



PORT OF HOOD RIVER COMMISSION

AGENDA

Tuesday, July 12, 2022

Port Conference Room

1000 E. Port Marina Drive, Hood River

1. Call to Order
 - a. Modifications, Additions to Agenda
 - b. Public Comment (5 minutes per person per subject; 30-minute limit)

2. Consent Agenda
 - a. Affirm Commission Officers and Committee Assignments for FY 2022-23 (*Genevieve Scholl, Page 3*)
 - b. Approve Minutes from the June 21, 2022 Regular Session and Budget Hearing (*Patty Rosas, Page 9*)
 - c. Approve Facilities Supervisor Position Description and Authorize Internal Recruitment (*Personnel Committee, Page 13*)
 - d. Approve Reappointment of Columbia River Insurance as Insurance Agent-of-Record for FY 2022-23 (*Genevieve Scholl, Page 21*)
 - e. Approve Reappointment of Pauly Rogers and Company, P.C. as Auditor for FY 2022-23 (*Genevieve Scholl, Page 21*)
 - f. Approve Amendment No. 1 to Letter of Agreement with Jensen Strategies for Chief Financial Officer Recruitment Process (*Genevieve Scholl, Page 23*)
 - g. Approve Third Extension to Utility Easement Agreement with Northwest Pipeline, LLC. (*Genevieve Scholl, Page 27*)
 - h. Approve Third Extension to Utility Easement Agreement with Spectrum Pacific West, LLC. (*Genevieve Scholl, Page 27*)
 - i. Approve Third Extension to Utility Easement Agreement with United Telephone Company of the Northwest, DBA Century Link Corporation (*Genevieve Scholl, Page 27*)
 - j. Approve Accounts Payable to Jaques Sharp in the Amount of \$17,739 (*Genevieve Scholl, Page 35*)

3. Informational Reports
 - a. Bridge Replacement Project Update (*Kevin Greenwood, Page 39*)

4. Presentations & Discussion Items (None)

5. Interim Executive Director Report (*Genevieve Scholl, Page 49*)

6. Commissioner, Committee Reports
 - a. Airport Advisory Committee (Gehring)
 - b. Bi-State Working Group (Fox, Chapman)
 - c. Marina Committee (Sheppard)
 - d. Urban Renewal Agency (Chapman, Gehring)

7. Action Items

- a. Approve Replacement Bridge Management Contract with HNTB Not to Exceed \$1,739,908 (*Kevin Greenwood, Page 75*)
- b. Authorize Personnel Committee to Evaluate and Begin Negotiations with Executive Director Candidate (*Personnel Committee, Page 77*)

8. Commission Call

9. Confirmation of Commission Directives to Staff

10. Executive Session under ORS 192.660(2)(e) real estate negotiations; ORS 192.335(9)(a) to consider the employment of an officer, employee, or staff member.

11. Possible Action

12. 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.*

Commission Memo



Prepared by: Genevieve Scholl
Date: July 12, 2022
Re: Election of Officers for FY 2022-23

Port Governance Policy requires the election of officers at the first meeting in July, or at a subsequent meeting at the discretion of the Commission.

Officers elected for FY 2021-22 were:

President – Ben Sheppard (first term)
Vice President – Kristi Chapman
Secretary – Mike Fox
Treasurer – Heather Gehring

Traditionally, offices are held for a two-year term, but this requires affirmation by the board at the start of the second term. Staff recommends the Commission make affirm officers and committee assignments during the July 12 meeting. Attached for reference is a table of all the internal and external the current committee assignments for staff and Commissioners.

RECOMMENDATION: Affirm officers and committee assignments for FY 2022-23.

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**Committee Membership and Term
2022-23**

As indicated in Governance Policy

Committee	Staff	Commissioners	Public	Appointed Term
Airport Advisory Committee	Hagbery	Gehring, Streich	Dave Koebel (Chair), Tor Bieker (Vice-Chair), Adam Young, Bud Musser, Margo Dameier, Andreas Von Flowtow, Matt Swihart, John Benton (WAAAM), Brook Beilin (FBO).	3 years
Budget Committee	Executive Director, Chief Financial Officer (currently vacant) Interim ED, Scholl and Deputy Finance Manager, Scoggins	ALL	Becca Sanders, Judy Newman, John Benton, Larry Brown, Brian Shortt	3 years staggered
Waterfront Recreation Advisory	Stafford	Sheppard Gehring	Laird Davis, Mark Hickock, Mike Stroud, Doug Newcomb, Scott Tennant, Kass Bergstrom, Adam Van den Bos, Todd Anderson, Carlos Cornelis, Aaron Baumhackl	3 years
Marina Committee	Stafford	Sheppard Gehring	Josh Sceva, Steve Carlson, Steve Tessmer, Ted Lohr	3 years
Finance* (Internal)	Executive Director, Chief Financial Officer (currently vacant) Interim ED, Scholl and Deputy Finance Manager, Scoggins	Sheppard (President), Gehring (Treasurer)	N/A	1 year
Personnel* (Internal)	Executive Director (currently vacant)	Sheppard (President),	N/A	1 year

	Interim Executive Director, Scholl	Chapman (Vice President)		
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* Commission members determined by Governance Policy according to officer elections held annually at the first meeting in July.

Organizational Appointments

Organization	Staff	Commissioners	Other Members	Term
Bridge Tolling Committee (Internal)	Chief Financial Officer (currently vacant)	Sheppard Chapman		2 years
Bi-State Bridge Replacement Working Group	Greenwood	Fox (Alternate: Chapman)	Betty Barnes, Marla Keethler, David Sauter, Rich McBride, Kate McBride	TBD
Hood River Urban Renewal Agency	Hagbery, Scholl	Chapman, Gehring	Kate McBride, Paul Blackburn, Tim Counihan, Erick Haynie, Jessica Metta, Megan Saunders, Mark Zanmiller	4 years, staggered
Hood River County Energy Council	Hagbery	Fox (Alternate: Chapman)	Butch Miller, Kate McBride, Les Perkins, Alexia Kelly, Annick Chalier, Cathy Higgins, Eric Strid, Julia Garcia-Ramirez	2 years
Hood River County Economic Development Group	Scholl		Gordon Zimmerman, Olga Kaganova, Rachel Fuller, Jeff Hecksel, MCEDD staff	
OneGorge Advocacy Group	Scholl	All	Informally organized group	N/A
Hood River County Chamber		Chapman	Grant Polson, Corina Farrar,	N/A

of Commerce and Visit Hood River			Steve Seymour, Katie Kadlub Riss, David Murrell, Jeremy Duncan, Dillon Borton, Michael Barthmus, Craig Bowder, Sean Cruger, Don Loop, Chuck Hinman, Francisco Ojeda, Ali McLoughlin, Jan Meyer, Christine Barthmus	
Pacific Northwest Waterways Assn. (PNWA)	Greenwood, Scholl	Commissioner to be appointed	Large roster of members from throughout the PNW.	N/A
Oregon Economic Development Association (OEDA)	Hagbery, Scholl		Large roster of EcDev agencies throughout the state	N/A
Oregon Public Ports Association (OPPA)	Greenwood, Scholl		Large roster of Ports throughout Oregon	N/A
Oregon Airport Managers Association	Hagbery		Large roster of GA airports throughout Oregon	N/A
Columbia Gorge Technology Alliance	Scholl		Large roster of technology companies, service providers, and community partners	N/A
Hood River Rotary Club International		Sheppard	Large roster of community business leaders	N/A

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Port of Hood River Commission
Meeting Minutes of June 21, 2022 Regular Session
Via Remote Video Conference & Marina Center Boardroom
5:00 p.m.

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

5:00 p.m.
Regular Session

PRESENT: Commissioners: Ben Sheppard, Kristi Chapman, Mike Fox, Hoby Streich. Legal Counsel: Anna Cavaleri. From Staff: Michael McElwee (via Zoom), Kevin Greenwood (via Zoom), Greg Hagbery, Daryl Stafford, Genevieve Scholl, and Patty Rosas. Public: Chris Robuck

ABSENT: Heather Gehring, Jerry Jaques, John Mann

MEDIA: None

1. CALL TO ORDER: President Ben Sheppard called the meeting to order at 5:03 p.m.

a. Modifications or additions to the agenda:

- 1) Correction to Consent Agenda items 2(h) – Memo incorrectly states grant amount of \$1,800. Total grant amount is for \$14,000.
- 2) Remove Action Item 7(d)

b. Public Comment: None

2. CONSENT AGENDA:

- a. Approve Minutes from June 7, 2022, Regular Session, and Budget Hearing
- b. Approve Through the Fence Agreement with Russel Read and Judith Frey at the Airport
- c. Approve Amendment No. 2 to Task Order 10 with HDR Engineering for On-Call Engineering Services for the Bridge
- d. Approve Amendment No. 1 to Lease with Wolf Ceramics in the Big 7 Building
- e. Approve Lease with Ferment Brewing in the Jensen Building
- f. Approve Maintenance Agreement Extension Contract Term with Kapsch TrafficCom USA, Inc. Not to Exceed \$49,139
- g. Approve Amendment to Task Order 1 with P-Square LLC for Electronic Tolling Systems Support and Maintenance Not to Exceed \$172,780
- h. Approve Maintenance Assistance IGA No. 2123-057 with OSMB for Marina Boat Launch Parking Lot
- i. Approve Grant Agreement with State of Oregon for E. Anchor Way Project in the Amount of \$500,000
- j. Approve Accounts Payable to Jaques Sharp in the Amount of \$19,810

Motion: Approve consent agenda.

Move: Kristi Chapman

Second: Mike Fox

Discussion: Commissioner Streich stated his concern with Consent Agenda item 2(b). He is not in favor of Through the Fence Agreements generally at the Ken Jernstedt Airfield, due to the inadequate setback distance from the centerline of the runway.

Vote: Unanimous

MOTION CARRIED

3. INFORMATIONAL REPORTS: None

4. PRESENTATION & DISCUSSION ITEMS: None

5. **EXECUTIVE DIRECTOR REPORT:** Michael McElwee, Executive Director, reported that the deck replacement project is coming up June 24-26. McElwee provided a written report and asked if there were any questions. Commissioner Streich requested that there be more involvement from staff in the selection process for the new Chief Financial Officer (CFO). Commissioner Sheppard added that they are in the process of interviewing final candidates. Port staff will then conduct interviews and a final recommendation will be presented to the Board.

6. **COMMISSIONER, COMMITTEE REPORTS:**

- a. **Airport Advisory Committee (AAC)** – Commissioner Streich noted that there are two vacant spots on the AAC. They are wanting to go a different direction and have the ACC not just focus on airport operations but also the adjacent land and economic development. Commissioner Streich added that they would like the AAC to include members with a business background. Via email to Commissioner Streich, Commissioner Heather Gehring nominated two candidates to fill the vacant spots; Andres Von Flotow and Matt Swihart.

Motion: Appointment of Andres Von Flotow and Matt Swihart to the Airport Advisory Committee, for a three-year term of service.

Move: Mike Fox

Second: Hoby Streich

Discussion: None

Vote: Unanimous

MOTION CARRIED

- b. **Bi-State Working Group (BSWG)** – Commissioner Fox reported that an agreement was reached with HNTB Corporation. HNTB will be submitting the full packet on June 22. Commissioner Fox and Kevin Greenwood will be meeting with Bill Ohle from legal counsel on June 23 and with ODOT on June 27. The Award is projected for July 12 after BSWG and Port Commission approval. The BSWG members are ready for their advocacy trip to Washington D.C. on July 18.
- c. **Marina Committee** – Commissioner Sheppard will provide a report at the next meeting.
- d. **Urban Renewal Agency** – Commissioner Chapman reported that the budget was approved. McElwee will be meeting with the Urban Renewal Advisory Committee on June 23 to provide a presentation to discuss alternatives. Next Urban Renewal meeting is scheduled for July 18.

