not permissible.
- Section 26. Spit: Added language "No person shall drive or park a vehicle on the Spit north of the designated parking area."
- Added Section 27. Event Site: Added language regarding use governed by an Official Sign.
- Added Section 29. Hook: Added language regarding 15mph speed limit at Hook Access Road.
- Section 33. Penalties: Clarified that a person who receives a citation shall be subject to a fine; each violation shall constitute a separate offense; each offense is subject to a fine not to exceed \$250.
- Section 34. Right of Removal: Added language regarding Notice of Exclusion.
- Added Section 35. Ordinances Repealed: Added language repealing Ordinance 22, dated May 20, 2003.
- Deleted sections on Providing Identification, Port Regulations, Ordinances Repealed, and Declaration of Emergency.

The process to adopt Ordinance 24 must include two public hearings and then a Commission vote to adopt. Ordinance 24 will go into effect 30 days after adoption.

**RECOMMENDATION:** For discussion

## ORDINANCE NO. 24

### AN ORDINANCE REGULATING CONDUCT ON PORT PROPERTY AND REPEALING ORDINANCES

The Port of Hood River ordains as follows:

**SECTION 1. Scope of Ordinance.** This ordinance regulates conduct on Port land, Port waterways and Port structures.

**SECTION 2. Definitions.** Unless the context requires otherwise, for purposes of this ordinance the following definitions apply:

- “Board” means Port of Hood River Board of Commissioners.
- “Boat Launch” means the concrete ramp on the east side of the Marina Boat Basin.
- “Camp” means erecting a tent or shelter, arranging bedding or occupying a parked vehicle, trailer or camper for purposes of, or in such a way as will permit, sleeping or remaining overnight.
- “Commercial Activity” means any activity directed to the general public or between two or more persons or entities undertaken for profit or personal gain.
- “Dock” means a wharf or platform for loading or unloading people or materials.
- “Event Site” means Port Property which includes an improved vehicular parking area and beach access to the Columbia River, located north of Portway Avenue, west of the Nichols Basin inlet, south of the Columbia River, and east of the Jensen building.
- “Executive Director” means the person the Board has appointed to act as the general manager of all Port operations.
- “Hook” means Port Property which includes a peninsula located east of Wells Island, north of Interstate 84, and south of the Columbia River.
- “Interstate Bridge” means the bridge owned by the Port which crosses the Columbia River from Hood River, Oregon to Washington.
- “Kiteboarding” means pumping/drying kites, carrying inflated kites, rigging or attaching lines, launching and landing.
- “Marina Beach” means Port Property located east of the Hood River and north of the Marina Park.
- “Marina Boat Basin” means the water inlet located west of the Marina Green and east of the Marina Park, used for launching and moorage of boats and pontoon airplanes, with access to the Columbia River.
- “Marina Green” means Port property which includes a grass recreation field located south of the Marina Basin and north of Interstate 84.
- “Marina Park” means the park setting and picnic shelter located east of the Hood River and west of the Marina Boat Basin.
- “Nichols Basin” means the water inlet north of Interstate 84, which runs south to north along the western boundary of the Spit, with access to the Columbia River.
- “Notice of Exclusion” means a written notice, issued to an individual by the Port, which describes the terms of that person’s exclusion from Port Property, such terms including time, place, location, and right to contest.

“Official Sign” means all signs, signals, markings, devices and placards placed, erected or provided by the Port for the purpose of guiding, directing, warning or regulating vehicular traffic or personal conduct.

“Overnight” means between 10:00 p.m. and 6:00 a.m.

“Pedestrian Access Way” means any paved pedestrian path system on Port Property.

“Port” means Port of Hood River. Any action attributed to the Port by this Ordinance shall be an action by the Executive Director, the Board, or their designee.

“Port Property” means all real property in Hood River County, Oregon owned or controlled by the Port, and the Interstate Bridge.

“Peace Officer” means a peace officer appointed by the Port pursuant to ORS 777.190, or a peace officer as defined in ORS 161.015.

“Pedestrian Bridge” means the bridge owned by the Port of Hood River intended for pedestrian use which crosses the Hood River from the Marina Area to the Spit.

“Sandbar” means the area, north and west of the Spit, created by the outflow of the 2006 winter storm plus any additional accretion, and owned by the Department of State Lands.

“Spit” means Port Property which is a peninsula located north of Interstate 84, west of the Hood River, east of the Nichols Basin and south from the Columbia River including exposed land in the Columbia River which is occasionally submerged.

“Transient Dock” means Port property located west of the Boat Launch and used for temporary tie-up and limited overnight moorage.

“Vehicle” means every motorized device intended to carry people.

## **GENERALLY APPLICABLE REGULATIONS**

**SECTION 3. Commercial Activity.** No person shall engage in any Commercial Activity on Port Property without the prior approval of, and under the terms and conditions prescribed by the Port.

**SECTION 4. Littering.** No person shall litter on Port Property. For purposes of this section littering is defined as the dumping, throwing, placing, depositing or leaving, or causing to be dumped, thrown, deposited or left any refuse of any kind or any object or substance which tends to pollute, mar or deface.

**SECTION 5. Vegetation.** No person shall remove vegetation on Port Property without written permission from the Port.

**SECTION 6. Fireworks.** No person shall ignite fireworks or similar incendiary devices of any kind on Port Property, whether legally allowed in Oregon or not, unless permitted in writing by the Port.

**SECTION 7. Animal Control.** No person shall bring an animal onto Port Property, or allow an animal to be on Port Property, except when the animal is leashed and under the control of an adult. However, at the Hook dogs are allowed off leash one hour before and after sunrise and one

hour before and after sunset, and at the Spit dogs are allowed off leash one hour before and after sunrise, if the Hood River County Dog Control ordinance which regulates dogs running at large allows a dog to be off leash and the person with the dog is in compliance with the provisions of the Hood River County Dog Control ordinance.

**SECTION 8. Animal Waste.** No person shall allow the feces of an animal in that person's care to remain anywhere on Port Property other than in a garbage or sanitary sewer receptacle.

**SECTION 9. Launching Boats.** No person shall launch a motorized watercraft from Port Property except at the Marina Boat Basin and Nichols Basin.

**SECTION 10. Camping.** No person shall camp on Port Property between the hours of 10:00 p.m. and 6:00 a.m.

**SECTION 11. Hunting.** No person shall discharge firearms, hunt, or attempt to trap animals on Port Property.

**SECTION 12. Fires.** No person shall build or attempt to build a fire on Port Property.

**SECTION 13. Kiteboarding.** No person shall launch a kiteboard or training kite from Port Property other than at locations designated by an Official Sign. Training kites are permissible at the Marina Green, Lot #1, and the Marina Beach, unless otherwise prohibited by an Official Sign.

**SECTION 14. Vehicle Parking and Passes.**

- a. *Parking:* No person shall park or store a vehicle on Port Property in violation of an official sign or request of the Executive Director or Port employee acting within the scope of the employee's duties. Vehicles of violators may be towed at owner's expense. No person shall park a vehicle overnight anywhere on Port Property unless expressly authorized by the Port. Parking is not permitted in areas where curbs are painted red.
- b. *Event Site Parking Passes:* No person shall park at the Event Site without a pass issued by the Port. Annual parking passes must be affixed to the windshield; daily/weekly passes must be visible on dashboard. Lost/stolen passes will be replaced at cost of a new pass. Passes will not be refunded. One pass permits parking in only one designated space. Over-length (over 22 feet) vehicles must park in designated spaces.

**SECTION 15. Vehicle Speed.** No person shall operate a vehicle at a speed in excess of 25 miles per hour on Port Property, unless an Official Sign is posted in an area of Port Property authorizing a different maximum speed, in which event the speed designated on the Official Sign shall be the maximum speed allowed.



**SECTION 16. Vehicles on Paths or Off Roads.** No person shall operate a vehicle on any pedestrian path located on Port Property, with the exception of motorized wheelchairs and similar devices, maintenance vehicles, and emergency vehicles. No person shall park a vehicle off of designated roads or parking areas.

**SECTION 17. Official Signs.** No person shall engage in any conduct in violation of instructions or prohibitions appearing on an Official Sign on Port Property.

**SECTION 18. Use of Port Utilities.** No person shall connect an electrical device of any kind to a Port electrical power outlet or in any other manner use electricity or water supplied to the Port on Port Property without Port permission.

**SECTION 19. Fees.** No person shall refuse nor neglect to pay a fee or charge established by the Board or Executive Director for use of Port Property, Port facilities or Port services, when due.

**SECTION 20. Port Permission.** No person may violate this ordinance unless the person is given express permission to do so at a specific time or for a specific purpose by the Board, Port Executive Director, or a Port employee with authority to grant such permission. Such permission shall apply only to the expressly stated particular time or event.

### **SITE-SPECIFIC REGULATIONS**

**SECTION 21. Boat Launch and Transient Dock.**

- a. No person shall park a vehicle in the Boat Launch parking lot overnight.
- b. No person shall dock a boat under 26 feet long to the Transient Dock for more than three consecutive nights.
- c. No person shall dock a boat 26 feet or longer to the Transient Dock for more than ten consecutive nights in a 30 day period.

**SECTION 22. Marina Boat Basin.** All marina tenants are subject to regulations pursuant to their moorage agreement with the Port. Unless otherwise allowed or prohibited by an Official Sign, the following activities are prohibited in the Marina Boat Basin:

- a. No person shall jump or dive into, swim in, stand up paddle board, windsurf, or kiteboard in the Marina Boat Basin.
- b. No person shall operate a boat, an airplane or any other type of watercraft in the Marina Boat Basin at a speed in a manner which causes a wake.
- c. No person shall clean fish in the Marina Boat Basin.
- d. No person shall operate a vehicle in the Marina Boat Basin at a speed exceeding 15 miles per hour.

- e. No person shall stay overnight on a boat or boathouse moored in the Marina Boat Basin for more than three consecutive nights.
- f. No parent, guardian, or person having custody or control of a child under the age of 18 years shall allow the child to be in a moored boat or boathouse unaccompanied by an adult.

**SECTION 23. Marina Park.**

- a. No person shall be present in Marina Park after 10:00 p.m. and before 6:00 a.m.
- b. No person shall park a vehicle on Marina Green without permission of the Port.

**SECTION 24. Marina Beach.** No person shall recreate or otherwise use the Marina Beach in violation of an Official Sign or request of the Port.

**SECTION 25. Pedestrian Bridge.** The following activities are prohibited on the Pedestrian Bridge.

- a. No person shall jump or dive from the Pedestrian Bridge.
- b. No person shall drive a vehicle on the Pedestrian Bridge with the exception of a motorized wheelchair or similar device.

**SECTION 26. Spit.** No person shall drive or park a vehicle on the Spit north of the designated parking area.

**SECTION 27. Event Site.** No person shall engage in activities related to kiteboarding and windsurfing except at times and in areas designated by an Official Sign.

**SECTION 28. Nichols Basin Docks.**

- a. No person shall jump or dive from the Nichols Basin Docks.
- b. No person shall use a dock owned by the Port located in the Nichols Basin without Port permission.

**SECTION 29. Hook.**

- a. No person shall drive a vehicle in excess of 15 miles per hour on the Hook access road.
- b. No person shall operate or park a vehicle at the Hook the gate is closed.

**SECTION 30. Interstate Bridge.** Unless authorized by a Peace Officer, Port employee or Port contractor acting within the scope of their authority, the following activities are prohibited on the Interstate Bridge:

- a. No person shall ride a bicycle or other self-propelled device on the Interstate Bridge.
- b. No person shall walk onto or jump from the Interstate Bridge.
- c. No person shall drive a vehicle in excess of 25 miles per hour on the Interstate Bridge,

unless a different speed is posted at an entrance to the Interstate Bridge, in which event the driver shall obey the posted speed. Emergency vehicles are the exception from this requirement in cases of an emergency.

- d. No person driving a vehicle shall pass another vehicle traveling in the same direction, or pass a vehicle in the same lane of travel which is stopped on the Interstate Bridge.
- e. No person shall stop, park, or leave a vehicle unattended on the Interstate Bridge.
- f. No person shall drive a vehicle with a gross weight exceeding the weight limit posted at an entrance to the Interstate Bridge.

## **ENFORCEMENT**

**SECTION 31. Severability.** This ordinance shall be liberally constructed to effectuate the purposes of this ordinance. Each section, subsection or other portion of this ordinance shall be severable; the invalidity of any section, subsection, or other portion shall not invalidate the remainder.

**SECTION 32. Enforcement of Ordinance.**

- a. The Board may appoint Port employees as Peace Officers who shall have the same authority, for the purpose of the enforcement of the provisions of this ordinance, as other peace officers.
- b. All peace officers of the city, the county, the state and those appointed by the Board shall have the authority to enforce the provisions of this ordinance and to issue citations for the violation of any section of this ordinance.
- c. Any person who is issued a citation for the violation of any section of this ordinance must appear in the Municipal Court of the City of Hood River, or in such other court in Hood River County with jurisdiction over the matter as stated on the citation.

**SECTION 33. Penalties.** A person who receives a citation for violation(s) of this ordinance shall be subject to a fine(s). Each violation of a separate section of this ordinance shall constitute a separate offense. Each offense shall be subject to a fine not to exceed \$250.00.

**SECTION 34. Right of Removal.**

- a. No person shall remain on Port Property after being asked to leave Port Property by the Executive Director, a Peace Officer, or by a Port employee acting within the scope of the employee's duties.
- b. No person shall cause or allow their personal property to remain on Port Property after the Executive Director, a Peace Officer or a Port employee acting within the scope of the employee's duties has asked the person to remove or relocate the personal property.
- c. No person shall enter Port Property in violation of a Notice of Exclusion issued to that person by the Port Executive Director, a Peace Officer or a Port employee acting

within the scope of the employee's duties.

**SECTION 35. Ordinances Repealed.** Port Ordinance No. 22, An Ordinance Regulating Conduct on Port Property, dated May 20, 2003, is hereby repealed.

First Reading: \_\_\_ day of \_\_\_\_\_, 2013, by the Port of Hood River Board of Commissioners.

Second Reading: \_\_\_ day of \_\_\_\_\_, 2013, by the Port of Hood River Board of Commissioners.

Adopted: \_\_\_ day of \_\_\_\_\_, 2013, by the Port of Hood River Board of Commissioners.

Effective Date: 30 days after date of adoption, which is the \_\_\_ day of \_\_\_\_\_, 2013.

**PORT OF HOOD RIVER**  
1000. E. Port Marina Drive  
Hood River, OR 97031

Rich McBride \_\_\_\_\_  
President

Hoby Streich \_\_\_\_\_  
Secretary

# Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: October 1, 2013**  
**Re: Property Management Strategies**

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Staff will guide Port Commissioners through the information on the attached forms and explain how that information is used by Port management staff to:

- Collect, organize, assign and manage maintenance requests;
- Record work completed on each property;
- Monitor the time, place and work completed by each employee by day and week and use this information to track progress against maintenance expectations; and
- Roll up time by task categories over seasonal periods and use this information to formulate staffing and budgeting strategies, e.g. full time, summer help, summer crews (Next Door & WINGS) and contractors.

