

PORT OF HOOD RIVER COMMISSION
Tuesday, April 12, 2016
Marina Center Boardroom
5:00 P.M.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
 2. Public Comment (5 minutes per person per subject; 30 minute limit)
 3. Consent Agenda
 - a. Approve Minutes of March 29, 2016 Spring Planning Work Session and March 29, 2016 Regular Session (*Laurie – page 3*)
 4. Reports, Presentations and Discussion Items
 - a. Advanced American, Kyle Izatt, Operations Manager (*John – page 11*)
 - b. Possible Bridge Toll Rates for FY 2016-17 (*Fred – page 13*)
 5. Director’s Report (*Michael – page 15*)
 6. Commissioner, Committee Reports
 - a. Urban Renewal Agency – Commissioners Davies and Streich (*April 11*)
 7. Action Items
 - a. Approve Task Order No. 1 with Century West Engineering for Design of South Taxiway Reconfiguration not to exceed \$173,489.35 (*Anne – page 19*)
 - b. Approve Contract Amendment No. 1 to Schott & Associates for additional wetland delineation services at the Hood River Airport not to exceed \$1,000 (*Anne – page 31*)
 - c. Ratify Contract with FCS Group for Preparation of FASTLANE Application Cost/Benefit Analysis not to exceed \$8,000 (*Michael – page 35*)
 - d. Approve FASTLANE Application Submittal and Commitment of Matching Funds (*Michael – page 45*)
 - e. Approve License to Hood River Electric Co-op for Fiber Installation on the Waterfront (*Anne – page 47*)
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations
 10. Possible Action
 11. Adjourn

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

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

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Port of Hood River Commission
Meeting Minutes of March 29, 2016 Spring Planning Work Session
Marina Center Boardroom 12:00 Noon
[Materials and handouts are attached to the bound meeting minutes]

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, and Brian Shortt; Budget Committee members John Benton, Larry Brown, John Everitt, Judy Newman, and Rich Truax; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, John Mann, Liz Whitmore, and Laurie Borton

Absent: Commissioner Hoby Streich

Media: None

President Brian Shortt called the Spring Planning Work Session to order at 12:02 p.m.

1. Welcome and Introductions: President Shortt welcomed everyone to the Work Session, commenting that today's discussion outcomes will be used by staff in preparation of the FY 2016-17 Budget for next month's Budget Committee meeting. Shortt welcomed Judy Newman as a new Budget Committee member. With a full afternoon of discussion planned, Shortt deferred to Executive Director Michael McElwee for his summary comments.

2. Summary Comments: McElwee commented that today's focused discussions will provide direction to staff in preparing the annual budget process and updating the 10-Year Financial Model. There are overarching themes or issues that will guide Commission discussion and McElwee commented that Budget Committee comments would be welcome. McElwee said the Port is stable but there will be limited spending capacity in the next two years; however, there are also funding opportunities, such as the *ConnectOregon* and federal FASTLANE grants that may be available if a commitment for matching funds can be obligated.

3. Financial Policies and Assumptions: Fred Kowell, Chief Financial Officer, reviewed three key financial policies that drive the level of capital improvements, determine the magnitude of debt the Port can issue, and keeps growth in check. The three policies integral to the 10-Year Financial model are Reserves that strive to keep a 10% level of depreciable assets; Debt Coverage Ratio, which is the net operating cash flow divided by the amount of debt service—maintaining a 2.0 allows an organization to go to the bond market and obtain financing; and the third policy is Return of Investment, which looks at revenues less operating costs (depreciation excluded) to come up with net operating income—the Port hovers between 3.2% to 4%. Kowell then highlighted assumptions that had been made in the Financial Model: CPI is down to 2.12%; PERS will not have an impact until the 2017-19 budgets; Lot 1 development has been pushed out to 2020; debt on the Bridge bonds will be repaid December 2018, but repair and/or replacement of various operating functions will be incurred. Kowell also commented that a toll increase (cash and/or electronic tolling) will be likely if a FASTLANE grant is received in order to cover the Port's match.

4. 10-Year Financial Projects: Key budget assumptions were reviewed as the following project areas were discussed:

A. Key Project/Program Areas.

1-2. Near-term Bridge Repair Needs/Long-term Bridge Replacement: *(It should be noted the discussions on these two topic areas were intermingled.)* McElwee commented there are significant issues the Commission would need to consider and address associated with near-term repairs and assumptions related to the allision insurance claim,

planning costs, and capital projects that have been included in the 10-Year Financial Model. In April the Commission will need to consider whether or not to submit an application by an April 14 deadline for federal FASTLANE funding to be used for a next step in Bridge replacement efforts-- completion of an Environmental Impact Statement (which will have a shelf life). This process will have considerable financial, political and staffing ramifications. A toll increase would be required for the estimated \$3.3 million local match, or money could be borrowed to meet the match with a toll increase repaying the debt. There was a lengthy discussion on future ownership, i.e. how much money do you place into an asset that may be taken away; could control not be relinquished and stay in Port ownership; do you fund a project that another agency(ies) would own. It was agreed that any toll increase, whether a cash and/or electronic tolling customer, would need significant public outreach and transparency.

3. Tolling Technologies: The phase to update the current Windows XP operating system to a new system is underway. The next phase, related mostly to hardware, will replace readers, antennas and transponders with other in-lane equipment such as connectors and cables. The question the Port will need to consider is whether to move forward with the latest technology that will pay for itself over 1-3 years depending on the technology that is implemented, such as Automatic License Plate Readers, which is a system that uses cameras with built-in Optical Character Recognition, and integration of a Weigh-in-Motion system that would have a significant impact on the Port's ability to determine the load of traffic crossing the Bridge. Kowell estimates these decision points will need to be made in spring of 2017.

4. Light Industrial Development Priorities: Anne Medenbach, Development and Property Manager, led this discussion on projects that could occur in the next 1-5 years; however, unknowns including required Bridge investments and required matches associated with grant funding could have an impact in carrying out projects associated with the Lower Mill, Waterfront, and Maritime assets. The question was asked if sale of buildings should be considered in order to fund projects; and if this approach is taken, there was interest in hearing about acquisition potentials. There was also comment on moving ahead with the Lower Mill development and using the monies from property sales to fund the next projects.

President Shortt recessed the work session for a break at 2:40 p.m. The meeting resumed at 2:45 p.m. with discussions continuing on Key Project/Program Areas.

5. Airport Investments: Results of the Port's ConnectOregon grant application should be known in late summer of 2016. The Port's match would be \$802,000. This grant would fund the project of completing infrastructure and site development on the north ramp. Once in place construction of a new FBO, maintenance and training facilities will be done by the private sector. The FAA is in the process of finalizing the next five years of federally funded CIP projects, which include reconfiguration of the taxiway, fuel tank relocation, and north ramp paving. The match for these projects is approximately \$450,000. The question of whether the private sector would contribute a large percentage of the ConnectOregon match, or what a lease would look like are items that cannot be negotiated during this Work Session; however, the question was asked of the Commission if there was a comfort level in moving forward. It was the opinion of Commissioner McBride that he was not in favor of the Lower Mill schedule slipping a year in order to move forward with the airport.

6. Community Support Initiative: What constitutes economic development is changing and McElwee commented that opportunities exist in which the Port could support and enhance community systems (e.g. education, transportation, parks, etc.). Modest but meaningful activities would demonstrate the Port is mindful of other ways to positively impact the District and community. Staff had proposed to engage in direct discussions with local leaders to develop a plan, which would require Commission approval. While there was support, Commissioner Duckwall recommended that the start of any initiative be small given staff capacity and current projects already underway.