7. **ACTION ITEMS:**

- a. **Approve Resolution 2021-22-7 Authorizing the Budget Transfer for the FY 2021-22 Budget.**

Motion: Approve Budget Transfer Resolution No. 2021-22-7 for the FY 2021-22 Budget.

Move: Mike Fox

Second: Hoby Streich

Discussion: None

Vote: Unanimous

MOTION CARRIED

- b. **Approve Resolution 2021-22-8 Adopting the FY 2022-23 Budget.**

Motion: BE IT RESOLVED that the Board of Commissioners for the Port of Hood River hereby adopts the budget for fiscal year 2022-23 in the total of \$40,983,200

and hereby imposes the property taxes provided for in the adopted budget at the rate of \$0.0332 per \$1,000 of assessed value of all taxable property within the district.

Move: Kristi Chapman
Second: Hoby Streich
Discussion: None
Vote: Unanimous
MOTION CARRIED

c. Approve Contracts with Boswell Consulting, Thorn Run Partners, and Summit Strategies for State and Federal Lobbying Services.

Motion: Approve Personal Services Contracts for government affairs consulting with Brad Boswell Consulting, Thorn Run Partners and Summit Strategies for an amount not to exceed \$75,000, \$78,000, and \$90,000 respectively for the 2022-23 Fiscal year.
Move: Kristi Chapman
Second: Mike Fox
Discussion: None
Vote: Unanimous
MOTION CARRIED

~~d. Approve Contract with Michael S. McElwee for project management services not to exceed \$49,920.~~

8. COMMISSION CALL:

- a. Commissioner Chapman spoke to Elaine Howard who informed her how she can help with the URA issue and what her limitations are. Commissioner Chapman stated that Howard was optimistic about a favorable outcome.
- b. Commissioner Fox spoke to Senator King who continues to be very supportive of the Bridge Replacement Project. Senator King enjoys seeing everyone on both sides of the river working together.
- c. Commissioner Streich requested more photographs in the Board meeting packets so that the Commission can have a better understanding of the projects as there is not always time to go see the site in person.

9. CONFIRMATION OF COMMISSION DIRECTIVES TO STAFF:

- a. Staff to provide more photographs in the Commission meeting packets.

10. EXECUTIVE SESSION: President Ben Sheppard recessed Regular Session at 5:25 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) real estate negotiations, ORS 192.335(9)(a) to consider the employment of an officer, employee, or staff member.

11. POSSIBLE ACTION:

- a. **Approve Interim Executive Director Employment Agreement with Genevieve Scholl.**

Motion: Approve Interim Executive Director Employment Agreement with Genevieve Scholl.
Move: Mike Fox
Second: Kristi Chapman
Discussion: None
Vote: Unanimous
MOTION CARRIED

12. ADJOURN:

Motion: Adjourn the meeting
Vote: Unanimous
MOTION CARRIED

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Patty Rosas

ATTEST:

Mike Fox, Secretary

Ben Sheppard, President (In absence of Secretary)

Commission Memo



Prepared by: Personnel Committee
Date: July 12, 2022
Re: Facilities Supervisor Position Authorization

Goal 5 of the Central Services chapter of the Port's 2022-2026 Strategic Business Plan calls for preparation of succession plans for senior leadership retirements and to structure the organization chart to anticipate these transitions. One important new position on the organization chart that was approved by the Commission in the FY 2022-23 budget planning process is the Facilities Supervisor position. This new position would take on much of the on-site supervisory responsibilities for the Facilities Department crews in all areas of Port operation while also accumulating the knowledge, skills and abilities that will be required upon the retirement of the Facilities Director. The attached draft Position Description provides complete details of the job essential duties, responsibilities, qualifications and required knowledge, skills, and abilities. The salary range is informed by a salary survey conducted by firm HR Answers earlier this year.

If approved, the position will be advertised internally as an internal recruitment with all qualified employees eligible to apply. Application evaluations, interviews, and hiring process will be completed by the Facilities Director and the Interim Executive Director, with expectations that the position will be filled by August 5.

RECOMMENDATION: Approve Facilities Supervisor position and authorize internal recruitment to fill the position immediately.

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PORT OF HOOD RIVER
Position Description



JOB TITLE: FACILITIES MAINTENANCE SUPERVISOR
WORKING TITLE: FACILITIES MAINTENANCE SUPERVISOR
GENERAL EMPLOYEE • REGULAR • FULL TIME
SALARY RANGE: \$28.88 – 39.29 PER HOUR
REVISED: 07/06/2022

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Operations	Facilities Director	Non-Exempt

JOB SUMMARY:

The Facilities Maintenance Supervisor position works under the direction of the Facilities Director and represents a journeyman level of experience in the maintenance and operations of Port-owned properties, buildings, facilities, and equipment. The position requires the organizing and undertaking of assigned work tasks, providing oversight and on-the-job coordination and assistance of employees engaged in regular buildings/facilities and equipment maintenance and yearly scheduled maintenance programs. The position requires construction project oversight. Work may include leading staff through construction projects, preparing quote and small construction work bid documentation, preparation and management of contracts and related billing and invoices, and project management and oversight through completion. Responsible for Facilities Department record keeping including but not be limited to meter readings, various system maintenance, water use reports, backflow device inspections, fire suppression and smoke alarm systems. This position will assist in supervising custodial activities and maintenance revisions of landscaped grounds and parks. This position is responsible for monitoring fire alarms or other emergency facility situations and may require response at all hours, day or night. This position is responsible for the duties of the Facilities Director in his/her absence. The position requires good communication skills, basic computer skills and the ability to interact with Port tenants, vendors, and employees to provide solutions to facility issues. The position also requires work to be performed at heights on building roofs, bridge lift span towers, and the ability to lift at least 50 pounds. Performs “hands on” duties of the department.

ESSENTIAL DUTIES:

- Property and Facilities Maintenance Oversight: (Priority 1-2, Requires 30% of Time)
 - Organizing and performance of assigned work tasks.
 - Oversees and supervises on-the-job work of employees engaged in buildings and facilities and equipment maintenance, repair, and renovation.
 - Assist in supervision of custodial activities and maintenance and minor revisions of landscaped grounds and park spaces.
 - Assists in the maintenance of Maintenance Department records and files.
 - Ensures all work is performed according to OSHA safety standards and ensures compliance with Port policies (i.e., Stop Work Practice, COVID

PORT OF HOOD RIVER

Position Description

protocols)

- Property and Facilities Maintenance Tasks: (Priority 1-3, Requires 20% of Time)
 - Performs and/or oversees all of the following:
 - Maintenance of bridge decking, railings, lighting, structural steel support and lift span components.
 - Drilling, grinding, filing, and repairing cracks on structural steel supports of the bridge.
 - Welding and repairing damage to the bridge grating.
 - Removal and repainting of blistered or otherwise damaged paint.
 - Painting including lane striping and safety railing areas, including bridge approaches.
 - Maintenance of Toll House including electrical, mechanical, and plumbing systems.
 - Maintenance of Tolling system hardware (i.e., loops, gates, electrical)
 - Repair of bolts, rivets, and other fasteners including guardrails and areas of the bridge subject to vehicle damage.
 - General cleaning of substances that impair the function or lead to degradation of the bridge structure, such as dirt, petroleum products, bird nests and debris.
 - Removal of snow from the bridge ramps and surfaces.
 - Undertake asphalt and concrete repairs and small construction projects.

- Landscaping: (Priority 4, Requires 25% of Time)
 - Performs and/or oversees all of the following:
 - Installation, repair, and operation of irrigation systems.
 - Pruning of shrubs and trees.
 - Mowing, seeding, and general maintenance of lawns, plant and shrub beds.
 - Establishment and implementation of fertilizing and spraying schedules.
 - Installation of plants, trees, flowers, and grass and removal when necessary.

- Buildings, Facilities, and Equipment Maintenance: (Priority 1-2, Requires 25% of Time)
 - Performs and/or oversees all of the following:
 - Responds to daily call-ins and office requests for maintenance jobs including small repairs and replacements, restroom maintenance, money runs, bridge runs, and all others as assigned.
 - Carpentry including framing, sheet rock, door and window installation.
 - Interior and exterior painting.
 - Plumbing fixture repairs and installation.
 - Electrical fixture repairs and installation.
 - Fire sprinkler repairs and maintenance of monitoring systems.
 - Vehicle maintenance and repairs.

PORT OF HOOD RIVER

Position Description

- Operation of hand and power tools including compressors.
- Repairs of asphalt and concrete.
- Small construction projects.

NON-ESSENTIAL DUTIES:

- As assigned.

SUPERVISION:

The Facilities Maintenance Supervisor works under general supervision of the Facilities Director. The Facilities Director provides the annual review. New or unusual assignments or situations receive guidance from the Facilities Director. Guidance is communicated orally and/or in writing, and results are reviewed for accuracy and to assure use of proper methods.

SUPERVISORY RESPONSIBILITIES:

Directly oversees, coordinates, guides and instructs all Maintenance Department staff, including part-time and seasonal maintenance and landscaping crews. Provides background information and support to consultants, contractors and other vendors. Conducts on-site work quality in-process and final inspections of Maintenance Department projects. Inputs and tracks projects in Microsoft Planner and provides periodic reports from Planner to the Facilities Director. Provides input to Facilities Director on employee performance for annual reviews.

MINIMUM QUALIFICATIONS:

- **Education:** Minimum high school diploma or equivalent. Community college or trade school or equivalent instruction involving skills such as welding, construction, and equipment operation.
- **Experience:** Ten years facility maintenance experience with at least two years of experience in a foreman or equivalent supervisory position.
- **Approvals:** Must be bondable.
- **Certifications:** Possess and maintain a valid driver's license with good driving record. Certifications in areas such as chemical spray application, welding, and hazardous materials are preferred.
- **Must pass bridge operation best practices training.** The Port will provide bridge operation training and the Supervisor must pass this training and will be the lead bridge operator. This training must be completed by the end of the Supervisors probationary period.
- **Ability to work safely on the bridge structure.** The Facilities Supervisor will need to work on the steel bridge structure. Work location is over water at a height that may exceed 200 ft. Facilities Supervisor must be able to climb to the top of the towers and perform work there comfortably and safely.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Expert level knowledge of safety practices in all areas of operation is essential.
- Competency in welding and operation of hand power tools.
- Competency in mechanical and shop skills dealing with all forms of power equipment including welders, saws, compressors, grinders, etc.
- Competency in Microsoft Word, Outlook, Planner and other programs as assigned.

PORT OF HOOD RIVER

Position Description

- Proficient knowledge of bridge maintenance and operations.
- Proficient knowledge of handling and application of sprayed and hazardous materials.
- Proficient knowledge of hazardous materials disposal.
- Knowledge of traffic control best practices.
- Competency in installation, moving, and removal of scaffolding.
- Competency in operation of hand tools, power equipment, and vehicles used in landscape maintenance.
- Ability to obtain certification in chemical spray application necessary to implement the landscape maintenance program.
- Experience in reading and implementing landscape design plans and knowledge of the local growing climate for the purpose of selecting/procuring suitable plants and trees.
- Basic knowledge of building HVAC systems.
- Working knowledge of elevator maintenance procedures and best practices.
- Working knowledge of vehicle maintenance and repair.
- Working knowledge of preventative building maintenance practices.
- Familiarity with docks and marine moorages.
- Ability to read blueprints and other engineering documents.