**RECOMMENDATION:** For discussion.

MAINTENANCE REQUEST STATUS					09/25/13	
No.	Submitted	Location	Description	Priority	Target Date / Comments	Assigned to:
104	7/20/2012	Airport	Airport: Maintenance hanger: Repair East bay sliding door: Secure East end of the overhead track, tighten the overhead brace rods, and shim	B: High Priority	October 1, 2012	Lewis / Jay
290	12/1/2012	Airport	Airport: Repair roof leak near the peak and the siding near the door on T-Hangar C-10.	B: High Priority		Contractor
473	6/10/2013	Airport	Airport: Install pavers and signage in glider area.	B: High Priority		Steve / Louie
527	7/23/2013	Airport	Airport: Install oscillating fan(s) in T-Hangar C-1 to determine if that will stop condensation. Note: Maintenance Request No. 339 Re installing insulboard is deleted.	B: High Priority	Before October 31, 2013	Rob / Jay
562	8/15/2013	Airport	Airport: Install a cold patch in pavement in front of the SDS hangar where the taxiway intersects with the apron.	B: High Priority		Joe
591	9/24/2013	Airport	Airport: Top / remove trees in FAA protected air space noted in ODA inspection report dated 8/22/2013	B: High Priority		Contractor
363	2/9/2013	Airport	Airport: When both chain / lock protection boxes are installed on farm access road gates, meet Jim Trammel on site so that he can install the fire department locks.	C: Medium Priority		Joe
272	11/6/2012	Airport	Airport: Reinstall metal flange on T-Hangar A-05 door.	C: Medium Priority		Lewis / Jay
45	6/25/2012	Airport	Airport: Repair overhang roofing above rollup doors on the North side of the white maintenance hanger.	C: Medium Priority	Late summer / early fall	Contractor
522	7/23/2013	Airport	Airport: Replace "No Outlet" signs on both South and North Orchard Rd with "Dead End" signs	C: Medium Priority	Steve twice asked for permission from Don Wiley, but Don has not	Steve
136 A	8/7/2013	Airport	Airport: Cut down large cotton woods along South property line. Have Terra confirm property line.	C: Medium Priority	Fall 2013	Lewis
569	8/28/2013	Airport	Airport: Burn the burn pile, haul off the non-burnable rubble.	C: Medium Priority		Jay
570	8/28/2013	Airport	Airport: Do stenciling (Visitor, Reserved, No Parking, etc.) See Scott Gifford for wording and locations.	C: Medium Priority		Jay
403	4/23/2013	Airport	Airport: Get several alternates / prices for remotely controlled gate openers.	D: Low Priority	HOLD	Joe
321	12/17/2012	Airport	Airport: Block off ability to drive around the chained off driveway that goes East from Tucker Road toward the North taxiway	D: Low Priority		Jay

**COMPLETED  
MAINTENANCE REQUEST STATUS**

**09/25/13**

No.	Submitted	Completed	Location	Description	Priority	Target Date / Comments	Assigned to:
106	7/20/2012		Airport	Airport: FBO Building: Add outside electrical outlets and remove unnecessary conduit and wiring on the outside of the building.	E: Done	Summer / Fall 2012	Coburn Electric
110	7/20/2012		Airport	Airport: Maintenance Hanger: Install concrete pad in front of South man door with drain tile	E: Done	FBO requested that pad not be installed	Contractor
108	7/20/2012		Airport	Airport: Maintenance Hanger: Replace man door on West side with a metal skinned door.	E: Done		Contractor / Celestino
102	7/20/2012		Airport	Airport: Paint FBO building. Re-nail siding as needed, repair siding at base of front door, caulk front door trim.	E: Done	Week of 7/15/2013	Contractor
103	7/20/2012		Airport	Airport: Replace electrical outlets inside maintenance hanger with new 4 socket units and replace light switches inside east door with new switches.	E: Done	October 1, 2012	Coburn Electric
101	7/20/2012		Airport	Airport: Replace wood windows in old section of the FBO building with thermopane windows.	E: Done		Contractor
406	4/24/2013		Airport	Airport: Weed the bottom and sides of the drainage ditch West of the private hangars and also North of the T-Hangars and the North tie-down area. Leave grasses.	E: Done		Next Door
411	4/26/2013		Airport	Airport: Complete the barbed wire fence in a straight line approximately along the dotted markings on Copper Dam Road.	E: Done	In progress	Steve / Louie
410	4/26/2013		Airport	Airport: Set the timer for watering the grass runway ONLY for 12 hours one time per week.	E: Done		Lewis
436	5/7/2013		Airport	Airport: Install culvert and rebuild berm crossing the drainage ditch per the attached Sturart Cato email.	E: Done		Contractor
435	5/7/2013		Airport	Airport: Procure 80 feet of 18" or larger diameter culvert to replace existing culvert in the berm crossing the ditch	E: Done		Contractor
504	7/12/2013		Airport	Airport: Weedeat the grass growing between the private hangars East of Tucker Road.	E: Done		Next Door
512	7/15/2013		Airport	Airport: Remove survey stakes.	E: Done		Steve
511	7/15/2013		Airport	Airport: Smooth grade the berm across the ditch North of the North apron.	F: Delete		
510	7/15/2013		Airport	Airport: Coordinate with Tip Top Tree service re topping tree(s) East of airport. Cut topped section into rounds, split, take firewood to Shirley Ekkers house and stack. Chip limbs and debris from site and leave site clean. See Steve about also chipping airport burn pile and hauling non-burnable debris to dump.			Joe / Next Door
542	8/5/2013		Airport	Airport: Remove old electrical conduit, boxes, solenoid, etc. that connected to the old runway lights from the North exterior wall of the FBO building.	E: Done		Joe
540	8/5/2013		Airport	Airport: Kill the gophers.	E: Done		Jay





Booth Attendants																				
Patching																				
Storm Water Drainage Maintenance																				
Restriping / Stenciling																				
Bumper / Barrier Installation / Maintenance																				
Grading / Rocking																				
Gravel Delivery																				
Sweeping																				
Sign Installation / Replacement																				
Other - Specify																				
Public Restrooms																				
Inspection																				
Cleaning			all		2.00	all		2.00	all		1.50	all								
Lockup																				
Lighting Replacement / Repairs																				
Fixture Replacement / Repairs			mens h/c shower		1.50															
Other - Specify																				
Interstate and Pedestrian Bridges																				
Inspection																				
Welding																				
Flagging																				
Replace Lights																				
Guard Rail Repair																				
Other Repair																				
Money Drop					0.50			0.50			0.50									
Gravel Clean Up																				
Power Washing																				
Clean Toll Booth																				
Repair Toll Booth																				
Other - Specify			a hanger power		1.00															
Airport																				
Inspection																				
Grounds Maintenance																				
Mowing (Contractor)																				
Irrigation																				
Brush Removal																				
Drainage Maintenance																				
Repair Leaks																				
Roof Repairs																				
Power Washing																				
Exterior Repairs																				
Interior Repairs																				
Painting																				
Electrical Repair / Lighting Replacement																				
Locks & Keys Issus																				
Tresspass Control																				
Other - Specify																				
Marina																				
Inspection							all			0.50										
Trash Control / Removal																				
Cleat Repair / Replacement																				
Through Rod Repair / Replacement																				
Lighting Repair / Replacement																				
Sign Installation / Repair / Replacement																				
Dock Surface Maintenance																				
Replace rotted wood / Treat wood against rot																				
Fencing / Gate Maintenance																				
Other - Specify										spray weed killer		5.00								

Equipment													
Vehicle Maintenance													
Grounds Equipment Maintenance													
Equipment Maintenance													
Equipment Replacement													
Other - Specify													
Shop													
Purchase / Restock Supplies						0.50	tarp sanding rock		1.00				
Cleaning													
Repairs / Safety Requirements													
Other - Specify													
Administration													
Reports, Memos & Desk Time						/work orders/file	1.50		summaries	2.00			
Pricing / Quotes / Bids													
Employee / Staff Meetings			1.00										
Scheduling			0.50			0.50							
Other - Specify													
Other Without a Category													
Specify													
Time Off													
Holiday													
Vacation													
Sick Leave			8.00										
Total Hours			8.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00			

TIME & TASKS REPORT - ALL MAINTENANCE EMPLOYEES

Days of the Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date	9/16/2013	9/17/2013	9/18/2013	9/19/2013	9/20/2013	9/21/2013	9/22/2013
Building Maintenance							
Inspection	1.50		2.00	1.00			
Contractor Access / Coordination			1.00				
Cleaning				3.00	3.00		
Restock Janitorial Supplies		2.00			0.50		
HVAC Filter Replacement							
HVAC Repair							
Water Heater Repair / Replacement							
Lighting Replacement / Repair		1.00					
Exit Light Maintenance							3.00
Electrical Repair							
Elevator Maintenance							
Plumbing / Leak Repairs		1.00	0.50				
Exit Route Updates							
Fire Extinguisher Installation / Monitoring							
Sprinkler System Monitoring / Maintenance							
Wall / Ceiling Repairs							
Painting							
Deck, Deck Rail & Ramp Maintenance							
Power Washing							
Carpet / Flooring Repair / Replacement							
Locks, Keys & Card Key Issues			1.00		1.00		
Door, Crash Bar & Window Repairs							
Rollup Door Repair / Maintenance			0.50				
Roof Leak Repairs							
Gutter Cleaning / Repairs							
Sign Repair / Replacement							
Pest / Mold Control							
Turnover Upgrades		0.50					
Parts Run		2.00					
Other - Specify	3.00	2.00	8.00				
Grounds							
Inspection		1.00		2.00			
Litter Pickup / Patrol	2.00	0.50				1.00	
Empty Trash Containers	1.00					2.00	1.50
Garbage Run	1.00	1.00	1.00	1.00			
Mowing / Edging	1.00	1.00	1.00	1.00	1.00	4.00	4.00
Irrigation Repair / Maintenance			2.00				
Planting Area Maintenance							
Weeding & Weed Eating	2.50						
Pruning				3.00			
Brush Removal							
Weed / Pest Spraying							
Fence Installation / Maintenance							
Restock Doggie Bags	1.00						
Landscape Restoration							
Event Site Maintenance / Cables / Signs / Etc	1.00				4.00		
Spit Maintenance / Structures / Signs / Etc							
Hook Maintenance / Structures / Signs / Etc							
Lockup Gates & Restrooms	1.50	1.00	1.50	1.50	1.00		
Other - Specify	2.00		4.50	7.00			
Parking Lots & Streets							
Booth Attendants							
Patching							
Storm Water Drainage Maintenance							
Restriping / Stenciling							
Bumper / Barrier Installation / Maintenance							
Grading / Rocking							
Gravel Delivery							
Sweeping							
Sign Installation / Replacement	1.00				2.00		
Other - Specify	5.00						
Public Restrooms		1.00	1.00	1.00	3.00		

Inspection	0.50		0.50				
Cleaning	2.00	2.00	2.00	2.50	3.50	3.00	1.50
Lockup						0.75	
Lighting Replacement / Repairs							
Fixture Replacement / Repairs		1.50			2.00		
Other - Specify							
Interstate and Pedestrian Bridges							
Inspection							
Welding							
Flagging							
Replace Lights							
Guard Rail Repair							
Other Repair							
Money Drop	1.00	1.00	1.00	1.00	2.00		
Gravel Clean Up							
Power Washing							
Clean Toll Booth			1.00				
Repair Toll Booth							
Other - Specify	16.00	15.00	10.00	10.00			
Airport	4.00	4.00	2.00	3.00	7.00		
Inspection					1.00		
Grounds Maintenance							
Mowing (Contractor)							
Irrigation							
Brush Removal							
Drainage Maintenance							
Repair Leaks							
Roof Repairs							
Power Washing							
Exterior Repairs							
Interior Repairs							
Painting							
Electrical Repair / Lighting Replacement							
Locks & Keys Issus						1.00	
Tresspass Control							
Other - Specify		3.00	2.00			1.00	
Marina							
Inspection			0.50				
Trash Control / Removal					1.00		
Cleat Repair / Replacement							
Through Rod Repair / Replacement							
Lighting Repair / Replacement							
Sign Installation / Repair / Replacement							
Dock Surface Maintenance							
Replace rotted wood / Treat wood against rot							
Fencing / Gate Maintenance							
Other - Specify				8.00			
Equipment							
Vehicle Maintenance							
Grounds Equipment Maintenance							
Equipment Maintenance							
Equipment Replacement							
Other - Specify							
Shop							
Purchase / Restock Supplies			0.50	1.00			
Cleaning			1.00		0.50		
Repairs / Safety Requirements							
Other - Specify							
Administration							
Reports, Memos & Desk Time			1.50		4.00		
Pricing / Quotes / Bids							
Employee / Staff Meetings		1.00					
Scheduling		0.50	0.50				
Other - Specify	3.00	6.00	1.50	2.00	1.50		
Other Without a Category							
Specify							

Time Off							
Holiday							
Vacation					8.00		
Sick Leave	8.00				10.00		

TIME & TASKS FOR JULY AND AUGUST 2013

Week Of:	8-Jul-13	15-Jul-13	22-Jul-13	29-Jul-13	5-Aug-13	12-Aug-13	19-Aug-13	26-Aug-13	TOTALS	AVERAGE	FTEs
Building Maintenance	60.0	113.5	77.5	39.5	31.0	22.5	78.5	35.0	407.5	50.9	1.3
Grounds	108.0	262.0	327.5	188.0	242.0	296.0	269.0	76.8	1769.3	221.2	5.5
Parking Lots and Streets	0.0	7.0	2.5	0.0	2.5	5.0	71.0	7.0	95.0	11.9	0.3
Public Restrooms	35.0	46.5	39.5	45.8	36.9	28.0	29.0	24.0	284.6	35.6	0.9
Interstate and Pedestrian Bridges	24.0	22.5	9.5	5.0	8.5	12.0	13.0	29.5	124.0	15.5	0.4
Airport	342.5	118.3	48.0	296.0	194.8	93.5	44.0	16.0	1153.0	144.1	3.6
Marina	24.0	10.0	30.0	206.5	196.5	186.5	107.3	25.5	786.3	98.3	2.5
Equipment Maintenance & Replacement	5.0	1.0	0.0	8.0	6.8	5.5	0.0	16.0	42.3	5.3	0.1
Shop	8.0	9.3	7.5	5.5	3.8	2.0	12.0	6.0	54.0	6.8	0.2
Maintenance Administration	22.5	23.0	27.0	14.0	15.5	17.0	30.0	8.6	157.6	19.7	0.5
Other	0.0	0.0	0.0	14.0	7.8	1.5	18.0	0.0	41.3	5.2	0.1
Time Off	18.0	12.0	18.5	14.0	7.5	1.0	2.0	32.0	105.0	13.1	0.3

Outstanding Characteristics

- Maintenance request responses only
- Mowing, irrigation, landscape maintenance & noxious weeds.
- Normal: Striping, sweeping, patching
- Restrooms at boat launch, event site, yacht club and swim beach
- Normal: Two flaggers; two welders; four hours per week
- Noxious weed control, building repairs & painting
- Catchup maintenance
- Performed in winter months
- Normal
- Normal
- Normal
- Normal

15.7 Total FTEs

# Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: October 1, 2013**  
**Re: Use of Per Diem Rates for Travel**

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The Port's current policy regarding travel is that when anyone (i.e. staff or elected officials) travels and incurs costs for meals and incidental expenses (i.e. taxi fares, tip, etc.), they are required to provide a receipt for reimbursement for those costs above \$10 for transportation and \$15 for meals. In most cases, receipts are obtained and turned in. However, in some cases missing receipts can cause extra time and effort of staff to track down a receipt or to make a call to a vendor for a copy. This is a point of frustration for staff and the traveler since the latter must keep in mind the cost threshold of retaining a receipt for transportation (\$10) or meal reimbursement (\$15).

I called our current auditor on this matter, and she discussed that she is seeing more public agencies move toward a per diem rate for travel. As an auditor she prefers to see agencies use a per diem rate since the auditor doesn't waste time on the internal control on identifying that proper receipts are collected and reported.

The federal government and the state of Oregon currently use the GSA (US General Services Administration) per diem rate structure which breaks down the per diem rates throughout the day (i.e. breakfast, lunch and dinner) as well as incidentals. They provide M&IE (meals and incidental expenses) rates for every city or county of the country. For instance, the following are the rates for Hood River:

Breakfast - \$7  
Lunch - \$11  
Dinner - \$23  
Incidentals - \$5  
Per diem - \$46  
First and last day of travel - \$34.50

From an efficiency standpoint, using per diem rates will be helpful for staff and anyone traveling. Port personnel (staff and elected officials) don't travel much throughout a year. However, staff always seeks to find savings without an extra burden in time. This policy will do just that and we can use the same policy (GSA per diem rate structure) that many local, state and federal governments use today.