- 7. **Advocacy Coordination and Contracts:** The OneGorge Advocacy Group is now 115-participants strong and has achieved significant success in both state and federal legislative arenas. Summit Strategies lobbying efforts, also on state and federal levels, continues to make significant progress. There was no opposition to continue the current funding level for Summit Strategies and modestly increase OneGorge funding in the FY 16/17 budget.
- 8. **South Basin Dock:** New opportunities and demands for space on the South Basin Dock (formerly the floatplane dock) have resulted in a proposal from the Hood River Yacht Club in leasing all or a portion of the dock. The Marina Ad-hoc Committee has been involved in this discussion over the past several months. There was interest in moving forward with the Yacht Club’s proposal, with the provision that dock spaces remain available to the public. Mann commented the dock is pretty solid but some minor maintenance will be scheduled this spring.
- 9. **Waterfront Maintenance:** Historically recreation expenses exceed revenues. Liz Whitmore, Waterfront Coordinator, commented a decrease should be expected in the differential between maintenance and revenue costs once revenues are booked for waterfront parking fees (proposed for the 2017 season) and open space maintenance fees (with the sale of parcels). She did note, however, that during the FY 15/16 budget there was an increase in maintenance with the Nichols Basin Trail and Hook Upgrade projects.
- B. **Review 10-Year Financial Model:** Kowell reviewed the 2016-2025 Long Range Financial Model that was updated as of March 25, 2016. As various projects, forecasts, and details were discussed, Kowell noted adjustments that would be made prior to the April Budget Committee meeting.

5. Other:

Shortt thanked the Commission, Budget Committee, and staff for their time, creative energies, and participation in the Work Session. At 4:30 p.m. President Shortt called for a motion to adjourn the Work Session.

- Motion:** Move to adjourn.
- Move:** Duckwall
- Second:** Davies
- Vote:** **Aye:** Davies, Duckwall, McBride and Shortt
Absent: Streich

MOTION CARRIED

The Regular Meeting of the Port Commission immediately followed.

Respectfully Submitted:

Laurie Borton

ATTEST:

Brian Shortt, President, Port Commission

Jon Davies, Secretary, Port Commission

Actions to be Considered as a Result of Discussion Items

1. Toll Increase: Public outreach will be critical for transparency, with the increase going into a separate fund. The Commission would like to see some iteration of toll increase options for community ramifications.
2. Outreach: Consider how advertising and education can be improved upon. Relocate Port sign on the administration building that is partially hidden by building eaves (or replace with a nicer sign?). Consider more way-finding signage.
3. OneGorge Advocacy: Reach out to participants during their budget process to request if OneGorge funding can be increased. Order stickers with OneGorge information that can be added to the reverse side of business cards.
4. Community Support: Build K-12 relationships outside of schools.
5. Recreation: Add placeholder to Financial Model for future grass (more drainage needed) and repair of beach erosion.

*Port of Hood River Commission
 Meeting Minutes of March 29, 2016 Regular Session
 Marina Center Boardroom
 4:40 P.M.*

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, and Brian Shortt; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, Liz Whitmore, and Laurie Borton

Absent: Commissioner Hoby Streich

Media: None

1. CALL TO ORDER: Upon conclusion of the Spring Planning Work Session, the Regular Session meeting was called to order at 4:40 p.m. by President Brian Shortt.

a. Modifications, Additions to Agenda: None.

2. PUBLIC COMMENT: None.

3. Acknowledgment of Retiring Lead Toll Collector Glenn Brittenham: Brittenham was acknowledged for 28 years of friendly and courteous service as a full-time toll collector with the Port of Hood River. Fred Kowell, Chief Financial Officer and toll staff supervisor, presented gifts to Brittenham and stated he would be missed and that Brittenham was wished the best in his retirement.

a. Proclamation of Commendation and Appreciation: Shortt then read a Proclamation of Commendation and Appreciation for Meritorious Service to the Port of Hood River which declared that May 11, 2016 (Brittenham’s hire date in 1988) shall be known as “Glenn Brittenham Day.”

4. CONSENT AGENDA:

- a. Approve Minutes of March 10, 2016 Regular Session
- b. Authorize Concession Permits with Susie Dow of the Sandbar Café and Larry Abell of the Local Grind at Event Site for the 2016-20 Seasons, Subject to Legal Counsel Review
- c. Authorize Concession Permit with Bob Stawicki of Bob Stawicki Photography at Event Site for the 2016 Season, Subject to Legal Counsel Review
- d. Authorize Concession Permit with Todd Anderson of the Columbia Gorge Kayak School at Nichols Basin for the 2016-18 Seasons
- e. Authorize Concession Permit with Evan Klein, Owner of Dhaba Dhaba-Indian Tandoori at Nichols Basin for the 2016 Season, Subject to Legal Counsel Review

Motion: Move to approve Consent Agenda.

Move: Duckwall

Second: Davies

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

Absent: Streich

MOTION CARRIED

5. DIRECTOR’S REPORT: McElwee provided a verbal report highlighting the following items: former Port Manager, Jim O’Banion, passed away on March 28 and a Celebration of Life will be held in April in Walla Walla, Washington. The 2016 Spring Newsletter, which includes the 2015 Annual Report, is complete and

will be mailed next week. Construction at the Hook is complete and the road will reopen April 1. Within the next two months the live-front power cabinet on the Marina Green will be relocated by PacificCorp.

6. COMMISSIONER, COMMITTEE REPORTS:

a. Mission to Washington, D.C.: Genevieve Scholl, Communications and Special Projects Manager, and Shortt reported on their participation in the Pacific Northwest Waterways Association Mission to D.C. March 13-17. Scholl also provided a PowerPoint presentation with photos and commentary on meetings and activities.

b. Urban Renewal: Commissioner Davies reported on the March 14 meeting which focused on the Hood River Heights Business District.

c. Marina Ad-hoc Committee: Shortt reported on the March 24 meeting with discussions on the partnership proposed by the Hood River Yacht Club to manage some of the slips for small watercraft storage and seasonal moorage.

7. ACTION ITEMS:

a. Ratify Contract with Tim Clackum Diving for Marina Basin Commercial Dock Work Not to Exceed \$8,000: McElwee commented this action was for ratification as the Port needed to move forward to take advantage of Clackum’s availability.

Motion: Move to ratify contract with Tim Clackum Diving for repairs to Commercial Dock not to exceed \$8,000.

Move: McBride

Second: Duckwall

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

Absent: Streich

MOTION CARRIED

b. Approve Payment to Naito Development, LLC for Concrete Pedestrian Path Not to Exceed \$7,627.96: Liz Whitmore, Waterfront Coordinator, reported the Emergency Access Easement Agreement with NBW Hood River, LLC states that Naito is required to construct a 10-foot wide concrete *or* asphalt paved bicycle and pedestrian path on the east side of the hotel connecting the hotel’s front concrete sidewalk to the Pedestrian Bridge concrete sidewalk. Plans provided by Naito for approval show the section paved in asphalt. The staff recommendation is for approval of a Change Order and additional cost that will result in a continuous concrete path.

Motion: Move to approve pathway design plan submitted for NWB Hood River, LLC hotel project.

Move: Duckwall

Second: Davies

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

Absent: Streich

MOTION CARRIED

Motion: Move to Change Order and authorize payment of \$7,627.96 to NBW Hood River, LLC for upgrade to concrete for the pedestrian and bicycle path connection east of the hotel to the Pedestrian Bridge.

Move: Davies

Second: Duckwall

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

MOTION CARRIED

8. COMMISSION CALL: Davies provided a reminder about the Special Districts Association of Oregon Board of Directors and Management Staff Training in Hood River the afternoon of April 4. Davies also commended Kowell on his retirement comments for Glenn Brittenham. Shortt thanked staff for the Spring Planning Work Session preparations and also thanked Kowell for a job well done on the financial information.

9. EXECUTIVE SESSION: Regular Session was recessed at 5:18 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to be Filed. The Commission was called back into Regular Session at 5:33 p.m.