WORK ENVIRONMENT:

Work occurs out of doors on Port grounds, indoors in Port buildings and facilities, on and around the Bridge, and within the Maintenance shop. The position is on-call all hours, all days to respond to fire alarms or other building or facility emergency situations. The position requires climbing ladders to extended heights. Some work occurs over water, under bridge decking, and at a height that may exceed 200 ft.

PHYSICAL DEMANDS:

Requires strength and mobility for this setting, including prolonged periods working out of doors in extreme environments. Work frequently requires lifting objects weighing more than 50 pounds each. Physical demands include climbing, lifting, bending, manual labor of all kinds, and standing in one place for prolonged periods of time. Corrected vision sufficient for use on computers and in the field.

RELATIONSHIP WITH OTHERS:

The Facilities Maintenance Supervisor has regular telephone or in-person contact with employees of other departments, contractors, vendors and consultants, external agencies, tenants, and members of the general public to provide and exchange information. Contact typically involves receiving and responding to maintenance requests, providing and clarifying information; and communicating Port policies and procedures. Communication may be both oral and written.

SUPERVISOR SIGNATURE _____

SUPERVISOR TITLE / DATE _____

PORT OF HOOD RIVER

Position Description

EXECUTIVE DIRECTOR SIGNATURE / DATE _____

EMPLOYEE SIGNATURE _____

EMPLOYEE TITLE / DATE _____

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Commission Memo



Prepared by: Genevieve Scholl
Date: July 12, 2022
Re: Annual Reappointments – Legal Counsel, Auditor, Insurance Agent of Record

Legal Counsel Reappointment -- Section 15 of the Port’s Governance Policy states an attorney shall be selected by the Commission and that the adequacy and cost/benefit of legal counsel shall be reviewed every five years (or fewer if circumstances so dictate). The Commission approved a Legal Services Agreement with Jaques Sharp Attorneys at Law (“Jaques”) at the January 6, 2015 meeting and this Agreement is valid until terminated by either party. No action is required at this time to reappoint Jaques.

Auditor Reappointment -- Section 16 of the Governance Policy states an auditor shall be selected and appointed by the Commission and retained on a yearly retainer fee; and that the adequacy and cost/benefit of the auditor shall be reviewed every five years or fewer if circumstances dictate. Pauly Rogers and Company, P.C. was retained in 2012 to audit the Port’s financial statements for the fiscal years ending June 30, 2012 through June 30, 2014, with options to audit financial statements for each of the three subsequent fiscal years. The reappointment provides an opportunity for the Commission to have a discussion with staff regarding audit services that are provided to the Port. Action to reappoint Pauly Rogers and Company, P.C. as the Port’s audit firm for FY 2022-23 is recommended.

Insurance Agent of Record Reappointment – Section 17 of the Governance Policy states an Insurance Agent(s) of Record shall be selected and appointed by the Commission. The section further states that Requests for Proposals (“RFP”) shall be solicited every five years. Columbia River Insurance (“CRI”) has served as the Port’s insurance agent for many years. During this fiscal year, the Commission will need to consider giving direction to the Executive Director and/or the President regarding a RFP solicitation. Until that direction is received, staff recommends reappointing CRI as the Port’s insurance agent for FY 2022-23.

RECOMMENDATIONS:

1. Approve reappointment of Columbia River Insurance as Insurance Agent-of-Record for FY 2022-23.
2. Approve reappointment of Pauly Rogers and Company, P.C. as Auditor for FY 2022-23

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Commission Memo



Prepared by: Genevieve Scholl
Date: July 12, 2022
Re: CFO Recruitment

On March 15, 2022, the Commission approved a contract with executive search firm Jensen Strategies (“Jensen”) to conduct search and recruitment for the Chief Financial Officer position. Based on the recommendation of the Personnel Committee, staff sought from Jensen an extension of their contract to continue the search for a suitable candidate. The attached Amendment No. 1 to the Letter of Agreement with Jensen would extend their contract to complete the search. Jensen is also currently on contract with the City of Hood River for their Finance Director position, recently vacated by Will Norris.

RECOMMENDATION: Authorize Amendment No. 1 to Letter of Agreement with Jensen Strategies, Inc. for recruitment services associated with the vacant Chief Financial Officer position not to exceed \$15,500.

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July 8, 2022

PORT OF HOOD RIVER CFO RECRUITMENT

LETTER OF AGREEMENT

AMENDMENT #1

This amendment updates the terms of the March 17, 2022 Letter of Agreement (LOA) between the Port of Hood River (Port) and Jensen Strategies, LLC (Consultant) to provide Chief Financial Officer recruitment services. This amendment assumes that all terms in the original LOA are still applicable unless otherwise superseded by the updated terms below.

Both parties agree:

- A. As of July 18, 2022 or when both parties sign this Amendment, whichever is later, the CFO recruitment process will begin anew pending the Port's approval to commence this work.
- B. The recruitment scope of work to be conducted after approval of this Amendment will include Tasks 3.1 through 4.4 of the original proposal (Attachment A of the LOA), recognizing that Tasks 1.1 through 2.3 were satisfactorily completed and an update is not necessary.
- C. For recruitment services provided after approval of this Amendment, the Port agrees to pay the Consultant professional fees not to exceed \$12,000 and direct expenses not to exceed \$3,500 as described in Attachment A of the original LOA. These fees and costs are in addition to those agreed to in the original LOA.
- D. The original LOA terms, as modified by this Amendment, will remain in effect through December 30, 2022 unless otherwise terminated or extended.

The Port of Hood River, Oregon and Jensen Strategies, LLC hereby agree to the terms of items A through D above. Signed and dated:

JENSEN STRATEGIES, LLC

PORT OF HOOD RIVER, OREGON

Erik Jensen, Principal
(503) 477-8312
erik@jensenstrategies.com

Date

Signature

Name / Title

Phone

Email

Date

Commission Memo



Prepared by: Genevieve Scholl
Date: July 12, 2022
Re: Bridge Utility License Agreements

Northwest Pipeline, LLC, Spectrum Pacific West, and Century Link Corp. each operate utilities that cross the Hood River Interstate Bridge. Each company's infrastructure is permitted under the terms of a Utility Easement Agreement that runs for a period of nine years.

Staff has been engaged in negotiating renewal terms with each of the three companies since August of 2021. Several key terms needed to be resolved including emergency notification language, coordination requirements when maintenance or repairs are necessary, reimbursement of Port costs and the fee schedule based on market comparables.

At the December 21, 2021 meeting, the Commission authorized amendments that extended the agreements with each utility for an additional four months through April 30, 2022. At the April 19, 2022 meeting, the Commission authorized second amendments to extend the agreements through July 31, 2022 to continue the work to identify reasonable market comparables and conduct negotiations. Port legal counsel Bill Ohle has completed his review of contract provisions and staff has completed research of comparable fee schedules. On July 8, Mr. Ohle's draft long-term agreements were forwarded to the utilities for their review.

The attached extension agreements were prepared by the Port's General Counsel and would extend the current terms of each utility agreement through September 30, 2022 to enable final negotiations for the long term agreements with the three utilities to be complete.

RECOMMENDATIONS:

Approve Third Extension to Utility Easement Agreement with Northwest Pipeline, LLC.

Approve Third Extension to Utility Easement Agreement with Spectrum Pacific West, LLC.

Approve Third Extension to Utility Easement Agreement with United Telephone Company of the Northwest, DBA Century Link Corporation.

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**THIRD EXTENSION OF
UTILITY EASEMENT - INTERSTATE BRIDGE**

This is the third extension of that Utility Easement – Interstate Bridge agreement by and between the PORT OF HOOD RIVER, an Oregon municipal corporation (“Port”), as Grantor, and NORTHWEST PIPELINE, LLC, a Delaware limited liability company, as successor to Northwest Pipeline, GP, a Delaware general partnership, (“NORTHWEST”), as Grantee. The original Utility Easement commenced on January 1, 2013, for a period of nine (9) years. The Utility Easement expired on December 31, 2021. Port and NORTHWEST agreed to temporarily extend the Utility Easement terms through July 31, 2022, during which time the parties intended to negotiate a new long term Utility Easement agreement. Port and NORTHWEST now wish to temporarily extend the Utility Easement terms for an additional period during which the parties intend to negotiate a new long term Utility Easement agreement.

It is therefore agreed:

1. The Utility Easement term is temporarily extended for an additional two (2) months commencing July 31, 2022, at 5:01 p.m. PST, through September 30, 2022, at 5:00 p.m. PST.
2. Consideration for the extension term shall be one thousand one hundred sixty-seven dollars (\$1,167.00) which is the equivalent of one-sixth of the annual consideration fee of seven thousand dollars (\$7,000.00) paid by NORTHWEST for 2021, the final year of the Utility Easement term.
3. NORTHWEST will provide payment to the Port in advance, on or before July 31, 2022.
4. Except as modified herein, all terms of the original Utility Easement remain in effect.

Dated as of July ____, 2022.

GRANTOR:
PORT OF HOOD RIVER,
an Oregon special district

GRANTEE:
NORTHWEST PIPELINE, LLC,
a Delaware Limited Liability Company

By: _____
Genevieve Scholl
Interim Executive Director

By: _____
(Print Name)
(Title)

Date: _____

Date: _____

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**THIRD EXTENSION OF
UTILITY EASEMENT - INTERSTATE BRIDGE**

This is the third extension of that Utility Easement – Interstate Bridge agreement by and between the PORT OF HOOD RIVER, an Oregon municipal corporation (“Port”), as Grantor, and SPECTRUM PACIFIC WEST, LLC, a Delaware limited liability company, as successor to Falcon Cablevision, a California limited partnership, (“SPECTRUM”), as Grantee. The original Utility Easement commenced on January 1, 2013, for a period of nine (9) years. The Utility Easement expired on December 31, 2021. Port and SPECTRUM agreed to temporarily extend the Utility Easement terms through July 31, 2022, during which time the parties intended to negotiate a new long term Utility Easement agreement. Port and SPECTRUM now wish to temporarily extend the Utility Easement terms for an additional period during which the parties intend to negotiate a new long term Utility Easement agreement.

It is therefore agreed:

1. The Utility Easement term is temporarily extended for an additional two (2) months commencing July 31, 2022, at 5:01 p.m. PST, through September 30, 2022, at 5:00 p.m. PST.
2. Consideration for the extension term shall be four hundred seventeen dollars (\$417.00) which is the equivalent of one-sixth of the annual consideration fee of two thousand five hundred dollars (\$2,500.00) paid by SPECTRUM for 2021, the final year of the Utility Easement term.
3. SPECTRUM will provide payment to the Port in advance, on or before July 31, 2022.
4. Except as modified herein, all terms of the original Utility Easement remain in effect.

Dated as of July ____, 2022.

GRANTOR:
PORT OF HOOD RIVER,
an Oregon special district

GRANTEE:
SPECTRUM PACIFIC WEST, LLC,
a Delaware Limited Liability Company
By: Charter Communications, Inc.
Its Manager

By: _____
Genevieve Scholl
Executive Director

By: _____
(Print Name)
(Title)

Date: _____

Date: _____

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**THIRD EXTENSION OF
UTILITY EASEMENT - INTERSTATE BRIDGE**

This is the third extension of that Utility Easement – Interstate Bridge agreement by and between the PORT OF HOOD RIVER, an Oregon municipal corporation (“Port”), as Grantor, and UNITED TELEPHONE COMPANY OF THE NORTHWEST DBA CENTURYLINK CORPORATION, an Oregon corporation, (“CENTURYLINK”), as Grantee. The original Utility Easement commenced on January 1, 2013, for a period of nine (9) years. The Utility Easement expired on December 31, 2021. Port and CENTURYLINK agreed to temporarily extend the Utility Easement terms through July 31, 2022 during which time the parties intended to negotiate a new long term Utility Easement agreement. Port and CENTURYLINK now wish to temporarily extend the Utility Easement terms for an additional period during which the parties intend to negotiate a new long term Utility Easement agreement.