**RECOMMENDATION:** For Discussion.

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# Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: October 1, 2013**  
**Re: Traffic Speed Limit Display and Reader Boards**

The Port's bridge engineer in previous conversations has specifically identified that speed and weight are the two key factors in reducing the useful life of our bridge. One tool that has been used throughout the transportation industry to reduce speed is the use of a speed limit display. This display provides the driver's actual speed such that they may adjust their speed according to the posted speed limit. It's a real-time informational tool that informs the driver to make adjustments, if necessary to their current speed but does not preclude them from driving over the speed limit.

The Port is in the process of purchasing a speed limit display from Traffic Safety Supply Company. Traffic Safety Supply Company has been awarded the State of Washington safety equipment contract. If the Port purchases a speed limit display it could be accomplished through the state price agreement, whereby the cost will be about \$6,500 instead of \$8,650.

Staff's first choice is to attach the speed limit display underneath the northbound speed limit sign that is alongside the road just north of the toll booth. This will address some of our users who accelerate out of the toll booth towards the bridge.

The second item that can be purchased off of the same state price agreement is a reader board. The most popular and versatile reader board is one that is solar and battery powered and mounted on a trailer allowing it to be placed at various locations. These reader boards typically have 3 lines of information that can be 8 characters long. One frame is equal to 3 lines of information. A sequence is where you have multiple frames or in essence your message. The reader board can hold 99 frames per sequence with a total of 99 sequences. Thus, we can load multiple messages whereby our staff can select which ones to use in a given period of time.

For example, one sequence of two frames could be as follows:

PLEASE		WEIGHT
SLOW	next frame>	LIMIT
DOWN		80000LBS

*Or*

PORT OF  
HOOD  
RIVER

next frame>

WELCOMES  
YOU

The cost of a message board is about \$15,426. This includes the trailer, reader board, solar panels, battery, operating system, computer application, hand-held controller and user training.

Although both pieces of equipment are used to communicate to our customers, they do not prevent our customers from being overweight or speeding. That said, it is a way in which the Port can be proactive in helping our public adjust to our concerns of weight and speed on our bridge. It also provides information when there is a bridge lift, icy conditions, windy conditions, or bridge work times and dates.

Please find attached two handouts that depict what a speed limit display will look like as well as what a reader board can do.

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RECOMMENDATION: For discussion.



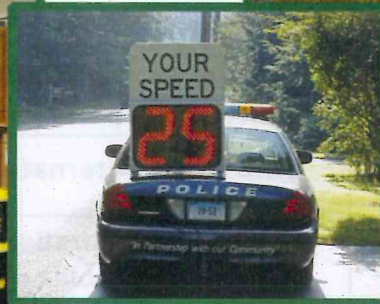
# TRAFFIC SAFETY SUPPLY COMPANY

Your Traffic Sign & Supplies Resource Since 1956

## DRIVER FEEDBACK SPEED DISPLAY SIGNS

Traffic engineers, police officers, and safety professionals identified radar signs as the most effective means of slowing traffic in neighborhoods and around school zones and playgrounds.

- ✓ School Zones & Safe Routes to School
- ✓ Neighborhoods & Pedestrian Zones
- ✓ Rural Roadways
- ✓ Police & Targeted Enforcement
- ✓ Work Zones
- ✓ Industrial, Commercial & Business Campuses



- ✓ Your Speed displays offer superior visibility in all conditions with UltraClear™, delivering the highest contrast, even in direct sunlight
- ✓ Safety Mask™ prevents viewing of the sign outside of drivers normal field of view, keeping the driver's eyes on the hazard zone ahead
- ✓ Vandalism protection – display can take a direct hit without damaging internal components, by deflecting up to 2 inches
- ✓ Integrated Violation Alert, High Speed Cut-off and optional Slow Down Message at user-defined speed thresholds
- ✓ Large selection of programming options to meet your needs
- ✓ Field repairable design – agency technicians can support displays with easy-to-access modular design
- ✓ Lowest power consumption available; solar power packages guaranteed 365 days/year, 24 hours/day, 7 days/week
- ✓ Quality product with 100% solid state design, backed with a 3-year standard warranty and 10 years for LED panels

Driver Feedback permanent displays include MUTCD-compliant YOUR SPEED sign with white, fluorescent yellow-green or yellow background and black lettering, approach-only radar, amber LEDs, and mounting brackets and are ready to be installed with either AC or DC power.

We guarantee solar power packages to operate year-round to your specifications. Solar systems include solar panel, mounting rack, pole-mounted battery housing with charge controller, deep-cycle solar battery, wiring and fittings.

**Feature**                      **Performance**

15" digit height	Recommended for average traffic speeds 45MPH or lower
18" digit height	Recommended for average traffic speeds 45MPH or higher
Display Manager	Allows setting of basic Speed Display settings with wireless BlueTooth link; includes software and Netbook computer
Scheduler	Allows setting of on/off times by day of week
Traffic Analyzer	Collects day, time, and speed of vehicle for over 200k cars and generates reports
SLOW DOWN	SC-15 only; Alternates vehicle speed the slow down message
Central Office™	Remote configuration of speed settings, scheduler and data collection; enables downloading of collected data
TimeKeeper™	Automated time clock synchronization with GPS satellite network
Device Manager	Triggers up to 2 external devices by speed threshold
Tilt Bracket Set	Support areas with steep grades or if display is higher than 12 ft
QuickChange Brackets	Enables easy moving of a single display between multiple poles. One bracket required for the sign and one for each designated pole.



*Solar installations that are sized based on highly optimistic data will fail during the worst days of weather every year. An under-sized solar power system increases the load on the battery, resulting in dramatically reduced battery life.*

*The Driver Feedback product design utilizes multiple complimentary features working together to achieve very low power consumption while still providing industry-leading visibility. Driver Feedback's 12VDC design ensures a long battery life of 7-10 years.*



**TRAFFIC SAFETY SUPPLY CO., INC**

2324 SE UMATILLA ST.  
PORTLAND OR 97202-7495  
503 235-8531  
800-547-8518  
FAX# 503-235-5112

**QUOTATION**

**QUOTE#:** 974735  
**DATE:** 09/16/2013  
**TERMS:** NET 30 DAYS  
**FREIGHT:** FOB HOOD RIVER

**QUOTE ENDS:** 30 DAYS

**PHONE #** (541) 386-6651

**FAX #**(541) 386-1395

email: sales@tssco.com

**CONTACT NAME** FRED KOWELL 1560

**Billed To:** PORT OF HOOD RIVER  
1000 E PORT MARINA PARK  
HOOD RIVER OR 97031

**Ship To:** PORT OF HOOD RIVER  
PORT MARINA PARK  
HOOD RIVER OR 97031

<u>PART #</u>	<u>QTY</u>	<u>SIZE</u>	<u>ITEM</u>	<u>BID</u>	<u>U/M</u>
14205010	1.000	EA	SC-15 SPEEDCHECK SIGN, 15" AMBER DISPLAY,  APPROACH ONLY RADAR, AC/DC/SOLAR READY  30"X42"."YOUR SPEED" STATIC SIGN (*SPECIFY  BLK/WHT, BLK/YE/, OR BLK/FYG WHEN ORDERING)	\$3,920.00	EA
14205035	1.000	EA	120 WATT SOLAR SYSTEM, SOLAR PANELS, WIRING,  POLE MOUNT ENCLOSURE, CHARGE CONTROLLER,  55 AH BATTERY	\$1,575.00	EA
14200000	1.000	EA	PKG-02, SCHEDULER, TRAFFIC ANALYZER, DEVICE  MANAGER ONSITE, BLUETOOTH DONGLE, PROVIDES  WIRELESS COMMUNICATION TO SET SPEED  SETTINGS, DIAGNOSTICS, AND UPGRADES	\$395.00	EA
	1.000	EA	16' 4.5" OD ALUM POST PACKAGE (INCLUDES THE FOLLOWING)	\$485.00	EA
12605030	1.000	16 FT	PIPE POST, 4.5" O.D. ALUM, SCH 40.THREADED		

All material used in this contract is guaranteed to be as specified, and the entire job is to be done in a neat and workmanlike manner. Any deviation or alteration from the specification herein agreed upon involving extra cost of labor and/or materials will be accepted only upon a written order or instructions, and will become an extra charge over costs as mentioned in this contract.

**TRAFFIC SAFETY SUPPLY CO., INC.**

AMY

Service Quote

Invoice#: 974735

Continued...

Date: 09/16/2013

<u>PART #</u>	<u>QTY</u>	<u>SIZE</u>	<u>ITEM</u>	<u>BID</u>	<u>U/M</u>
12603100	1.000	EACH	PEDESTAL BASE, #203-00014		
12604100	4.000	EACH	J BOLTS (GALV. ANCHOR BOLTS) 3/4 X 18 X 4 X 6		
12604200	8.000	EACH	GALVANIZED HEX NUT, 3/4"		
12604300	8.000	EACH	GALVANIZED PLATE WASHER, 3/4" X 3"OD X 1/4"		
12603150	1.000	EACH	TEMPLATE FOR J-BOLT, ALUMINUM		
12603050	1.000	EACH	PIPE CAP FOR 4-1/2" ROUND POST		

SUBTOTAL: \$6,375.00

1.000 DES MANAGEMENT FEE (.74%): \$47.18

TOTAL: \$6,422.18

\*PRICING REFLECTS DISCOUNT ALLOWED ON  
 WA STATE CONTRACT #02612 FOR INTELLIGENT  
 TRANSPORTATION SYSTEM EQUIPMENT 2 FOR  
 MEMBERS OF THE STATE OF OREGON COOPERATIVE  
 PURCHASING PROGRAM. THIS IS A DELIVERED  
 PRICE TO HOOD RIVER, OREGON.



# TRAFFIC SAFETY SUPPLY COMPANY

2324 S.E. UMATILLA ST PORTLAND, OREGON 97202

## Standard Trailer

### Steel Control & Battery Boxes

- Lockable
- Metal boxes
- Sealed weatherstripping
- Non-slip treads on top
- Easy control access
- Tongue jack

### Control Panel

- Streamlined instrument layout
- See only the controls you need
- Easy Programming Guide

## Standard Display

### BRICK LED Module

- Self-contained, sealed LED unit
- High Density
- No special tools needed
- Plug-and-play simplicity

### Legibility & Power Consumption

- Superior legibility
- Automatically adjust LED 0 to 100% brightness for ambient conditions
- Power Management System

### Message Display

- Text, graphics or both
- Variable width/height fonts
- 3 lines, up to 12 characters/line

### Message Panel

- Aluminum back plate & surround
- Flat black powder coat finish
- Lightweight, wind load tested
- Sealed BRICK LED modules

### Sign Locking

- Spring-loaded auto lock

## Available Options

- Additional solar panels & batteries
- Radar
- Deluxe locking lug nuts
- Custom paint colors
- Cell modem
- Land line modem
- Extended warranty



## Hand-Winch Mast - Removable Tongue

### Key features:

- Heavy-duty, Grade B, structural steel tubing
- Steel tubing size: 3" x 2" x 3/16"
- MIG welds
- Highway Safety Orange powder coat finish
- Fenders: Bolt-on, heavy-duty, 10-gauge, steel with non-slip treads
- Torsion axle
- Hand-winch mast
- Removable tongue

### LED Power Management System

Side-by-side competitive comparisons of ADDCO's full matrix displays show the exceptional legibility of our products. Our exclusive Power Management System produces an extremely low drive current while achieving superior legibility at up to 1,200 feet. This technology requires fewer solar panels and batteries and gives you greater autonomy.

### Key features:

- Highest intensity LEDs purchased in BIN
- Single color LEDs purchased in BIN
- LED brightness consistent across entire display face
- Amber LED color consistent across entire display face

800.547.8518

503.235.8531

fax 503.235.5112



# TRAFFIC SAFETY SUPPLY COMPANY

2324 S.E. UMATILLA ST PORTLAND, OREGON 97202

## Specifications

### MAG Sign

#### STANDARD CONFIGURATION - DH250-FM

#### Trailer Dimensions

Width.....	68"
Length with hitch.....	116"
Operating height.....	138"
Transport height.....	90"
Ground clearance.....	12.5"
Gross Weight.....	1,800 lbs.

#### Message Panel Dimensions

Height.....	44.5"
Width.....	88.5"
Depth.....	2.25"

#### Features

- Best towing trailer
- Bolt-on steel fenders
- 2,000 lb. Dexter torsion axle = independent suspension
- 15" heavy-duty tires are DOT1NVT compliant

#### Powder Coat Finish

- Highway Safety Orange powder coat

#### Mast

- Hand-winch with auto lock

#### Batteries & Solar Panels

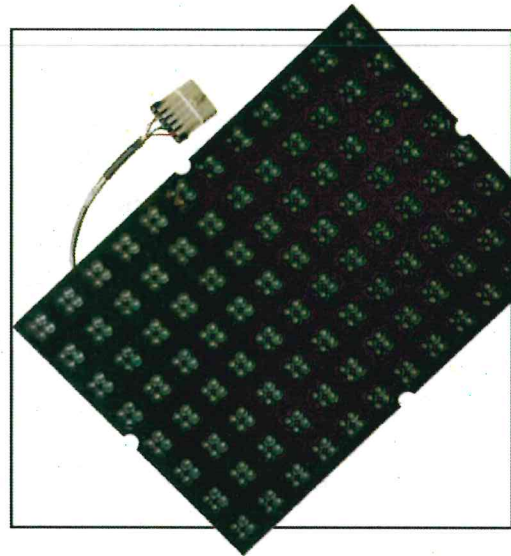
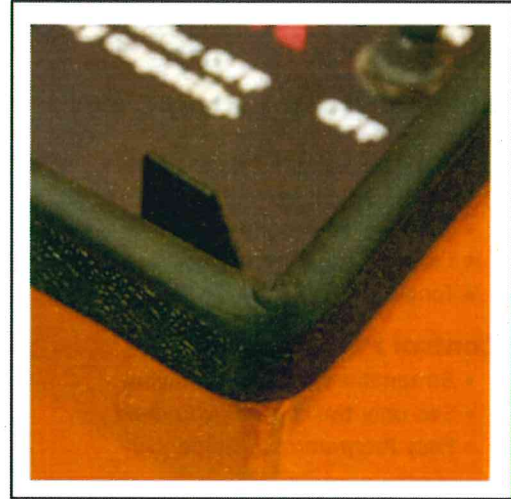
- Battery & Solar Panel configurations are customized for maximum performance in the customer's geographic area

#### Sign Controller & Software

- EZPro Handheld Terminal
- Rugged handheld specifically for PCMS applications
- Heavy-duty coiled cord
- Create, edit, display messages with text, graphics or both
- Store up to:
  - 99 operator programmed messages
  - 200 preprogrammed messages
- Easily change messages on the fly
- Displays low battery voltage warning
- Password protected
- Operate from the clear zone

#### Warranty

- 1-year warranty on ensures parts and workmanship
- 2-year warranty on BRICK module, electronic components



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PORTLAND OR 97202-7495  
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email: sales@tssco.com

**CONTACT NAME** FRED KOWELL 1560  
**Billed To:** PORT OF HOOD RIVER  
1000 E PORT MARINA PARK  
HOOD RIVER OR 97031

**Ship To:** PORT OF HOOD RIVER  
PORT MARINA PARK  
HOOD RIVER OR 97031

**QUOTATION**

**QUOTE#:** 974739  
**DATE:** 09/16/2013  
**TERMS:** NET 30 DAYS  
**FREIGHT:** FOB HOOD RIVER

**QUOTE ENDS:** 30 DAYS

**PHONE #** (541) 386-6651  
**FAX #**(541) 386-1395

<u>PART #</u>	<u>QTY</u>	<u>SIZE</u>	<u>ITEM</u>	<u>BID</u>	<u>U/M</u>
14200450	1.000	EA	ADDCO BRICK VMS MAG TRAILER, SIGN WILL	\$15,312.00	EA

DISPLAY EIGHT CHARACTERS PER LINE X THREE LINES.

