



**PORT OF HOOD RIVER COMMISSION**  
**REVISED - REGULAR MEETING AGENDA**  
Tuesday, February 20, 2024  
Port Conference Room  
1000 E. Port Marina Drive, Hood River

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1. **Call to Order – 5:00 PM**
  - a. Introduction of Ashleigh Dougill, Beery Elsner & Hammond, new Port General Counsel (*K. Greenwood*)
  - b. Acknowledgement of Commissioner Fox SDAO Award (*K. Greenwood, Pg.3*)
  - c. Modifications, Additions to Agenda
  - d. Public Comment (5 minutes per person per subject; 30-minute limit)
    1. James Dean Construction concerning weight limit reduction (*Written Comment Pg. 5*)
    2. Dale Orgain, Jet Boat Tour operator (*In-Person*)
    3. Kristen Godkin, Art of Community (*In-Person, attachments on Pg. 7*)
    4. Amy Schlappi, Columbia Area Transit, Grant Support Letter Request (*In-Person*)
2. **Consent Agenda**
  - a. Approve Minutes from the January 23, 2024 Regular Session and February 7, 2024 Special Meeting (*P. Rosas, Pg. 15*)
  - b. Approve Lease with CG Operations LLC in the Timber Incubator Building (*G. Hagbery, Pg. 21*)
  - c. Approve Accounts Payable to Campbell Phillips in the Amount of \$1,777.50 (*D. Smith-Wagar, Pg. 25*)
3. **Informational Reports**
  - a. Bridge Replacement Project Update (*M. Shannon, Pg. 29*)
4. **Presentations & Discussion Items**
  - a. RV Park Feasibility at Lower Mill Site (*K. Greenwood, Pg. 37*)
  - b. Bridge Lift Policy Discussion (*K. Greenwood, Pg. 43*)
5. **Executive Director Report** (*K. Greenwood, Pg. 47*)
6. **Commissioner, Committee Reports**
  - a. Airport Advisory Committee (AAC)
7. **Action Items**
8. **Commission Call / Future Meetings**
  - a. March Regular Meeting – March 19
  - b. Spring Planning – April 9 (confirm)
  - c. April Regular Meeting – April 23rd

## 9. Confirmation of Commission Directives to Staff

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10. **Executive Session** - If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(n) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations.

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: Kevin Greenwood, Executive Director  
Date: February 20, 2024  
Re: Commissioner Fox SDAO Award

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Commissioner Michael Fox was selected as the 2024 Outstanding Special District Service Award in the Board Member Category. Fox was nominated by past Deputy Executive Director Genevieve Scholl based upon the thousands of hours that Commissioner Fox has donated to further the Hood River White Salmon Bridge Replacement project.



Attending the Awards Banquet from the Port of Hood River (L to R): Patty Rosas, Executive Assistant; Jana Scoggins, Dep. Finance Mgr.; Michael Fox, Commissioner; and Kevin Greenwood, Exec. Director.

As part of the Awards Banquet, held February 10<sup>th</sup> in Seaside, Ore., a four-minute video was presented to the 700+ attendees. The video will be shown at the top of tonight's meeting to commemorate Commissioner Fox's contribution to the Port, to the bridge project and to the entire mid-Columbia region.

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**From:** [Joe Dean](#)  
**To:** [Port of Hood River Info](#)  
**Subject:** impact of weight restriction  
**Date:** Monday, January 22, 2024 10:50:25 AM

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Kevin Greenwood,

James Dean Construction is a large aggregate supplier in the Gorge. With no active quarries near the city of Hood River we supply a significant amount of the aggregate for construction projects in that area from our SR 141 quarry in Husum Washington, across the bridge..... With the lower GVW imposed on the bridge we will only be able to supply aggregate products from our quarry in Dallesport Washington increasing the cost significantly. We have been looking for a place to bulk haul stockpile inventories from our Big Fish quarry to the Hood River area to sell to the local contractors. There are very limited private properties zoned for this kind of activity and they are cost prohibitive. Does the Port have property in the lower valley that would be zoned for this type of activity? We are interested in finding a productive solution for the community and James Dean Construction.

Thanks,

[Joe Dean](#)  
Vice-President

579 Highway 141  
White Salmon, WA 98672  
Phone: 509-493-8417  
Cell #: 509-637-3564



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Big River Woman by Lillian Pitt

February 14, 2024

Kevin Greenwood  
Executive Director  
Port of Hood River  
1000 E. Port Marina Drive  
Hood River, OR 97031

Dear Kevin and Port Commissioners,

The afternoon after Hood River News published the list of BIG ART pieces and locations, a couple drove up to the edge of the river next to the Luhr Jensen building and walked directly over to *Fly with the Sun*, by artist Jesse Swickard. They snapped a photo with their flip phone, contemplated the art and then rested on the bench over-looking the River.

That next weekend a group of energetic eight-year-olds walked and ran nearly the entire tour, shamelessly posing for photos with every piece of art offering their highly developed, loud and often contradicting opinions, across crowded sidewalks. Each scene is lovelier than we could have imagined when we started the program.

Over the past ten years, the Port's leadership and sponsorship has helped:

- Create discussion and enliven places in the built and natural environment
- Reflect our community of talented artists
- Include underrepresented groups: Indigenous Nations, Latino, and Women
- Translate for our Spanish speaking community members
- Boost our local tourist economy
- Inspire the donation of Constellations II to AoC's permanent art collection
- Matched significant grants and gifts totaling over \$50,000 and
- Motivate independent efforts to install public art in the along the Waterfront

It also continues to inspire people to get out, walk and run! Hood River is defined by the natural beauty but also the people who make this place a community. We consciously and subconsciously recognize art is a reflection of what we believe and who we are as a community.

In case you have not seen them already, enclosed is our 2022-24 map. Additional maps can be found along the Waterfront, throughout the City, at PDX, and online at [www.art-of-community.com](http://www.art-of-community.com).

Again, we cannot thank you enough for your generosity, support and vision. As always, if you have any questions, comments or suggestions, please don't hesitate to reach out to one of us or contact me at [541-490-2451](tel:541-490-2451), [kristen@art-of-community.com](mailto:kristen@art-of-community.com).