It is therefore agreed:

1. The Utility Easement term is temporarily extended for an additional two (2) months commencing July 31, 2022 at 5:01 p.m. PST, through September 30, 2022, at 5:00 p.m. PST.
2. Consideration for the extension term shall be four hundred seventeen dollars (\$417.00) which is the equivalent of one-sixth of the annual consideration fee of two thousand five hundred dollars (\$2,500.00) paid by CENTURYLINK for 2021, the final year of the Utility Easement term.
3. CENTURYLINK will provide payment to the Port in advance, on or before July 31, 2022.
4. Except as modified herein, all terms of the original Utility Easement remain in effect.

Dated as of July ____, 2022.

GRANTOR:

PORT OF HOOD RIVER,
an Oregon special district

GRANTEE:

UNITED TELEPHONE COMPANY OF
THE NORTHWEST DBA CENTURYLINK
CORPORATION, an Oregon corporation

By: _____
Genevieve Scholl
Interim Executive Director

By: _____
(Print Name)
(Title)

Date: _____

Date: _____

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Commission Memo



Prepared by: Genevieve Scholl
Date: July 12, 2022
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$17,739.00
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Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	\$17,739.00
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JAQUES SHARP

— ATTORNEYS AT LAW —

205 3RD STREET / PO BOX 457
HOOD RIVER, OR 97031
(Phone) 541-386-1311 (Fax) 541-386-8771

CREDIT CARDS ACCEPTED
TARJETAS DE CREDITO ACEPTADAS

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

Page: 1
July 06, 2022
Account No: PORTOHAM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
MISCELLANEOUS MATTERS					
JJ					
3,125.00	4,050.00	0.00	0.00	-3,125.00	\$4,050.00
ORDINANCE #23					
710.00	589.00	0.00	0.00	-710.00	\$589.00
EASEMENT (CenturyLink)					
300.00	475.00	0.00	0.00	-300.00	\$475.00
CONCESSION PERMIT (Stawicki Photography)					
0.00	275.00	0.00	0.00	0.00	\$275.00
CONCESSION PERMIT (Sandbar Cafe, LLC)					
0.00	50.00	0.00	0.00	0.00	\$50.00
LEASE (Wolf Ceramics & Sarah Wolf)					
0.00	300.00	0.00	0.00	0.00	\$300.00
NORTHWEST PIPELINE EASEMENT					
175.00	50.00	0.00	0.00	-175.00	\$50.00
BRIDGE CABLE EASEMENT (Falcon)					
150.00	50.00	0.00	0.00	-150.00	\$50.00

HOOD RIVER, PORT OF

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance
MARINA - BOATHOUSE MATTERS					
2,025.00	4,300.00	0.00	0.00	-2,025.00	\$4,300.00
ODOT LAND EXCHANGE (BRIDGE AREA)					
725.00	0.00	0.00	0.00	-725.00	\$0.00
BARMAN PROPERTY					
3,100.00	1,525.00	0.00	0.00	-3,100.00	\$1,525.00
WAAAM HANGAR LEASE					
125.00	1,425.00	0.00	0.00	-125.00	\$1,425.00
PROJECT MANAGER - REPLACEMENT BRIDGE					
300.00	0.00	0.00	0.00	-300.00	\$0.00
REPLACEMENT BRIDGE MANAGEMENT CONTRACT					
350.00	0.00	0.00	0.00	-350.00	\$0.00
BRIDGE APPROACH WORK - WASHINGTON					
125.00	0.00	0.00	0.00	-125.00	\$0.00
2022 EMPLOYMENT MATTERS					
4,075.00	2,775.00	0.00	0.00	-4,075.00	\$2,775.00
BRIDGE CONTRACT - GRANITE CONSTRUCTION (OR/Granite Construction, Inc)					
2,275.00	75.00	0.00	0.00	-2,275.00	\$75.00
BISTATE BRIDGE COMMISSION (OR)					
2,250.00	0.00	0.00	0.00	-2,250.00	\$0.00
2022 INTERIM ED CONTRACT (OR)					
0.00	975.00	0.00	0.00	0.00	\$975.00
FERMENT LEASE/JENSEN BUILDING (OR/Ferment Brewing Company LLC)					
0.00	825.00	0.00	0.00	0.00	\$825.00
<u>19,810.00</u>	<u>17,739.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-19,810.00</u>	<u>\$17,739.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 30th OF JUNE UNLESS OTHERWISE STATED



Hood River – White Salmon

BRIDGE REPLACEMENT PROJECT

Project Director Report
July 12, 2022

The following summarizes Bridge Replacement Project activities from June 3-July 7, 2022:

PROJECT MANAGEMENT CONTRACT PROCESS

- *Received comments from ODOT on July 6. Reviewed with HNTB, Arup and Bill Ohle (outside counsel).*
- *Ohle made adjustments and HNTB concurred.*
- *Notice to Proceed issued July 13.*
- *Action item on tonight's agenda*

WASHINGTON D.C. BSWG ADVOCACY TRIP

- *Plans are coming together for the July 18-21 advocacy trip to Washington DC*
- *Attendees include Mayor Kate McBride, City of Hood River; Mayor Marla Keethler, City of White Salmon; Chair Michael Fox, Bi-State Working Group/Port of Hood River Commissioner; Chair Jacob Anderson, Klickitat County; Kevin Greenwood, Project Director Port of Hood River; and Hal Hiemstra, Summit Strategies*
- *Asking four treaty tribes if they would like to sign on to bridge grant application*
- *Updated itinerary and two-page handout included in packet.*

GRANT FUNDING UPDATES

- *ODOT Region 1 has indicated that the state will be applying for a large Bridge Improvement Program (BIP) grant this fall and has suggested that the Port not apply. There is likely only going to be one large (\$100M+) award this year. The Bi-State Working Group will have a better sense of the intra-state dynamics after the Washington DC trip.*
- *The BUILD grant agreement negotiations continue with several exchanges over the last two weeks.*
- *Annual ARPA Report submitted to ODOT which was due at the end of June.*

GOVERNANCE/BRIDGE AUTHORITY PROGRESS

- *Steve Siegel and Bob Benton have been working through issues related to the Bi-State Bridge Authority Commission Formation Agreements (CFAs).*
- *The BSWG reviewed a first draft at their July 11th meeting.*
- *Each participating agencies' legal counsel is being encouraged to review and give comment.*
- *CFAs are on track for late fall agency adoption which would formalize the Authority in early 2023.*
- *A summary document prepared by Siegel is included in packet.*

TREATY FISHING RIGHTS MOU STATUS

- *Meetings continue later this month. ODOT met with Warm Spring last week.*

OTHER ITEMS

- *StoryGorge will be taking drone footage of the bridge this week to be used in a marketing video promoting bridge replacement.*
- *With the Oregon ARPA currently being used, Port is currently looking to amend ODOT's State Transportation Improvement Plan (STIP) to include bridge replacement. The project had been included in the prior STIP due to HB 2017 funding. Inclusion in the STIP helps with leveraging federal funding.*
- *Staff is generating cost estimates for possible development of Marina One office space for HNTB.*
- *Staff will be scheduling a government affairs strategy meeting for the '23 long session with the BSWG.*
- *There will be changes next January on the BSWG. Members McBride and Benton will not be running for office this fall. Hood River County alternate, Arthur Babitz, has been an active member on the BSWG. It's less clear who will represent the City of Hood River as the City's alternate, Jessica Metta, has also indicated that she is not running for council.*
- *Project Director part of CFO staff interview last week.*

MEETINGS

- *Governance Sub-committee, July 7*
- *WSP Weekly Check In, Jul 11*
- *BSWG, Jul 11*
- *Thorn Run Partners, Jul 23*
- *Port Commission, Jul 12*
- *Umatilla F&W Committee Presentation, Jul 12*
- *Diana Walker w/ Mott McDonald, Jul 13*
- *Cultural Resource, Jul 14*
- *Nez Perce, Jul 15*
- *Yakama, Jul 15*
- *Washington DC, Jul 18-21*
- *DEA Bridge Inspection, Jul 25*
- *WSP Weekly Check In, Jul 25*
- *NEPA/Cultural Resource, Jul 28*
- *WSP Weekly Check In, Aug 1*
- *Thorn Run Partners, Aug 2*
- *Klickitat County Transportation, Aug. 3*
- *Skamania County Transportation, Aug. 3*



SUMMIT
STRATEGIES

440 1st Street NW, Suite 440
Washington, DC 20001
(202) 638-3307

Ben Stevens
Senior Legislative Assistant
BenS@summitstrategies.us



PORT OF HOOD RIVER/BSWG

Represented By:

The Honorable Mike Fox, Chair, Hood River/White Salmon Bridge Replacement Project Bi-State Working Group, Commissioner, Port of Hood River, Oregon

The Honorable Marla Keethler, Mayor, City of White Salmon, Washington, Member BSWG

The Honorable Kate McBride, Mayor, City of Hood River, Oregon. Member, BSWG

The Honorable Jake Anderson, Chair, Klickitat County, Washington Commission, Member BSWG

Mr. Kevin Greenwood, Bridge Replacement Project Manager, Port of Hood River, Oregon

Accompanied by Hal Hiemstra, Partner, Summit Strategies Govt Affairs - 202-494-3104

JULY 18 - 21, 2022

MONDAY, JULY 18, 2022

FLY TO DCA, (ALASKA AIRLINES LEAVES PDX AT 9:55 AM, ARRIVES DCA AT 5:55)

GROUND TRANSPORTATION TO YOTEL HOTEL, 415 NEW JERSEY AVE NW, WASHINGTON, DC 20001

7:30 PM DINNER AT LOCATION

TUESDAY, JULY 19, 2020

9:00 AM MEET AT SUMMIT STRATEGIES OFFICES TO REVIEW SCHEDULE, DISCUSS TALKING POINTS AND SPEAKING ROLES FOR MEETING PARTICIPANTS, ETC.

10:30 AM REP. DAN NEWHOUSE

1:30 PM REP. EARL BLUMENAUER AND TUCKER JOHNSON (LA, TRANSPORTATION ISSUES)

2:00 PM KATHERINE AMBROSE (DIRECTOR, PACIFIC NORTHWEST, HOUSE T&I COMMITTEE)

2:45 PM SENATOR JEFF MERKLEY

3:30 PM SENATOR RON WYDEN

7/7/2022 6:42 PM



6:45 PM DINNER AT SONOMA

WEDNESDAY, JULY 20

12:00 PM BUILD AMERICA BUREAU (TIFIA) – MORTEZA FARAJIAN, EXECUTIVE DIRECTOR, WILLIAM RESCH, PROJECT DEVELOPMENT LEAD, LINDSEY TEEL, PROJECT DEVELOPMENT LEAD, AND VALERIE BURNETTE, OUTREACH COORDINATOR / FEDERAL HIGHWAY ADMINISTRATION (FHWA) – TIM ARNADE, LEADER, CONGRESSIONAL AFFAIRS , ALINA ZAIDI, CONGRESSIONAL LIAISON, BRIAN LOMAX, CONGRESSIONAL LIAISON , AND HEATHER DEAN, TRANSPORTATION SPECIALIST

6:30 PM DINNER AT LOCATION TBD

THURSDAY, JULY 21

9:00 – 3:00 PM REMAINDER OF MEETINGS

6:55 PM – DIRECT FLIGHT FROM DCA TO PDX (ALASKA AIRLINES – ARRIVES PDX 9:38 PM)

PENDING MEETING

- CONGRESSIONAL
 - SENATOR MARIA CANTWELL
 - SENATOR PATTY MURRAY
 - RECEIVED
 - REP. JAIME HERRERA BEUTLER
 - RECEIVED
 - REP. CLIFF BENTZ
 - RECEIVED
- AGENCY
 - USDA
 - RECEIVED
 - WHITE HOUSE
 - RECEIVED



Hood River – White Salmon Bridge Replacement Project

CRITICAL INFRASTRUCTURE NEED with Bi-State and Bi-Partisan Support

BRIDGE LOCATION

2022 INFRA/MPDG REQUEST: \$195 million for the replacement of the Hood River-White Salmon Bridge.

The existing, obsolete bridge connecting White Salmon, Washington and Hood River, Oregon needs replacement to support the safety, economic vitality and quality of life for people and water quality in the Columbia River Gorge National Scenic Area. Significant efforts to replace the 98-year-old Hood River-White Salmon Bridge have been underway for over two decades.