FULL MATRIX DISPLAY CAN DISPLAY A VARIETY  
OF CHARACTER SIZES. INCLUDES TRAILER, SOLAR  
PANELS, FULL MATRIX DISPLAY, BATTERIES, TWO  
YEAR WARRANTY, AND TRAINING.

SUBTOTAL: \$15,312.00

1.000 DES MANAGEMENT FEE (.74%): \$113.31

TOTAL: \$15,425.31

\*PRICING REFLECTS DISCOUNT ALLOWED ON  
WA STATE CONTRACT #02612 FOR INTELLIGENT  
TRANSPORTATION SYSTEM EQUIPMENT 2 FOR  
MEMBERS OF THE STATE OF OREGON COOPERATIVE  
PURCHASING PROGRAM. THIS IS A DELIVERED  
PRICE TO HOOD RIVER, OREGON.

All material used in this contract is guaranteed to be as specified, and the entire job is to be done in a neat and workmanlike manner. Any deviation or alteration from the specification herein agreed upon involving extra cost of labor and/or materials will be accepted only upon a written order or instructions, and will become an extra charge over costs as mentioned in this contract.

**TRAFFIC SAFETY SUPPLY CO., INC.**

AMY

Port of Hood River  
Strategic Business Plan

**SWOT Assessment  
For Commission Discussion**

September 23, 2013

**STRENGTHS**

- Attractive quality of life in town and region
- National “brand” of Hood River
- Strength of local economy
- History of sound management
- Solid Financial Footing
- Good Relationships with City, County, Business Community
- Commitment to community engagement
- Proximity to Portland

**WEAKNESSES**

- Diminishing supply of buildable lands
- Limited tax base
- Heavy reliance on bridge Income
- Cost of maintaining existing infrastructure
- Limited engagement on significant local economic issues:
  - Workforce Housing
  - Education/Workforce Training
- Lack of access to federal funding

**OPPORTUNITIES**

- Growing high tech/entrepreneurial cluster
- Greater involvement in Upper Hood River Valley
- Bicycle tourism associated with Scenic Highway
- Collaboration with local businesses
- Lot 1 / Nichols Basin
- Expo Center Site

**THREATS**

- Bridge accident or failure
- Opposition to waterfront development
- Impact of future debris flow
- Limited land supply
- Cost of new infrastructure
- Accidents on Port property
- Reduction in FAA funding

## Executive Director's Report

October 1, 2013

### Staff & Administrative

- For those that could, thank you for attending the tour of the Hood River Juice Facility on September 16. We received a few photos that will be excellent additions to the newsletter.
- The draft agenda for the October 8 Port of Cascade Locks/Port of Hood River meeting is attached. I would appreciate any comments so we can finalize this agenda.
- Tricia Rau began work on September 23 as the new Front Desk/Office Specialist.
- Steve Burdick's last day as a full-time employee is October 1. We have received about 30 applications in response to the job posting. I will begin evaluating them after September 25. Steve will continue as a part-time employee with focus on the Airport. He will also be available to assist with specific real estate projects if needed.
- Our website now has a link to the PowerPoint presentation made at the September 25 public meeting. We have seen good publicity about our SBP process in the Hood River News.

---

### Recreation

- We have experienced one malfunctioning meter out of the 200 that were recently installed. A replacement meter is being shipped and LaLonde Electric has agreed to install it.
- We received the Corps permit for the Boathouse Docks on September 23. Engineer Andy Jansky is available to initiate preparation of bid documents if the Commission approves a contract. If the Commission approves, bidding fabrication and delivery will take about for months. Therefore, the optimum schedule would have installation in early spring.
- The City of Hood River has responded favorably to our letter requesting certain improvements at the Hook as part of the sewer line outfall project. In the next two weeks, we will discuss specific details, timing and the agreements that will be necessary to carry out the work.
- Liz will present the Waterfront Annual Report at the October 15 regular meeting.

---

### Development

- Attached is a spreadsheet that shows allowances for tenant improvements between recent Port projects and those of a private developer. This was requested by the Commission in August.
- Work is underway and going well for the Hearts of Gold tenant improvements in the Marina Park office building.
- Steve will report on the Pfriem expansion project at the Commission meeting. A punch list walk through is scheduled for Monday, September 30.

- Re-roofing of the Maritime Building is underway. The roofing contractor has recommended that caps be fabricated for the roof vents to provide additional protection for water infiltration.
  - Terry Moore has completed the final draft of the Economic Impact Analysis. We will distribute copies to the Commission at the meeting. Please respond with any comments or suggestions by October 15.
- 

## **Airport**

- Except for final hydro-seeding, which will occur in mid-October, the Runway Shift Project is complete. At the same time as the final hydro-seeding is done, per the runway shift project, K&E will hydro-seed the runway and taxiway shoulders. However, this extra hydro-seeding will be outside of the contract.
  - Staff is in discussions with the FAA regarding the timing and cost of preparing an update to the Airport Master Plan. Based on Commission discussion at the last meeting, we expect to carry out an RFP process to select an airport engineer late this year and update the master plan in 2014.
  - We have received additional complaints about the actions of glider operator Northwest Sky Sports. Some members of the Airport Advisory Committee are adamant that the Port needs to take additional action to prevent this concessionaire from operating. At this time staff is discussing our options with counsel.
- 

## **Bridge/Transportation**

- The Port of Cascade Locks (POCL) has requested that we honor their coupons when the Bridge of the Gods is closed for repairs this fall. Construction is expected to occur between 7 p.m. and 6 a.m. in October, November and December.
- The enforcement action carried out by the State of Oregon Motor Vehicles Division that occurred on September 9 resulted in a number of citations. One log truck operator who received a \$1,900 fine visited our office to discuss his concerns.
- We are continuing to monitor traffic counts to determine if there are impacts from the Bridge of the Gods weight load limit.
- The POCL will be holding a public meeting in October to discuss an increase in their toll rate. This action is being contemplated to increase revenue for debt service on the coming bridge repairs.
- David McCurry has left his position at HNTB and has started work with engineering firm HDR. I have discussed the situation with the HNTB regional manager who remains very committed to providing engineering services. However, he has not yet proposed a new engineer for our projects. We will need to make a decision about whether to continue with HNTB or enter into a new contract with David's new firm.

**Joint Meeting**  
**Port of Cascade Locks**  
**Port of Hood River**  
**Tuesday, October 8, 2013 - 6:00 pm**  
**Location- (city hall has been reserved)?**

- 1) Meeting called to order
- 2) Roll Call
  - Port of Cascade Locks
  - Port of Hood River
- 3) Welcome & Introductions
- 4) Status of Bridge of the Gods and next steps.
- 5) Overview of each Port's Strategic Plan
  - Port of Hood River
  - Port of Cascade Locks
- 6) Introductory comments regarding the Gorge Commission.
- 7) Discussion on areas of cooperation and overlapping interest.
- 8) List of possible next steps.
- 9) Adjournment

**Comparison of Port & Private Tenant Improvement Costs**

Building	Halyard Building				Maritime Building		Marina Park Office Building		Key Development	
	pFriem 101	pFriem 102	Pocket Fuel 103	Real Carbon 104	Hood River Distillers	Double Mountain	Chamber of Commerce	Hearts of Gold	Dakine Lot 2	Lot 3
Tenants										
Year of Building Construction	2010	2010	2010	2010	1975	1975	1973	1973		
Square Feet of Tenant Space	5,659	3,633	5,468	5,082	21,700	12,100	2,627	1,400		
Year of Tenant Improvements	2012	2013	2013	2011	2012	2012	2012	2013		
Owner Cost of Shell Improvements	\$69,948	\$28,000	\$76,362	\$38,623	\$18,432	\$10,368	\$291,000	\$0	Unknown	Unknown
Owner Cost of Tenant Improvements	\$127,724	\$125,000	\$138,257	\$91,222	\$97,650	\$11,500	\$44,319	\$57,750		
<b>PSF of Tenant Improvements</b>	<b>\$22.57</b>	<b>\$34.41</b>	<b>\$25.28</b>	<b>\$17.95</b>	<b>\$4.50</b>	<b>\$0.95</b>	<b>\$16.87</b>	<b>\$41.25</b>	<b>\$30.00</b>	<b>\$35.00</b>
Initial Monthly Revenue	\$4,383	\$3,124	\$3,992	\$3,659	\$10,850	\$6,292	\$2,417	\$1,610		
Lease Rate PSF	\$0.77	\$0.86	\$0.73	\$0.72	\$0.50	\$0.52	\$0.92	\$1.15	\$1.10	\$1.15 - \$1.65
Current Monthly Revenue	\$4,582	Not Yet Occupied	\$3,992	\$4,255	\$10,850	\$6,424	\$2,477	Not Yet Occupied		
Lease Type	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN	NNN
									3% Annual Escalation & 5+ year lease terms	

**NOTES:**

Costs attributable to the building shell are not shown as TI costs. These include:

1. Pocket Fuel and Pfriem Costs Related to HVAC system are considered shell expenses.
2. Hood River Distillers TI allowance was in the form of a rent credit.
3. Marina Park Office Building shell renovations of \$291,000 not included in Chamber of Commerce Tis
4. Marina Park west wing first floor and donut fill interior upgrades of \$383,028.55 not included in Hearts of Gold Tis.
5. Interflure contributed \$70,000 and occupies 8,000 s.f.
6. Soltice contributed \$60,000 and occupies 7,000 s.f.









# Commission Calendar

# October 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Comm Mtg 5pm w/SBP discussion	<b>2</b> PNWA Conf - PDX McElwee	<b>3</b> PNWA Conf - PDX McElwee, Shortt	<b>4</b> PNWA Conf - PDX McElwee	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> Marina Ad Hoc, 8am Joint Comm Mtg w POCL, 6pm, at CL City Hall	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b>	<b>14</b> URA Mtg-6pm at City Hall (Shortt/ Streich)	<b>15</b> Comm Mtg 5pm w/SBP discussion	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
<b>20</b> OEDA Conf, HR	<b>21</b> KIHR Radio 8am OEDA Conf, HR	<b>22</b>	<b>23</b> SBP Public Mtg #2 Mt. Hood Town Hall 6pm	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		

## EVENTS:

**Event Site:** Harvest Fest, Oct. 17-19 EXCLUSIVE  
with set up/taken down on shoulder days  
Marina Basin Cruise Ship Dockings: Oct. 6, 10, 18,  
22 and 30

### September 2013

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					

### November 2013

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

## Notes:



3910 NE 10<sup>th</sup> Avenue  
Portland, Oregon 97212

September 17, 2013  
Project No. 926-1

Port of Hood River  
1000 East Port Marine Drive  
Hood River, Oregon 97031

**GEOTECHNICAL BASELINE INVESTIGATION  
LOT 1 WATERFRONT BUSINESS PARK  
HOOD RIVER, OREGON**

Dear Port of Hood River:

As authorized, we have completed a baseline geotechnical investigation of Lot 1 in the Waterfront Business Park area of Hood River. The purpose of our work was to make a preliminary assessment of geologic and soils conditions. This report presents our findings and provides preliminary foundation recommendations for commercial buildings. Recommendations are also made for performing additional geotechnical studies.

**BACKGROUND INFORMATION AND SCOPE OF WORK**

Lot 1 is approximately 6½ acres of undeveloped land located east of N. Second Street, south of Portway Avenue, west of Nichol's Boat Basin (hereafter called the Boat Basin), and north of Interstate 84 in the Waterfront Business Park area of north Hood River (Figure 1). The Port plans to create a waterfront development integrating businesses and recreational activities. Industrial, commercial, and retail buildings are planned. A pedestrian trail is anticipated along the boat basin. Riverside Drive, 1<sup>st</sup> Street, and Anchor Way will be reconfigured and extended.

A baseline geotechnical investigation was authorized to assist the Port with project planning and development costs. Our scope of work consisted of the following tasks:

- Observing soil samples collected from five push probes performed in August 2013
- Preparing geotechnical logs of the push probe borings
- Discussing major geological and soil features within the site
- Reviewing published documents regarding geologic hazards in the general site area
- Providing general conclusions regarding typical building foundations
- Providing recommendations for future geotechnical studies



## **FIELD INVESTIGATION**

Four direct-push soil probes were performed on the site August 5 and 6, 2013. The approximate locations of the probes, identified as B-5, B-8, B-11, and B-13, are shown on Figure 2.

The probes were advanced 44 to 58 feet deep using a truck-mounted Geoprobe® 6600 direct-push system equipped with 2.25-inch diameter continuous soil sampling tubes. Continuous soil samples were collected in 1.25-inch diameter plastic tubes every 5 feet until the drive probe holes began caving at depths of 15 to 30 feet. When caving soils were encountered, the soil sample tubes were plugged with a steel point and driven to refusal on gravels. The collected soil samples were removed from the tubes, sealed in plastic bags, and brought to our office for visual evaluation.

Final logs of the explorations are presented as Figures 3 through 6.

---

## **SITE CONDITIONS**

### **Topography**

The water elevation in the Boat Basin is controlled by Bonneville Pool, which is typically maintained by the U.S. Army Corps of Engineers between about 76 to 78 feet mean sea level datum (NGVD 1929) [U.S. Army Corps of Engineers, 2010]<sup>1</sup>. The site property rises in two benches west of the Boat Basin. The 1994 Hood River U.S.G.S. 7.5-minute topographic map indicates that the ground surface between the Boat Basin and the east side of N. 1<sup>st</sup> Street is at roughly elevation 86 feet mean sea level (MSL). The ground surface along N. 1<sup>st</sup> Street and west to N. 2<sup>nd</sup> Street is at roughly 96 feet MSL.

N. 1<sup>st</sup> and N. 2<sup>nd</sup> Streets are asphalt paved. Asphalt concrete and crushed gravel parking lots are located east of N. 1<sup>st</sup> Street. An abandoned Portland cement concrete floor slab is present on an empty parcel between N. 1<sup>st</sup> and N. 2<sup>nd</sup> Streets.

### **Geology**

The following discussion of the local geology of the project area is taken from a geology and soils technical report prepared for the Southwest Washington Regional Transportation Council for the State Route-35 Columbia River Crossing Study (Parsons-Brinkerhoff, 2003).

Massive basalt flows about 15 million years ago spilled into ancient Columbia River canyons multiple times, each time changing its course. More recently, the Cascade Mountains uplifted and folded the basalt flows. The Columbia River cut through these flows as they uplifted. Erosion and lava flows from the Cascades filled parts of the ancient Columbia River Gorge, in some cases impounding the river for a time. During the last ice age (approximately 12,000 to 16,000 years ago) repeated catastrophic flooding (Missoula Floods) originating from ice

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<sup>1</sup> North American Vertical Datum (NAVD) of 1988 = National Geodetic Vertical Datum (NGVD) of 1929 Mean Sea Level (MSL) + 3.37 feet.



damming the Clark Fork River in Montana helped carve the steep-walled Columbia River Gorge through the layers of basalt and created enormous depositional features. Since the last of the Missoula Floods, erosion of the gorge walls and seasonal flooding of the Columbia River and tributary rivers have added unconsolidated sediments to the bottom of the gorge and re-worked some of the earlier flood deposits. Before Bonneville Dam was completed in 1937, the site was part of the Hood River alluvial fan and consisted of vegetated islands, multiple channels, sloughs, and a cottonwood riparian forest. Dredge fill soils have been added to the site since the 1950s (Tetra Tech, Inc., 2009).

### **Soils**

Our understanding of soil conditions is based on the results of the direct push probes performed on the site and review of soil borings and cone penetration tests performed as part of geotechnical investigations for buildings located west of the site and the SR-35 bridge east of the site.

The site is mantled with dredge sand fill and underlain by interbedded layers of alluvial silts and sands. Gravel deposits are present 44 to 58 feet below the ground surface. Basalt bedrock underlies the gravels.

### Dredge Sand Fill

The site is mantled with up to 20 feet of fine- to medium-grained dredge sand fill. The fill appears to be 5 to 10 feet deep on the east side of the site adjacent to the Boat Basin. Soil borings performed by others west of the site measured standard penetration test (SPT) blow counts (N-values) of 11 to 50 blows per foot in the upper 15 feet, indicating relative densities of medium dense to dense. Loose conditions, with SPT blow counts less than 10 blows per foot, were encountered in several borings below 15 feet.

