

**PORT OF HOOD RIVER COMMISSION**  
**Tuesday, March 4, 2014**  
**Marina Center Boardroom**  
**5:00 p.m.**

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**Regular Session Agenda**

1. Call to Order
    - a. Modifications, Additions to Agenda
  2. Public Comment (5 minutes per person per subject; 30 minute limit)
  3. Consent Agenda
    - Approve Minutes of February 18, 2014 Regular Session Meeting
    - Approve Renewal of Glider Concession Agreement for 2014 with Cascade Soaring
    - Approve Annual IT Contract with Jack Lerner Computer Support Not to Exceed \$18,000
  4. Reports, Presentations and Discussion Items
    - Waterfront Entitlements & Planning
    - Art Installation Plan
  5. Director's Report/Informational Items
  6. Commissioner, Committee Reports
    - None
  7. Action Items
    - a. Approve Resolution No. 2013-14-4 Authorizing Application for the Hook Launch Grant
    - b. Approve Resolution No. 2013-14-5 Authorizing Application for the Nichols Basin West Edge Pedestrian/Bicycle Trail Grant
  8. Commission Call
- 

9. Executive Session under ORS 192.660(2)(e) Real Property
10. Possible Action
11. Adjourn

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

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

**Port of Hood River Commission  
Meeting Minutes of February 4, 2014 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, Brian Shortt and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach and Mellissa Halseth

**Absent:** Commissioner Rich McBride (Attended Meeting by Skype)

**Media:** Kirby Neumann-Rea, Hood River News

**1. CALL TO ORDER:** Vice-President Brian Shortt called the meeting to order at 5:00 p.m.

**a. Modifications, Additions to Agenda:** The Commission was provided final drafts of the materials for Action Item b.

**2. PUBLIC COMMENT:** None

**3. CONSENT AGENDA:**

- o Approve Minutes of January 14, 2014 Regular Session Meeting and January 28, 2014 Nichols Basin Public Meeting
- o Authorize Amendment No. 1 to the Contract with Larry Brown Not to Exceed \$5,000
- o Authorize Lease Addendum No. 1 to the Hood River Distillers Lease in the Maritime Building

**Motion:** Move to Approve Consent Agenda as Amended (Correction to Minutes of January 14, 2014 removing Bulldog Welding Contract which was pulled from Consent Agenda to Action Items)

**Move:** Davies

**Second:** Duckwall

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

**Absent:** McBride-Voted Aye by Skype

**MOTION CARRIED**

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

- Audit Review – Tara Kamp, Pauly Rogers reviewed the scope of work and results she and her team determined. A federal audit was conducted as part of the process. The Port received a clean opinion. Kamp thanked Port staff for assistance during the audit. Kamp commented that the current software that is being used is cumbersome to pull reports from and that the Port would benefit by installing a financial system in the future that is written for government reporting. McElwee thanked Kamp for the professionalism of her team during the audit.
- Bridge Insurance - Durham & Bates/Scott Reynier, Columbia River Insurance explained that the representatives from Durham & Bates were unable to attend the meeting but they hoped to come to a meeting in April with an ACE representative as well. Reynier explained that ACE was the insurance carrier for the Port for as long as Reynier could recall and that ACE represents 84% of toll bridges in the United States. Reynier will request that Durham & Bates conduct a market research analysis. Durham & Bates will be requesting critical information and reports for this terms renewal. Commissioner Davies refrained from discussion due to conflict of interest.
- Housing Presentation – Maui Meyer, Copper West/Hood River County Commissioner and Arthur Babitz, City of Hood River Mayor presented a proposal for an attainable housing revolving loan fund concept. The main focus of the presentation was "If you work here, you should be able to live here." Meyer stated that 44.7% of people who work in Hood River County do not live here. The revolving fund would include Hood River, Wasco and Sherman

Counties (North Central Oregon). Meyer stated that currently housing is not available in the area for the wages people are earning. Babitz said the intent was to assist in multi-family housing projects. Meyer requested the Commission write a letter of support in the next two weeks that could be presented to the legislature. Commission consensus was to provide a letter of support with mention that Housing is listed in the Strategic Business Plan as a weakness.

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

- Schedule – The proposed schedule for Spring Planning is March 25 with the annual budget committee meeting on April 22. Please let staff know if you are unable to attend. Commissioner Shortt requested a property tour. McElwee will schedule with Shortt before Spring Planning. The March 11 Nichols Basin Public Meeting will likely need to be rescheduled to March 18 or 19 because McElwee and McBride would be attending the PNWA conference in Washington DC at that time.
- Staff/Administration – Fred Kowell, Finance Manager gave an overview of the six month financials. The report showed that Materials and Services were over at the Airport, Event Site and Marina Park. Kowell stated that a budget transfer would be required in late May or early June to true up the budget.
- Waterfront Development – McElwee felt the first Nichols Basin public meeting went well and was well attended. The advisory committee will have recommendations at the next Nichols Basin meeting on February 13. Walker Macy was directed to adjust the trail with committee suggestions but they will not be re-designing Zone B. The Commission will discuss each public meeting at each Commission meeting that follows.
- Bridge/Transportation – HNTB will be inspecting the bridge February 10-13 with the main focus on observing the lift span on February 11. There will be approximately 6 lifts between 9am-3pm on this day. Commissioners expressed interest in attending at least one of the lifts as well as Kirby Neumann-Rea from the Hood River News. McElwee will arrange this with Port staff.