10. POSSIBLE ACTION: The following action was taken as a result of Executive Session.

Motion: Move to authorize Amendment No. 5 to the Amended and Restated Disposition and Development Agreement with Key Development, Inc.
Move: Duckwall
Second: McBride
Vote: **Aye:** Davies, Duckwall, McBride, and Shortt
 Absent: Streich

MOTION CARRIED

11. ADJOURN: At 5:34 p.m. President Shortt entertained a motion to adjourn the meeting.

Motion: Move to adjourn.
Move: McBride
Second: Davies
Vote: **Aye:** Davies, Duckwall, McBride, and Shortt
 Absent: Streich

MOTION CARRIED

Respectfully submitted,

Laurie Borton

ATTEST:

Brian Shortt, President, Port Commission

Jon Davies, Secretary, Port Commission

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Commission Memo

Prepared by: John Mann
Date: April 12, 2016
Re: Advanced American



Kyle Izatt, Operations Manager with Advanced American will attend the meeting to provide an update on the span guide repairs on the bridge.

RECOMMENDED ACTION: Informational.

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Commission Memo

Prepared by: Fred Kowell
Date: April 12, 2016
Re: Possible Bridge Toll Rates for FY 2016-17



Over the past two years, we have moved the BreezeBy rate from \$.75 to \$.80, while eliminating tickets altogether. The latter being due to functionality issues with tickets in a new tolling system.

In the forecast, we depict an increase in tolling every five years with a small incremental change in the discount rate every 2-3 years.

For the FY 2016-17 we have included an increase to \$1.25 from \$1.00 toll for the CASH customer, with no change in the BreezeBy rate of \$.80. It should be noted that the cash customer is moving toward 35% of all traffic. This increase will assist the Port in meeting its maintenance and operating costs, but more importantly it will provide the cash flow for the capital improvements to the bridge, both past, present and future.

Since the Commission may want to move forward with the submittal of a grant application that will incur a \$3.72 million local match requirement, the outcome of such a decision will require the BreezeBy rate to increase to \$.95 to cover such an endeavor with the cash toll increasing as planned to \$1.25. The BreezeBy rate can be staged with \$.90 in FY 2016-17 and then moving to \$.95 in FY 2017-18.

In December 2018, the current bridge bonds will be expire which will bring about several discussion points to consider when the FY 2018-19 Spring Planning occurs (ie. Bridge replacement vs existing bridge capital improvements, bridge funding restrictions, etc).

RECOMMENDATION: Discussion.

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Executive Director's Report

April 12, 2016

Staff & Administrative

- Thank you for flexibility in scheduling upcoming Commission meetings. The schedule is now set for the Budget Committee meeting on April 26 and Commission meetings on May 10 and May 24. We will return to our regular monthly meeting schedule—the first and third Tuesdays—in June.
- The Port's Spring Newsletter & Annual Report were mailed the week of April 4.
- I participated in a Transportation Forum hosted by Rep. Mark Johnson on March 30. About 15 people attended. My short presentation highlighted the bridge.

Recreation/Marina

- The Hook Trail is now open to the public. Work on the rigging area and seat wall will continue for several weeks but is expected to be complete by the end of May.
- I have been participating in planning discussions with Hood River Valley Parks and Recreation and Hood River County about the design and construction of "Golden Eagle Park and Baseball Facility" a new recreational facility at the High School.
- Naito Development expects to pave the new road to the Spit around April 20. When this occurs, the current access road adjacent to I-84 will close. Access will also be restored to the Nichols Basin seawall area.
- Repairs to the Commercial Dock are complete. This work is important to retain the integrity of the dock and for the cruise ships.
- The Kiteboarding schools are beginning to move onto the old Cruise Ship Dock.

Development/Property

- The Sheppard's property is now an active construction site. The "Art of Community" sculpture at the intersection has now been removed to enable site work at the corner.
- MCCOG has notified staff that they are seeking to move out of the Wasco Business Building by August 2016. About half their space has been sub-let to two tenants. Anne will be communicating with these tenants to determine their forward interest and whether the space is more marketable in its entirety.

- Demolition of the Expo Building is well underway.
-

Airport

- The Connect VI Project “Hood River Airport Aviation Technology & Emergency Response Center” was reviewed by the Region I Act on April 4 along with many other Region I projects. Final ranking by the committee will now occur in early May.
-

Bridge/Transportation

- Chubb has now directed their subrogation engineering team to carry out an extensive evaluation of the bridge and lift span in response to our claim notice. These inspections will likely be conducted in May. However, before the subrogation engineers can evaluate during actual bridge lifts, we have to ensure the lift span is operational. The two new encoders have been delivered and our crew will install them on April 11. On April 13, a “Dry Run” of an actual lift is planned. If the skew system is operational, lift testing will occur likely the week of April 18. If not, we must wait for the encoders to be installed and lift tests will be scheduled in May. When live testing commences, there will likely be significant disruption to bridge traffic due to the time needed to make adjustments to the span guides. Staff is working on approaches to minimize such disruptions.
- I continue to keep the USCG informed as to bridge repair progress.
- Staff has been dedicating a large portion of work time to the completion of the FASTLane application, due Thursday, April 14. This is an action item on the agenda.

APRIL 2016

Commission Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																		
Gorge Sailing Team South Basin Dock (thru May 15)	Lot 1 parking: UPRR (entire month)				1	2																																																																																																		
3 Picnic Shelter resv.	4 SDAO Board Trng HRFD, 1-4pm Region 1 Act mtg PDX, 5:30pm	5	6 Klickitat Cnty Transp mtg, 10:30am	7	8 Jim O'Banion memorial service, 2pm, Walla Walla	9																																																																																																		
10	11 URA Board	12 OPPA mtg, Salem Commission Mtg 5pm	13	14	15	16																																																																																																		
17	18 KJHR Radio, 8am Picnic Shelter resv.	19	20 OPWA Conf, HR Inn	21 OPWA Conf, HR Inn Marina Ad-hoc, 8am	22	23 Passover																																																																																																		
24	25	26 Budget Comm, noon w/Reg Session after (lunch provided)	27 OneGorge, 3pm (Location TBD)	28	29	30																																																																																																		
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Notes: Bridge lift testing complete by the end of April																																																																																																								

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Commission Memo



Prepared by: Anne Medenbach
Date: April 12, 2016
Re: Airport - Century West Engineering -Task Order #1

In 2014 the Commission approved a 5-year Master Engineering Contract with Century West Engineering (CW). This contract covers all design and engineering matters for the airport on a task order basis. The Port anticipated a number of FAA entitlement CIP projects under this contract. The first project is the engineering and design for the reconfiguration of the South Taxiway. This project will begin construction in 2017.

Upon Commission approval, staff will verify that the scope and fee are reasonable via a third-party engineering company. This verification and the Task Order will then be sent to the FAA for approval and for the final grant award. Once that occurs (estimated 30-60 days) CW will begin design and engineering tasks.

The amount of Task Order #1 is \$173,489.35. This is eligible for FAA entitlement funds with a 10% local match required.

RECOMMENDATION: Approve Task Order #1 with Century West Engineering, for South Taxiway engineering not to exceed \$173,489.35.

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LEADING THROUGH EFFECTIVE SOLUTIONS

April 6, 2016

Anne Medenbach
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

RE: South Parallel Taxiway and Apron Rehabilitation Project
CWEC Project No. 12399.010.01

Anne:

Century West Engineering is pleased to provide the attached Engineer's Scope of Work and Fee Estimate for design and bidding services for the Ken Jernstedt Airfield South Parallel Taxiway and Apron Rehabilitation project, dated April 6, 2016 for your approval. Century West Engineering proposes to complete this task for the fee of \$173,489.35.

Please call if you have any questions or need any changes to the enclosed documents.

Sincerely,

A handwritten signature in black ink, appearing to read "James Kirby", is written over a horizontal line.