### Alluvial Sand and Silt

Highly variable, interbedded and interfingering deposits of sand and silt are present beneath the dredge fill. Individual layer thicknesses range from less than 6 inches to more than 10 feet. The sand is fine to medium grained, poorly graded, with trace to much silt and trace to some fine, rounded gravels. The silt is non- to low-plastic.

SPT N-values in the sands typically range between 10 and 30 blows per foot, indicating medium dense relative density. N-values in the silts typically range between 5 and 20 blows per foot, indicating soft to medium stiff relative consistency.

### Alluvial Gravel

Dense to very dense gravels underlie the site at depths ranging from 44 to 58 feet. Borings for the SR-35 Bridge indicate that the gravels may range from a few feet thick to more than 10 feet thick and are underlain by basalt bedrock. Cobbles and boulders are present in the gravels.

**Groundwater**

Soil borings drilled west of the site typically encountered groundwater about 12 feet below the ground surface.

**Geologic Hazards**

The geologic hazards within the project area fall into two major categories: earthquake hazards and volcanic hazards.

Earthquakes

Part of the Hood River fault complex sits east of the project area. These faults are thought to be inactive over the past 1.6 million years (U.S. Geological Survey, 2013). No major earthquake activity has been associated with the project area or surrounding areas in recent history. The closest mapped fault to the site is located 1.5 miles southeast. Surface fault rupture is a low risk at the site.

The project site is affected by moderate- to low-level shaking from earthquakes of Magnitude 6 to 7 centered west of the site in the Willamette Valley and east of the site on faults located between The Dalles, Oregon and Walla Walla, Washington. Periodic massive and catastrophic subduction zone earthquakes of Magnitude 8 to 9 occurring off the Oregon and Washington coasts will affect most of the Pacific Northwest, including the project site. U.S. Geological Survey scientists estimate there is a 10 percent chance in the next 30 years of a large subduction zone earthquake occurring off the Oregon and Washington coasts. Within the project area, the hazards most likely to occur from earthquakes include damage to structures from liquefaction and lateral ground spreading.

The current scientific understanding of earthquakes is incapable of predicting exactly where and when the next earthquake will occur. However, the long term probability of earthquakes is well enough understood to make useful estimates of the probability of various levels of earthquake ground motions at a given location.

The current consensus estimates for earthquake hazards in the United States are incorporated into the 2008 USGS National Seismic Hazard Maps (Petersen et al., 2008). These maps are the basis of building code design requirements for new construction. 2008 USGS seismic hazard data for the site is shown below in Table 1.



**Table 1**  
**2008 USGS Seismic Hazard Data for Hood River**  
**(Approximate Values for Firm Soil Site)**

<b>Probabilistic Ground Motion</b>	<b>PGA (% of g)</b>
10% in 50 years	0.17
2/3rds of 2% in 50 years	0.19
2% in 50 years	0.29

The ground shaking values in Table 1 are expressed as a percentage of g, the acceleration of gravity. For example, the 10% in 50 year peak ground acceleration (PGA) value means that over the next 50 years there is a 10% probability of this level of ground shaking or higher. Any of these levels of ground shaking are high enough to cause ground and building damage at the site. The 2/3rds of the 2% in 50 year ground motion is the level of ground motion required for the design of new buildings in the Oregon Structural Specialty Code (building code).

#### Liquefaction

Soil liquefaction occurs when certain types of water-saturated sands, silts and gravels are shaken so violently that the grains rearrange. The sediments lose strength and temporarily behave as a viscous liquid rather than a solid. Liquefaction can cause loss of bearing strength under foundations and pavements, ground surface settlements, trigger landslides on steep and gently sloping ground, and float low-density structures, such as pipelines.

Analyses performed for building developments west of the project site evaluated the liquefaction potential of soils when subjected to either (1) a local earthquake of Magnitude 6 producing a maximum ground surface acceleration of 0.23g or (2) a distant subduction zone earthquake of Magnitude 8.5 producing a maximum ground surface acceleration of 0.11g. The analyses indicated that some saturated sand and silt layers are potentially liquefiable. Post-earthquake total ground settlements of 2 to 4 inches were anticipated. Differential settlements within building pads were anticipated to be on the order of 1 to 2 inches.

Analyses performed for the SR-35 bridge west of the project site also concluded liquefaction is likely in sand and silt layers when the saturated soils are subjected to either (1) a local earthquake of Magnitude 5.4 producing a maximum ground surface acceleration of 0.13g, (2) a deep Magnitude 7.1 earthquake producing a maximum ground surface acceleration of 0.1g, or (3) a distant subduction zone earthquake of Magnitude 9 producing a maximum ground surface acceleration of 0.1g.

Differential vertical settlements of 1 to 2 inches in building pads typically produce floor slab, foundation, and wall cracks. Economic damages to light, commercial buildings supported on



shallow footings are typically moderate. Structural collapse or loss of life-safety function of the building does not occur in well-constructed buildings designed using current building codes.

#### Lateral Spreading

Lateral spreading is a phenomenon where lateral ground displacements occur as a result of soil liquefaction. Lateral spreading is typically observed on very gently sloping ground or on relatively level ground adjacent to slopes or shorelines. Lateral spreading tends to break the upper soil layers into blocks that progressively move downslope toward shorelines and open water during an earthquake. Large fissures at the head of the lateral spread are common, as are compressed or buckled soil at the toe of the soil mass.

Lateral spreading is potential hazard on the site based on the maximum dredged depth of the Boat Basin, ground surface elevations on the project site, and the potential for site liquefaction. Soil borings and cone penetration tests will need to be performed to evaluate the magnitude of the hazard. Given the site conditions, lateral ground movements of a foot are possible at N. 1<sup>st</sup> Street, approximately 130 feet west of the Boat Basin shoreline.

Severe building damage typically occurs to buildings supported on shallow footings and subjected to lateral ground movements of a foot.

#### Volcanoes

Two nearby volcanoes, Mt. Hood and Mt. Adams, pose a geologic hazard to the project site. Mt. Hood is the primary hazard. A large eruption, landslide or debris flow on Mt. Hood could cause a lahar (a watery flow of volcanic rock and mud) to rush down the Hood River valley and, depending on its size, cause catastrophic damage to the Hood River area. Burns et al. (2012) indicate that the project site is located within a 1,000- to 10,000-year hazard zone. A large lahar could inundate the site and create a large depositional delta at the mouth of the Hood River.

Eruptions, landslide or debris flows on Mt. Adams could cause a similar lahar to rush down the White Salmon River, approximately 1 mile downstream of the project area. However, the project area is much less susceptible to damage from an event on Mt. Adams than from an event on Mt. Hood, due to its distance from Mt. Adams and its location upstream of the mouth of the White Salmon River.

#### **TYPICAL FOUNDATION RECOMMENDATIONS**

Light-weight, one- and two-story commercial building, with ground floor loads less than 400 psf, can be supported on conventional shallow foundations provided that vertical and lateral ground movements for earthquake-induced liquefaction are understood and within tolerable structural and economic limits. Depending on the size and depth of footings, allowable bearing capacities of at least 2,000 to 3,000 psf can be achieved.





Medium- and heavy-weight commercial structures taller than about three or four stories, or with ground floor loads of more than about 400 psf, will likely need to be supported on piled foundations embedded into dense gravels located 44 to 58 feet below the ground surface. Depending on type and size, allowable compression capacities of 100 to 200 kips per pile can be achieved.

#### **FURTHER GEOTECHNICAL STUDIES**

The primary geotechnical issues within the project site are:

- Evaluating the liquefaction potential of sandy and silty soils located below the groundwater table.
- Evaluating the lateral flow potential of sandy and silty soils located within several hundred feet of the Boat Basin.
- Determining the need to strengthen and improve the soils located near the Boat Basin to reduce seismically-induced lateral ground movements to tolerable limits.

We recommend performing geotechnical borings and cone penetration tests to further evaluate soil conditions on the site. Soil samples will need to be collected at periodic intervals from soil borings for evaluation and laboratory testing. Cone penetration testing (CPT) is a method of exploration where no samples are taken. A steel rod with electrical sensors in the tip is pushed into the ground using the weight of a large, heavy truck. The soil forces and water pressure acting on the rod tip and a cylindrical sleeve located just behind the tip are continuously measured with depth. These measurements are combined and correlated with soil strength, compressibility, and grain size to evaluate liquefaction and lateral spread potential.

It is recommended that six CPTs and at least two soil borings be performed within the project site. The soil borings should extend at least 5 feet into the gravels. The CPTs should extend to the top of the gravels.

#### **CLOSURE**

The findings of this report are valid as of the present date. However, changes in the conditions of a property can occur with the passage of time, whether they are due to natural processes or the man-made works on this or adjacent properties. In addition, changes in applicable or appropriate standards may occur, whether they result from legislation or the broadening of knowledge. Therefore, this report is subject to review and should not be relied upon after a period of three years.

Geotechnical engineering is characterized by uncertainty. Professional judgments presented are based partly on an understanding of the proposed construction and partly on general experience. The engineering work performed and judgments rendered for this study endeavored to meet



current professional standards ordinarily provided by members of the engineering profession in this area practicing under similar conditions at this time. No other warranties, either expressed or implied, are made.

We hope this information meets your needs at this time. Please contact us if you have questions.

Sincerely,

ALDER GEOTECHNICAL SERVICES, LLC



RENEWS 12-31-13

John Cunningham, P.E., G.E.  
Geotechnical Engineer

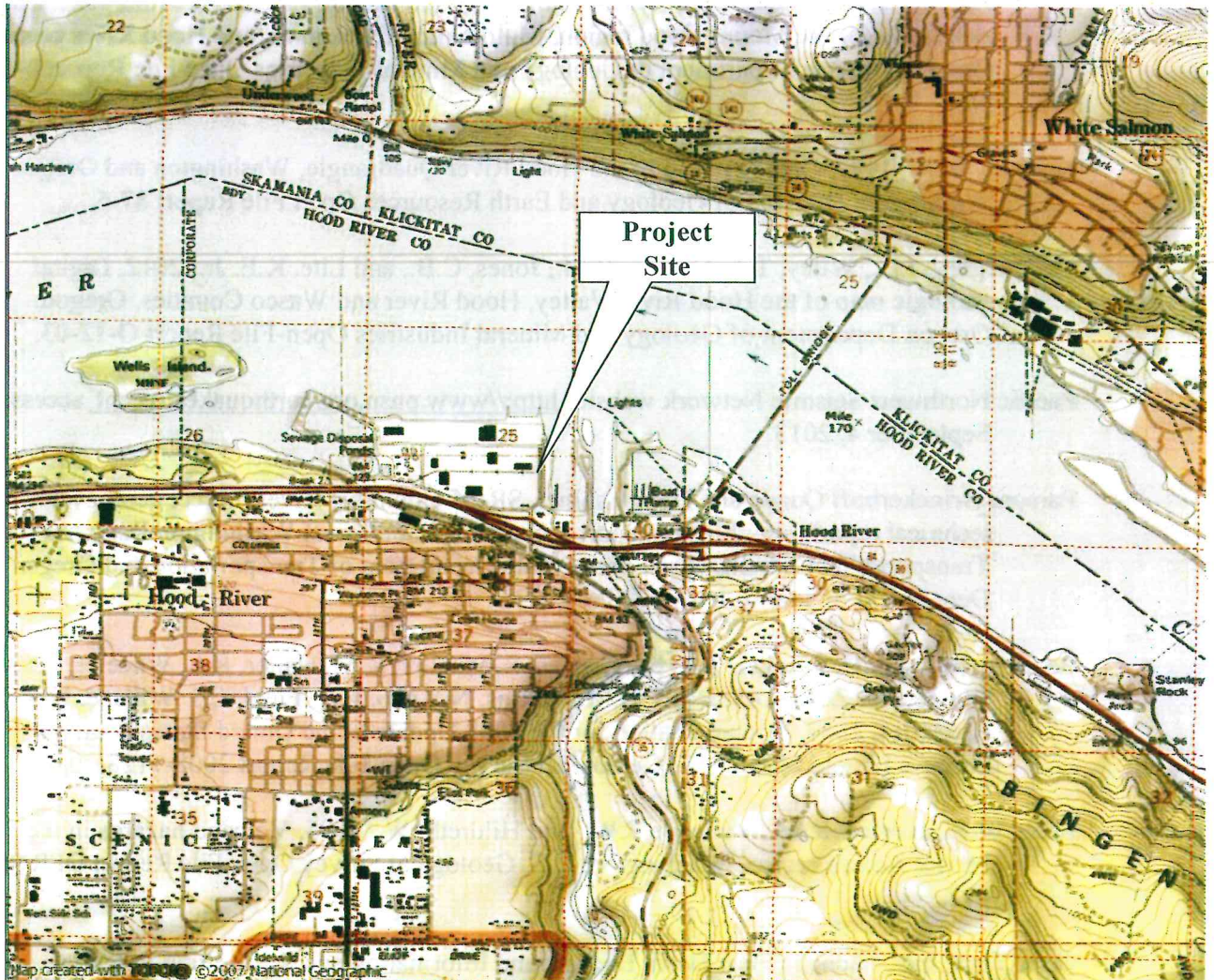
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- (1) Addressee
- (1) Coles Environmental Consulting, Inc.

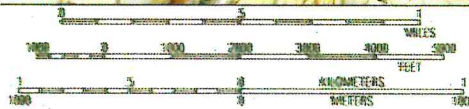


## REFERENCES

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- U.S. Geological Survey website <http://geohazards.usgs.gov/qfaults/or/Oregon.php>, accessed September 6, 2013.



 NATIONAL GEOGRAPHIC



09/06/13

### Alder Geotechnical Services, LLC

Job No. 926-1  
Sept. 2013

Lot 1 Port of Hood River  
Hood River, OR

Figure 1  
Vicinity Map



**Colts Environmental Consulting, Inc.**  
 750 S. Rosemont Rd. West Linn, OR  
 (503) 636-3102, fax (503) 699-1980

Approx. Scale: 1" = 200'	Approved By	Date/Revision
		09/04/13 Rev. 0

Figure 2. Aerial photograph of Property, showing environmental baseline and geotechnical sampling locations.