The Hood River - White Salmon Bridge is 60 miles east of Portland, Oregon and spans the Columbia River (the only sea level passage through the Cascade Mountains) between Oregon and Washington.

Bi-State Bridge Replacement Working Group has garnered broad support for **\$195 million** grant application including both state's federal congressional delegations.

ESSENTIAL PIECE OF THE PIE



construction in 1924



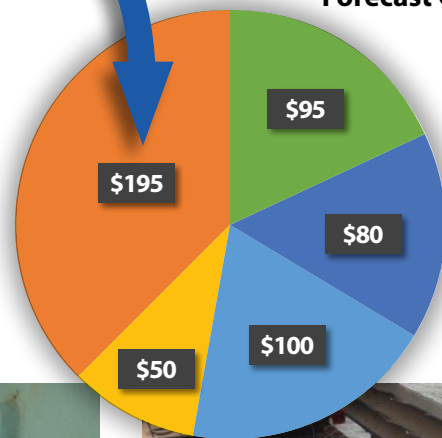
EXISTING OBSOLESCENCE

- \$57M of repairs planned through 2032.
- Bridge is weight limited to 64,000 lbs.
- 9.5' wide travel lanes with no pedestrian or bicycle facilities. Typical semi-trucks are 8.5' wide.
- Bridge has open-grid steel decking.
- 246' horizontal clearance is one of the most challenging navigational passages for barge operators.



Current steel bridge requires near constant repair

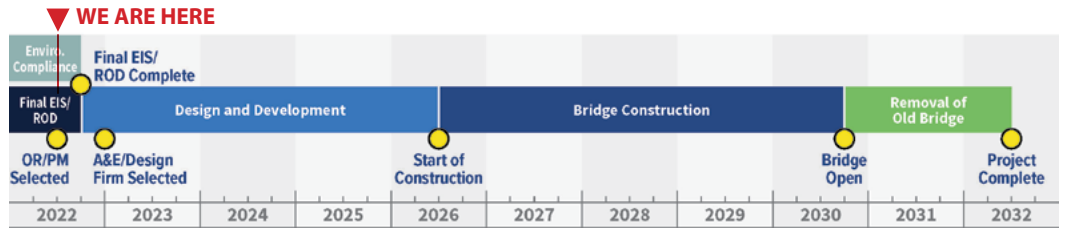
Replacement Bridge Forecast Cost Estimate: \$520 million



Financing (in millions)

- LOCAL
- INFRA '22
- WA '23
- OR '23/25
- RECEIVED





HISTORY

The 4,418 ft. bridge was originally constructed as a toll bridge in 1924. The bridge was vertically elevated and a lift span added in 1938 as the river water level was raised with the completion of the Bonneville Dam.

IMPACT ON COMMUNITY

The mid-Columbia region has almost 88,000 residents and a civilian workforce of over 43,000. The region includes Skamania and Klickitat counties in Washington and Hood River, Wasco, and Sherman counties in Oregon. Primarily used as a commuter bridge, it is a critical route to work and services for residents on both sides of the river. Alternate routes across the river require an additional 45-60 minutes of drive time, as the nearest alternate crossings of the Columbia are more than 20 miles away in each direction. *Other impacts include:*

- 4.5 million annual trips
- Steady 2.5% annual growth pre-Covid
- 55% of the users are Washington residents. 45% are from Oregon.
- Bridge lifts are requested 2-4 times a year. Another ten lifts are conducted for maintenance.
- More than 3 million tons of wheat and barley transit along the river annually with significant amounts of petroleum products, logs and wood chips also transported.

BENEFIT OF NEW BRIDGE

- Storm water collection system
- Better navigation
- Remove weight restrictions. Benefits many industries
 1. Fruit processors
 2. Timber/logging production
 3. Aggregate/concrete industry
- Safety
 1. Seismic resiliency
 2. Addition of shoulders
- Bike/Pedestrian use
- Elimination of Lift

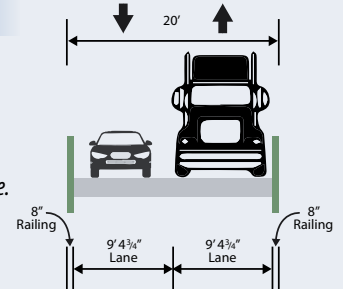


The existing Hood River - White Salmon Bridge is a choke point for both vehicular and maritime interstate and global commerce.

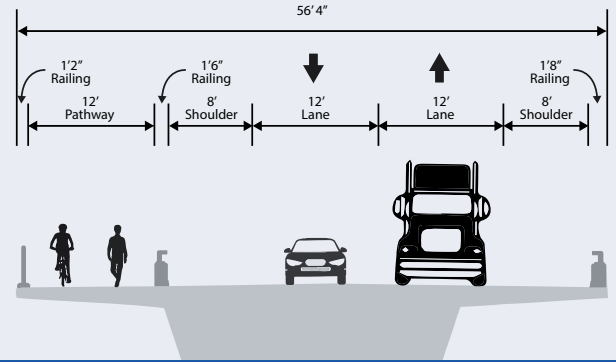
WIDTHS

EXISTING

9.5' wide travel lanes with no pedestrian or bicycle facilities. Typical semi-trucks are 8.5' wide.



PROPOSED



SUPPORT THE EFFORT to build on the nearly **\$100 million** that has already been raised for this project

Current backers of the \$195 million grant application:

- Oregon Senators Jeff Merkley and Ron Wyden
- Washington Senators Patty Murray and Maria Cantwell
- Oregon Representatives Cliff Bentz and Earl Blumenauer
- Washington Representative Jaime Herrera Beutler
- Washington State Representative Dan Newhouse
- Port of Hood River
- Port of Klickitat
- City and County of Hood River, OR
- Cities of Bingen and White Salmon, WA
- Klickitat County, WA
- Confederated Tribes of Warm Springs



ADDITIONAL DETAILS AVAILABLE AT:
portofhoodriver.com

or contact Kevin Greenwood, Project Director
(541) 961-9517 • kgreenwood@portofhoodriver.com

Summary of Draft Phase 1 CFA as of July 5, 2022; including Major Changes since Previous Draft

- **Name:** Mid-Columbia Bridge Commission (no change)
- **Effective Date of Commission:** July 1, 2023 (no change)
- **Primary Place of Business:** TBD (no longer penciling in Klickitat County, WA, until further research is completed)
- **Board of Directors:** Six voting Directors, three appointed by Klickitat County and three by Hood River County (no change). In addition, draft now:
 - Adds the BSWG as non-voting Ex Officio Members until June 30, 2025.
 - Grants the Board the authority to add other Ex Officio Members from time to time
 - Specifies the end date of the initial terms of Directors so that all future appointments take effect in Januarys.
 - Interim rules added that Board attendance is mandatory and all Directors present for a vote must vote, unless excused the co-chair.

NOTE: THE INTERIM RULES DESCRIBED HERE AND ELSEWHERE ARE BASIC STARTING POINTS, NOT DESIGNED TO MEET THE FULL NEEDS OF THE COMMISSION, AND WILL NEED TO BE FURTHER DEVELOPED OVER THE FIRST COUPLE OF YEARS OF THE COMMISSION. THEY ARE FOUND IN EXHIBIT 2.

- **Co-Chairs of Board:** As required by statutes, but new draft includes interim rules that:
 - For the first six months, the co-chairs will be appointed by the Counties from among the Ex Officio Members they appointed.
 - After the first six months, the co-chairs will be Directors appointed by the Board for a two year term; one as First Co-Chair and one as Second Co-Chair.
- **Actions of the Board:** As before. Requires 4 affirmative votes to pass an ordinance or resolution. Clarifies that emergency ordinances require unanimous approval of those present (and a quorum of 4). Established interim rules:
 - Establishing procedures and notice requirements for ordinances, resolutions, and emergency ordinances.
 - Requires Board to follow Roberts Rules of Order
- **Local Government Coordination:** [New] Dissolves the BSWG. Provides that local government coordination for first two year is via the Ex Officio Members of the Board appointed by the local governments. Requires Commission and local governments to agree on a local coordination mechanism after two years.

- **Grant and Contract Administration:** Port administers existing grants. Commission administers new grants. [No change]. Clarifies that Commission may assume Port contracts when funding s via the Commission.
- **Personnel and Staffing:** Staffing provided by Port until Commission retains own staff. However, Commission must retain their own General Counsel; Port General Counsel cannot provide legal advice to Commission.
- **Finance and Budgeting:** Exhibit 3 added, which details the procedures to be used coordinate the budgets of the Port and Commission, until the budgets are fully separated (i.e. when Replacement Bridge opens). Section 6.1 of Exhibit 1 provides interim rules for adopting Commission budget.
- **Contracting and Purchasing:** Interim rule established; requires use of county of Principal Place of Business contracting and purchasing rules.
- **Real Property:** Requires Board to enact rule for acquiring property before any property can be acquired.
- **Bridge Operations and Tolling:** Requires Board to enact rule and policies for setting tolls. Requires tolls to be set in accordance with any covenants of the Commission in bond or loan documents.
- **Capitalization of Reserves:** Commits Parties to come up with a plan to fund Commission reserves. Requires Port to make best efforts to preserve the toll proceeds from the 2018 toll increase for the Commission.



DRAFT AGENDA

Bi-State Bridge Replacement Working Group
Regular Meeting
July 11, 2022 / 2:00-3:00p
1000 E. Port Marina Drive, Hood River, OR

Members: Chair, Mike Fox (Commissioner), Port of Hood River; Vice Chair, Jake Anderson (Commissioner), Klickitat County; Catherine Kiewit (Mayor), City of Bingen; Marla Keethler (Mayor), City of White Salmon; Kate McBride (Mayor), City of Hood River; Bob Benton (Commissioner), Hood River County

Alternates: Kristi Chapman (Commissioner), Port of Hood River; Arthur Babitz (Commissioner), Hood River County; Joe Sullivan, City of Bingen (Councilor); Jason Hartmann (Councilor), City of White Salmon; David Sauter (Commissioner), Klickitat County; Jessica Metta (Councilor), City of Hood River.

Staff/Consultants: Kevin Greenwood (Project Director), Port of Hood River; Genevieve Scholl (Interim Executive Director), Port of Hood River; Hal Hiemstra, Summit Strategies; Steve Siegel Consulting

1.	Welcome	2:00
2.	June 12 Regular Meeting Minutes	2:01
3.	Federal Advocacy Trip	2:02
	A. Air	
	B. Hotel	
	C. Flier	
	D. Video	
4.	RBMC Review and Recommendation	2:25
5.	Commissioner Fox BBQ, July 30	3:45
6.	Project Updates/Other Items	3:50
7.	Next Meeting, August 16, 2022	4:00

-###-

Contact Kevin Greenwood, (541) 961-9517 or kgreenwood@portofhoodriver.com,
for Zoom credentials

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Interim Executive Director's Report for July 8, 2022

The following report is compiled from information provided by department managers as listed.