James Kirby, P.E., PMP
Project Manager

Enclosure

**SCOPE WORK
FOR
PORT OF HOOD RIVER

KEN JERNSTEDT AIRFIELD

SOUTH PARALLEL TAXIWAY AND APRON REHABILITATION PROJECT

DESIGN & BIDDING SERVICES**

April 6, 2016

GENERAL

The scope of the project is to provide engineering design and bidding services for proposed improvements at Ken Jernstedt Airfield. Plans, technical specifications, and bidding documents will be prepared for bidding/solicitation of the work. Construction administration and observation services will be provided under a separate agreement.

In 2012/2013, Runway 7-25 was shifted approximately 580 feet to the east and the Runway 7 Runway Protection Zone (RPZ) was brought within Airport property. As part of the Runway shift, additional work was completed to bring the Airport into compliance with FAA ADG B-II standards. This work included the relocation of North Parallel Taxiway A to meet runway separation standards and removal and replacement of existing taxiway connectors to both Taxiway A and Taxiway B. In order to bring the Airport into full compliance with B-II standards, Taxiway B also requires relocation to meet runway separation standards. This project will remove the existing south parking apron, Taxiway B, and taxilane pavements and reconstruct new apron, taxiway, and taxilane pavements to meet B-II standards.

The improvements include:

1. Abandon or demolish the existing pavement inside of the Runway 7 RPZ.
2. Perform grading and obstruction removal (relocate existing fuel tank) based on the new Runway 7 taxiway separation requirements.
3. Partially reconstruct and/or extend two (2) exit taxiways to connect the runway and south apron/taxiway.
4. Construct pavement underdrains for the new taxiway pavements.
5. Abandon or remove pavement surfaces between the runway and the south apron to meet B-II separation standards.
6. Reconstruct and reconfigure the south parking apron to conform to B-II standards.
7. Construct a new access taxilane to the southwest agricultural operations area.
8. Construct taxiway and apron pavement markings for the new configuration.
9. Install new L-853 elevated reflectors for all new taxiways.

PHASE I – PRELIMINARY DESIGN SERVICES

Task 1 Project Management

1. Finalize work scope and negotiate contract.
2. Carry out project administration including, but not limited to monitoring design and project schedules, coordination of project with the Port and FAA, monitoring and reporting technical and budget issues to the Port and FAA, and preparation of monthly consultant invoices for submittal to the Port.
3. Prepare project DBE goals and DBE plan update.
4. Attend pre-design meeting with the Port and FAA via telephone conference.
5. Coordinate project team and sub-consultants.
6. Conduct in-house quality control for each element of design.
7. Prepare FAA grant application for Port signatures.
8. Provide a project advertisement in various publications for project bidding.

Task 2 Design Surveying

1. Reestablish horizontal (NAD 83/91) and vertical control (NAVD 88) for survey work at the Airport. Establish one (1) benchmark for elevation control and a minimum of two (2) additional points for horizontal control.
2. Conduct a topographic survey of the existing south side taxiway system, infield/safety areas, and apron areas where work was previously performed as part of the 2012/2013 Runway Shift Project.

Survey data, on pavement surfaces, shall be collected at cross sections (or grid if appropriate) on a 25' (maximum) interval. Survey data, off of pavement surfaces, shall be collected at cross sections (or grid if appropriate) on a 50' (maximum) interval.

The limits of topographic surveying cover a majority of the Airport property encompassing approximately ten (10) acres.

The topographic survey shall show existing pavement striping/markings, edge lights and reflectors, signs, ditches, swales, drainage structures, pipelines, fences, buildings, tie-down anchors, pavement edges (AC and PCC) gravel areas, utilities, test pits, pavement core locations, NAVAIDS and other structures or surface features within the survey limits.

3. Contact the utility notification (“one call”) center to request utility locates within the survey limits. Engage a private utility locate firm to locate on-airport electrical utilities.
4. Using the data collected from survey develop a digital terrain model of the area surveyed.
5. Develop a contour map at a scale of 1”=50’ for use in the design. The contour interval shall be 0.5 feet.
6. Elevations on pavement areas, and for drainage structures shall be accurate to 0.01 feet and natural ground elevations shall be accurate to 0.10 feet.

Task 3 Geotechnical Investigation

1. Perform a site investigation including excavation of two (2) test pits to depths of 2 to 10 feet (depending on refusal/basalt rock depth), collection of soil samples for laboratory testing, and preparation of field logs.
2. Core the existing apron/taxiway pavement in a minimum of three (3) locations. Determine the thickness of the existing asphalt pavement, depth of existing base material, depth of existing subbase material, and depth to native subgrade. Determine the moisture content of the native subgrade soil underneath the existing pavement at each core location. Prepare a tabulation of all core data. Patch core holes with non-shrink grout.
3. Examine the collected soil samples in the laboratory and conduct the following tests:
 - 2 CBR tests;
 - 2 Standard Proctor tests;
 - 2 Atterberg limit determinations;
 - 2 sieve analysis;
 - Unit weigh and moisture content determination for each sample taken;
 - FAA soil classification for each sample taken.
4. Prepare a preliminary soils report presenting preliminary findings, test results and recommendations. Review and discuss findings and recommendations with the Engineer, prior to preparing a final report. The report shall specifically include recommendations regarding pavement underdrains, frost considerations for pavement section design, the potential for encountering unsuitable materials.
5. Prepare a final soils report presenting final recommendations, findings and test results.

Task 4 Endangered and Threatened Species

1. Request information from the Oregon Natural Heritage Information Center (ORNHIC), NOAA Fisheries, and the US Fish and Wildlife Service to identify any rare, threatened, and endangered plant and animal species that have been documented within the vicinity of Ken Jernstedt Airfield.
2. Conduct a site visit to review site conditions. Review background information such as past environmental documentation and species life cycle and habitat requirements. Performing species surveys to document presence of ESA-listed species is outside this scope of services.
3. Summarize results of site visit, identified regulatory requirements, and potential listed species impacts in a technical memorandum. If appropriate habitat for protected species is not present within the study area, the technical memorandum will also describe how the improvements to the Airport will have no effect and not require further consultation with NOAA Fisheries or the US Fish and Wildlife Service.
4. Depending on the presence of suitable habitat and the impacts and regulatory permitting requirements, additional study, agency coordination, or other tasks may be necessary. Other activities outside of this scope of services include species surveys, plant survey, and preparation of a Biological Assessment. Should these, or other activities, be necessary, the Consultant will prepare a separate scope and fee for such activities.

Task 5 Preliminary Design

1. Review past mapping, plans, documents and other available information pertaining to the project.
2. Make recommendations and prepare the design for surface and subsurface drainage of the project area. Drainage features may include inlets, pipes, underdrains, ditches, swales, manholes and other appurtenances to provide site drainage.
3. Prepare a pavement section design. The basis of the pavement section design will be light aircraft (30,000 lbs, SWG design). The pavement section design assumes a new section for new pavements. Prepare FAA Form 5100-1 and FAA Form 5320-1 as part of the pavement design.
4. Prepare preliminary plan and profile for the south partial parallel taxiway.
5. Prepare preliminary plan and profile for the extension of one (1) exit taxiway.
6. Prepare preliminary plan and profile for the taxilane to the agricultural operations area.