\* = push probe soil sample locations with groundwater grab samples

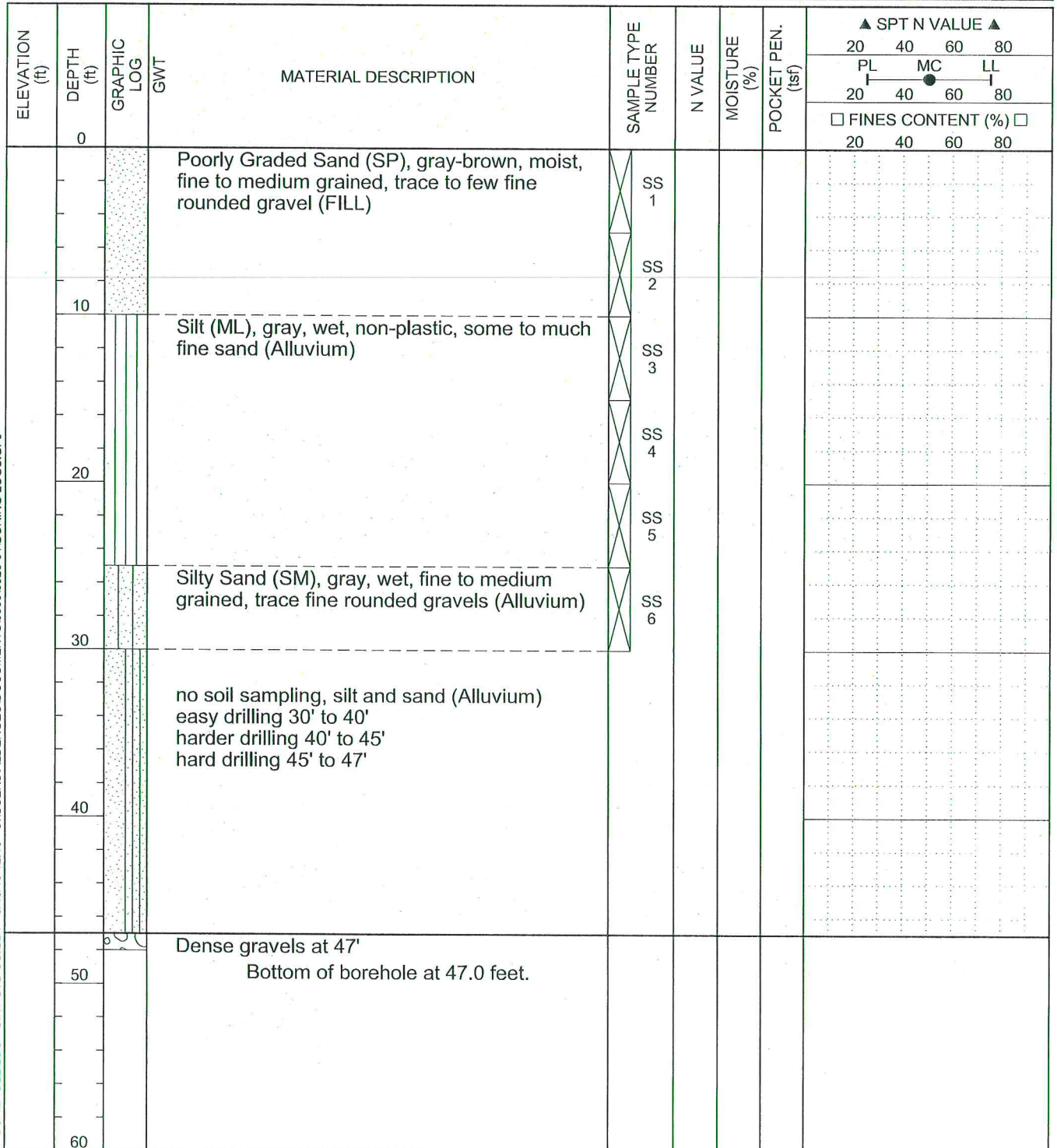
Note: Aerial photograph obtained from Google Earth, 19 July 2010. TL's from ORMAPP.

**Project:** Lot 1, Port of Hood River  
**Project Location:** S. of Portway Ave. & E. of N. Second St., H.R.  
**Project Number:** 926-1

## Log of Boring B-05

Sheet 1 of 1

Date(s) Drilled	06-Aug-13 to 06-Aug-13	Logged By	JB	Checked By	JNC
Drilling Method	direct push probe	Drill Bit Size/Type		Total Depth of Borehole	47 feet
Drill Rig Type	Geoprobe 6600	Drilling Contractor	Pacific Soil & Water	Surface Elevation	
Groundwater Level(s)		Sampling Method(s)	Split Spoon	Hammer Data	
Borehole Backfill	bentonite chips	Location			



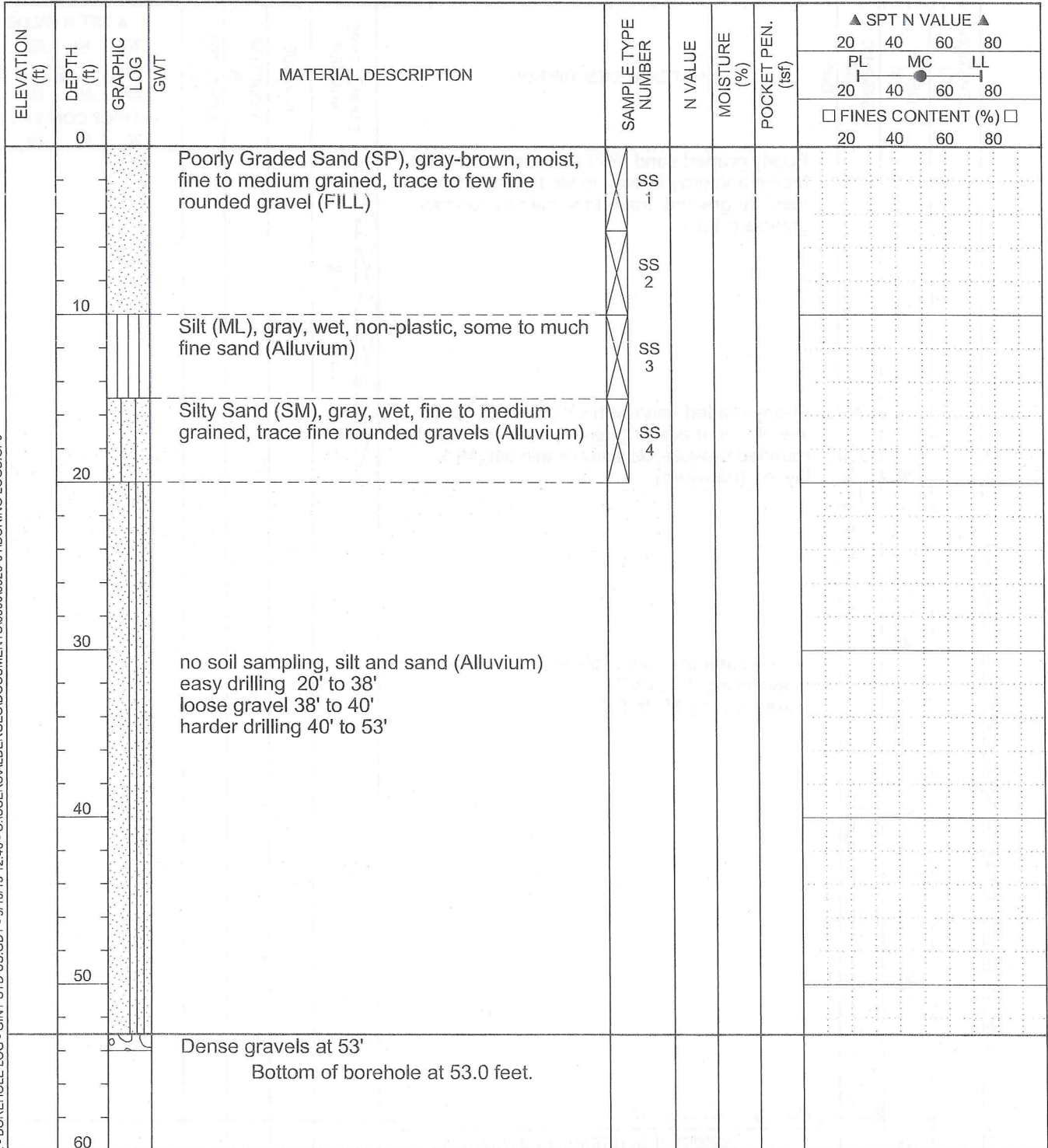
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**Project:** Lot 1, Port of Hood River  
**Project Location:** S. of Portway Ave. & E. of N. Second St., H.R.  
**Project Number:** 926-1

# Log of Boring B-08

Sheet 1 of 1

Date(s) Drilled	06-Aug-13 to 06-Aug-13	Logged By	JB	Checked By	JNC
Drilling Method	direct push probe	Drill Bit Size/Type		Total Depth of Borehole	53 feet
Drill Rig Type	Geoprobe 6600	Drilling Contractor	Pacific Soil & Water	Surface Elevation	
Groundwater Level(s)		Sampling Method(s)	Split Spoon	Hammer Data	
Borehole Backfill	bentonite chips	Location			



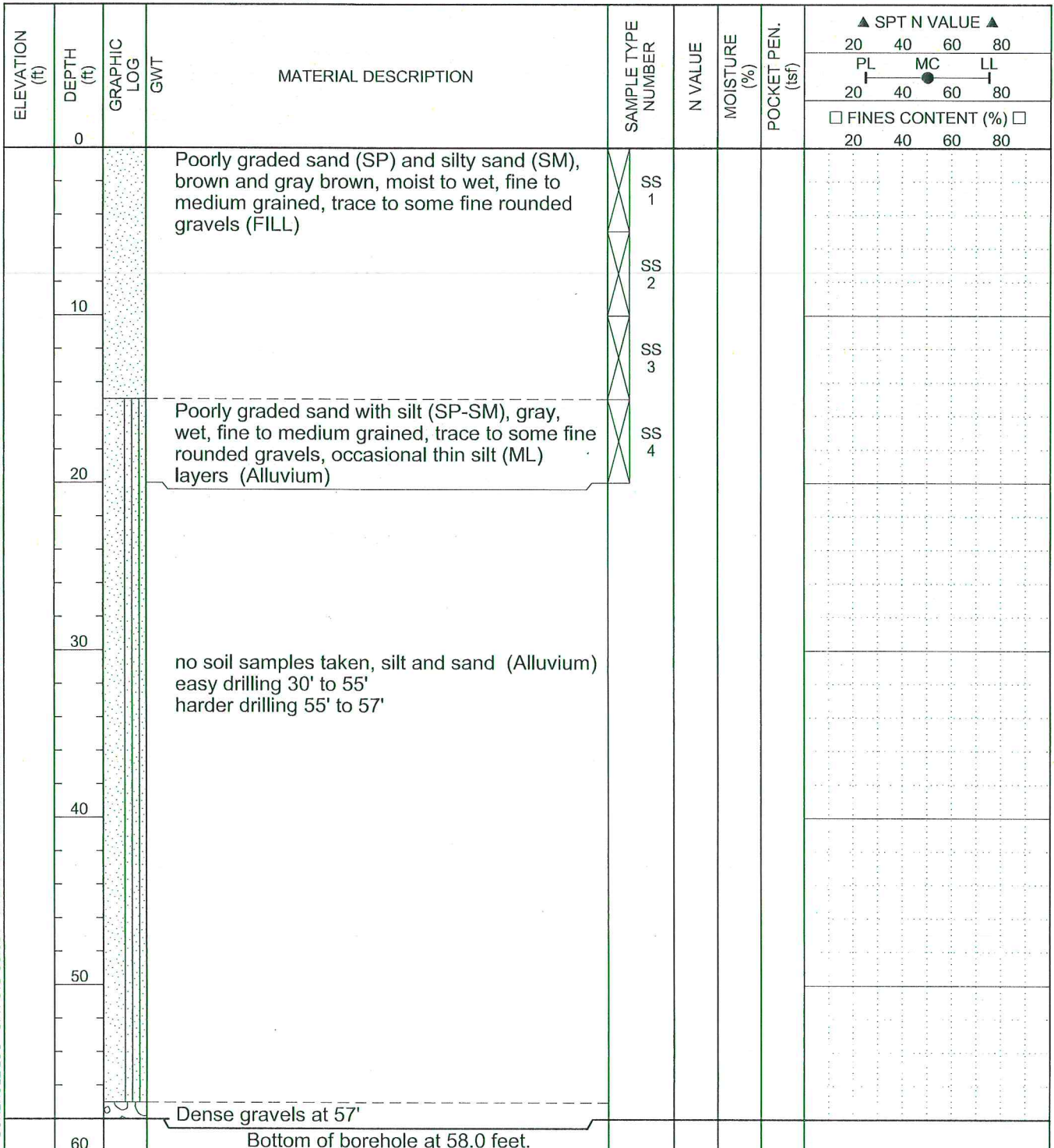
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**Project:** Lot 1, Port of Hood River  
**Project Location:** S. of Portway Ave. & E. of N. Second St., H.R.  
**Project Number:** 926-1

# Log of Boring B-11

Sheet 1 of 1

Date(s) Drilled	06-Aug-13 to 06-Aug-13	Logged By	JB	Checked By	JNC
Drilling Method	direct push probe	Drill Bit Size/Type		Total Depth of Borehole	58 feet
Drill Rig Type	Geoprobe 6600	Drilling Contractor	Pacific Soil & Water	Surface Elevation	
Groundwater Level(s)		Sampling Method(s)	Split Spoon	Hammer Data	
Borehole Backfill	bentonite chips	Location			



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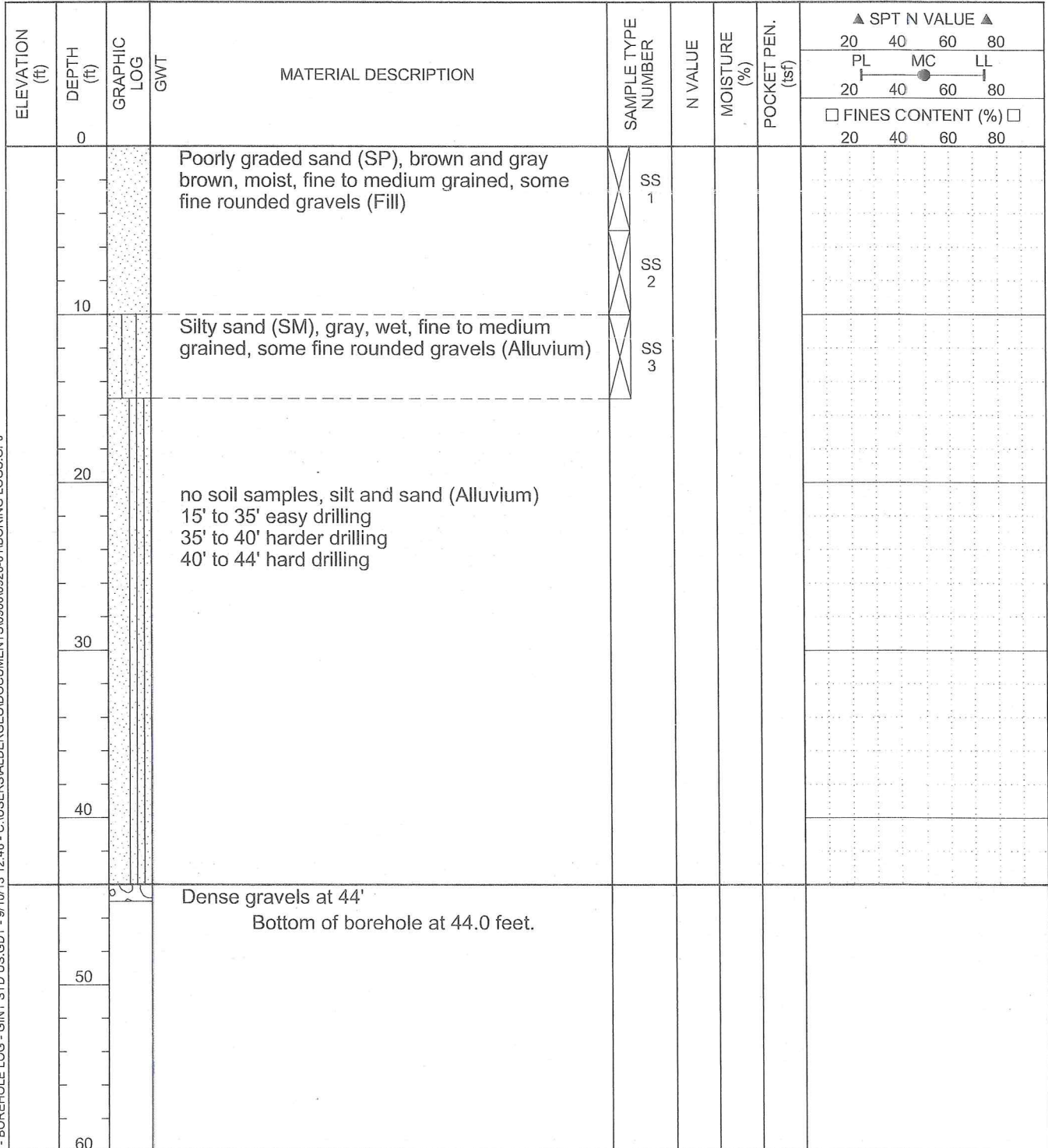


Project: Lot 1, Port of Hood River  
 Project Location: S. of Portway Ave. & E. of N. Second St., H.R.  
 Project Number: 926-1

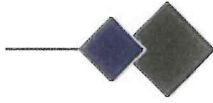
# Log of Boring B-13

Sheet 1 of 1

Date(s) Drilled	06-Aug-13 to 06-Aug-13	Logged By	JB	Checked By	JNC
Drilling Method	direct push probe	Drill Bit Size/Type		Total Depth of Borehole	44 feet
Drill Rig Type	Geoprobe 6600	Drilling Contractor	Pacific Soil & Water	Surface Elevation	
Groundwater Level(s)		Sampling Method(s)	Split Spoon	Hammer Data	
Borehole Backfill	bentonite chips	Location			



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**Coles Environmental Consulting, Inc.**

750 South Rosemont Road, West Linn, OR 97068  
503-636-3102, Fax: 503-699-1980

17 September 2013

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

**SUBJECT: Environmental Baseline Subsurface Investigation Results  
13.44-Acre Industrial Property Between N 2nd Street and the Boat Basin (Tax Lots  
102, 115, and 133), Hood River, Oregon 97031**

Dear Mr. McElwee:

At the request of the Port of Hood River, Coles Environmental Consulting, Inc. (CEC) is submitting the results from the recent environmental baseline subsurface investigation event for the above-referenced Property. Soil samples for a limited geotechnical investigation of the Property were also collected during the environmental baseline and submitted to Alder Geotechnical Services (Alder) for their geotechnical interpretation. Alder will submit their geotechnical report to you separately.