## THE PROCESS

### Facilitate "Call to Artists" – Nov / Dec

- Update Call to Artists
- Post Call on Cafe, Website, and Social Media
- Distribute Call to previous participating artists
- Research and distribute Call to other potentially interested artists from similar art exhibits
- Respond to artists questions

### Schedule, Organize and Facilitate Art Work Selection – Jan / Feb

- Organize the art submission entries into a slide show and PDF document
- Meeting #1 - present entries to AoC to make round one selection - AoC Board Mtg
- Reach out to Sponsors to solicit their feedback on Selections and Preferences
- Meeting #2 - work with AoC to curate final exhibit
- Contact all the submitting artists with final selection
- Send Columbia River Insurance the spreadsheet of Artists, Values, Locations, and Land Owners

### Schedule and Coordinate Change Out – Feb / March

- Work with Crestline Construction, Schuepbach Concrete and Land Owners to pour news pads
- Communicate with Sponsors and Land Owners about Change Out
- Work with Artists on Deinstallation
- Work with Artists and CJ Rench on Installations
- Photograph Installation processes for Website and Social Media
- Confirm Artists are mailed their stipends
- Communicate with CJ Rench on the removal of unused pads

### Develop Map, Plaques and OtoCast – April / May - **Memorial Day Weekend Official Opening!**

- Direct Photographer
- Work with Graphic Designer to Create Map
- Order plaques
- Work with Eric Feinstein at OtoCast to develop Audio Map
- Distribute Maps to Sponsors around Hood River
- Distribute News Release to local and national publications
- Record any quotes and comments for future use

### Artists' Reception - tbd

- Plan Artists Reception - TBD





Perch by Mike Suri

Thanks to our sponsors, a few years ago Hood River (for the first time!) was identified as one of the **Top 40 most vibrant arts communities in America**. **BIG ART was specifically mentioned as a contributing factor** for being included on the list. Hood River was ranked No. 4 for small communities under 50,000. This is a great achievement for our community.

### **We appreciate your commitment to BIG ART and we are asking for your support of the 2024-26 Tour.**

#### **Benefits of Sponsorship, \$1500:**

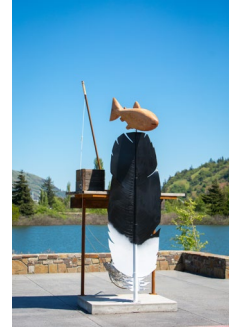
- A place on the Art of Community Jury to help select artwork
- A removable concrete or metal pedestal and work of art valued (and insured at no cost to you) up to \$30,000 at a site of your preference- Artwork will be installed (approximately) from April 2024 through March 2026
- Recognition on the bilingual plaque that recognizes you or your business as the primary sponsor
- Recognition on the bilingual Walking Tour Map Brochure that highlights your art installation and business location
- Recognition on the artist narrated BIG ART audio guide - OtoCast
- Recognition on all Art of Community collateral print material, website, and email blasts
- Recognition on all public relations campaigns with newspapers, magazines, internet media and television
- First Right of Refusal to purchase your sponsored art

#### **Your support helps maintain a strong arts community! Since 2014, Art of Community has:**

- Organized and installed three BIG ART Walking Tours, featuring a total of 85 public art sites over 10 years
- Supported an art economy by selling sculptures Thinker, N'Chi Wanapum, Mama Bear, Swan's Song, Peer, and Last Love – generating gross earnings of \$51,200 for artists
- Designed, printed and distributed over 30,000 bilingual English/Spanish BIG ART map brochures
- Developed bilingual BIG ART plaques for all artwork
- Worked with the City of Hood River on a \$24,000 budget to source, select and install public art at the Gorge Bike Hub at Third and State Streets. "Paths of Water & Earth" by artist Angelina Marino Heidel was dedicated in April 2018
- Facilitated a \$16,000 Oregon Cultural Trust Cultural Diversity Grant at the Waterfront for N'Chi Wanapum by Foster Kalama (Grant thru Arts in Ed of The Gorge)
- Assisted Providence Hood River Memorial Hospital with the engaging "Before I Die" Wall
- Launched a new website: **art-of-community.com**
- Implemented a BIG ART artist narrated audio guide with Otocast, joining a network of art tours across the country
- Provided the Westside 5th grade classes with an annual end-of-year art walk and learning opportunities

Our greatest achievement as an organization continues to be inspiring community engagement through art and creating a sense of place, optimism and discussion throughout the Gorge — making art accessible to everyone.

### **We hope we can count on you to support BIG ART 2024-26.**



N'Chi Wanapum by Foster Kalama

# NCAR Arts Vibrancy Index IV: Hotbeds of America’s Arts and Culture

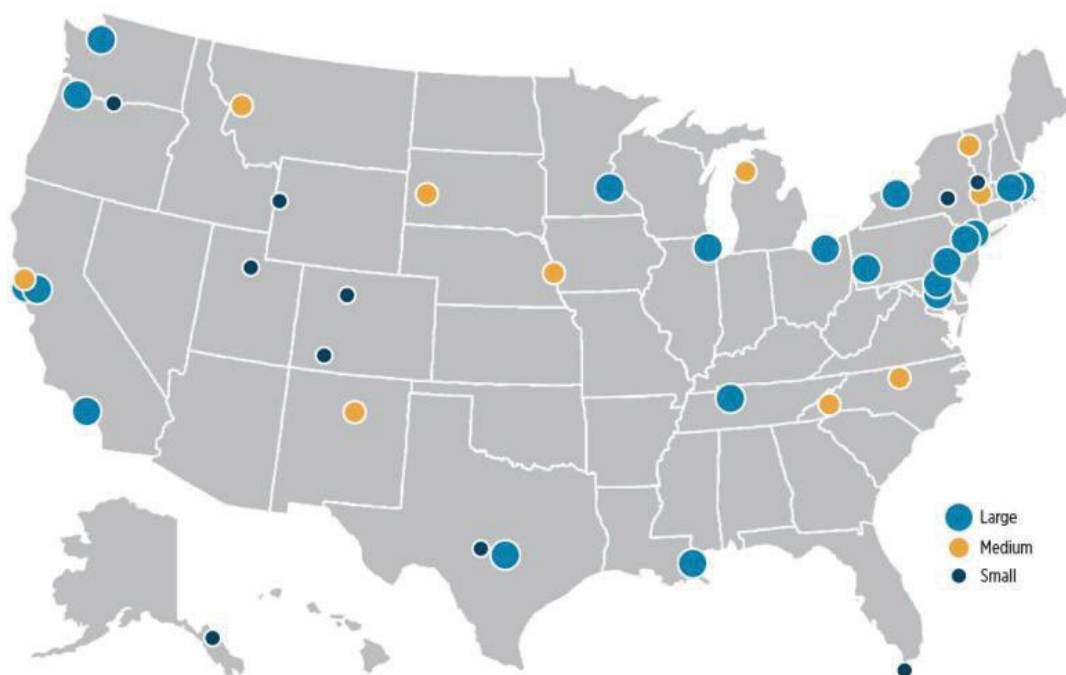
July 2018

Zannie Giraud Voss and Glenn Voss, with Brooke Awtry and Jennifer Armstrong

## #4 Hood River, OR (pop. 23,232)

For such a small population, the Hood River, OR, MSA (Metropolitan Statistical Area) boasts a large number and range of artists. While individual artists comprise the bulk of the arts landscape, there are also several small arts organizations, in addition to several world class museums within 20 miles of one another. The MSA includes the Columbia Center for the Arts and the Western Antique Aeroplane and Automobile Museum. It is no surprise, then, that Hood River is in the top 1% of communities for independent artists and arts and culture organizations per capita. **The city hosts a Big Art Walk every year**, which has nearly doubled the number of installations since its inception three years ago. Support for the arts is strong, coming from a diverse set of advocates: the City, the Chamber of Commerce, and several foundations, with a significant amount coming from the city’s citizens themselves. Hood River ranks 6th in per capita contributed revenue, and is within the top 8% of communities on all other Arts Dollar measures.