**6. Commissioner, Committee Reports:**

- Marina Ad-hoc Committee – Commissioner Davies reported on the January 21 meeting where the main focus was on the Master Plan for the Marina. The committee reviewed the proposed scope of work and schedule. Staff will be collecting data to present at the next meeting scheduled for March 11. Commissioner Davies has requested that staff prepare a profit and loss for the Marina to assist in the planning process.

**7. ACTION ITEMS:**

**a) Approve Staff Recommendation for Response to Requirements of the Affordable Health Care Act:** The Affordable Care Act requires employers to have a plan in place by March 1, 2014 regarding healthcare coverage for employees. The current policy will be changed to include a higher deductible with a lower premium. To bring the Port into compliance with the new law all full-time employees would have coverage for themselves and family members. The recommendation is to increase the employee contribution to the premium from 5% to 10%. The Port currently offers to cover the employees \$1,000 deductible if used. The recommendation is to have the employee pay the first \$500. Commissioner McBride suggested not providing for family members as well but providing a pay increase to assist in outside coverage.

**Motion:** Move to Approve Staff Recommendation for Response to Requirements of the Affordable Health Care Act

**Move:** Duckwall

**Second:** Davies

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

**Absent:** McBride-Voted Nay by Skype

**MOTION CARRIED**

**b) Approve Various Actions with NBW Hood River, LLC Concerning Sale of Property**

**and Easements:** McElwee reviewed all of the documents related to the sale of property and easements. The following were the actions related to the sale of property and easements.

**Motion:** Move to Authorize Bargain and Sale Deed with NBW, Hood River, LLC for property known as Tract 1 and 1A in the Purchase and Sale Agreement dated May 29, 2013 for \$10,000 subject to legal counsel review and approval and authorizing Executive Director to sign all documents

**Move:** Duckwall

**Second:** Streich

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

**Absent:** McBride-Voted Aye by Skype

**MOTION CARRIED**

**Motion:** Move to Authorize Bargain and Sale Deed with NBW, Hood River, LLC for property known as Tract 2 in the Purchase and Sale Agreement dated May 29, 2013 for \$11,000 subject to legal counsel review and approval and authorizing Executive Director to sign all documents

**Move:** Duckwall

**Second:** Streich

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

**Absent:** McBride-Voted Aye by Skype

**MOTION CARRIED**

**Motion:** Move to Authorize Sanitary Sewer Easement with NBW, Hood River, LLC subject to legal counsel review and approval and authorizing Executive Director to sign all documents

**Move:** Duckwall

**Second:** Streich

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

**Absent:** McBride-Voted Aye by Skype

**MOTION CARRIED**

**Motion:** Move to Authorize Parking Easement with NBW, Hood River, LC subject to legal counsel review and approval and authorizing Executive Director to sign all documents

**Move:** Duckwall

**Second:** Streich

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

**Absent:** McBride-Voted Aye by Skype

**MOTION CARRIED**

**Motion:** Move to Authorize Emergency Access Easement with NBW, Hood River, LLC subject to legal counsel review and approval and authorizing Executive Director to sign all documents

**Move:** Duckwall

**Second:** Streich

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

**Absent:** McBride-Voted Aye by Skype

**MOTION CARRIED**

**8. COMMISSION CALL:** Commissioner Streich mentioned that Commissioner Griffith from Port of The Dalles offered a tour to walk the path along the river. Commissioners should let Streich know if they are interested and he will arrange a tour.

**9. EXECUTIVE SESSION:** Regular Session was recessed at 7:26 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 8:27 p.m. There was no action as a result of Executive Session.

**10. ADJOURN:** President McBride adjourned the meeting at 8:27 p.m.

Respectfully submitted,

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Mellissa Halseth

ATTEST:

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Rich McBride, President, Port Commission

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Hoby Streich, Secretary, Port Commission

# Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: February 18, 2014**  
**Re: Accounts Payable Requiring Commission Approval**

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<b>Jaques, Sharp, Sherrerd, FitzSimons &amp; Ostrye</b> Attorney services per attached summary	<b>\$9,712.00</b>
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<b>TOTAL ACCOUNTS PAYABLE TO APPROVE</b>	<b><u>\$9,712.00</u></b>
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WSP

JAQUES, SHARP, SHERRERD, FITZSIMONS & OSTRYE  
 ATTORNEYS AT LAW  
 205 3RD STREET / PO BOX 457  
 HOOD RIVER, OR 97031  
 (Phone) 541-386-1311 (Fax) 541-386-8771