CEC previously completed a Phase I Environmental Site Assessment (ESA)<sup>1</sup> for the subject Property which identified potential environmental conditions. One was the former Jucho Building site in the central, western portion of the Property. This site was added to DEQ's ECSI database as a suspect site requiring further investigation because of its historical operation as a metal fabrication facility. Another issue was the former Precision Fiberglass Parts facility that had been located on the northwestern portion of the Property. Finally, the proximity of the Property to the former Nichols Boat Works and its associated metals contamination issues suggested that further investigation over the eastern end of all three tax lots was merited. The locations of these former businesses are indicated on Figure 2 (attached).

Additional details regarding the history of the entire Property can be found in the Phase I ESA. The Property's tax lot configuration also has changed since the completion of the Phase I ESA. The attached Figures (Figures 1 and 2) show the current tax lot configuration as determined from the on-line ORMMap database.

The environmental baseline subsurface investigation activities were completed by CEC on August 5 and 6, 2013. The investigation covered the entire Property so that the previously identified potential environmental conditions (Phase I ESA) were addressed. Additionally, potential off-site environmental concerns such as the former gasoline service station located south of the Property (*i.e.*, UNOCAL) and the former Clark Door Co. located northwest of the Property (Figure 2), were addressed. Pacific Soil and Water of Tigard, Oregon was the drilling subcontractor. CEC conducted the following sampling activities at the Property:

- Install 13 borings on the Property (Figure 2), with nine of the borings (B-2 through B-4, B-6, B-7, B-9, B-10, and B-12) installed up to 10 feet below ground surface (bgs); and four of the borings (B-5, B-8, B-11, and B-13) installed to groundwater and subsequently to bed-rock.

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<sup>1</sup> Phase I Environmental Site Assessment Report, Approximate 6.5-Acre Industrial Property, Between Portway Avenue and Riverside Drive and N 1st Street and N 2nd Street, Hood River, Oregon 97031, dated December 21, 2010. Prepared by CEC.

- One additional boring (B-1) outside the original scope of work was installed to a depth of 5 feet below ground surface (bgs). Evidence of petroleum contamination was not observed, and soil samples were not collected for laboratory analyses. Groundwater was not encountered.
- Shallow soil samples were collected at regular intervals (*i.e.*, below gravel-surface fill materials) from borings B-2 through B-13 and the entire, recovered core was field screened for evidence of contamination. Evidence of contamination (*i.e.*, odor, discoloration, or sheen) was not found in any of the samples.
- The encountered soils were coarse to fine-grained sands with silt; likely fill material derived from the Columbia River during the site's fill and development in the late 1960s.
- Groundwater was encountered at approximately 5.5 to 8.3 feet bgs on the eastern portion of the Property, and between approximately 13.5 and 14 feet bgs on the western portion of the Property. Evidence of contamination (*i.e.*, odor, discoloration or sheen) was not found.
- Bedrock was encountered at approximately 44 and 47 feet bgs on the eastern portion of the Property, and at approximately 53 and 58 feet bgs on the western portion of the Property.

The soil and groundwater samples were transported by CEC to Apex Laboratories of Tigard, Oregon for analysis. The soil and groundwater analytical results are summarized below, and in Tables 1 and 2, respectively. Chain of custody documentation and analytical laboratory reports are attached for your review.

- The near surface soil samples were analyzed for the following metals by EPA Method 6020 and 6010C: arsenic, barium, cadmium, chromium, lead, mercury, selenium, silver, and tin.
  - Cadmium, mercury, selenium, silver, and tin were not detected above laboratory method reporting limits.
  - The detected arsenic, barium, chromium, and lead concentrations in shallow soils were well below the Oregon Department of Environmental Quality (DEQ) Oregon Background Metals Concentrations in Soil for the Cascade Range Physiographic province.
- The groundwater samples collected from B-5, B-8, B-11, and B-13 were field-filtered and analyzed for diesel- and gasoline-range petroleum hydrocarbons by TPH-Dx and TPH-Gx, respectively; volatile organic compounds (VOCs) (which include petroleum hydrocarbon constituents and solvents) by EPA Method 8260; and dissolved metals (arsenic, barium, cadmium, chromium, lead, mercury, selenium, silver, and tin) by EPA Method 6020 and 6010C.
  - Borings B-5 and B-8 were analyzed for diesel- and gasoline-range petroleum hydrocarbons based on their proximity to the current and former gasoline stations. Diesel- and gasoline-range petroleum hydrocarbons were not detected above laboratory method reporting limits.
  - VOCs were not detected above laboratory method reporting limits in any of the four groundwater samples.

- Only dissolved barium was detected above laboratory method reporting limits, but at concentrations well below DEQ Risk-Based Concentration for the most conservative, applicable risk pathway (i.e., Construction and Excavation Worker exposure pathway).

Based on the samples collected and their subsequent analyses results, CEC has determined the past industrial and commercial practices on and adjacent to the Property likely have not impacted subsurface soils or groundwater.

Respectfully Submitted,



Jill S. Betts, R.G.  
Project Manager  
[hydrogeojill@gmail.com](mailto:hydrogeojill@gmail.com)

enclosures: Figure 1 - Site Location Map  
Figure 2 - Boring Location Map  
Data Summary Table 1: Soil  
Data Summary Table 2: Groundwater  
Analytical data reports and chain of custody documentation

*(These enclosures not copied  
for Commission packet.  
Please contact Laurie. )*

PORT OF HOOD RIVER  
HOOD RIVER INTERSTATE (WAUKOMA) BRIDGE  
Summary of Engineering Services

	Date	HNTB Job	HNTB Personnel (Others)	Subconstants	Contractor
<b>Design (Plans, Specs &amp; Estimate)</b>					
Relocate Light Standards	Apr-07	33971	TCossette/NormanLozovsky/AlVohland		Wildish Standard Paving Co.
Span Lock Rehabilitation	Aug-06	33971	TCossette/ToddOwens/MarkGreen/GaryPeters		Wildish Standard Paving Co.
Concrete Deck Overlay	Aug-06	43573	TCossette/NormanLozovsky		Wildish Standard Paving Co.
Toll Facility Improvements	Aug-06	43573	TCossette/EdHoyle/NLozovsky/KSameni/Pfordyce	GRI Geot, TerraSurveying	Wildish Standard Paving Co.
Deck Replacement	Aug-03	33971	NormanLozovsky/TCossette		Christie Constuctors, Inc.
Electrical Services Relocation	2001		NLozovsky/TCossette/PaityFordyce/BillJames		Mill Plain Electric
Elect/Mech Upgrade of Lift Span	1999	29914	NormanLozovsky/TCossette		G.T.E. Metal Erectors Inc.
Widen Washington Approach	1997		NormanLozovsky/TCossette		Mowat Construction Co.
Retrofit Truss Spans	1996		NormanLozovsky/TCossette		Diamaco, Bellevue, WA
Maintenance Painting	1988		LeeHolloway		
Maintenance Painting	1982		LeeHolloway		
Wire Rope Replacement	1979		HNTB/Dielschnieder		
<b>Construction Management/Procurement</b>					
Relocate Light Standards	Apr-07	33971	Al Vohland		Wildish Standard Paving Co.
Span Lock Rehabilitation	Aug-06	33971	Ed Hoyle		Wildish Standard Paving Co.
Concrete Deck Overlay	Aug-06	43573	Al Vohland		Wildish Standard Paving Co.
Toll Facility Improvements	Aug-06	43573	EdHoyle/AlVohland		Wildish Standard Paving Co.
Toll Equipment Procurement & Implementation	2004-2009	33971	JerryHautamaki		
Deck Replacement	Aug-03	33971	Ed Hoyle		Christie Constuctors, Inc.
Bridge Widening - Phase I Environmental Site Assessment	1996		NormanLozovsky/TCossette	GeoEngineers	
Bridge Widening - Geotechnical Report	1996		NormanLozovsky/TCossette	GeoEngineers	
<b>Studies &amp; Task Orders</b>					
Task Order 10 - Deck Weld Crack Monitoring	Mar-13	47370	David McCurry/TCossette		Bullfrog Welding
Task Order 9 - Long Term Preservation Planning	Mar-13	47370	David McCurry/TCossette		
Task Order 8 - Pedestrian Crossing Eval Memo	Jul-12	47370	David McCurry		
Task Order 7 - Painting - PM & ESDC		47370	David McCurry		
Task Order 6 - Pier Anchorage and Pier Scour Eval	Dec-10	47370	David McCurry		
Task Order 5 - Long-Term Operational Plan		47370	David McCurry		
Task Order 4 - OCS (Paint contract/spec development)	Jun-11	47370	David McCurry		
Task Order 4 - OCS (ESDC for Pier 11 Span Lock repair)	Dec-09	47370	David McCurry		
Task Order 4 - OCS (Fire Engine load evaluation)	Aug-09	47370	TomCossette		
Task Order 4 - OCS (lift span guardrail transition mod)	Aug-09	47370	David McCurry		
Task Order 3 - Span Lock Damage Analysis	Jun-09	47370	TCossette/MGreen/GPeters		
Task Order 2 - Span Lock Damage Response	Oct-08	47370	TomCossette		
Task Order 1 - Bridge Paint Scope Meeting	Sep-08	47370	TomCossette		
Bridge Paint Recommendations (letter report)	Apr-08	33971	NormanLozovsky/TCossette		

PORT OF HOOD RIVER  
HOOD RIVER INTERSTATE (WAUKOMA) BRIDGE  
Summary of Engineering Services

Bridge Replacement Funding Strategy Plan	Jun-07	40115	PeteSmith/LindaBohlinger		
Load Rating Update (for Deck Replacement Project)	May-06	33971	NormanLozovsky		
Load Rate for 105,000 LB truck	Apr-05	33971	NormanLozovsky/TCossette		
Deck Replacement Feasibility Study	2001	33971	NormanLozovsky/TCossette		
Staging Area Requirements for Future Redecking	2001	33971	NormanLozovsky/TCossette		
Pedestrian Access Study	1999	30866	B. Simpson		
Load Rating	1996	23320	TCossette/YangJiang		
Widen and Safety Analysis	1995		WilliamJames		
Load Rating	1995		TCossette/YangJiang		
Cost Estimates for Bridge Improv's	1995		TomCossette		
Washington Approach New Alignment	1989		JimBrenden		
Load Rating	1975		(DM Goodal)		
<b>Inspections</b>					
Routine and Fracture Critical Member Inspection	Jun-07		(Burgess & Niple LTD)		
Routine and Fracture Critical Member Inspection	2005		(Burgess & Niple LTD)		
Routine and Fracture Critical Member Inspection	2003		(Burgess & Niple LTD)		
Routine and Fracture Critical Member Inspection	Jul-01		(Burgess & Niple LTD)		
Underwater	Jul-01		(ODOT- Dean, Shorb, and Vann)		
Underwater - Piers 13 and 14 only	Nov-00		(NW Diving & Marine Services, Inc.)		
Underwater	Oct-98		(ODOT- Dean, Shorb, and Vann)		
Underwater	May-93		(ODOT- Dean, Kendall, and Schmidt)		
Routine and Fracture Critical Member Inspection	Apr-93		TomCossette		
Cursory Inspection	1991		TomCossette		
In-Depth Inspection	1989		TCossette/JimBrenden		
other inspections:	1987		LeeHolloway		

*Port of Hood River Marina Ad-hoc Committee  
Meeting Minutes of September 17, 2013  
Marina Center Boardroom  
8:00 A.M.*

*Present:* Commissioner Jon Davies; Members Steve Tessmer, Josh Sceva; from staff, Michael McElwee and Mellissa Halseth

*Absent:* Lance Staughton and Tammy Lakey

Commissioner Davies called the meeting to order at 8:04 a.m.

1. *Additions to Agenda:* Boathouse permits update.
2. *Approve Minutes of August 13, 2013 Meeting:* Approved.
3. *Marina Electrical Update:*
  - La Londe has provided the Port with guarantees for the upgrade.
4. *Boathouse Permits Update:* Staff has received word that the permit has been approved and a permit should follow shortly. Steve Tessmer has requested that he be included in the bidding process. Staff will put him in contact with the engineer so they can discuss the ability to use some existing connections on some of the boathouses.
5. *Dock Walk Issues:*
  - Each committee member did a walk on their respective docks. There were minor repairs that were mentioned and staff will process them through the Maintenance Department.
6. *Boathouse Lease Term Sheet:*
  - Staff reviewed the latest draft with the committee. Staff will include suggestions and provide a redlined draft for the committee to review before it goes to the Commission for consensus at the October 1 meeting.
  - There was consensus that if the old docks are sold, the funds be credited to the bonds being paid off by all moorage tenants.
7. *Next Meeting:* Tuesday, October 8, 2013 at 8:00 a.m.
8. *Adjourn:* Davies adjourned the meeting at 9:34 a.m.

**Waterfront Recreation Committee Minutes**  
**September 18, 2013 – 10:00 am**  
**Port Boardroom**

Members in Attendance: Sam Bauer, Cori Collins, Pepi Gerald, Bill Lake, Adam Lapierre, Rich McBride, Greg Stiegel, Lori Stirn, and Liz Whitmore

Members Absent: none

Community Member: Linda Maddox

Liz Whitmore opened the September meeting at 10:03 a.m. No items were added to the agenda.

Committee approved meeting minutes for May 31, 2013.

**Overview of 2013 Season**

- Consensus was that it was the best year yet; respect for safety very good; people got along well.
- Excellent wind conditions had positive impact on local economy.
- New signage at the Event Site was very effective and made it clear where spectators should locate themselves.
- Event Site hosts, John and Sharon Chow were outstanding. Committee would like to see an electrical hook-up provided for them at their RV.
- Lori Stirn attended an OR Parks and Rec Conference in which MIG, a planning group gave a presentation and talked about the Port of Hood River and how well the Port manages and supports waterfront recreation. The perception was very positive and complementary.
- Food vendors on lower cruise ship dock were a great mix, did excellent business, and enjoyed working with each other. Concern raised that Sandbar Café needs to ensure alcohol does not leave the dock. Liz Whitmore will follow up with owner.
- 4<sup>th</sup> of July: need to do a better job next year putting up ALL kiteboarding signage and rope line. Question was raised whether Lions club needs to continue to request raising water level.
- 5 mph buoys were very helpful; need to get them out there again next spring (severe wind conditions led to buoys breaking free).
- Suggestion made for Port to purchase a bull horn to communicate with people on water when behavior is unsafe. Note: Port has no jurisdiction/authority over activity in water.
- E. Coli – committee would like to see Port take action to mitigate dog and goose poop and get out ahead with Columbia Riverkeeper to do additional testing.