Administration – Genevieve Scholl, Interim Executive Director

- The 16-year term of service of Executive Director Michael McElwee ended on Friday, July 8 with his official retirement. Michael's service and accomplishments were celebrated with a staff luncheon and a party organized by former Port Commissioners Kathy Watson, Jon Davies, David Meriwether, and John Everitt. Michael was presented with a U.S. flag by Senator Merkley's field representative Dan Mahr in recognition of his more than 30 years of public service in Oregon (see photo to right). See attached memo to staff.



- A finalist candidate for the Chief Financial Officer position has completed the interview and evaluation process and the Personnel Committee will report their recommendation to the Commission during the meeting.
- Office Manager Marcela Diaz is continuing her work to select, hire, and onboard two new part-time toll collectors. She has offered the position to one candidate who, if they accept, will begin training with Lead Toll Collector Linda Hirata in two weeks.
- Waterfront parking enforcement has begun on a nearly full-time schedule with parking enforcement officer Greg Gilbert (pictured below) conducting patrols on foot, on bicycle, and in a Port truck at various times. Greg provides direct support to the Event Site parking booth attendants, the Event Site hosts, and all public guests on Port properties. His cheerful demeanor, knowledge, and practical approach to addressing traffic safety and enforcement of Port policies are a welcome presence on the waterfront. Please be sure to say hi if you see him on his rounds.



- During its FY 2022-23 budget planning process and as part of its 2022-26 Strategic Business Plan, the Commission approved the creation of a new position in the Facilities Department of the Facilities Supervisor. The Personnel Committee has approved the position description and authorization to begin the internal recruitment process is a Consent item for the meeting.
- The OneGorge Advocacy Group met via Zoom on Wednesday, June 22 and heard reports from ODOT on the ongoing and planned 1-84 corridor construction projects, an update on the Goldendale Energy Storage Project, and reviews of the Gorge Commission’s Draft Climate Change Action Plan and Rep. Blumenauer’s draft “Mt. Hood and Columbia River Gorge Recreation Enhancement and Conservation Act of 2022.” The draft bill is available online here: <https://bit.ly/3ux4IKM>. Brittany Berge, Special Projects Manager for the Port of Cascade Locks, will be ending her service term as coordinator of the OneGorge Group as soon as a volunteer replacement can be identified.
- Kevin Greenwood and Commissioner Fox, accompanied by White Salmon Mayor Marla Keethler, Hood River Mayor Kate McBride, and Klickitat County Commissioner Jacob Anderson will travel to Washington D.C. July 18-21 to advocate for the bridge replacement project.

Recreation/Marina – *Daryl Stafford, Waterfront Manager*

- Staff received a response (both phone and email) from Justin Sterger of the Oregon DEQ to the Port’s self-report about the boathouse sewage connections. Mr. Sterger notified the Port that we do not need to file a separate report beyond the communications already submitted. The steps that the Port outlined for actions to remedy the situation will suffice for their determination of compliance and no further reporting action is required. See attached email.
- Staff is working with the boathouse tenants to schedule inspections for compliance showing that their water pipes inside have been cut and capped and that the faucets/fixtures have been removed. Most tenants are willing to comply with a few doing so under protest that have stated they are seeking legal counsel on the matter.
- On Friday, July 1, a fish wheel apparatus owned by a tribal fisher broke loose from its moorage and ran aground on the small exposed area of the Sandbar adjacent to the Event Site beach (see photo to right). Staff alerted both the Hood River County Marine Deputy and the CRITFC officer/case manager, who reached out to the owner to request removal. The owner of the apparatus responded that he will remove it as soon as possible. Staff has received numerous requests from Event



Site users to remove it, but our understanding is that there are federal treaty rights in place that entitle tribal fishers access to the river that supersedes Port or recreational user rights, and therefore Port interference is not permitted. Staff has informed waterfront stakeholders of the situation and requested all to avoid contact with the apparatus because doing so would likely be a federal offense. The fishwheel is very heavy and cumbersome and difficult to move. With the river level dropping, it is unlikely that it will be taken off the sandbar for quite some time. Staff will remain in contact with the CRITFC case manager until the issue is resolved.

- The following events are scheduled on the waterfront for the remainder of the month:

Start Date	End Date	Event Name	Location	Days/Times	Estimated # People
7/8/2022	7/10/2022	KB4C (Kiteboard for Cancer)	Event Site	Friday-Sunday 8am-8pm	500
7/9/2022	7/9/2022	Silent Disco Dance	Waterfront Park Amphitheater Lawn	4pm-9pm	?
7/9/2022	7/9/2022	Bass Fishing Tournament	Marina Boat Ramp/Guest Dock	Saturday all day	40 boats
7/9/2022	7/9/2022	Free Water Safety Pop-Up Session	Event Site Dock	10:00am-11am	
7/11/2022	7/16/2022	Downwind Paddle Champs-	Stevenson/Waterfront Park	Wind dependant for race days/times	800
7/11/2022	7/11/2022	Wet Planet Kayak School- Kids Camp	Marina Beach	9-2	28
7/16/2022	7/16/2022	Free Water Safety Pop-Up Session	Event Site Dock	10:00am-11am	
7/19/2022	7/19/2022	Wet Planet Kayak School- Kids Camp	Nichols Basin	9-2	15
7/22/2022	7/24/2022	Gorge Blowout holding period	Stevenson/Event Site	All Day on the day of the event	50
7/22/2022	7/24/2022	SIC Gorge Paddle Challenge- SUP, OC, Foil,	Waterfront Park/ Jensen West Parking	9-5	400
7/23/2022	7/23/2022	Windy River Marathon Relay- Hood to Coast	Marina Green	6am-7pm	600
7/23/2022	7/23/2022	Wylde Wind & Water Free Water Safety Pop-	Event Site Dock	10:00am-11am	
7/26/2022	7/26/2022	Wet Planet Kayak School- Kids Camp	Marina Beach	9-2	28
7/30/2022	7/30/2022	Wylde Wind & Water Free Water Safety Pop-	Event Site Dock	10:00am-11am	
8/2/2022	8/2/2022	Wet Planet Kayak School- Kids Camp	Nichols Basin	9-2	15

- Staff received the attached email from Hood River County Public Health Officer and Medical Examiner Dr. Chris Van Tilburg requesting the Port restrict use of the Event Site to kiteboarders only and direct all other user groups to move to different locations. Staff responded to Dr. Van Tilburg affirming the decision to not allow kite launching and landing from the Event Site grass, and explained the safety considerations that inform that decision.

- Water recreation safety expert Kevin Johnston was contracted last summer to perform an assessment of recreational safety issues at all Port-owned waterfront parks and other facilities as part of the Port's response to the recent drowning deaths of two young children and one adult in 2020 and 2021. Mr. Johnston toured all the facilities with staff and conducted several interviews both in the office and on-site for his assessment. His final report with recommendations is attached. Commission discussion and direction on follow up actions is requested.

Development/Property – Greg Hagbery, Development & Property Manager

- Wy'East Labs has moved out of Suite 100 & 200 of the Timber Incubator Building. Staff is working with a prospective tenant and intends to have a lease agreement ready for the Commission at the August 2 meeting.
- Facilities staff has completed the removal of a wall separating Suite 404 & 403 of the Big 7 Building to facilitate the expansion of Wolf Ceramics into the Suite 403. See photos below.



- Camera system and security upgrades at the Port Office and Toll Booth have begun. Staff anticipates these upgrades/additions to be complete by the end of next week.
- Facilities staff recently restriped the east end of the Jensen parking lot.

Airport – Greg Hagbery, Development & Property Manager

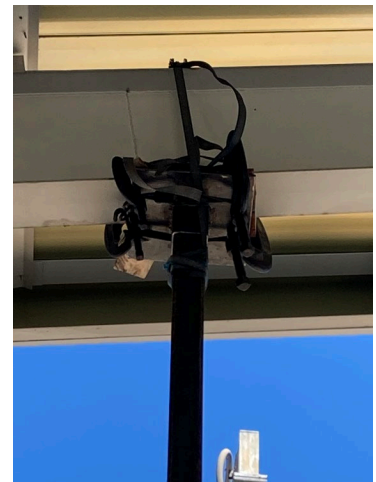
- The AV Gas tank delivery has been delayed again due to manufacturer issues they have informed staff that the tank will be ready to ship by the end of the week.
- Airport Camera installation are almost complete. Staff anticipates the camera system to be operable by the end of next week.
- Attached is the FBO report for the month of June.

Bridge/Transportation – John Mann, Facilities Director

- Bridge Overlay project - Granite Construction really had our community in mind during this project. They fought hard to come in well in advance of the 12:01 contract deadline. The project was completed 15 hours ahead of schedule and the bridge was opened at 9:00 a.m. Sunday morning. Damiano Seghetti and Harvey Coffman, project engineers, were instrumental in keeping the contractor on track and helping us through to a quality product. Granite worked crews round the clock and Coffman Engineering worked around the clock to keep the project on track. It was a very successful project. See photos below.



- The week prior to the 72-hour closure presented significant challenges in preparation work that resulted in multiple frustrations for bridge users and Port staff and contractors alike. Except for a few short lifts to place engineering crews and their gear on the lift towers to inspect the wire ropes and counterweights, none of the additional closures were planned. During the first attempt to lift, the span lock mechanism did not function properly, causing the lift to not raise and lower into correct position. This is a serious issue that had to be addressed immediately, and was, resulting in more lifts and closures. Additionally, preparation for the approach ramp repair required that potholes in the concrete be completely filled and properly repaired before the work could commence to ensure a uniform condition at the start of the work. Port crews do this work all the time and it usually doesn't take much time, but as they were repairing the holes, new ones were breaking open and the crew had to get and prepare more material and repair the new ones before Granite could take over and the 72-hour closure could stay on schedule. The cumulative effect was a series of unplanned single and double lane closures and traffic backups that were very frustrating for motorists. This was truly regrettable.
- On Monday, June 27, both lanes of I-84 was closed to all vehicle traffic for five hours as a result of a crane truck accident west of Cascade Locks. Freeway traffic was diverted over the bridge during the closure, resulting in significant backups. Special thanks to toll collectors Valerie Worth, Ryan Tolman, Ed Fousel, Leroy Pearce and Tom Peddecord who dealt with all of the significant challenges of the day very well helping to ensure motorist safety throughout the day.
- Toll Plaza Column Replacement - Port Facilities staff replaced the damaged column in the toll plaza the on June 24 while the overlay contractor had the bridge closed. It was a much more challenging project than we thought it would be. The project included supporting the roof section while the column was replaced. Port staff did a great job working through the project and replacing the column. Special thanks to Ryan Klapprich, Steve Depriest, Brian Spielman, Bobby Riggleman, and Connor McElwee for their efforts. See images below.



- Fourth of July on Port properties - We tried something new this year. We organized and implemented a parking plan that could be accomplished by the by the regular staff on for the day. Barricades, cones, and signage were placed in advance. Both Ryan Klapprich and John Mann received very few calls on the 4th to solve any problems. We have a way forward for the future which will use far less Port resources to accomplish the same quality experience on the Port properties for the celebrations.
- Mark Libby, the Port's bridge engineer from HDR reported to staff on Wednesday, June 13 that the live load testing results appear to indicate that no further work will be needed to satisfy the requirements of the Supplemental Load Rating study process. His written report will be provided at the August 2 meeting.