Figure 1: Top 40 Arts-Vibrant Communities, by Location and Size





THE HEIGHTS #15-16



NO.	ARTIST/ARTISTA	TITLE	PRICE
15	Carlos Cobos	La Vida	\$1,800
<i>Sponsored by Novedades El Potrillo and Hood River Chicken Teriyaki • 1316 12th Street</i>			
16	Ed McCarthy	Two Sides to Every Story	\$7,500
<i>Sponsored by Infinite Graphix • 1103 12th Street</i>			
•	Toma Villa	Relic	NFS
<i>Sponsored by Pacific Power and Hood River Cultural Trust</i>			

discover  
art-of-community.com

f Art-of-Community  
@art\_of\_community



## Explore more Arts in The Gorge!

### Galleries in Downtown Hood River

- 1. 301 Gallery**  
301 Oak Street, Hood River • 541-215-6681  
301gallery.com
- 2. Art On Oak**  
210 Oak Street, Hood River • 541-436-4472  
artonoak.com
- 3. Blaine and Bethany Photo Gallery**  
111 2nd Street, Hood River • 541-716-6008  
blainebethanygallery.com
- 4. Made In The Gorge**  
108 Oak Street, Hood River • 541-386-2830  
madeinthegorge.com
- 5. The Remains Gallery**  
Online www.thereainsgallery.com

### Museums

- Hood River History Museum**  
300 E Port Marina Dr, Hood River, OR  
hoodriverhistorymuseum.org
- Maryhill Museum of Art** (42mi E of Hood River, via I-84)  
35 Maryhill Museum of Art Drive, Goldendale, WA 98620  
maryhillmuseum.org

### Art Events in the Gorge

- Gorge Artists Open Studios Tour**  
Annual spring event, inviting public into the environment where art is created • gorgeartists.org
- White Salmon Arts Council**  
Community of artists hosting art-inspired programs and events • whitesalmonarts.org
- Pacific Northwest Plein Air at Maryhill**  
Brings together artists to paint the vast, wild beauty of the Columbia River Gorge National Scenic Area  
pacificnwpa.com
- The Dalles Art Center**  
Monthly exhibits, art classes, and public art  
thedallesartcenter.org



**Art of Community** was established in 2014 to build on the dynamic relationship between the Columbia River Gorge community and its talented artists. The Hood River BIG ART Outdoor Gallery inspires public engagement through art and creates a sense of place, optimism, and discussion throughout The Gorge. Importantly, it is accessible to all. In its fifth exhibit, the Hood River BIG ART Outdoor Gallery consists of 16 sculptures on loan from artists, and 9 permanent sculptures.

*Arte de la Comunidad se estableció en 2014 para aprovechar la relación dinámica entre la comunidad del Columbia River Gorge y sus talentosos artistas. La Galería al aire libre BIG ART de Hood River inspira el compromiso público a través del arte y crea un sentido de lugar, optimismo y discusión a lo largo del Gorge. Lo más importante es que es accesible para todos. En su quinta exposición, la Galería al aire libre Hood River BIG ART consiste en 16 esculturas prestadas por artistas, y 9 esculturas permanentes.*

### Do YOU believe in the power of art? ¿Crees en el poder del arte?

**The arts are growing in the Gorge.** Thanks, in part to our Donors, Hood River was identified as one of the top 40 most vibrant arts communities in America! BIG ART was specifically called-out as a contributing factor for being included on the list. **Get Involved!** Visit our website to learn to ways to support or volunteer with AOC. AOC is a 501(c)3 organization. Your donations are tax deductible and help develop public art, promote our arts community, and advocate for art throughout the Gorge.

*Las artes están creciendo en el Gorge. Gracias, en parte a nuestros donantes, Hood River fue identificada como una de las 40 comunidades artísticas más vibrantes de los Estados Unidos! BIG ART fue específicamente llamado como un factor que contribuyó para ser incluido en la lista. ¡Involúcrece! Visite nuestro sitio web y aprenda sobre maneras de apoyar o ser voluntario con AOC. AOC es una organización 501(c)3. Sus donaciones son deducibles de impuestos y ayudan a desarrollar el arte público, promueven nuestra comunidad artística y abogan por el arte en todo el Gorge.*

donate  
art-of-community.com



### Special Thanks / Gracias Especiales



2022-2024 Title Partner / Colaboracion  
Joyful

2022-2024 Partnerships / Colaboracion  
City of Hood River, Port of Hood River,  
Visit Hood River / Chamber of Commerce

2022-2024 Cultural Grants / Becas culturales  
Hood River Cultural Trust, Pacific Power

2022-2024 Sponsors / Patrocinadores  
Best Western Plus-Hood River Inn • Columbia Area Transit  
Columbia River Insurance • Dickinson Family  
Double Mountain Brewery • Doppio Coffee  
Jane Duncombe & Jay Sherrerd • Nan & Henry Fischer  
The Griffin House on the Columbia River Gorge  
Hood River Chicken Teriyaki • Hood River Taqueria  
Infinite Graphix • Novedades El Potrillo • Pickhardt Family  
Reed & Reed • Solstice Wood Fire Pizza, Bar & Catering  
Thread

Pedestal donation / El pedestal fue donado  
Crestline Construction and Schuepbach Builders  
Schlosser Machine Shop  
photography / fotografía Michael Peterson  
design / diseño Kristi Heck



Download the App • Listen to the Artists • Explore BIG ART!  
Descargar la aplicación • Escuchen a los artistas • Explorar el arte grande!



Walking Warrior by Sharon Agnor

BIG ART is made possible through partnerships with Joyful, the City of Hood River, Visit Hood River / Chamber of Commerce, Port of Hood River, Crestline Construction, and the support of our community sponsors.