**Hood River Waterfront Sign/Emergency Access Locations**

- Committee gave input on sign and was supportive of emergency access signage plan with Hood River Fire Department.



## **Vendor Requests**

- Sports massage therapist inquired about setting up table/chair on the grass at the Event Site.
- Consensus from committee is to keep grass clear of any vendors.
- A gentleman has inquired about installing a coin operated telescope on Port property. Currently looking at a location along the waterfront path east of the Waterfront Park windsurf launch. Committee was supportive of pursuing idea. Liz Whitmore to follow up with Columbia Gorge Hotel to inquire about telescope located there.

## **Waterfront Rec Committee Member**

- An opening exists on the committee. The position was advertised in the HR News for two weeks, but has received no applicants. Committee to inquire with acquaintances to fill spot. Interest is having an individual representing the SUP community.

The Sept 18, 2013 meeting was adjourned at 11:30 a.m.

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*Prepared by Liz Whitmore, 9/27/2013*

# Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: October 1, 2013**  
**Re: Transponder Policy and Pricing**

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At the August 20 meeting, the Commission requested staff to bring back a recommendation based upon the discussions that were made at that meeting. You will find below staff's recommendation to our existing policy as follows:

**Use new technology** - A new type of transponder will allow our customers to transfer them from vehicle to vehicle such that the need to provide three free transponders will no longer be necessary.

**Cost** - The current transponder costs the Port \$15 dollars each, with the first three being free. The policy of allowing the first three transponders costs the Port \$45. The new transferrable transponder costs \$29 each.

**Objective** - It is still the Port's objective to provide the BreezeBy customer with a benefit and to continue to attract ticket and cash paying customers to BreezeBy. It is not unreasonable or uncommon for the public to pay a fee to use a service or product that provides a benefit. An example is the Costco card. To receive the benefits of Costco products and services it's required that the customer pay an annual fee. Using this analogy, the Port will be asking the BreezeBy customer to pay for the transponder cost but receive the benefit of BreezeBy which will recoup the transponder cost over a three month period.

**Recommendation:** Allow one free transferrable transponder to a new BreezeBy customer. Any subsequent purchase of a transponder will cost \$29 or the cost of the transferrable transponder at that time. Any existing customer may turn in their existing transponder(s) for the cost of a new transferable one but will need to pay the difference, which today is \$15.

The BreezeBy customer today receives the benefit of a faster transition through our tollway, a \$10 toll benefit on a \$20 purchase. They receive Constant Contact information that our other paying customers do not.

The Port will be able to enhance its internal control over the inventory of transponders by reducing the number of free transponders.

Adopt the new policy with regard to transponders on January 1, 2014. This will allow several communications to take place with our BreezeBy customers via Constant Contact, toll booth signage, Port website and a newspaper ad.

**RECOMMENDATION:** Adopt a new policy regarding transponder pricing and use that will take effect on January 1, 2014.

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## Commission Memo

**To:** Commissioners  
**From:** Steve Burdick  
**Date:** October 1, 2013  
**Re:** Jensen Building Sign Monument

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An unofficial Port standard calls for well-matched sign monuments for all of its buildings. On the waterfront, the Halyard Building and the Maritime Building do have such sign monuments, but the Jensen Building does not.

Port staff solicited a proposal from Michael Byrne, who installed the sign monuments for the other Port buildings, to construct a similar sign monument for the Jensen Building. Mr. Byrne submitted the attached proposal for a complete sign monument, except for the actual signs, for \$8,223. Signage costs for the four major tenants in this building would add approximately an estimated \$1,600. So, total Jensen Building sign monument costs including signage would cost somewhat less than \$10,000.

The FY 2014 capital budget for the Port includes money for building upgrades.

**RECOMMENDATION:** Authorize a contract with Michael Byrne for the design and installation of a Jensen Building sign monument in an amount not to exceed \$8,223.

**Michael Byrne**  
**stone masonry**  
 4594 Woodworth Drive  
 Parkdale, Oregon 97041  
 541.490.4199  
 CCB 173627

**PROPOSAL**  
 Luhr Jensen  
 OPTION B

**Submit to:**

August 24, 2013

Port of Hood River  
 1000 East Marina Drive  
 Hood River, OR 97031

**DESCRIPTION**


**OPTION B:**

Fabricate + Install Tenant Sign for Luhr Jensen Building with Natural Stone:

Identify Site Location		
Utility Locate		
Confirm text, Dimensions		
Order: Steel		\$250
Sign Materials		\$800
Caps		\$400
Halogen Lighting and Installation		\$800
Permits		\$250
Footing / Inspection		\$450
Modify / Fabricate / Install:		
Natural Stone, Columns, Cap		\$3,400
Sign and Logo		\$800
15% Contingency		\$1,073
<b>Total</b>		<b>\$8,223</b>

**Notes:**

Numbers are the same as Western Power/Halyard Building 2011, with the exception of increased material costs.

  
 Respectfully submitted,

Michael Byrne

# Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: October 1, 2013**  
**Re: Contract with Flowing Solutions, LLC for Boathouse Dock Design and Engineering**

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The Commission has approved a package of electrical upgrades to the Marina and authorized an application for permits to construct and install new docks to serve the boathouses. Andy Jansky of Flowing Solution, LLC (FSI) has provided service throughout this process.

We have now secured the Corps of Engineers permit for installation of the new Boathouse docks. The next step is to prepare construction documents for bidding. The attached proposal from FSI describes the scope of work and fee to carry out this work.

If the Commission approves moving forward with the is project the following general schedule is expected to be as follows:

Design and Engineering	October-January
Bid Period	February-March
Fabrication	April-May
Installation	June

The Commission has already approved the financing for this project; however, a final decision whether to execute a construction contract would be made by the Commission in January and depend upon satisfactory bids, executed leases with Boathouse tenants among other factors.

**RECOMMENDATION:** Approve contract with Flowing Solutions, Inc. for engineering services associated with new Boathouse docks not to exceed \$19,430.



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

September 25, 2013

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

RE: Boathouse Dock Construction Drawings And Construction Services

Dear Michael:

Congratulations on receiving the Corp of Engineers Permit for the boathouse dock replacement. Now that the final terms and conditions are set in the permit we can complete final drawings for the design-build dock system and attachments. The permit included all of the elements we expected, and by working with the agencies during permitting, they excluded some specific requirements that were of concern.

We have prepared this proposal for consideration by the Commission. The proposal includes the basic steps and tasks necessary to develop a final set of drawings and specifications for the dock.

The proposal includes integration of significant efforts over the past year by the Port to install new utilities, and efforts integrate input and needs of the tenants. These efforts have established many of the design criteria already, and will simplify some design efforts. We plan to start with baseline work we developed for the C-Dock expansion, which will also provide some cost savings.

Design Scope (estimated hours):

1. Review permit terms/conditions in detail with Port. (2hr)
2. Meet with Port and advisory group to review and finalize specific design parameters.\*(4hr)
  - a. Discuss/select specific options for finish and performance of marina components.
3. Collect more detailed dimensions to supplement existing survey (2hr)
4. Prepare final layout plan view showing dock dimensions/width, length and spacing for Port approval. (4hr)
5. Coordinate with Port regarding final layout, incorporate recommended changes. (3hr)
6. Integrate information from mechanical/electrical engineer developed during past work. (2hr)
7. Develop wind loading calculations based on available information to inform design builder. (4hr)
8. Meeting with Port and Advisory group to review design and details.\* (4hr)
9. Prepare 60% drawing set for review which will include:
  - a. Cover with general performance criteria. (4hr)
  - b. Plan view showing work, dimensions, locations of utility boxes and general layout of components required. (2hr)
  - c. Up to three section views of acceptable bidder design dock types and connections (modular dock, continuous dock, truss-tub) (4hr)
  - d. Inclusion of electrical criteria provided (by others). (1hr)



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- e. Inclusion of plumbing recommendations (by others). (1hr)
- f. Develop standard boat house connection schematic approach. (6hr)
- 10. Develop performance specifications for dock system. (6hr)
  - a. Specifications will detail specific attributes deemed critical to the success of the product, including free board, walking surfaces, bumping and other key features.
  - b. Specifications will detail fabricator experience requirements and bidder design submittal requirements.
  - c. Inclusion of special electrical/mechanical performance specifications, (by others).
- 11. Prepare estimated construction cost and bid schedule. (2hr)
- 12. Meet with Port to review 75% drawings and technical specifications.\* (5hr)
- 13. Integrate input and complete 100% drawings and technical specifications (10hr)
- 14. Issue 100% final stamped drawings and technical specifications for integration into Port standard contract documents. (4hr)
- 15. Review final bid document set, provide comments/guidance. (4hr)

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Subtotal \$14,430

Construction Services:

- 16. Answer questions from contractors during bidding. (4hr)
- 17. Review proposals to verify bidder is qualified. (2hr)
- 18. Review contractor provided shop drawings/provide comments. (5hr)
- 19. Visit site 2 times during installation/construction to verify product meets design intent.\* (8hr)
- 20. Final site visit and punch list generation\* (4hr)
- 21. Final letter detailing acceptance/compliance. (2hr)

Subtotal \$5000

\*notes site visit or meeting

Additional work not included in scope:

- Local City permitting
- Development of electrical and mechanical system drawings/specifications
- Front end contract documents and bid package assembly
- Special inspections if required by local jurisdiction
- Field inspections beyond basic review listed in scope

Our proposal includes working with advisors experienced with similar marina work involved with the project, and includes two working sessions/meetings at the Port to ensure feedback is integrated. Much of our marina work includes working with vested parties and believe it makes for a much more successful project, by engaging users/owners/tenants in key decisions.

The schedule includes one month to work through specific design criteria and user needs, and to develop the final layout. Detailed design, loading criteria calculation and 75% drawing preparation are estimated to take 8 weeks. The final month will include integration of comments and issuance of final drawings. Anticipated Schedule integrating inefficiencies do to winter weather and holidays:





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- Approval to begin work - Mid October
- Port Meeting, Site visit/measure, discuss options/criteria - Mid November
- Detailed design/loading criteria/calculations/75% drawings- Early January
- Final drawings/specifications -Early February
- Assistance with bid package/bid released- Mid February
- Bid period, bid opening, award - Early March
- Shop drawings - End March
- Fabrication/sub assembly - April-May
- Installation - Early June
- Final utility hook ups - Mid June

The proposed fee for the design scope listed above is \$19,430. The proposed fee is an estimate based on anticipated level of effort and hours shown. Some adjustment of hours within tasks may occur.

Please review this proposal and contact me at (503) 297-6311 if you have any questions or sign and return a copy of this proposal and initialed agreement to Flowing Solutions, LLC, 3305 S.W. 87<sup>th</sup> Ave., Portland, Oregon, 97225, or fax (503) 297-6053.

Sincerely,

Accepted By:

A handwritten signature in black ink that reads "Andrew Jansky". The signature is written in a cursive, slightly slanted style.

Andrew Jansky, P.E., M.S.  
Principal  
Flowing Solutions, LLC  
[www.flowingsolutions.com](http://www.flowingsolutions.com)

\_\_\_\_\_ Date





3305 SW 87<sup>th</sup>  
Portland, OR 97225  
(503) 297-6311P  
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#### EXHIBIT A - TERMS AND CONDITIONS - PORT OF HOOD RIVER -2009 REVISED

Flowing Solutions, L.L.C. shall perform the services outlined in this agreement for the stated fee arrangement.

#### Access To Site

Unless otherwise stated, Flowing Solutions, L.L.C. will have access to the site for activities necessary for the performance of the services.

#### Fee

The work shall be completed on an hourly basis, with the Client retaining the right to terminate at any point. Payment shall be made for work completed to that date.

#### Billings/Payments

Invoices will be submitted monthly for services and are due when rendered. Invoices shall be considered PAST DUE if not paid within 30 days after the invoice date and Flowing Solutions, L.L.C., may, without waiving any claims or right against the Client and without liability whatsoever to the Client, terminate the performance of the service. A monthly service charge of 1.5% of the unpaid balance (18% true annual rate) will be added to the PAST DUE accounts. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay cost of collection, including reasonable attorney's fees.

#### Indemnifications

The Client and the Flowing Solutions mutually agree, to the fullest extent permitted by law, to indemnify each other from any and all damage, liability or cost, arising from their own negligent acts, errors or omissions in the performance of their services under this Agreement, to the extent that each party is responsible for such damages, liabilities and costs on a comparative basis of fault.

#### Hidden Conditions

Flowing Solutions, L.L.C. shall not be responsible for the condition of the existing structure and systems (except where verification can be made by simple visual observation). When advised by Flowing Solutions, L.L.C. of suspect hidden conditions, investigation of conditions may be authorized and paid for by the Client.

#### Risk Allocation

In recognition of the relative risks, rewards, and benefits of the project to both the Client and Flowing Solutions, L.L.C., the risks have been allocated so that the Client agrees that, to the fullest extent permitted by law, Flowing Solutions, L.L.C. total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of this agreement, from any cause or causes, shall not exceed the total amount of \$100,000 or the amount of Flowing Solutions, L.L.C. fee (whichever is greater).

#### Acknowledgment of Risk

Projects located on or near waterways are subject to uncontrolled forces of nature. As such these forces must be estimated as part of design. Flowing Solutions, L.L.C. does not warrant that estimated loads will be the largest ever encountered. Proper maintenance during events is required to minimize risk of damage.

#### Termination of Services

This agreement may be terminated at any time for any reason by the Client or Flowing Solutions, L.L.C. should the Client or Flowing Solutions fail to perform their obligations hereunder. In the event of termination, the Client shall pay Flowing Solutions, L.L.C. for all services rendered to the date of termination, and all reimbursable expenses.

#### Ownership Documents

The Client has the right of review and use of the Flowing Solutions work product at any time, and ultimately ownership with right to duplicate copies of final drawings and reports. Flowing Solutions retains the right to utilize the products in the future for any other endeavor without the written consent of the Client.

#### Applicable Law

Unless otherwise specified, this agreement shall be governed by the laws of the State of Oregon.

#### Client Initials/Date:

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3305 SW 87<sup>th</sup>  
Portland, OR 97225  
(503) 297-6311P  
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**CONSULTANT'S INSURANCE:**

- a. The Consultant shall acquire and maintain, during the entire term of this Agreement, including any extensions of the term, statutory workers' compensation insurance coverage, commercial generally liability insurance coverage, automobile liability insurance coverage and professional liability insurance coverage in no less than \$1,000,000 per occurrence. The Port shall be named as additional insured on the Consultant's commercial general liability insurance and automobile liability insurance. Any such policy of insurance obtained to comply with this paragraph shall endeavor to provide the Port thirty (30) days written notice prior to the policy's cancellation, non-renewal of such policy affecting the insurance coverage requirements under this Agreement.
- b. Prior to commencing any work under this Agreement, the Consultant shall provide the Port with a certificate or certificates evidencing the insurance required by this paragraph, as well as the amounts of coverage for the respective types of coverage. If the Consultant sub-contracts any portion(s) of the Services, said sub-consultant(s) shall be required to furnish certificates evidencing statutory worker's compensation insurance, comprehensive general liability insurance and professional liability insurance coverage in amounts satisfactory to the Port and the Consultant. If the coverage under this paragraph expires during the term of this Agreement, the Consultant shall provide replacement certificate(s) evidencing the continuation of required policies.
- c. If any policy obtained by the Consultant is a claims-made policy, the following conditions shall apply: the policy shall provided the Consultant the right to purchase, upon cancellation or termination by refusal to renew the policy (for reasons other than the named insured's non-payment of premium and/or deductible amount and/or non-compliance with the terms or conditions of the policy), an extended reporting period of not less than two (2) years. The Consultant agrees to purchase this extended reporting period. If the policy is a claims-made policy, the retroactive date of any renewal of such policy shall be not later than the date this Agreement is signed by the parties hereto. If the Consultant purchases a subsequent claims-made policy in place of the prior policy, the retroactive date of such subsequent policy shall be no later than the date this Agreement is signed by the parties hereto.

**Client Initials/Date:**

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