7. Prepare preliminary plans for the reconfiguration of the south apron and relocation of the existing fuel tank.
8. Prepare an erosion control plan.
9. Prepare demolition plans to depict civil and electrical items scheduled for removal.
10. Prepare preliminary grading plans for new pavements and for each intersection impacted by the taxiway improvements.
11. Prepare pavement marking plans for the parallel taxiway, the agricultural operations taxilane, and the south apron.
12. Prepare the layout for L-835 elevated reflectors for the parallel taxiway and the extended exit taxiway.
13. Prepare a NPDES 1200-C permit application and obtain the permit on behalf of the Port. The Port will pay permit application fees.
14. Prepare FAA for 7460 for the construction of the improvements.
15. Provide the electrical plans, specifications and details for the lighting improvements and sign relocation on the extended exit taxiway.
16. Provide the site/electrical plans, specifications and details for the proposed relocation of the existing fuel tank, including new power and control as needed.
17. Prepare miscellaneous details required for construction.
18. Prepare construction phasing recommendations, construction operations and safety plan and prepare associated report to FAA requirements. Submit the construction safety and phasing plan (CSPP) to FAA, 60 days prior to advertisement, for approval.
19. Prepare construction work area/phasing/safety plans for the construction drawing set.
20. Attend two (2) meetings with the Port and the Airport Advisory Committee to discuss criteria and options for closures, airport operations during construction and development of work areas.
21. The project manager and project engineer will make one (1) site visit and inspection during the survey and geotechnical investigation.
22. The project manager and project engineer will attend a 60% review meeting with the Port to discuss alternatives and cost at the Port offices.

23. Attend up to two (2) miscellaneous Port or Airport Advisory Committee meetings. The project manager and project engineer will attend each meeting.
24. Prepare preliminary quantity and construction estimates for the project.
25. Prepare preliminary (90%) plans.
26. Prepare preliminary contract documents (90%), including contract boilerplate and technical specifications for the Project.
27. Provide five (5) sets of review documents. One (1) set to be sent to FAA. Allow four (4) weeks for FAA review.
28. Prepare an engineer's design report to the established FAA requirements.
29. Solicit, receive, record and incorporate into the final form of the preliminary design documents, all comments on preliminary design from the Port and FAA.

PHASE II – FINAL DESIGN AND BIDDING

Task 1 Final Design Activities

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Provide final construction drawings.
3. Provide the final contract manual, including contract boilerplate and technical specifications. Develop specifications using Advisory Circular 150/5370-10 (latest edition), Standards for Specifying Construction of Airports.
4. Complete final quantity calculations and prepare an Engineer's detailed estimate of construction costs for the project.
5. Submit final construction documents for bidding to the Port and FAA.
6. Provide 35 sets of contract construction documents for bidding. Five of the 35 sets will be kept by the engineer for use during construction.

Task 2 Bidding Period Services

1. Answer questions and provide clarifications to potential bidders during the construction contract bidding process. The Engineer will distribute bidding documents to bidders and plan centers.

2. Prepare addenda as necessary to clarify bid documents. Distribute any necessary addenda to bidders and plan centers.
3. Organize, attend, and conduct a pre-bid conference. The project manager will attend the meeting.
4. Attend the bid opening. The project manager will attend the meeting.
5. Analyze bids, prepare a bid tabulation and make a recommendation to the Port and FAA for award of bid.
6. Assist the Port and FAA with grant application(s) related to the construction of project specific airport improvements.

PHASE III – CONSTRUCTION SERVICES

Construction services are not included. These services will be performed under a separate agreement or work order.

Port of Hood River - Ken Jernstedt Airfield - South Parallel Taxiway and Apron Rehabilitation Project
Design and Bidding Services - Fee Estimate
CWE Contract 12399.010.01
CENTURY WEST ENGINEERING CORPORATION
4/6/16

	Principal Engineer	Sr. Project Manager	Project Engineer	Staff Engineer	Sr. CADD Designer	CADD Technician	Clerical	Total Hours	Total Fees
	\$220.00	\$170.00	\$110.00	\$100.00	\$90.00	\$85.00	\$55.00		
Phase 1 - Preliminary Design Services									
Task 1: Project Management/Administration									
Finalize Scope and Schedule, Negotiate Contract	10						4	14	\$2,420.00
Project Administration	2	32					16	50	\$6,760.00
Prepare DBE plan update and goals	1	12		50				63	\$7,260.00
Pre-Design Meeting	2	2	2			2		6	\$890.00
Coordinate Team and Subs		8						10	\$1,580.00
Conduct In-House QA/QC	12	8	4		4		2	20	\$4,000.00
Assist with Grant Application for Design and Bidding Services		1	1	2		2		10	\$910.00
Provide Project Advertisement							2	8	\$760.00
Subtotal Task 1:	27	63	7	52	4	2	26	181	\$24,580.00
Task 2: Design Surveying									
Coordination with Survey Subconsultant		4						4	\$680.00
Subtotal Task 2:	0	4	0	0	0	0	0	4	\$680.00
Task 3: Geotechnical Investigation									
Coordination with Geotechnical Subconsultant		4						4	\$680.00
Subtotal Task 3:	0	4	0	0	0	0	0	4	\$680.00
Task 4: Endangered and Threatened Species									
Coordination with ESA Subconsultant		4						4	\$680.00
Subtotal Task 4:	0	4	0	0	0	0	0	4	\$680.00
Task 5: Preliminary Design									
Review Prior Mapping and Plans		8	2		2			4	\$400.00
Site Visit During Survey/Geotechnical		8	8		8			16	\$2,240.00
60% Review Meeting w/Port		16	16		16			32	\$4,480.00
Airport Advisory Committee (AAC) meetings (2 Meetings)		16	16		16			32	\$4,480.00
Misc. AAC or Port Meetings (2 Meetings)		40	60	100	280	120		608	\$60,560.00
Preliminary Plans-Approx. 27 Sheets (90%)	8	12	24				16	30	\$6,360.00
Preliminary Contract Manual (90%)		2	4	16	8			30	\$3,100.00
Preliminary Engineer's Estimate		2	8	8	8		2	36	\$3,650.00
Prepare 1200-C Permit		2	2	8	2			12	\$1,320.00
Prepare Pavement Design		2	2	8	8			18	\$1,940.00
Evaluate Site Drainage/Pavement Underdrains		4	8	8	8		4	30	\$3,160.00
Construction Safety and Phasing Plan		2	8	12	2			6	\$630.00
Print Review Documents (5 sets)		2	2	16	4		2	32	\$3,290.00
Engineers Design Report		2	8				2	4	\$450.00
Submit Design Report & 90% Documents		2					2	4	\$450.00
Subtotal Task 5:	8	118	170	176	316	120	28	936	\$98,300.00

Phase 2 - Final Design and Bidding Services									
Task 1: Final Design									
Incorporate Review Comments	2	6	18	40	20			8	\$1,000.00
Final Construction Plans	6	6						92	\$9,220.00
Final Contract Manual	2	6						10	\$1,440.00
Final Engineer's Estimate	2	2	6		4			14	\$1,380.00
Print 35 Sets, Submit to Port and FAA		2			2			6	\$500.00
Subtotal Task 1:	4	22	24	40	22		6	130	\$13,540.00
Task 2: Bidding Period Services									
Assist with Bid Questions, Prepare Addenda	2	20						46	\$4,880.00
Conduct Pre-bid Conference	8	8					16	18	\$2,350.00
Attend Bid Opening, Prepare Bid Tab	8	8					16	16	\$2,240.00
Assist with FAA Grant Application for Construction Recommendation/Notification of Award	2	4			4			10	\$1,120.00
Subtotal Task 2:	2	42	0	0	4		20	94	\$10,920.00
Century West Expenses									
Site Visit for Survey/Geotechnical	138	\$	0.54	1.1					\$81.97
60% Review Meeting	130	\$	0.54	1.1					\$77.22
Airport Advisory Committee Meetings	130	\$	0.54	2					\$154.44
Misc. AAC or Port Meetings	130	\$	0.54	2					\$154.44
Pre-Bid Conference	138	\$	0.54	1					\$81.97
Bid Opening	130	\$	0.54	1					\$77.22
Copies									\$50.00
Postage									\$500.00
Printing									\$1,500.00
Plotting									\$150.00
Field Supplies									\$50.00
Phase 1 - Task 2 - Survey Subconsultant - Terra Surveying					\$2,000.00				\$2,200.00
Phase 1 - Task 3 - Geotechnical Subconsultant - Foundation Engineering Inc.					\$8,301.90				\$9,132.09
Phase 1 - Task 4 - Environmental Subconsultant - BergerABAM					\$4,000.00				\$4,400.00
Phase 1 - Task 5 - Electrical Subconsultant - R&W Engineering					\$5,000.00				\$5,500.00
Subtotal Subconsultants and Expenses									\$24,109.35
Total Hours	41	231	252	360	148		80	1353	-
Total Fees (See Notes Below)	\$9,020.00	\$39,270.00	\$26,510.00	\$32,400.00	\$12,580.00		\$4,400.00	-	\$173,489.35

Commission Memo



Prepared by: Anne Medenbach
Date: April 12, 2016
Re: Airport - Schott & Associates - Wetland Delineation

The Commission approved a contract with Schott & Associates that was subsequently executed on March 15, 2016. The contract covered the wetland determination and delineation for the north side of the airport in the North Ramp area. Century West Engineering (CW) is beginning to work on the design for the South Taxiway reconfiguration. The FAA requires a wetland determination and an Endangered Species determination be completed as part of that process.