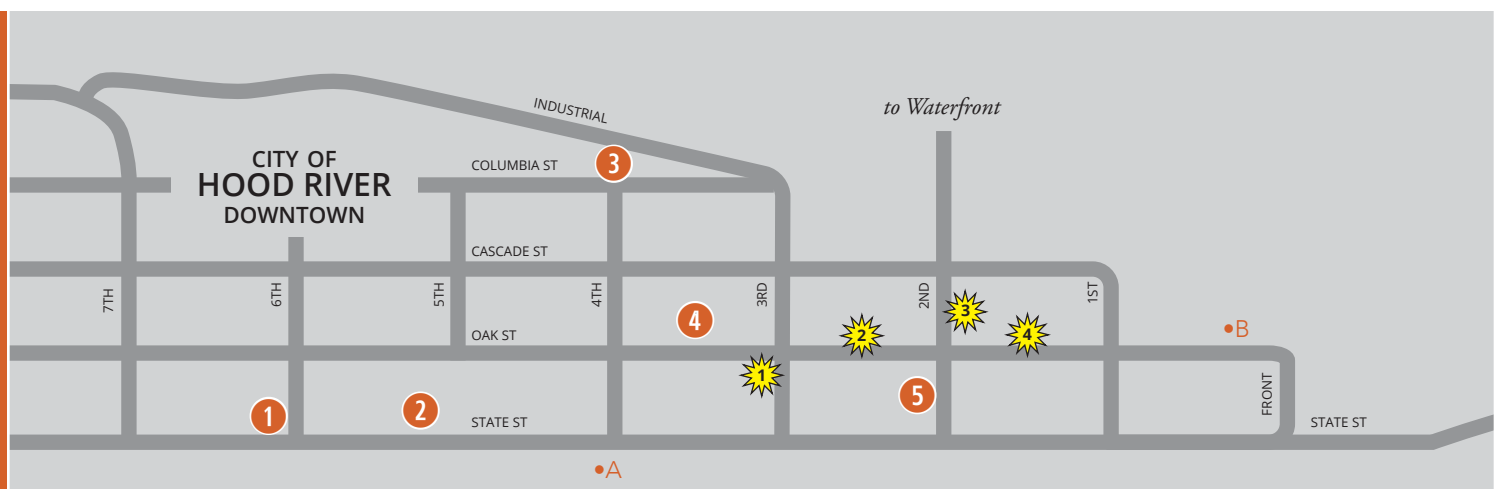


Download the app,  
hear from the artists!

art-of-community.com  
cree en el poder del arte

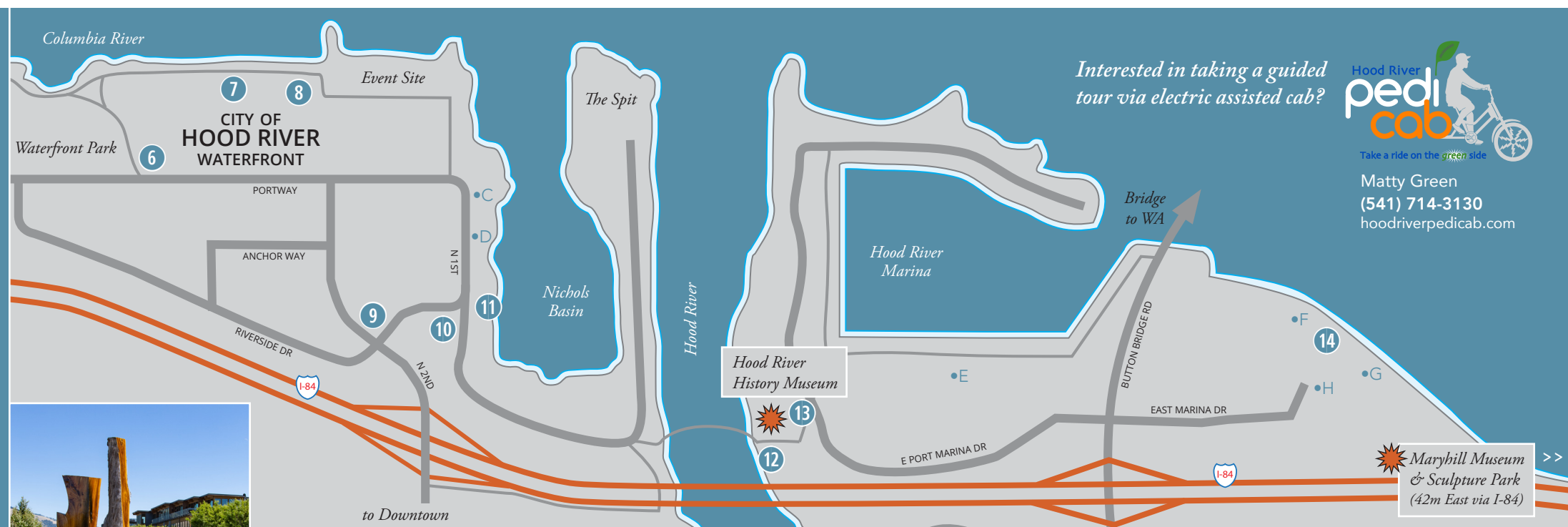
Board Members / Miembro del Consejo  
Cathleen Rehfeld, CJ Rench, DeeDee Hennessy,  
Kristen Godkin, MacRae Wylde, Mark Nilsson

art-of-community.com  
believe in the power of art



**DOWNTOWN SITES #1-5** (Approx 1/2 mile, includes 2 permanent sculptures)

NO.	ARTIST/ARTISTA	TITLE	PRICE
01	Lin McJunkin	Silver Crackle Fossil	\$18,000
<i>Sponsored by Columbia River Insurance • 606 State Street</i>			
02	MacRae Wylde	Young Voices, Eva Jones	\$6,500
		Young Voices	\$3,500
<i>Sponsored by Hood River Taqueria • 502 State Street</i>			
•A	Angelina Merino-Hiedel & Joel Hiedel	Paths of Water and Earth	NFS
03	Sharon Agnor	Walking Warrior	\$12,000
<i>Sponsored by Double Mountain Brewery • 400 Columbia Street</i>			
04	Ed McCarthy	Porcupine	\$5,500
<i>Sponsored by Doppio Coffee, and Henry &amp; Nan Fischer • 310 Oak St</i>			
05	CJ Rensch	Dew Drops	\$16,500
<i>Sponsored by Thread • 212 2nd Street</i>			
•B	Ann Fleming	Mama Bear	NFS



**WATERFRONT SITES #6-14** (Approx 1.5 miles, includes 6 permanent sculptures)

NO.	ARTIST/ARTISTA	TITLE	PRICE
06	MacRae Wylde	Inside Out Walnut	\$21,000
<i>Sponsored by Solstice Wood Fire Pizza • 650 Portway Avenue</i>			
07	CJ Rensch	Circle Bench	\$16,500
<i>Sponsored by Dickinson &amp; Pickhardt Families and Reed &amp; Reed • 400 Portway (W)</i>			
08	Mike Suri	Perch	\$28,000
<i>Sponsored by Jane Duncombe &amp; Jay Sherrerd • 400 Portway (E)</i>			
09	Joseph Rastovich	Inspiration	\$5,000
<i>Sponsored by Port of Hood River • 2nd &amp; Riverside Drive</i>			
•C	Ralph Trethway	Thinker	NFS
•D	Foster Kalama	N'Chi Wanapum	NFS
10	Matt Cartwright	Trillium	\$15,000
<i>Sponsored by Columbia Area Transit • 1st &amp; Riverside Drive</i>			
11	Rodger Squirrell	Egg Timer	NFS
<i>Sponsored by Port of Hood River • 101 North 1st Street</i>			
12	ROTATING COMMUNITY ART		
<i>Sponsored by Art of Community • 300 E Port Marina Dr</i>			