**RECEIVED**  
 FEB 07 2014

CREDIT CARDS ACCEPTED

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

Page: 1  
 February 04, 2014  
 Account No: PORTOHAM

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
ENVIRONMENTAL INSURANCE	54.00	990.00	0.00	0.00	-54.00	\$990.00
PROPERTY MATTER	68.00	0.00	0.00	0.00	-68.00	\$0.00
HANGAR LEASE (Insitu, Inc.)	0.00	234.00	0.00	0.00	0.00	\$234.00
MISCELLANEOUS MATTERS JJ	180.00	162.00	0.00	0.00	-180.00	\$162.00
LEASE BIG 7 (Slingshot Sports/Jeff Logosz)	17.00	51.00	0.00	0.00	-17.00	\$51.00
ORDINANCE #24	0.00	1,260.00	0.00	0.00	0.00	\$1,260.00
LEASE (Veolia Water North America - West)	72.00	0.00	0.00	0.00	-72.00	\$0.00
LEASE DMV BUILDING (Thomas Keolker, Heart of Gold)	0.00	18.00	0.00	0.00	0.00	\$18.00
LEASE (Pfriem Brewing)	0.00	54.00	0.00	0.00	0.00	\$54.00
PROPERTY TRANSACTION SALE	45.00	486.00	0.00	0.00	-45.00	\$486.00

Previous Balance	Fees	Expenses	Advances	Payments	Balance	
REGULAR MEETING FEE						
JJ	0.00	0.00	0.00	0.00	-350.00	-\$350.00
PROPERTY SALE (Bob Naito; NBW Hood River)						
	1,152.00	3,222.00	0.00	0.00	-1,152.00	\$3,222.00
LEASE (Hood River Distillers)						
	0.00	18.00	0.00	0.00	0.00	\$18.00
T-HANGER LEASE FORMS (2012-2013)						
	0.00	54.00	0.00	0.00	0.00	\$54.00
LEASE (PocketFuel)						
	36.00	0.00	0.00	0.00	-36.00	\$0.00
MARINA EVICTION (Tom Lichty)						
	18.00	0.00	0.00	0.00	-18.00	\$0.00
BOAT HOUSE LEASE						
	0.00	846.00	0.00	0.00	0.00	\$846.00
BOGGS 2013-CONCESSION AGREEMENT DEFAULT						
	54.00	0.00	0.00	0.00	-54.00	\$0.00
CITY SEWER OUTFALL PROJECT (City of HR)						
	0.00	360.00	0.00	0.00	0.00	\$360.00
ODELL PROPERTY						
	0.00	234.00	0.00	0.00	0.00	\$234.00
EXPO SITE DEVELOPMENT (Key Development; Pickhardt)						
	738.00	126.00	0.00	0.00	-738.00	\$126.00
LEASE (Office Lease DMV Building Congressman)						
	576.00	0.00	0.00	0.00	-576.00	\$0.00
LICENSE DEFAULT (Airfresh Seafoods)						
	36.00	54.00	0.00	0.00	-36.00	\$54.00
WALKER MACY-PEDESTRIAN, BIKE LOT ACCESS						
	162.00	0.00	0.00	0.00	-162.00	\$0.00
TAX AUDIT CLAIM						
	396.00	1,605.00	0.00	0.00	-396.00	\$1,605.00
REZONE (ABAM/Contract Lot 1 Expo)						
	0.00	252.00	0.00	0.00	0.00	\$252.00
LEASE ODELL BUILDING (Oregon Brineworks, LLC)						
	0.00	36.00	0.00	0.00	0.00	\$36.00
	<u>3,604.00</u>	<u>10,062.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-3,954.00</u>	<u>\$9,712.00</u>



## Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: March 4, 2014**  
**Re: Expo Property Planning**

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The Commission will need to consider ways to achieve the goal of changing the zoning of the Expo property. The two primary alternatives are through a legislative ("Master Plan") process that would include larger parts of the waterfront or multiple quasi-judicial processes. There are advantages and disadvantages to each.

Our Disposition & Development Agreement (DDA) with Key Development anticipates a zone change of the Expo-area property. About three acres was expected to be changed from C-2 (General Commercial) with about 1.5 acres remaining for the anticipated commercial development. The three acres was expected to relocate to Lot #1 and possibly other areas on the waterfront.

When the Hood River Planning Commission approved a Port-requested zone change of the Expo property from LI to C-2 in 1998 they included a condition that the re-zone was contingent on its use as an Exposition Center. However, they also stipulated that this condition could be removed "... through the legislative re-zone for the Waterfront Plan." This condition provides one alternative for shifting the commercial zoning to other properties consistent with the DDA.

Thus, the Planning Commission anticipated a larger look at the waterfront in order to "fix" appropriate extent and location for commercial zoning on the waterfront. However, the Waterfront Master Plan did not materialize. We now have a large property with conditional zoning that needs to be modified to facilitate the Key Development project.

A legislative process to develop a master plan at this time could resolve this situation. Given the development that has already occurred, it would likely just need to consider properties bordering the Columbia River and Lot #1 and would allow for a cooperative interaction with the Hood River Planning Commission and City Council. However, it would involve a 6-9 month process and require hiring a consultant at some cost to assist City staff through the various steps of plan preparation and public hearing.