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Commission Memo



Prepared by: Michael McElwee
Date: July 8, 2022
To: All Staff

As you know, I officially retired from the Port of Hood River on July 8. That's almost exactly 16 years since I started work in 2006. "Retirement" seems like a foreign concept. I don't feel old, or prepared for Medicare, but looking squarely at age 65, it feels like the right moment. Living in Hood River and working at the Port has been a richly rewarding experience for me, both personally and professionally. I am grateful to have had the opportunity to work here.

Over the years, the Port has made indelible contributions to our community and region. The Port purchased and then transformed the Diamond Fruit complex into a vibrant part of Hood River, it purchased an interstate bridge in 1950 and maintained it carefully and well for 72 years; it created the waterfront in the 1960's, leading to the active, dynamic place it is today. There are many other examples of the Port taking on difficult challenges, seeing opportunities and creating lasting benefits for this community. We all stand in a continuum of decades of Port staff and commissioners that, in so many different ways, worked to better this community with hard work and a dedication to stewardship and public service.

I will miss many things about working at the Port of Hood River. Most of all, I will miss working with all of you. Whatever job or responsibility you carry out, you are important, and you have contributed mightily to the Port's success. A well-known quote from the Poet Maya Angelou goes: *"At the end of the day, people won't remember what you said (1) or did (2), they will remember how you made them feel."* Well, you all made me feel really good for 16 years.

All the best to you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael McElwee", written in a cursive style.

Michael

Caveats:

(1) Cannot forget some things that were said, particularly by Marcela, usually about my shoes or language skills.

(2) Will definitely remember several things that were done, mostly in the Facilities Department.

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From: [STERGER Justin * DEQ](#)
To: [Daryl Stafford](#)
Cc: [Genevieve Scholl](#)
Subject: RE: DEQ self reporting
Date: Tuesday, June 21, 2022 4:52:36 PM
Attachments: [image001.png](#)

Thank you Daryl. This is a new arena for me so I thank you for sharing these resources you were using.

I am in agreement with your assessment and appreciate the follow-up to prevent any illicit discharge. Since you indicated a release has not been confirmed, and is not predicted in the future based on ongoing work, I will consider your email as a report of the situation and you don't need to file a separate report. As noted below, discharge of untreated sewage to waterways is considered illegal and would be a violation that DEQ would need to follow-up further on.

Based on our call, I understand that plumbing fixtures are in process of removal from the boathouses and language will be included in leases going forward. You also described that black water from the recreational boats that are parked with the boathouses discharge blackwater via OMSB approved process (discharge to the haul station which discharges to the City WWTP).

If you need anything further from me, please reach out to me by phone or email.



Justin W. Sterger
Senior Water Quality Permit Writer
Oregon Department of Environmental Quality
475 NE Bellevue Dr., Suite 110
Bend, OR 97701
Direct: (541) 633-2016
Email: Justin.Sterger@deq.oregon.gov

From: Daryl Stafford <waterfront@portofhoodriver.com>
Sent: Tuesday, June 21, 2022 2:42 PM
To: STERGER Justin * DEQ <Justin.STERGER@deq.oregon.gov>
Cc: Genevieve Scholl <gscoll@portofhoodriver.com>
Subject: DEQ self reporting

Hello Justin,

Thank you for getting back with us. We discovered the inconsistency when we were researching information for guidelines for new boat house construction and the attached documents are the ones that that we found that state the need for a continuous hook up. Brief summaries follow, with the areas we are specifically referencing highlighted in yellow.

ORS 468B.080 Prohibitions relating to garbage or sewage dumping into waters of state. (1)

No garbage or sewage shall be discharged into or in any other manner be allowed to enter the waters of the state from any building or structure unless such garbage or sewage has been treated or otherwise disposed of in a manner approved by the Department of Environmental

Quality. All plumbing fixtures in buildings or structures, including prior existing plumbing fixtures from which waste water or sewage is or may be discharged, shall be connected to and all waste water or sewage from such fixtures in buildings or structures shall be discharged into a sewerage system, septic tank system or other disposal system approved by the department pursuant to ORS 448.305, 454.010 to 454.040, 454.205 to 454.255, 454.505 to 454.535 and 454.605 to 454.755 and ORS chapters 468, 468A and 468B.

1996 DEQ and OSMB Guidelines for Sewage Collection and Disposal for Recreational Boats, Commercial Vessels and Floating Structures (hyper-linked [here](#)), which provides the following guidance:

- "Boathouse" is a covered floating structure primarily used for the wet or dry storage of a boat. Generally boathouses are moored in one location for extended periods of time. If any plumbing fixtures are present, except hose bibs, a boathouse is classified as a "Combo."
- "Combo" is a boathouse-floating home combination structure with plumbing fixtures. Combos are generally moored in one location for extended periods of time.
- Authority:
 - o The Oregon Department of Environmental Quality (DEQ) shall take lead responsibility to regulate sewage generated from on-water structures and commercial vessels moored or operating on sole State Waters and federal Navigable Waters.
 - o The Oregon State Marine Board (OSMB) shall take lead responsibility to regulate black water generated from recreational boats moored or operating on sole State Waters and federal Navigable Waters
- Sewage Disposal Requirements:
 - o Any plumbing fixtures present on structures to include floating homes, boathouses, or combos shall be continuously connected to a Department approved sewerage system as per ORS 468B.080 (includes gray and black water) except structures with only hose bibs. This includes both sole State Waters and federal Navigable Waters.
 - o Discharge of any untreated sewage from any structure on or in sole State Waters or federal Navigable Waters without a DEQ discharge permit is illegal

Kind Regards,

Daryl Stafford

Daryl Stafford
Waterfront Manager
Port of Hood River
541-436-0797
waterfront@portofhoodriver.com

Genevieve Scholl

From: Christopher Van Tilburg <christopher.vantilburg@hoodrivercounty.gov>
Sent: Friday, July 1, 2022 7:56 PM
To: Genevieve Scholl; Michael McElwee
Cc: Daryl Stafford; sheppard0430@gmail.com; Heather Gehring; Mike Fox; Kristi Chapman; Hoby Streich
Subject: Event site grass and kites from Public Health Officer

Hi all,

Could you please promptly and urgently restore kite launching from the Event Site grass? Because of the high water, there is now a more dangerous situation with many people trying to launch on the tiny strip of sandbar, not to mention the two kites that got wrapped around the fishwheel tonight. It's now a more dangerous situation than grass launching. Someone is likely to get injured.

I realize you're balancing lots of users. Kites have NO OTHER LAUNCH at the port. Wingers and wind foilers can go to Luhr Jensen, the Hook, and the Marina. Beachgoers can go to the Waterfront Park, one of three coves in the Marina, or the Hook. You've singled out kites but it would make more practical sense and be safer to move beachgoers (smaller user group) to the Marina or Waterfront Park and to eliminate wingers/wind foilers from the event site. Those groups have other venues at the Port property: Kites you've essentially banished from launching on port property.

Additionally, kites can lawfully (I think) drift launch at the event site--which is likely coming tomorrow and that could be a disaster.

Most of you probably know I'm no stranger to safety and rescue. I've unfortunately had to investigate the last two drownings at the Event Site and spent 400 hours in volunteer rescue this year alone. This situation is a good way for someone to become seriously injured or drown.

Thanks. I'll try to call the port office tomorrow or you can reach me at 541-490-2983.

Doug Newcome is doing a fabulous job by the way.

Christopher Van Tilburg MD

Public Health Officer | Hood River County
Medical Examiner | Hood River, Wasco, Sherman, and Gilliam Counties

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Hood River Waterfront Recommendations

Funded by the Hood River Port Authority

KJ Design and Consulting did three visits to the Hood River Waterfront, including a few walk-throughs with the Hood River Port Authority Staff. The following are some thoughts regarding my observations.

Kevin M. Johnston, MS
6/15/2022

General Observations

The variety of aquatic risks and the environmental conditions at the City of Hood River's Waterfront make it imperative to properly warn and direct the public to the safest locations for viewing and participating in aquatic recreation. The quantity of users that frequent the waterfront during the summer season, including the local population and visiting tourists, make it even more challenging from a recreation management perspective. Simply put, the natural environment at Hood River is a beautiful asset for the community, but can also be deadly to the user.

Hood River is one of the top places in the world to participate in wind-related water recreation (sailboarding, sailing, kite boarding). However, it is critical to remember that swimming is typically ranked as one of the top summer recreational activities and is pursued by a much broader demographic section of the population than those that participate in wind-water sports. The wind-water sports crowd overshadows the swimming, sun bathing, and shallow water users, even though there are more participants in the second group.

With the recent drowning deaths, it is necessary to have a stake-holders meeting with any and all groups that could prevent future drownings from taking place. There needs to be better cooperation between all entities that could influence preventing and/or responding to an aquatic emergency. Issues surrounding the Hood River Waterfront are exceptionally dynamic and challenging. Kevin and Karen Johnston are willing to lead a meeting of stakeholders to guide the discussion and outcomes. We recommend scheduling the meeting prior to next season.

Most aquatic accidents take place typically when first time visitors don't know the area and the dangers present. If you were to study the recent aquatic accidents that have taken place in Hood River, it is probable that it was a first timer or an infrequent user that was injured or drowned.

The FERC requires reporting of all major injuries and fatalities on land and water that falls under their authority. Once reported, there could be sources of funds available to help prevent future injuries or death.

Emphasizing City Beach

A top priority for the Port of Hood River must be providing safer “swim” opportunities. Emphasizing City Beach, Hood Rivers only designated swimming area is necessary, especially to first time visitors and less experienced swimmers. Since the City Beach is currently the only designated swimming area, it is the best option to prevent future aquatic related injuries or drownings.

- Signage to direct swimmers away from the risky locations to City Beach
- Signage identifying higher risk activities and encouraging behavior change including:
 - Emphasis of wearing lifejackets
 - No diving due to depth and dangerous underwater areas
 - Currents, undertows, thermoclines
- All maps and signage should direct people wanting to swim to City Beach. Web sites, printed maps and large area signs should emphasize this priority.

Changing Names of Spaces

There are a number of areas within the City's waterfront that use the term "Beach" in the name of a shoreline, i.e., Jensen Beach. The nomenclature using the term "beach" makes an unassuming swimming public instantly think sandy surface, clear water, and a fun place to be. The City Beach should be the only area labelled and named as such. For example, Jensen Beach could be renamed Jensen Shoreline. Historically people will be attached to the current names and changing the wording may not be well received by the long-term residents or frequent user groups.

Designated v Undesignated Swim Areas

It is important to differentiate the designated swimming areas from the undesignated swimming areas. Using strong terms for the undesignated swimming area is highly recommended.

- Labeling all popular swimming areas as "NOT a designated swimming area. Please use City Beach, Hood River's only Designated Swimming Area." Again, every map and sign at the Hood River Waterfront should feature Hood River's only Designated Swimming Area - City Beach.
- In a few locations the term "DANGER" this is "NOT a designated swimming area. Please use City Beach, Hood River's only Designated Swimming Area" would be appropriate.
- At both the East and West end of the waterfront "This section of the waterfront does not have a designated swimming area. Please swim at City Beach, Hood River's only Designated Swimming Area."

Signage Plan

Using the FERC Signage manual and creating a more consistent signage plan across the Hood River waterfront would be highly recommended. Working closely with the designated project land and water authority (typically the dam operators) may help the Hood River Port Authority secure FERC funds available to the Port.