NO.	ARTIST/ARTISTA	TITLE	PRICE
13	Cathleen Rehfeld	Columbia Gorge Morning	NFS
<i>Sponsored by The Griffin House on the Columbia River Gorge • 300 E Port Marina Dr</i>			
14	Catherine Daley	Millefolium	\$28,500
<i>Sponsored by Best Western Plus Hood River Inn • 1108 E Marina Dr</i>			
•E	CJ Rensch	Constellations	NFS
•F	Patrick Sullivan	Last Love (Replica B)	NFS
•G	Whit Poor	Swan's Song	NFS
•H	Mike Suri	Peer	NFS



Opportunity for sculptors:  
This space available for temporary rotating installations. Contact Art of Community for details



Interested in taking a guided tour via electric assisted cab?

Take a ride on the green side

Matty Green  
(541) 714-3130  
hoodriverpedicab.com

Maryhill Museum & Sculpture Park  
(42m East via I-84)



CJ Rench\_Constellations



Joseph Rastovich\_Inspiration



Foster Kalama\_NichWanum



Lillian Pitt\_Big River Woman



Ralph Trethaway\_Thinker

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

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### Regular Session

**PRESENT: Commissioners:** Kristi Chapman, Ben Sheppard, Heather Gehring (arrived 5:04 p.m.), Mike Fox, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar (via Zoom), Greg Hagbery (via Zoom), Daryl Stafford, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon **Guests:** Curt Vanderzanden, KPFF (via Zoom); Paul Schmidtke (via Zoom), KPFF; William Ohle, Schwabe Williamson & Wyatt (via Zoom); Anna Goodwin, HRC Heritage Council; Susan Donnelly, HRC Heritage Council; Scott Reynier, Columbia River Insurance.

**ABSENT:** None

**MEDIA:** None

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 5:02 p.m.

- a. **Modifications or additions to the agenda** – Add Action Item 7(b) - Negotiations with WSP for Owner’s Rep Services.
- b. **Public Comment:** None

**2. CONSENT AGENDA:**

- a. Approve Minutes from the December 19, 2023 Regular Session
- b. Approve Resolution No. 2023-24-11 Updating BreezeBy Terms and Conditions
- c. Approve Contract with Nova Group GBC for Facility Inspection Services in the Amount of \$27,200
- d. Approve Memorandum of Understanding with Aircraft Storage, LLC for North Apron Development
- e. Approve Resolution No. 2023-24-10 Updating the Port’s Mission, Vision & Values Statements
- f. ~~Approve 2024 Bridge Insurance Renewal in the Amount of \$425,632.74~~
- g. Approve Accounts Payable to Campbell Phillips in the Amount of \$1,912.50

**Motion:** Move to approve Consent Agenda, striking item 2(f).

**Move:** Bieker

**Second:** Fox

**Discussion:** The Commission raised concerns about the notable rise in costs related to the bridge insurance renewal. Scott Reynier, Columbia River Insurance, was available for questions. Following a discussion, the Commission reached a consensus to review the policy and make adjustments that align with the current needs of the bridge. Consent Item 2(f) was deferred till the next meeting.

**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:**

- a. **Bridge Replacement Project Update** – Kevin Greenwood, Executive Director, announced that the Bridge Replacement Project (“Project”) was awarded a \$200 million federal grant. Greenwood thanked HNTB and the Hood River-White Salmon Bridge Authority (HRWSBA) for their efforts in securing the grant. Michael Shannon, HNTB Project Director, commented on the importance of the award and its substantial impact on the Project. Commissioner Mike Fox recognized the Commission and the Bi-State Working Group (BSWG) for fostering an environment conducive to success and expediting the project. Shannon noted that the Project currently has \$320 million in grant funding. In addition, there will be reserves and a TIFIA loan that brings the total to

approximately \$400 million available to the Project. The remaining funds are expected to be sourced from Oregon and Washington.

Shannon reported that they received three proposals for the Progressive Design Build RFP. Staff is in the process of evaluating the proposals. A firm will be selected on February 26.

**4. PRESENTATIONS & DISCUSSION ITEMS:**

- a. **KPFF Additional Service Request No. 1 for Lot 1 Transportation Improvements** – Greenwood commented that the Port Commission approved a contract with KPFF in July 2023 for the design of E. Anchor Way and No. First St. After a report was presented in late fall, the Commission preferred the idea of installing a roundabout at No. Second Way and Riverside Way instead of E. Anchor Way extension. Originally budgeted at \$500,000 and to be paid for from a COVID funding grant, the new work resulted in a \$250,000 net cost increase. Lacking funding for the additional work, the Port asked KPFF to reduce the scope to stay within the \$500,000 budget. This adjustment will allow work to commence as staff pursues additional grant funding. Representatives from KPFF were available for questions. A discussion followed regarding the scope of work. The Commission requested that KPFF take the roundabout scope to 100% design including the connection with No. First St. Staff will revise the contract and bring it back to the Commission for approval.
- b. **Budget Committee Members** – Debbie Smith-Wagar, Finance Director, noted that there are a couple of vacancies on the Budget Committee. Traditionally, the Port has allowed existing committee members to express their interest in continuing service, with reappointment for those interested. There has been some interest in advertising the positions and inviting individuals whose terms have expired to reapply if they are interested. Staff sought direction on how to move forward with recruiting Budget Committee members. There was consensus from the Commission to advertise the Budget Committee vacancies. The Commission also directed staff to create a policy to always advertise the vacancy for Statutory, Standing, or Ad Hoc Committees.
- c. **HRWSBA IGA Progress and Invoice Processing** – Greenwood commented that the absence of an Intergovernmental Agreement (IGA) between the Port and the HRWSBA poses a challenge when HRWSBA invoices are submitted to the Port for payment. Without an IGA, the payment process may not meet auditing standards, risking current and future grant eligibility. Greenwood turned to William Ohle, Schwabe Williamson & Wyatt, to discuss the drafted resolution. The resolution would grant the Port Executive Director the ability to expend the funds that are legally available to the Port, to cover in the short term, the expenses of the HRWSBA. Staff recommended adopting the resolution.