At the meeting, staff will discuss alternative approaches involving multiple quasi-judicial actions but these may be less effective than one legislative process.

**RECOMMENDATIONS:** For Discussion.

## Commission Memo

**To: Commissioners**  
**From: Michael McElwee**  
**Date: March 4, 2014**  
**Re: Community Art Program**

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C.J. Rench and Kristin Godkin are part of "Art of Community" a new non-profit working to install temporary art in Hood River (attached). They have asked for the Port to grant permission to locate art at 5-8 locations around the waterfront. Each site would be improved with a small concrete slab. A selected artist would install an art piece that would remain in place for one-year when a new art piece would be installed. Businesses or individuals would "sponsor" each art installation for one year at a cost of approximately \$1,500. A jury would select art for each location.

Kristin will attend the meeting to describe the project in more detail.

**RECOMMENDATIONS:** Information.

## FOUNDING ARTISTS

*“To be an artist  
is to believe in life.”*

— Henry Moore

The Columbia River Gorge’s identity can be attributed to the unique relationship between the community and its artists. Art of Community was established in 2014 by artists Cathleen Rehfeld, Karen Watson, Mark Nilsson and CJ Rench to build on this dynamic relationship, engage the community with art and work collaboratively to further promote and develop public art throughout the Gorge making it available to people of all ages and backgrounds.

**Cathleen Rehfeld**, a longtime resident of the Gorge, is one of the premiere landscape, figurative and still-life painters of the region and sells her work internationally. She completed her Bachelors of Fine Arts from the University of Texas at Austin and attended Gage Academy in Seattle, Washington. Cathleen has studied with several well-known masters and now instructs throughout the Pacific Northwest. Cathleen is the founder of the annual Pacific Northwest Plein Air Event, Columbia Gorge Arts & Culture Alliance and a former long-time board member of the Columbia Center for the Arts.

**Karen Watson** is a California born award winning pastel painter and instructor. She attended the College of Creative Studies at the UC Santa Barbara, has been featured in Pastel Journal Magazine and is a long term member of Oregon Pastel Society. Karen travels, teaches and exhibits her artwork at fine art festivals throughout the country.

**Mark Nilsson** is a native Oregonian and a master of realistic, whimsical, and abstract art. His work, which ranges from large scale murals to intimate paintings, reflect his extensive travels, passion for nature as well as the Northwest’s urban vibrancy. Mark’s artwork can be found throughout the Gorge and in public and private collections throughout the world.

**CJ Rench**, originally from Illinois, is a self-taught industrial engineer and designer. He creates large scale abstract metal sculpture for both public and private collections. His work has been exhibited in Palo Alto, Colorado Springs, Napa, Orlando, Denver and Aspen to name only a few. CJ is currently working on a skate park installation jointly commissioned by the Seattle Parks and Recreation and Red Bull that explores the intersection of art, athleticism and imagination. Locally CJ is creating trail markers for Hood River Parks and Recreation.

[www.art-of-community.com](http://www.art-of-community.com)

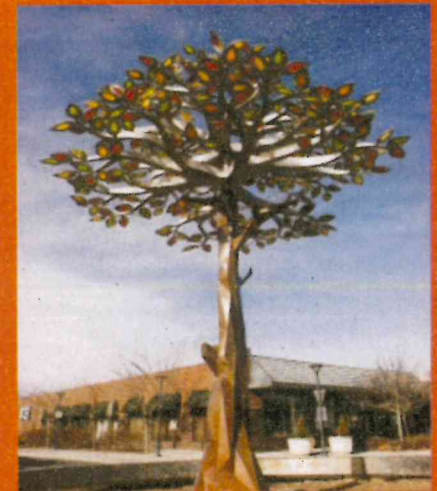
[info@art-of-community.com](mailto:info@art-of-community.com)

541-490-2451

621 State St. Hood River, OR 97031

## ART of COMMUNITY

*“Believe in the  
power of art!”*



*Tree of Seasons, Richland, Washington*  
CJ RENCH

Public art creates and enhances neighborhood and community identity. It enhances the visual landscape and character of the city. It turns ordinary spaces into community landmarks and promotes community dialogue and, most importantly, it is accessible to everyone.

## VISION:

Art of Community inspires community engagement and helps create a sense of place, awareness, optimism, discussion, and identity throughout the Gorge.

## GOALS:

Art of Community's first goal is to install eight to ten pieces of artwork throughout downtown Hood River contributing to the Gorge's built and natural landscape.

We will work with property owners to develop a process that includes idea development, location analysis, permits, financing and funding, artist selection, community engagement, installation, preservation and promotion.

Upon completion of the installations we will create and distribute a Walking Map that allows locals and visitors to take a self-guided tour of art throughout Hood River.