Schott & Associates was already at the airport and was able to add the additional South Taxiway determination for \$1,000. The total cost of an amended contract will be \$6,860.

RECOMMENDATION: Approve Contract Amendment No. 1 with Schott & Associates for additional wetland delineation not to exceed \$1,000.

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Port of Hood River

Schott & Associates, Amendment #

**AMENDMENT NO. 1
TO PERSONAL SERVICES CONTRACT**

This Amendment No. 1 to the Personal Services Contract For Engineering & Related Services ("Contract") is entered into by and between Schott & Associates ("Contractor") and the Port of Hood River ("Port").

RECITALS:

WHEREAS, Contractor and Port entered into a Personal Services Contract dated March 15, 2016 for Wetland delineation of the north side of the Airport located in Hood River, Oregon ("Project") for an amount not to exceed \$5,860 ("Original Contract Price"); and

WHEREAS, Century West Engineering is starting to design the south taxiway reconfiguration. The design phase requires that a delineation of wetlands be completed as part of the process;and

WHEREAS, Contractor's Scope of Work has increased to include additional delineation of the south taxiway area as outlined by Century West Engineering in "Exhibit A";and

NOW, THEREFORE, Port and Contractor agree that the Contract Scope will be expanded to add the delineation of the work area as outlined in Contract Exhibit A for an amount not to exceed **\$1000.00**, resulting in a total Contract amount not to exceed **\$6,860.00** payable for completion of all Contactor's Contract work

Except as changed by this Amendment No. 1, all terms of the Contract remain unchanged and in effect.

Schott & Associates

PORT OF HOOD RIVER



Martin Schott, Ph.D, PWS

Michael S. McElwee
Executive Director

Date: 4/4/16

Date: _____

21018 NW Hwy. 99E

1000 E. Port Marina Drive

Aurora, OR 97002

Hood River OR 97031

(503) 678-6007

(541) 386-1645

martin@schottandassociates.com

porthr@gorge.net

cc: Finance Manager

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Commission Memo

Prepared by: Michael McElwee
Date: April 12, 2016
Re: FCS Group Contract



In order to complete and submit an application for FASTLane funding to complete a Final Environmental Impact Study and preliminary engineering of a new bridge, a cost benefit analysis is required. Staff contacted Todd Chase representing the economic and planning firm of FCS Group, LLC and he was able to prepare the analysis in a very short timeframe.

Based on Commission discussion at the spring planning meeting and because of the pending April 14 deadline for submission of the application, I authorized the work to begin immediately. Ratification of the contact is, therefore, required by the Commission.

RECOMMENDATION: Ratify contract with FCS Group, LLC for preparation of a cost/benefit analysis associated with a FASTLane Application not to exceed \$8,000.

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**Personal Services Contract
For Services Under \$50,000**

1. This Contract is entered into between the **Port of Hood River** ("Port") and **Financial Consulting Solutions Group (dba, FCS GROUP)** ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A for a maximum consideration not to exceed **\$8,000**. Port shall pay Contractor in accordance with the schedule and/or requirements in attached **Exhibit A**.
2. This Contract shall be in effect from the date at which every party has signed this Contract through **June 30, 2016**. Either Contractor or Port may terminate this Contract in the event of a breach of the Contract by the other. Port may terminate this Contract for any reason by giving 30 days written notice to Contractor at Contractor's address listed below. If Port terminates this Contract, Contractor shall only receive compensation for work done and expenses paid by Contractor prior to the Contract termination date.
3. All work products of the Contract, which result from this Contract, are the exclusive property of Port. Port shall have access to all books, documents, papers and records of Contractor which relate to this Contract for purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, save, and hold harmless Port, its Commissioners, officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this Contract. Contractor shall provide insurance in accordance with attached Exhibit B.
7. This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
8. This Contract shall be governed by the laws of the State of Oregon and any litigation involving any question arising under this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the provision shall be stricken.
9. Contractor shall adhere to all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written or oral discussions or agreements. Any modification to this Contract shall be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

CONTRACTOR

Rodd Bruce 4/4/16
 Signature Date
 Title: Principal

PORT OF HOOD RIVER

Michael McElwee
 Executive Director Date

7525 166th Ave. NE
 Redmond, WA 98052
 Federal ID: _91-141-7946

Hood River OR 97031

**Personal Services Contract
Exhibit A**

I. SCOPE OF WORK:

Attached letter proposal dated April 4, 2016 provides a detailed scope of services.

II. DELIVERABLES AND TIMEFRAME:

The deliverable(s) covered under this Contract shall be:

Per attached letter proposal dated April 4, 2016

The due dates for all deliverable(s) shall be: **April 14, 2016.**

III. CONSIDERATION:

Time and materials not to exceed \$8,000.

IV. BILLING AND PAYMENT PROCEDURE:

The Contractor shall submit to the Port for payment an itemized invoice in a form and in sufficient detail to determine the work performed for the amount requested. The invoice shall contain at a minimum:

- Invoice date
- Contract project title
- Record of hours worked and a brief description of activities
- Billing rate applied
- Description of reimbursable items

Invoices may be submitted monthly, or at such other interval as is specified below:

The Port shall process payment in its normal course and manner for Accounts Payable, net 30 days.

**Personal Services Contract
Exhibit B**

INSURANCE

During the term of this Contract, Contractor shall maintain in force at its own expense, each insurance noted below:

- 1. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt order ORS 656.027.)

Required and attached OR _____ Contractor is exempt

Certified by Contractor: _____
Signature/Title

- 2. Commercial General Liability insurance on an occurrence basis with a limit of not less than \$1,000,000 each occurrence for bodily injury and property damage and \$2,000,000 general aggregate. The Liability Insurance coverage shall provide contractual liability. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to the Contractor's services to be provided under the Contract.

Required and attached Waived by Executive Director _____

- 3. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

Required and attached Waived by Executive Director _____

- 4. Professional Liability insurance with a \$1,000,000 per claim and \$1,000,000 in the aggregate for malpractice or errors and omissions coverage against liability for personal injury, death or damage of property, including loss of use thereof, arising from the firm's acts, errors or omissions in any way related to this Contract.

_____ Required and attached Waived by Executive Director

- 5. On All Types of Insurance. There shall be no cancellation or intent not to renew the insurance coverages without 30-days written notice from the Contractor or its insurer(s) to the Port, except 10 days for premium non-payment.

- 6. Certificate of Insurance. As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract. The General Liability certificate shall provide that the Port, its Commissioners, officers, agents, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract. Endorsement CG 20 10 11 85 or its equivalent must be attached to the Certificate. The Certificate shall provide that the insurance shall not terminate or be canceled without 30 days written notice first being given to the Port. Insuring companies or entities are subject to Port acceptance. If requested, complete copies of the insurance policy shall be provided to the Port. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.