**Motion:** Move to adopt Resolution 2023-24-12 for temporary funding of the HRWSBA.  
**Move:** Sheppard  
**Second:** Gehring  
**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

- 5. **EXECUTIVE DIRECTOR REPORT:** Greenwood reported that staff is working closely with HNTB and Federal Highway Administration (FHWA) to transfer \$5 million from the BUILD 2020 grant to HRWSBA and to allow the non-federal match to include Washington state and/or Oregon funds. Greenwood is also conducting



interviews this week for the recruitment of a Port attorney. A meeting is scheduled for January 25 with Senator Ron Wyden, Senator Jeff Merkley, and staff from Representative Earl Blumenauer to discuss congressionally directed spending for the roundabout project. Furthermore, Greenwood noted that with the development of E. Anchor Way there was a component for the Columbia Area Transit (CAT). CAT has inquired whether there would be a location on No. First St. for them. Staff sought direction from the Commission and there was consensus for staff to work with CAT on a location on No. First St.

**6. COMMISSIONER, COMMITTEE REPORTS:**

- a. **Urban Renewal Agency (URA)** – Commissioner Heather Gehring reported that the City is looking to increase its maximum indebtedness at the Waterfront. Commissioner Gehring and Commissioner Sheppard will be meeting with William Norris to discuss this further.
- b. **Internal Bridge Committee (IBC)** – Commissioner Fox commented that they are waiting for the contractor to do a risk assessment of what happened with the lift span malfunction. A discussion took place concerning the decommissioning of the lift span resulting in a request to invite a coast guard representative to the next IBC meeting.

**7. ACTION ITEMS:**

- a. ~~Approve KPFF Additional Service Request No. 1 in the Revised Total Amount of \$499,984.10.~~
- b. **Approve Negotiations with WSP for Owner’s Rep. Services for Lot 1 Transportation Improvement.**

**Motion:** Move to enter into negotiations with WSP for Owner’s Representative Services for Lot 1 Transportation Improvement.  
**Move:** Gehring  
**Second:** Fox  
**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

**8. COMMISSION CALL:** None

**9. CONFIRMATION OF DIRECTIVES:**

- a. Review bridge insurance policy and make adjustments to align with current needs of bridge.
- b. Revise KPFF contract.
- c. Advertise Budget Committee vacancies and create policy.
- d. Invite coast guard representative to the next IBC meeting.

**10. EXECUTIVE SESSION:** President Kristi Chapman recessed Regular Session at 6:19 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) – Real Property Transactions.

**11. POSSIBLE ACTION:** The Commission was called back into Regular Session at 6:49 p.m. The following action was taken as a result of Executive Session:

**Motion:** Move to approve the lease with the Hood River County Heritage Council on Suite 201 and 202 in the Big 7 building.  
**Move:** Bieker  
**Second:** Sheppard

**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

**12. ADJOURN:** The meeting was adjourned by unanimous consent at 6:51 p.m.

**ATTEST:**

\_\_\_\_\_  
Kristi Chapman, President

\_\_\_\_\_  
Michael Fox, Secretary

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

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### Special Meeting

**PRESENT: Commissioners:** Kristi Chapman, Ben Sheppard, Heather Gehring, Mike Fox, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Greg Hagbery, and Melissa Manzo. **Guests:** Scott Reynier, Columbia River Insurance; Scott Keillor, WSP.

**ABSENT:** None

**MEDIA:** None

1. **CALL TO ORDER:** President Kristi Chapman called the meeting to order at 3:59 p.m.

2. **ACTION ITEMS:**

a. **Approve 2024 CHUBB Bridge Insurance Policy Renewal.**

**Motion:** Move to approve CHUBB bridge insurance policy for calendar year 2024 at a \$100 million dollar limit with a \$1 million dollar deductible.

**Move:** Bieker

**Second:** Fox

**Discussion:** The Commission discussed bridge insurance coverage options, and potential risks and financial implications of a catastrophic event involving the bridge. The Commission settled on a \$100 million policy with a \$1 million deductible for 2024 bridge insurance renewal.

**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

b. **Approve Contract with Beery Elsner and Hammond for Port General Counsel Services.**

**Motion:** Move to approve contract for general counsel services with Beery Elsner and Hammond.

**Move:** Bieker

**Second:** Fox

**Discussion:** Commissioner Chapman noted that the Personnel Committee along with the legal team and Executive Director Kevin Greenwood recommended Beery Elsner and Hammond as the Port's general counsel primarily due to their hands-on approach, commitment to fostering long-term relationships, and ability to communicate comfortably on a daily basis. A discussion followed related to the two finalists.

**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

3. **DISCUSSION:**

a. **Negotiations with WSP on Owners' Representative Services Related to Lot 1 Transportation Improvements** – Greenwood noted that they had already completed a thorough procurement process for the owners' representative contract, which primarily involves grant writing, securing financing for the roundabout project, and coordinating with KPFF to meet scheduling targets. WSP was chosen as the top-scoring proposal out of three received, and negotiations began. The subsequent action item arises due to impending deadlines for grants. WSP is already under contract to begin preparing the necessary documents as a preview to this action item. In the event

that this negotiation does not materialize, WSP would transfer the work they have completed to the subsequent proposal. Scott Keillor, WSP, was introduced as the potential owners' representative. Keillor outlined the scope of work and discussed WSP's roles and responsibilities as an owners' representative of the project. The Commission emphasized the need for an owners' representative that can push the project forward, communicate effectively, and think strategically about funding and delivery.

**4. ACTION ITEMS:**

- a. **Approve contract with WSP USA to complete Connect Oregon grant application for Lot 1 transportation improvements.**

**Motion:** Approve contract with WSP for producing the Connect Oregon grant application for Lot 1 roundabout funding, with the addition of the Congressional Directive Spending application.  
**Move:** Gehring  
**Second:** Fox  
**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

**5. ADJOURN:** The meeting was adjourned by unanimous consent at 5:06 p.m.

**ATTEST:**

\_\_\_\_\_  
Kristi Chapman, President

\_\_\_\_\_  
Michael Fox, Secretary

# Commission Memo



Prepared by: Greg Hagbery  
Date: February 20, 2022  
Re: CG Operations – Addendum #1  
Timber Incubator Building

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CG Operations, LLC has leased space in the Timber Incubator Building since 2022. They process and distribute hemp (non-THC plant) based products. CG Operations has informed the Port of their desire to extend their lease for an additional two years. This is the first of two (2) year renewal options included in their 2022 Lease Agreement.

**RECOMMENDATION:** Approve Addendum number 1 to the Lease with CG Operations, LLC for Suite 100 & 200 in the Timber Building.