*"There is nothing more truly artistic than to love people."*

— Vincent van Gogh

# COLLABORATE with ART of COMMUNITY



Providence Mosaic Wall  
MARK NILSSON and SHELLEY TOON LINDBERG

*"...I do not want art for a few;  
any more than education for a few;  
or freedom for a few..."*

— William Morris

## DONORS:

Art of Community relies on contributions from individuals, businesses and foundations. One-hundred percent of your cash creates public art in the Gorge. In the spirit of the collaboration, Art of Community also gratefully welcomes in-kind donations to achieve our collective goals.



Hood River Valley  
CATHLEEN REHFELD



Alice in Wineland  
KAREN WATSON

## COLLECTORS:

Please join the Art of Community at our annual evening of BIG ART! Enjoy music, food and refreshments while you meet and learn more about your community of artists and our plans for public art. Collaborating artists will sell their artwork with 50 percent of the sale going towards Art of Community.



Red Bull Skate Park  
CJ RENCH



Gorge Vineyard  
MARK NILSSON

## PARTNERS:

Art of Community is interested in collaborating with art sponsors and property owners to site public art. We will work with you to create a process that includes idea development, location analysis, permits, financing and funding, artist selection, community engagement, installation, preservation and promotion.



The Columbia  
KAREN WATSON



Mt. Hood  
CATHLEEN REHFELD

## **Executive Director's Report**

March 4, 2014

### **Staff & Administrative**

- I will plan to attend the PNWA trip to Washington in mid-March 2014.
- We will conduct six initial interviews for the Maintenance Supervisor position.
- The revised schedule for spring planning and budget preparation is attached. Staff is preparing the list of issues and projects for discussion for the Spring Planning meeting. Due to the new schedule, we will not have time to review a draft agenda at a regular Commission meeting. Please raise any ideas for discussion topics on March 4.

### **Recreation**

- The second Project Advisory Committee meeting for the Nichols Basin West Edge Project was held on February 20. On February 26 I met with Walker/Macy to discuss two design alternatives for the March 18 PAC meeting.
- The Boathouse Dock project is out for bid. Bids are due March 13. The schedule calls for the work to be substantially complete by June 30. One outstanding question is what to do with the existing docks.
- We have issued warning letters to about 25 Marina tenants that have not made their required lease payment.
- Attached is the Ground Fault Protection Test Report that was prepared following installation of the new electrical system. This should answer most questions about independent review and verification. I am obtaining a quote to install a fixed monitoring system that would detect ground faults below the trip standard.
- I met with Hood River County Sheriff Matt English to discuss the lease and special assessment for their boathouse. Hood River has not paid for their boathouse slip since our earliest recorded lease in 1998. Presumably, this arrangement was made to acknowledge the substantial benefit of having law enforcement presence on the waterfront. I believe this arrangement is appropriate but should be acknowledged in writing and propose to work with Jerry to prepare a lease amendment.
- The Hood River County Economic Development Group met on February 25 to discuss and rank the annual CEDS list. The proposed ranking is attached. This goes to the County Commission for final review and approval.

### **Development**

- The property sale to NBW-Hood River, LLC has closed.
- We have advertised for a contractor to Slurry seal a number of Port roads and parking lots. Quotes are due March 11. We will be advertising for paving and patch quotes this week as well. Those quotes will be due March 18. All projects would be carried out next fiscal year but we need to secure

contracts now to ensure availability and good pricing. All projects are in our capital plan.

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### **Airport**

- The final lease issue has been resolved. All T-Hangar leases have been signed.
  - There were two respondents to the RFQ for Airport consulting services-- WH Pacific and Century West. The consultant selection committee will be ranking the respondents within the next week. The firm ranked the highest and recommended for Master Planning contract negotiations will be discussed with the Commission on March 20.
- 

### **Bridge/Transportation**

- We have received some additional phone calls from motorists that were displeased with the charging of tolls during the I-84 closure. The calls were primarily from those who had a BreezeBy account and whose account was charged when the toll plaza was opened up to help alleviate backups.

# Spring Planning and Budget Calendar

**MARCH 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 <b>Comm Mtg 5pm</b>	5	6	7
10 PNWA TO DC (Michael)	11 PNWA TO DC (Michael)	12 PNWA TO DC (Michael)	13 RTP Grant Wkshp ½ day in Salem	14
17 KIHR Radio	18 <b>NBWE Trail Planning PAC – 5:30 p.m. Meeting #3 of 4</b>	19	20 <b>Spring Planning-noon w/regular session to follow (lunch provided); Budget Comm. Members invited</b>	21
24	25	26	27	28
31	<p><i>Jon – out of country from March 22-30</i>  <i>Rich – out of country from March 27 through April 17 or 18</i>  <b>PROPERTY TOUR PRIOR TO SPRING PLANNING – only Brian expressed interest</b></p>			

**APRIL 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
	1 <b>Comm Mtg 5pm</b>	2	3	4
7	8	9	10	11
14	15 <b>Comm Mtg 5pm</b>	16 <b>NBWE Trail Planning PAC – 5:30 p.m. Meeting #4 of 4</b>	17	18
21 KIHR Radio	22 <b>Budget Comm 5pm (dinner provided) Comm members + all Commissioners</b>	23	24	25
28	29	30	<p><i>Rich returns April 17 or 18</i></p>	