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Building 1, Ste. 220
Lake Oswego, OR 97035

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April 4, 2016

Michael McElwee, Executive Director
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

Subject: FASTLane Benefit-Cost Analysis and Grant Assistance

Dear Mr. McElwee,

FCS GROUP is pleased to assist the Port with assistance in the FASTLane grant application. We are immediately prepared to work closely with you to prepare the economic cost/benefit analysis. The detailed work scope, schedule and budget assumptions are provided within.

FCS GROUP's transportation funding qualifications includes preparation of state and federal grants, performing benefit-cost analysis, fiscal and economic analysis, public/private funding strategies, and development of local impact fees, transportation benefit districts, local improvement districts, and special assessment areas. In recent years, FCS GROUP has successfully completed the following grant projects.

- 2015 TIGER Grant Application, Port of Newport
- 2015 TIGER Grant Application, Port of St. Helens
- 2015 TIGER Grant Application, Port of Astoria
- 2014 TIGER and EDA Grant Applications, Port of Garibaldi

These and other projects, led by FCS GROUP's proposed project lead team member, Todd Chase, have resulted in over \$100 million in federal grants awarded to local jurisdictions. This assignment will be led by Todd Chase, Principal and economist with over 30 year experience in transportation funding. Todd will be assisted by FCS GROUP's analysts in Oregon. Please refer to Todd's resume and references included in this proposal.

The attached work scope, budget and schedule is intended to meet your needs. If you have any questions about this submittal, please call Todd Chase at 503.841.1802.

Respectfully submitted,

FCS GROUP

Todd Chase, AICP, LEED AP
Principal

ATTACHMENT A

SCOPE OF WORK

The objective of this assignment is to assist you with the following work tasks:

1. Confirm Strategic Assumptions
2. Perform Benefit Cost Analysis
3. Assist City with compiling Grant Application

The proposed consultant work elements are described below.

Task 1 Confirm Strategic Assumptions

Objective: Work with City staff to document key assumptions that will be used for the grant application request.

Work to be completed:

- ◆ Participate in strategy review/brainstorming session either on location or via phone
- ◆ Review capital cost assumptions
- ◆ Review sources and uses of funds
- ◆ Review relevant plans, EIS documents, and other transportation assumptions regarding truck, vehicle and non-motorized (bicycle and pedestrian) trip forecasts and metrics that conform to the “Benefit-Cost Analyses Guidelines for Grant Applications” and applicable OMB Circulars.

Task 2 Perform Benefit Cost Analysis

Objective: We will conduct a BCA that conforms to current BCA guidelines and refine results based on City feedback.

Work to be completed:

Conduct benefit-cost analysis of:

- ◆ Travel time savings (trucks and passenger vehicles);
- ◆ Fuel cost savings;
- ◆ Vehicle operating cost savings;
- ◆ River Barge related cost reduction benefits;
- ◆ Productivity increases due to time savings;
- ◆ Economic savings due to safety/accident cost reduction; and
- ◆ Environmental Cost reduction levels (includes pollutants such as CO₂)

Task 3 Draft and Final Documentation

Objective: Assist with preparation of draft and revised FASTLane grant application.

Work to be completed:

- ◆ Provide input in city completion of draft and revised documentation with narrative. Including discounted cash flow analysis over a 50-75 year life span.
- ◆ Consultant will review draft documents (MS Word with supporting Excel spreadsheets) to take into account issues FCS GROUP expects USDOT will be emphasizing when awarding grants.
- ◆ City will be responsible for providing base maps, design plans, cost estimates, environmental permitting documentation and letters of support.

Internal Strategy Review Meetings/Coordination

FCS GROUP will participate in teleconferences or meetings to review and discuss interim work products.

Work to be completed:

- ◆ Participate in up to 3 meetings or teleconferences with the City’s project manager.

MANAGEMENT SPECIFICATIONS

GENERAL FIRM INFORMATION

Legal name: Financial Consulting Solutions Group, Inc.

Legal status: Sub Chapter S-Corporation

EIN (Federal Tax ID Number): 91-141-7946

UBI Number: 601-098-550

CONTACT INFORMATION

Redmond, Washington	Lake Oswego, Oregon
7525 166 th Ave NE, Ste D-215, Redmond, WA 98052 (tel) 425-867-1802 (fax) 425-867-1937	4000 Kruse Way Place, Bldg 1, Ste 220, Lake Oswego, OR 97035, (503) 841-6543

PROJECT TEAM

FCS GROUP’s management team includes professionals with backgrounds in public administration, management, finance, accounting, economics and engineering disciplines. These diverse perspectives equip us to address government finance and public reserve fund challenges while maintaining fixed attention on organizational sensitivities, policy drivers, and stakeholder priorities. Our 25-person

staff is also flexible in how we manage your project as a means to reduce cost and increase efficiency. We do this with a variety of tools and resources including GoToMeeting®.

Todd Chase, AICP, LEED AP, will serve as project manager and will be supported by economic analyst Tim Wood and analyst Anthony Martin. This project team has been selected to lead your project based on their understanding of your scope of work, experience with similar projects and familiarity with your community.

COST PROPOSAL

If selected for this assignment, we intend to complete the proposed scope of services within a total not-to-exceed budget of \$8,000. All work will be billed on a time and materials basis using the following labor rates shown in Exhibit 1, with invoices and progress reports submitted monthly.

Exhibit 1: Fee Schedule

Position	Hourly Rate
Principal	\$255
Senior Project Manager	\$205
Special Project Manager	\$200
Project Manager II	\$185
Project Manager II	\$175
Project Consultant	\$155
Senior Analyst	\$135
Analyst/Economist	\$125
Public Relations and Outreach	\$155
Technical Writer/Graphic Artist	\$130
Administrative Support	\$80

ACCEPTED BY:

FCS GROUP _____

Todd Chase, Principal

Date

Port of Hood River _____

Name/Title

Date

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Commission Memo

Prepared by: Michael McElwee
 Date: April 12, 2016 FASTLANE Application
 Re:



In a short timeframe, staff and FCS Group have been able to prepare an application for FASTLANE funding. The deadline for submission is April 14. The scope of work we would seek to carry out if our application is successful is summarized as follows:

Final Environmental Impact Statement	\$2.8 million
Right-of-Way Acquisition	\$1.0 million
Preliminary Engineering (60-80%)	<u>\$5.5 million</u>
TOTAL	\$9.3 million

The grant would require a 40% local match of \$3.72 million to the grant request of \$5.58 million. We would seek other partners (primarily WADOT and ODOT) to help with this match, the Port would need to be prepared to meet the match requirement itself, likely with a loan re-paid through an increase in tolls.

Based on Commission discussion at the spring planning meeting, the Commission needs to now determine if it seeks to apply this year or wait until the next grant cycle in spring 2017. There are pros and cons to both approaches.

POSSIBLE COMMISSION ACTION: Authorize staff to submit a 2016 FASTLANE application to seek federal funds for pre-construction activities for a new bridge.

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Commission Memo



Prepared by: Anne Medenbach
Date: April 12, 2016
Re: Hood River Electric Co-op License

Hood River Electric Co-op (HREC) would like to extend their fiber on the waterfront. The proposed route is attached. They will be held to the same standard as GorgeNet for a similar but larger project on the waterfront that occurred last year.

HREC would like to supply fiber to their clients and has provided a draft license and easement. The license and easement would be approved now by the Commission with the easement conveyed once the Port has final as-built drawings of the location of the fiber.

A concern about the easement agreement was raised by the Commission when first reviewed in March. That concern was that, should the Port require the utility to move their conduit in the future, the utility would pay for that expense as they are not paying for an easement. That change has been made and is reflected in the attached easement document.