- The variety of agencies on your waterfront and years, if not decades, of various signs and styles may be diluting the message you are trying to get across.
- The signage reviewed with Genevieve is a good first step to warn the population of the dangers. I look forward to seeing the installation of those signs the next time through Hood River.

Lifejacket Stations

The Lifejacket stations provide an ability to keep poor or non-swimmers safe and help with water safety. The few stations we observed were professional looking and provided the necessary lifejackets to both English and Spanish speaking populations.

- Additional life jacket stations should be considered.

First Steps to Consider for a Long-range Plan

Designated Swim Areas

Given the popularity of swimming, a master plan should consider adding a second or third "designated swimming area" to the Hood River Waterfront. Designated Swimming Areas should meet or exceed the requirements of the US Army Corp of Engineering Guidelines. The US Army Corp of Engineers manages more waterfront and shorelines than any other agency in the United States. With forward design and successful implementation, their guidelines have reduced accidents in unsupervised swimming areas across the waterfront properties they manage.

- There are 2 or 3 areas that would be excellent designated swimming areas within Hood River. It will take substantial time, expense and regrading in the water to meet the USACE standards. At most, if not all, of the popular wading or swimming area that are undesignated fall short of meeting these designated swimming area requirements.

Visitor Center Booths

Having visitor center booths at the primary entrances of the Hood River Waterfront will prevent accidents through critical education to the of the users. There are 2 – 3 main driving routes that provide the population with access to the waterfront. The staff could direct users to participate safely. A visitor's booth could be instrumental and informative to first time user and those at greatest risk. Given the volume of visitors, observers and swimmers it is imperative to direct the users to the best location to stay safe in and around the water. Again, this would take time to build, staff and budget for this type of approach, but it would create a first line of information to ensure the users are directed to safely engage in the Hood River waterfront.

- For example, if a school bus of youth comes to the waterfront, it would allow the staff to determine the purpose of the trip.
 - If it is to swim, then the bus could be directed to City Beach.
 - If the group has non swimmers or poor swimmers, staff could direct them to a lifejacket station.
 - If they are there just to view the wind-water sport activities, the staff could direct them to the best and safest place to view those activities. In addition, they could provide warnings of the dangers that exist at the Hood River Waterfront.
- The visitor center's booths would be a phenomenal opportunity to make a great first impression. With safety as its core message, the staff could deliver excellent guest services and welcome thousands of visitors each day.

Funding Sources

Hotel Motel Tax

Budgetarily, the Hood River Port Authority should be able to tap into the Hotel and Motel Tax Revenue. During peak season there is little to no vacancies as a direct result of the Hood River Waterfront you manage.

Other Sources

Other sources may be able to be explored and could be used to help the funding of these endeavors. Special facilities district, special park district or a current taxing districts or other taxing authority may exist that could be utilized to fund some of these future projects.

User Fees

Charging for use should be a consideration. The local government entities bear the burden of the property and road maintenance, garbage collection, grounds keeping, irrigation, and signage at the Hood River Waterfront. The tourist and visitors pay nothing to gain access and benefit from the services funded by the local population. Most visitors and tourists are willing to pay their fair share.

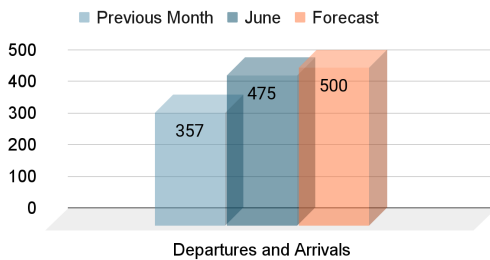
Fees should be considered for the users of the waterfront. The visitor booths could become toll booths, creating a new source of revenue for the Port Authority. Locals or frequent user fees could be drastically reduced by selling an annual pass. Day use fees could be higher for a tourist or single visit to the waterfront. It could be free to local zip codes with a pass required to gain entry.

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Airport Activity:

A large increase in airport operations was seen over the month of June exceeding what was forecasted. Favorable flight conditions and the start of Summer vacation for many led to increased airport traffic. Expect this trend to continue throughout July and August.

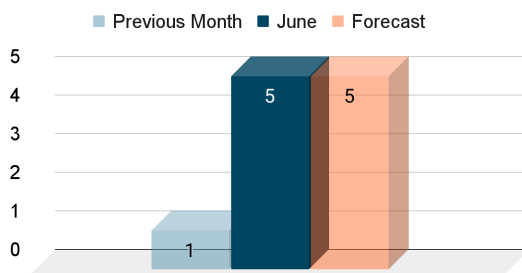
Aircraft Operations



Night Flights:

5 R&D support flights flown in June. Fire season has been off to a slow start which has kept the total night operations count lower than normal for this time of year. Anticipate continued R&D flights throughout July. No large night events scheduled.

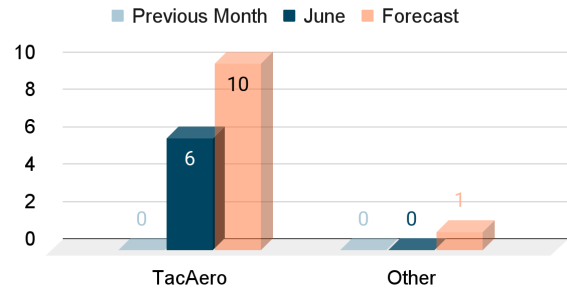
Night Events



Flight Training: 6 training flights were conducted at 4S2 in June. 5 advanced training events and 1 PPL event occurred. Anticipate approximately 10 training events in July. No courses have been

scheduled at 4S2.

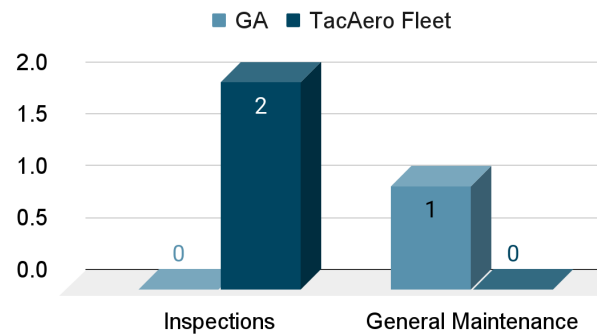
Flight Training Events



Maintenance Activity:

Maintenance activity is slow due to hiring difficulties. Expect this to pick up as we are actively interviewing A&P candidates.

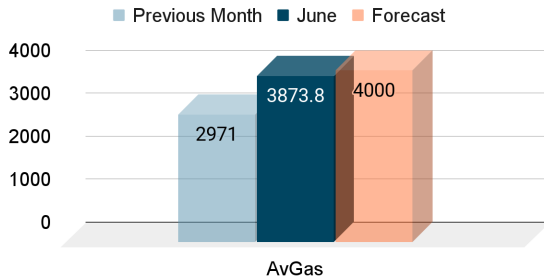
Maintenance Operations



Fuel Sales:

100LL fuel sales were up significantly from last month which coincides with the increase seen in airport operations in June. Despite the rapidly increasing fuel prices, people are still flying. FBO is leasing a new fuel truck for 4S2 and is awaiting the installation of the new fuel tank.

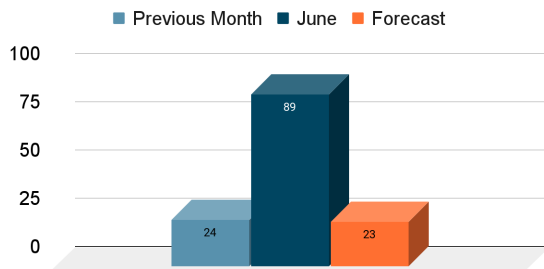
Fuel Sales (Gallons)



Fuel Flowage Fees:

Fuel flowage fee schedule will go into effect at that time. This section will be dedicated to the communication of flowage fees when they are established. The following graphic contains fictitious data but is representative of the information that will be provided.

Flowage Fees

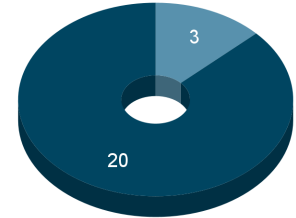


Tie Down Activity:

- 23 total spots.
- 87% utilization for June averaged.
- \$650 collected in June.

Tie Down Utilization

- Available Tie Downs
- Rented Tie Downs Long Term



Noise Feedback:

Minor complaints made regarding the soaring club tow plane. The tow plane is currently using its old prop while awaiting the proper hardware to install the new noise reduction prop.

Pilot Feedback:

No pilot feedback supplied to the FBO in June.

Airport Surfaces:

	Condition	Notes.
Rwy 7/25		
Grass Strip		
N. Ramp		
S. Ramp		
S. Gravel		
Taxiways		

Facilities:

	Condition	Notes.
N. Hangars		
S. Hangars		



FBO		
MX Hangar		
Ops Hangar		
Collins Hangar		

Lighting:

- No issues noted with airport

Other:

- No other issues noted.

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Commission Memo



Prepared by: Kevin Greenwood
Date: July 12, 2022
Re: Project Management Contract w/HNTB

AS OF PACKET DISTRIBUTION TIME, OUTSIDE COUNSEL IS STILL FINISHING THE CONTRACT. ONCE COMPLETE, STAFF WILL EMAIL THE CONTRACT TO THE COMMISSION.

The action item this evening completes the process for hiring a Management Contractor for the replacement of the Hood River Bridge. It is likely that this will be the longest duration contract during the replacement bridge effort as HNTB will be serving as the project Owner's Representative through bridge opening.

This contract includes a Detailed Work Plan for the next twelve months described in Exhibit A. The Work Plan closely matches the work described in the Request for Proposals (RFP) released in March. Every spring, HNTB and the Port/Bi-State Working Group (BSWG) will review subsequent work plans with amendments approved annually to authorize work.

Some items of note:

1. This contract has a December 31, 2026 expiration date which aligns with current funding, though amendments are likely until the new bridge is open and operating.
2. This is a Time and Materials contract with a Not to Exceed amount.
3. Contract is contingent on funding being made available. If for some reason funding was not available, the Port could terminate the Contract.
4. HNTB's billable rates must be approved by ODOT and updated annually. Any activities billed with non-approved rates will not be reimbursed by Federal Highways or ODOT. Rate schedules are not included in this contract but are incorporated by references.

Upon approval by the Port Commission, the Port will issue a Notice to Proceed on July 13th. A seven-day protest period begins at that point. Afterwards all procurement materials become public upon a public information request.

This contract is eligible for reimbursement by all current funding resources.

RECOMMENDATION: Approve the Engineering and Related Services Contract with H-N-T-B Corporation for project management services related to the replacement of the Hood River Bridge in an amount not to exceed ONE-MILLION-SEVEN-HUNDRED-AND-THIRTY-NINE-THOUSAND-NINE-HUNDRED AND EIGHT DOLLARS (\$1,739,908) for Fiscal Year 2022-23.

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Commission Memo



Prepared by: Ben Sheppard and Kristi Chapman
Date: July 12, 2022
Re: Executive Director Recruitment Process

The Personnel Committee, comprised of the sitting President and Vice President of the board, serves by the Port Governance Policy to assist staff with operational issues related to human resources of the Port and make individual recommendations to the board. Those recommendations are to be made “individually rather than collegially with another committee member, even if the committee members agree on a recommendation.”

President Ben Sheppard and Vice President Kristi Chapman both, individually, have identified a potential candidate to fill the Executive Director position vacated on July 8 with the retirement of Michael McElwee. This action authorizes them to proceed with the candidate evaluation process and begin negotiations. Following this process, they would make their recommendation to the full board at a future meeting.

RECOMMENDATION: Authorize Personnel Committee to Evaluate and Begin Negotiations with Executive Director Candidate.

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