## Spring Planning and Budget Calendar

**MAY 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Fred K. at GFOA conference May 18-21</i>			1	2
5	<b>6 Comm Mtg 5pm w/ Budget Hearing</b>	7	8	9
12	13	14	15	16
19 KIHR Radio	<b>20 Comm Mtg 5pm</b>	21	22	23
26 <b>Memorial Day Office Closed</b>	27	28	29	20

**JUNE 2014**

Monday	Tuesday	Wednesday	Thursday	Friday
2	<b>3 Comm Mtg 5pm w/ Budget Adoption</b>	4	5	6
9	10	11	12	13
16 KIHR Radio	<b>17 Comm Mtg 5pm</b>	18	19	20
23	24	25	26	27
30				



OREGON BREAKERS, inc.  
 3365 SE 17th Avenue  
 Portland, Oregon 97202-2850  
 1-800-943-3323 503-736-0921  
 info@oregonbreakers.com Fax 503-736-0924

### GROUND FAULT PROTECTION TEST REPORT

Location: Port of Hood River Address: 1000 E. Port Marina DR  
 Customer: Lalonde Electric Job Number: Hood River  
 Test # F000362 Date of Test: 8-5-13  
 Switchboard: PR4 Technician: Derek Connor  
 Designation: Main Service Disconnect Other: \_\_\_\_\_

#### TYPE OF EQUIPMENT

##### Disconnect Device

- Molded-case circuit breaker
- Insulated-case circuit breaker
- Air circuit breaker
- Fused disconnect / bolted pressure switch
- A.C. contactor

Mfg Catalog # NGS308035E

Frame/Sensor rating: 800A

##### Ground Fault Device

- Integral feature
- Peripheral device
- Residual
- Zero-sequence
- Source ground

Mfg Catalog # Dig. trip 310

Sensor rating: 800A

#### INSPECTION

- 1 Wiring & conductors
- 2 Connections & wire clamping
- 3 Bonding, splice bussing and grounding
- 4 Sensor mounting & wiring
- 5 Control circuit overcurrent protection

- 6 Barriers & insulators
- 7 Enclosure / Assembly condition
- 8 Clean
- 9 Lubricated
- 10 Other: \_\_\_\_\_

#### OPERATION

##### Disconnect Device

- 1 Mechanical CLOSE-TRIP
- 2 Electrical TRIP
- 3 Shunt trip or Capacitor trip device
- 4 Undervoltage device
- 5 Interlocks [electrical, mechanical, kirk-key]

##### Ground Fault Device

- 1 Monitor / Display
- 2 Indicating lights
- 3 Alarms
- 4 Self-test feature
- 5 Performs trip function

#### ELECTRICAL TESTS

Relay Test Settings: PICK-UP 160A DELAY Instant Neutral Resistance to Ground 2.7 G. ohms (megohms)

PICK UP (amps)

MEASURED TRIP TIME (seconds)

A	B	C	N	Residual / Zero Sequence	Test Current (amps)	A	B	C	N	Residual / Zero Sequence	Standard (seconds)
180	X	179	180	Pass	160A	0.05	X	0.06	0.05	Pass	<1.0

Comments: 1Ph 3w System. Main is 3PH. A & C Phases utilized.  
Passed Primary Injection GFI & Insulation tests  
 Tested with equipment calibrated and traceable to NIST standards.  
 Tested in accordance with the 1999NEC section 230-95(c) and OAR918-0150 and WAC

Technician Derek Connor

**Proposed Hood River Economic Development Group Rankings**  
February 25, 2014

<b>Proposed Ranking</b>	<b>Project Name</b>	<b>Sponsor</b>
1	Hood River County Workforce Housing	Hood River County
2	Industrial Park Municipal Access	Port of Cascade Locks
3	Crystal Springs Reservoir	City of Cascade Locks
4	Port of Hood River Waterfront Infrastructure	Port of Hood River
5	Columbia Gorge Advanced Technology Center	Columbia Gorge Community College
6	Port of Hood River Bridge Upgrades	Port of Hood River
7	Expanded Water to the Industrial Park	Port of Cascade Locks
8	Cascade Locks substation and distribution system	City of Cascade Locks
9	Windmaster Sewer District Phase II	Hood River County
10	Nichols Basin Bike/Ped Trail	Port of Hood River
11	Sports Center Feasibility Study and Development	Port of Cascade Locks
12	Forest Biomass Collection Facility	Hood River County
Additional projects; not ranked in any order		
	Windmaster Sewer District Phase III	Hood River County
	May Street Revision	Hood River School District
	Truck Transportation Improvement	Port of Cascade Locks
	<?>	City of Hood River

## Liz Whitmore

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**From:** Stuart L. Cato <slca@onemain.com>  
**Sent:** Friday, February 21, 2014 4:56 PM  
**To:** 'Liz Whitmore'  
**Subject:** RE: Hook Utilities

I don't feel there is an advantage in installing these utilities unless they are part of a completed system to be used now not in the future..