Also, staff has worked with both Pacific Power and HREC to ensure that fiber/power will be moved into the right-of-way and that both utilities can fit.

RECOMMENDATION: Approve license with Hood River Electric Co-op for fiber installation on the waterfront, subject to legal counsel review.

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LICENSE

GRANTOR: Port of Hood River, an Oregon municipal corporation ("Port")

GRANTEE: HREC/CACHE or its agents or assigns ("CONTRACTOR")

SCOPE OF LICENSE: CONTRACTOR may install underground conduit and fiber optic lines and related necessary appurtenances that transmit information on Port along the route illustrated in Appendix A. CONTRACTOR shall strive to minimize the impact of the installation on road and landscapes by boring the conduit wherever possible. Where trenching is necessary, CONTRACTOR shall properly compact and patch with landscape that matches the original landscape, and where appropriate, restore asphalt to a least four inches depth and level with the existing asphalt. CONTRACTOR shall take before and after pictures of the route that illustrate that the installation had minimum impact on Port property.

PURPOSE: The purpose of this license is to allow CONTRACTOR to install conduit and fiber optic line on Port property. After installation, the Port will grant to CONTRACTOR a mutually satisfactory utility easement for the actual location of the conduit and line.

EFFECTIVE DATE: Date signed by Executive Director.

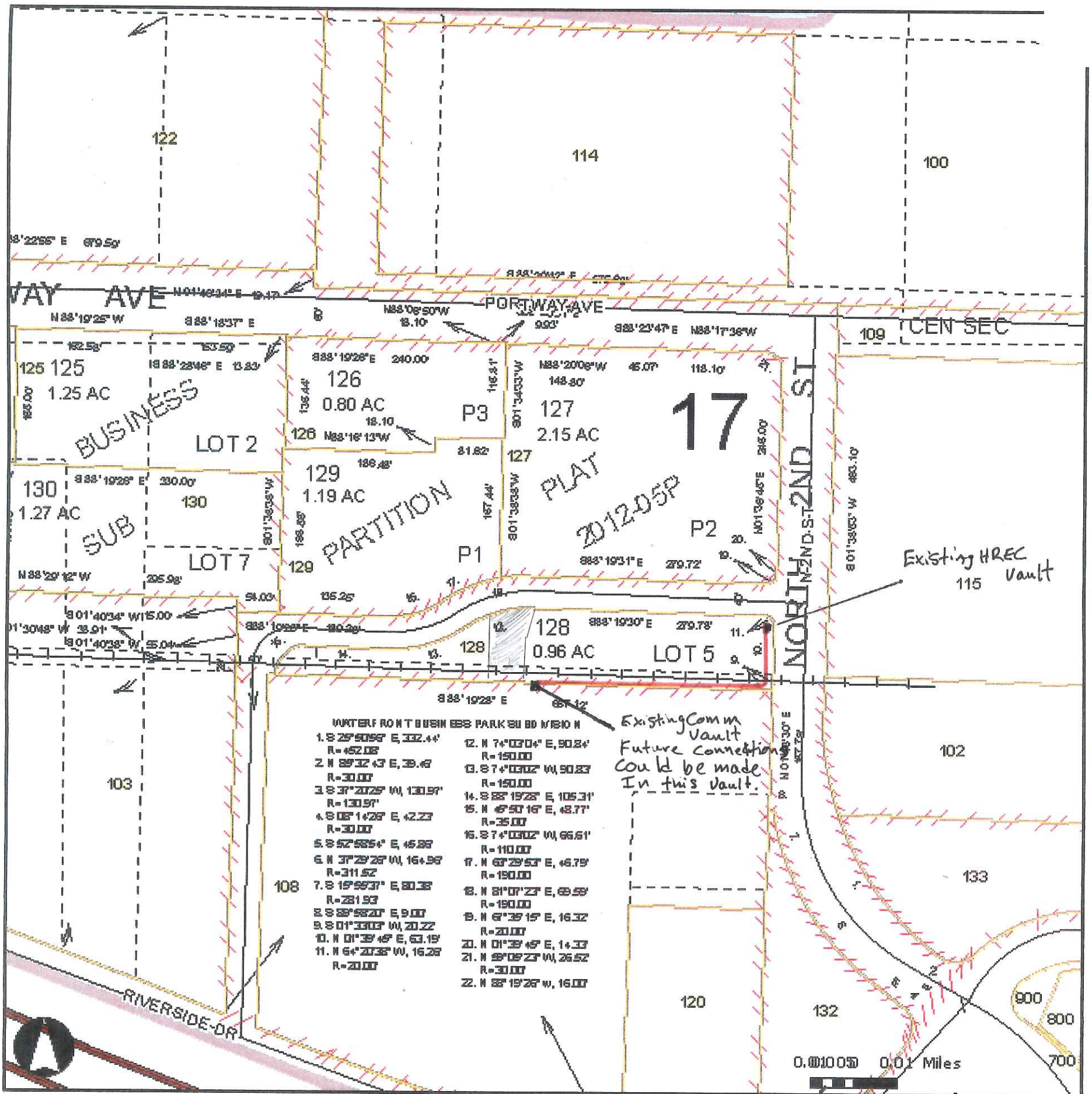
EXPIRATION DATE: One year after Effective Date.

THE PORT OF HOOD RIVER, a municipal corporation of the State of Oregon

By: _____

Date: _____

Michael S. McElwee, Executive Director



Propose 2- 2 inch conduits (one for Ryan’s Juice and one for future development) from Existing HREC vault at the intersection of North 2nd and Anchor Way approximately 90 feet south then turning west for approximately 300 feet to existing Ryan’s communication distribution vault.) Trench will be a minimum of 30 inches deep and all excavation shall be returned as found. Impact on existing landscaping and hard surfaces will be minimal.

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

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

Tax Account No:

True and Actual Consideration: None

UTILITY EASEMENT

This agreement made this __ day of _____, 2016, between **Port of Hood River**, a municipal corporation of the State of Oregon, hereinafter Port, as grantor of the easement, and **Hood River Electric Cooperative.**, an Oregon corporation, and **Communication Access Cooperative Holdings Enterprise, Oregon** corporation, as grantees of the easement, hereinafter collectively referred to as CONTRACTOR.

1. Port hereby grants and conveys to CONTRACTOR a non-exclusive easement for installation and maintenance of underground conduit (for fiber optics lines) and related appurtenances to transmit information. The lines will be installed at least 30 inches underground. The easement will be three feet in width, be located on the Port Property legally described in Appendix A, and follow the path outlined in Appendix A. CONTRACTOR will provide Port with as-built drawings accurate to within twelve inches within fourteen days of the installation of the lines. The as-built location shown on the drawing will become the center line of the easement.

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

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

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

1 -- Utility Easement

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

6. This easement is granted subject to all prior easements, rights and encumbrances of record, provided however, Port represents that the easement area is free and clear of all monetary encumbrances and other easements which would interfere with CONTRACTOR's ability to utilize the easement area for the intended purpose.

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

8. This easement is transferable upon approval of both parties. The transfer will not be unreasonably withheld.

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

10. CONTRACTOR agrees to indemnify and hold Port harmless from any damage caused to any improvement on the Port property by the installation and/or maintenance of the lines, and from any injury or damage to persons or property arising out of CONTRACTOR's

2 -- Utility Easement

work in or around the easement area or from CONTRACTOR's exercise of its rights under this agreement.

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

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

DATED on the year and date first written above.

PORT OF HOOD RIVER

CONTRACTOR

By: _____

Michael McElwee, Executive Director

By: _____

Title: _____

STATE OF OREGON)

) ss.

County of Hood River)

This instrument was acknowledged on _____, 2016, by Michael McElwee, Executive Director of the Port of Hood River, a municipal corporation, who acknowledged due execution of the foregoing instrument on behalf of the port of Hood River.

Notary Public for Oregon

My commission expires: _____