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**ADDENDUM NO 1 TO LEASE**

**Whereas**, the Port of Hood River ("Lessor") and CG Operations LLC., ("Lessee") entered a lease of approximately 5,000 sf commencing November 17, 2022 ("Lease"); and,

**Whereas**, pursuant to section 2 of the Lease, Lessee has provided Lessor notice of Lessee's intent to exercise its second option to renew the Lease for an additional two (2) year term, extending the expiration of the Lease to October 31, 2026; and

**Therefore**, Lessor and Lessee agree:

1. Pursuant to section 2 of the Lease, the Lease term shall be renewed for an additional two (2) year term and the Lease shall remain in effect through October 31, 2026;

Except as modified by Addendum No. 1, to Lease, all terms and conditions shall remain in full force and effect.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024

By: \_\_\_\_\_  
Kevin M. Greenwood, Port of Hood River, Executive Director

By: \_\_\_\_\_  
Ethan Anderson, CG Operations, LLC, Member

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: February 20, 2024  
Re: Accounts Payable Requiring Commission Approval

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<b>Campbell Phillips</b>	<b>\$1,777.50</b>
Attorney services per attached summary	
<b>TOTAL ACCOUNTS PAYABLE TO APPROVE</b>	<b>\$1,777.50</b>

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**Primary Timekeeper: 2 Kristen A. Campbell**

	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121-180</b>	<b>181+</b>	<b>Bal Du</b>
<b>2000.001 M Port of Hood River - Admin</b>	1,777.50	0.00	0.00	0.00	0.00	0.00	1,777.50
RE: Admin - General							
<b>Totals</b>	1,777.50	0.00	0.00	0.00	0.00	0.00	1,777.50

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# HOOD RIVER-WHITE SALMON BRIDGE REPLACEMENT

Project Director Report  
February 12, 2024

The following summarizes Replacement Bridge project activities from January 22, 2024 to February 12, 2024:

## HOOD RIVER-WHITE SALMON BRIDGE AUTHORITY (HRWSBA)

### COMMUNICATIONS

- *Recently completed*
  - *Bridge Aesthetics Committee*
    - *Identified date and time for first meeting and workshop*
    - *Prepared for first committee meeting*
    - *Drafted committee member announcement*
    - *Drafted one-pager describing committee role*
  - *Media outreach*
    - *Finalized press release announcing federal grant*
    - *Coordinated with congressional offices on announcement*
    - *Sent press release to members of local and regional media*
    - *Answered questions from reporters*
    - *Asked reporters for corrections when necessary*
    - *Facilitated requests for interviews*
    - *Tracked media coverage*
  - *Social media*
    - *Promoted grant announcement on all social media platforms*
    - *Promoted Facebook Live Q&A event*
    - *Facilitated Jan. 25 Facebook Live Q&A event*
    - *Set tentative date for tolling-focused Q&A event*
  - *Websites*
    - *Continued to update websites for Bridge Authority and project*
  - *Video*
    - *StoryGorge delivered first cut of video highlighting everyday users' needs*
  - *Public questions/comments*
    - *Coordinated with project director to respond to questions and comments as needed*
- *Upcoming work*
  - *Communications & Government Relations Subcommittee*
    - *Next meeting Feb. 14*
  - *Bridge Aesthetics Committee*
    - *First meeting Feb. 13*
    - *Announce committee members*

- *Share one-pager describing committee role*
- *Media outreach*
  - *Share press release announcing BAC members*
  - *Continue to answer reporter questions and arrange interviews as needed*
- *Video*
  - *StoryGorge to deliver everyday user video*
  - *JLA to document BAC meetings and workshop*
- *Social media*
  - *Share clips from January Facebook Live Q&A*
  - *Continue to share news and promote events on a regular basis*
- *Public questions/comments*
  - *Continue to respond to questions and comments as needed*
- *Branding*
  - *Signage for new office*
- *Reports*
  - *EOY report on communications activities and results*

#### **GOVERNMENT AFFAIRS UPDATE**

- *State Legislative Activities*
  - *Oregon*
    - *2024 Session: Start Date 2/5/24, Adjournment 3/10/24*
  - *Washington*
    - *2024 Session: Start Date 1/8/24, Adjournment 3/7/24*
- *Federal Legislative Activities*
  - *CDS Appropriations requests have been sent to both Washington and Oregon for a total funding request of \$8M.*
    - *Rep. Blumenauer, Rep. Newhouse, Sen. Wyden, Sen. Merkley and Sen. Cantwell submitted requests in support of the project. We are not expecting this to be finalized until the end of this year.*
    - *House THUD earmark list was released, and they included \$4M from Rep. Newhouse for the project and \$1M from Rep Blumenauer for Right of Way/Mitigation.*
  - *We received an email from Sen. Wyden and Sen. Merkley are starting the 2024/2025 Community Initiated Projects (CIP) funding requests. The project team will be working with Summit to develop those requests.*
  - *We received an email from Sen. Cantwell's office that they are starting the 2024/2025 Congressionally Directly Spending (CDS) funding requests.*
- *Local Activities*
  - *HRWSBA legal team are finalizing the Inter-Governmental Agreement (IGA) with the POHR, it is anticipated the agreement will be completed in February.*

## **FUNDING FINANCE & TOLLING (FFT)**

- *Upcoming Work:*
  - *WSDOT Funding*
    - *Project team is working with the WSDOT SW Region to finalize the funding agreement for the state funds that will be coming to the Authority as part of the \$15M in funding committed as part of the 23-25 biennium.*
    - *WSDOT Funding agreement was sent to WSDOT for final drafting and WSDOT AG review.*
    - *Agreement will provide the Bridge Authority with access to \$5M in state funding in the Authorities name.*
    - *2<sup>nd</sup> agreement is needed between Bridge Authority/WSDOT/ODOT for remaining \$10M in Washington Federal Formula money. This is pending approval of WSDOT supplemental budget in 2024 legislative session.*
  - *Oregon Funding*
    - *Project team is working with Thornrun and ODOT on agreement for a potential loan from the Oregon Infrastructure Bank for 2024.*
    - *The \$20M in Oregon funding that has been committed to the project will be available after a 2025 Lottery Bond sale.*
    - *Thornrun is working with the project team to change the receiving agency from POHR to the Bridge Authority on the Oregon funding. This will be done during the short session in 2024.*

## **PENDING GRANT FUNDING UPDATES**

- *Bridge Investment Program (BIP)*
  - *NOFO released on 09/27/23*
  - *Deadline for FY 23/FY24: 12/04/23*
  - *Deadline for FY 25: 08/01/24*
  - *Deadline for FY 26: 08/01/25*
  - *Total Funding Available \$9.620B*
  - *Award Max: \$3B*
  - *Award Min: \$50M*
  - *Application was submitted on 12/02/2023.*
    - *Pending notification on this grant, anticipated notification Feb/March 2024.*

## **PENDING GRANT AGREEMENTS**

- *Raise Grant: \$3.6M*
  - *The project team is working through the grant agreement with FHWA*
  - *A coordination meeting was held with FHWA on 2/5/2024*
- *INFRA Grant: \$200M*
  - *The project team is waiting for the finalization of the grant awards by FHWA to being the development of the Grant Agreement*