With regard to the electrical I don't feel that installing a conduit for "future" service is a good option. The conduit should be installed when the Port knows what the service requirements are so it is the current size per code for the anticipated loading and junction/pull boxes can be located at the correct points of services. Also the point of connection to PP&L for the service would be known at the time. We went round and round with the street light connection for the Portway Cul-De-Sac even when it was going to be done during the construction not the future. The sewer contractor will charge for the installation so The Port would have a capital investments sitting unused for some period of time.

The riverfront area had very high pressure in the past and a booster pump may not be required. If a pump is used it would be in a concrete vault. What would be the use of the water? If there is plumbing of any kind a sewer would also be required. The Port or I would have to check with the City and probably the State Plumbing inspector to see if drywells for drinking fountains would be acceptable. I ran into this issue when we (kpff) did the East Bank Esplanade on the Willamette in Portland.

Trenching in the gravel road won't be any different in the future. There will be room north of the asphalt path or anywhere to the south. If the road were to be paved then installing utilities, more specifically crossings conduit, could be considered. Even then the location of lights other electric services and water services should be established.

## Waterfront Recreation Committee Minutes

February 12, 2014 – 1:00 pm

### Port Boardroom

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

Members Absent: Bill Lake

Community Members: Mike Anderson, Todd Anderson, Arthur Babitz, John Hart, Linda Maddox, Judy Nelson, David Ojala, Heather Staten

Liz Whitmore opened the February meeting at 1:05 p.m. No items were added to the agenda.

Committee approved meeting minutes for Sept 18, 2013.

#### Hook Launch and Trail

Liz Whitmore reviewed the preliminary design concepts developed by the Port's engineer and landscape design consultants. Feedback from Waterfront Rec Committee and community members attending meeting includes:

- Arthur Babitz: Existing fishing platforms need to be factored into design and not conflict with path. Concerned squeezing out fishermen. (Note: 5' setback from top of bank to paved path will allow for fishing platforms)
- Judy Nelson: Would like to see path paved all the way to the southern tip of Hook.
- Lori Stirn and Pepi Gerald: Concerned that one rigging area is not enough.
- John Hart: Likes rigging area further to the south. Maintain turn-around at point. Design takes up parking spaces and is in conflict with fishing. New launch will increase use for kayakers.
- Sam Bauer: Concerned that 8' path down to launch is not wide enough. 180 degree turn from rigging area to the launch path would be difficult for beginners. (Note: engineer is looking at increasing width of launch path)
- Rich McBride: Common for beginners to carry board and sail separately. New design is like a "golden highway" to the water compared to having to clamber over rocks.
- Todd Anderson: Turn-around should be all the way at the southern tip of the Hook as is current practice for cars with trailers.
- Arthur Babitz: Turn-around is naturally at the end. Confirm location of manhole cover doesn't conflict with design. Would like to see landscaping and irrigation along the length of the trail.
- Pepi Gerald: Provide signage that indicates turn-around is at the end. Timber bollards should not be higher than 2' so don't conflict with windsurfing gear.
- Linda Maddox: Concerned about where people will park cars.
- Heather Staten: Timber poles as vehicle barriers don't seem big enough.
- Lori Stirn: Should consider boulders as vehicle barriers. "Boulders are forever." Look at pour-in-place rubber surface for rigging areas.
- **Group Consensus: Would like to see turn-around at the south end of the Hook because of increased foot traffic/use at point. Two rigging areas are needed to accommodate increased use.**

### **Pedestrian Bridge Bike/Ped Connections**

Liz Whitmore reviewed the preliminary design concepts developed by the Port's engineering consultant. Feedback from Waterfront Rec Committee and community members attending meeting includes:

- Judy Nelson: Road behind museum should remain accessible for pedestrians.
- Arthur Babitz: Would like to see improved fishing and kayaking access.
- Sam Bauer: Concerned about fishermen and kayakers having to park in museum parking lot.
- John Hart: Important for kayakers to be able to get close to take-out with car/trailer on east side of pedestrian bridge.
- Mike Anderson: Improve parking area further north from bridge at sandy area for kayakers.
- John Hart: Take-out preferable at bridge.
- Cori Collins: Important to maintain kayak access and take-out.
- Mike Anderson: Oregon State Marine Board pushing hard to support non-motorized water access. Kayak access should remain. Height of fishing season there can be 15 cars parked near bridge.
- Arthur Babitz: City should look at area south of interstate bridge for improved vehicular access.
- Liz Whitmore: Design allows for unimpeded access to river by both fishermen and kayakers. Parking will be available north of bridge in same location as current situation and can be accessed by gravel road behind museum. Alternate east bridgehead plaza (as shown by red dotted line on plan) will not be built.
- **Group Consensus: Important to maintain fishing and kayaking access. Need to look at parking potential at south end of east bridgehead.**

The February 12, 2014 meeting was adjourned at 2:50 p.m.

*Prepared by Liz Whitmore, 2/19/2014*

# Commission Memo

**To: Commissioners**  
**From: Liz Whitmore**  
**Date: March 4, 2014**  
**Re: Local Government Grant Program (LGGP) Resolutions  
Hook Launch and Waterfront Trail  
Nichols Basin West Edge Waterfront Trail**

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Staff intends to apply for the following Local Government Grants through the Oregon Parks and Recreation Department (OPRD):

**Hook Launch and Waterfront Trail:**

The application submittal will be in the "small grant" category for the maximum amount of \$75,000. Matching funds will be provided by the Port of Hood River, Columbia Gorge Windsurfing Association, Hood River Valley Parks & Rec, and the City of Hood River. The focus on improving trails and public access to waterways, the community and public agency financial partners, and readiness to begin construction in December 2014 makes this grant submittal a strong candidate for funding.

**Nichols Basin West Edge Waterfront Trail:**

The application submittal will be in the "large grant" category and will fund the remaining unfunded portions of the Nichols Basin West Edge project. The Port currently has one other grant application pending to the Connect V program, potentially funding portions of the trail project. Last year, Oregon Parks and Rec Department's Recreational Trails Grant program awarded the Port a grant in the amount of \$122,263 to fund the trail construction only.

Oregon Parks and Rec requires that all public agencies applying for a grant through the Local Government Grant Program approve a resolution authorizing the submission of a grant application.

**RECOMMENDATION:** Authorize execution of Resolution 2013-14-4 to apply for an Oregon Parks and Recreation grant for development of the Hook Launch and Waterfront Trail.

**RECOMMENDATION:** Authorize execution of Resolution 2013-14-5 to apply for an Oregon Parks and Recreation grant for development of the Nichols Basin West Edge Waterfront Trail.

**RESOLUTION AUTHORIZING APPLICATION FOR THE  
HOOK LAUNCH AND WATERFRONT TRAIL GRANT**

**RESOLUTION NO. 2013-14-4**

AUTHORIZING THE **PORT OF HOOD RIVER** TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF THE HOOK LAUNCH AND WATERFRONT TRAIL ON PORT OF HOOD RIVER PROPERTY AND DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO SIGN THE APPLICATION.

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, the Port of Hood River desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**WHEREAS**, the Board of Commissioners have identified public waterfront access and waterfront trail improvements at the Hook as a high priority need for the Port of Hood River; and

**WHEREAS**, the project includes the construction of a waterfront access launch for recreational activities on the Columbia River, a rigging and staging area, and the extension of the waterfront trail for pedestrian and bicycle use; and

**WHEREAS**, the Port of Hood River has available local matching funds to fulfill its share of the financial obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the Port of Hood River will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF HOOD RIVER AS FOLLOWS:**

Section 1: The Board of Commissioners authorizes submission of a grant application to the Oregon Park and Recreation Department for development of the Hook Launch and Waterfront Trail on Port of Hood River property.

Section 2: This Resolution shall be effective following its adoption by the Board of Commissioners.

Passed by the Board of Commissioners of the Port of Hood River this 4<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Rich McBride, Board of Commissioners President – Port of Hood River

\_\_\_\_\_  
Hoby Streich, Board of Commissioners Secretary – Port of Hood River



**RESOLUTION AUTHORIZING APPLICATION FOR THE NICHOLS  
BASIN WEST EDGE WATERFRONT TRAIL GRANT**

**RESOLUTION NO. 2013-14-5**

AUTHORIZING THE **PORT OF HOOD RIVER** TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF THE NICHOLS BASIN WEST EDGE WATERFRONT TRAIL ON PORT OF HOOD RIVER PROPERTY AND DELEGATING AUTHORITY TO THE EXECUTIVE DIRECTOR TO SIGN THE APPLICATION.

**WHEREAS**, the Oregon Parks and Recreation Department is accepting applications for the Local Government Grant Program; and

**WHEREAS**, the Port of Hood River desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation acquisitions, improvements and enhancements; and

**WHEREAS**, the Board of Commissioners have identified public waterfront access and waterfront trail improvements at the Nichols Basin west edge as a high priority need for the Port of Hood River; and

**WHEREAS**, the project includes the construction of a section of the waterfront trail for pedestrian and bicycle use as well as park and beach access amenities for public use; and

**WHEREAS**, the Port of Hood River has available local matching funds to fulfill its share of the financial obligation related to this grant application should the grant funds be awarded; and

**WHEREAS**, the Port of Hood River will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PORT OF HOOD RIVER AS FOLLOWS:**

Section 1: The Board of Commissioners authorizes submission of a grant application to the Oregon Park and Recreation Department for development of the Nichols Basin West Edge Waterfront Trail on Port of Hood River property.

Section 2: This Resolution shall be effective following its adoption by the Board of Commissioners.

Passed by the Board of Commissioners of the Port of Hood River this 4<sup>th</sup> day of March, 2014.

ATTEST:

\_\_\_\_\_  
Rich McBride, Board of Commissioners President – Port of Hood River

\_\_\_\_\_  
Hoby Streich, Board of Commissioners Secretary – Port of Hood River