## **TREATY TRIBE MOA'S**

- *A Semi-weekly meeting has been set up with ODOT and FHWA specific to advancing the Treaty Tribe MOA's. A collaboration space has been created on the Project Portal site.*
  - **Yakama Nation (YN).**
    - *ODOT/ FHWA emailed YN on 9/18 to set up a follow up meeting on the Section 106 MOA.*
    - *FHWA/ODOT met with Noah Oliver with YN and came to an agreement on some modifications to the Section 106 MOA and Fishing Treaty MOA. These modifications are being incorporated into the agreements.*
  - **Nez Perce**
    - *Amanda Rogers on legal counsel for Nez Perce, has been actively working on the Treaty MOA. She has presented the MOA to the Nez Perce Tribal Executive Committee (NPTEC) on 8/22. She received approval to move forward with sending the MOA to the Bridge Authority. She will also be revising the MOA to reference the Hood River White Salmon Bridge Authority instead of the POHR. She will be providing the MOA to legal staff with the Bridge Authority and FHWA. A meeting will be set up after receipt of the updated version of the MOA and legal review.*  
*FHWA and Bridge Authority Legal received comments on the MOA documents from Nez Perce, on 10/15.*
    - *Legal counsel will be meeting with FHWA and Amanda Rogers on 2/20/2024*
  - **Umatilla (CTUIR).**
    - *The project team/FHWA and ODOT met with CTUIR on 2/6/2024*
    - *An updated MOA including all legal comments from the Authority/FHWA and ODOT was provided to CTUIR legal counsel and staff on 2/5/2024. CTUIR indicated it could a few months before they will have resolution to the compensation terms (Exhibit E of the MOA)*
  - **Warm Springs.**
    - *We received the letter of support for our Grant applications and the use of their logo from Warm Springs tribe.*
    - *The project team is coordinating our next meeting with Warm Springs on the Fishing Treaty MOA.*
    - *FHWA will be sent a letter to Warm Springs on 2/7/2024 requesting a Govt. to Govt. consultation on the Treaty MOA.*

## **RBMC**

### **PROGRESSIVE DESIGN BUILD RFQ/RFP**

- *Proposals were received on 1/22/2024*
- *Evaluation team met on 2/6/2024 to discuss scoring of proposals*
- *Interviews with the 3 proposers will be held on 2/20/24 and 2/21/24*
- *Final scoring will take place on 2/22/24*



## GEOTECHNICAL

*The Geotechnical team will be performing additional on land boring in Oregon to obtain additional information in preparation of the design phase of the project.*

## SURVEY

- *Upcoming Work:*
  - *Review abutting property vesting deeds in Washington*
  - *Complete right of way calculations in WA*
  - *Development of Right of Way Maps*
  - *Further dissection of Port of Hood River bridge deed from 1950.*
- *Accomplishments:*
  - *Completed right of way and property line calculations in OR*
  - *Integration of prior/current topographic data*

## RIGHT OF WAY

- *ROW has met with Chris Woods, FHWA ROW and Real Estate Services Program Manager for Oregon and is coordinating the following tasks and priority benchmarks*
  - 1. *Draft a ROW policy with FHWA assistance for Bridge Authority to adopt***
    - a. Chris will provide list of FHWA standard requirements*
    - b. Based on URA & WSDOT/ODOT standard process*
    - c. Incorporate EIS Commitments related to ROW acquisition and relocation*
      - i. There are detailed commitments in the EIS specific to the Port's relocation that should be reviewed for action*
    - d. Once the ROW policy is approved by FHWA, it should allow acquisition process to begin immediately on a parcel by parcel basis with FHWA approval***
  - 2. *ROW progress and upcoming efforts on Port of Hood River Relocation plan***
    - a. Determine "functional replacement" options for Port offices*
      - i. This could sidestep URA requirements*
      - ii. This will also help determine whether Port could prepay their relocation costs and be reimbursed*
        - 1. Add language to the IGA re: Authority's commitment to reimburse for relocation costs when HRWSBA receives authorization*  
*\*FHWA will need to approve all acquisition/relocation plans and ROW policy prior to beginning the acquisition process (as a condition of funding and/or cost reimbursement.)*
  - 3. *General items per FHWA recommendations:***
    - a. Prioritize (in addition to the Gas utility and BNSF RR) BIA, USACE meetings to initiate discussion, coordinate to include FHWA/Chris Woods in any meetings with agency, especially Feds*

- i. *Per Chris Woods suggestion – Separate tribal access rights mitigation from the property rights acquisition.*
      - 1. *(Only the property rights acquisition would include BIA oversight.)*
    - b. *Determine possibility of functional replacement and conversion of the Port’s 6f (Park/Scenic Area) property*
- *ROW has established Point of Contact with Alex Funderburg, Jr. - Manager of Public Projects for BNSF Railroad and Project Team is making some headway finding a POC for NW Natural / Williams Pipeline*
- 1. **BNSF Coordination**
    - a. *ROW will be meeting with Mr. Funderburg late January or early February 2024*
    - b. *BNSF Coordination Folder established in New SharePoint: [BNSF Coordination](#)*
      - i. *BNSF Public Projects Manual*
      - ii. *BNSF Guidelines for RR Grade Separation Projects (2016)*
      - iii. *Additional sample forms and instructions*
      - iv. *BNSF Website links*
      - v. *Communications history*
- *ROW has continued to develop the Parcel Prioritization and overall Acquisition Progress tracking spreadsheet, filling in missing information and adding additional columns for upcoming benchmarks*
  - [EC2 Priority Parcels & Progress Tracker R.0.0.xlsx](#)

## **PERMITTING**

- *Environmental staff have supported efforts associated with outstanding NEPA, NMFS BO, Section 106 MOA, and tribal MOA issues.*
- *Environmental staff have supported the development and launch of the Bridge Aesthetics Committee.*
- *Environmental staff have supported the development of regulatory compliance workflow planning for Phase 1 A/B of the PDB contract.*
- *Environmental staff have provided proposal review feedback to the PDB contractor selection committee.*
- *Environmental staff have continued work on the environmental/regulatory compliance risk assessment.*

## **AESTHETIC COMMITTEE**

- *The initial committee members have been established.*
- *The first meeting for the committee is scheduled on 2/13/2024 from 5:30 to 7:30pm*
- *Additional ODOT staff has requested to attend these meetings.*
- *The project team is continuing to request participation from the 4 treaty tribes and a request letter is being drafted that will be sent to each of the tribes.*
- *The initial workshop for the committee has been set up for 3/13/2024.*

**FINAL EIS/RECORD OF DECISION**

- *Environmental Impact Statement technical reports are available at <https://cdxapps.epa.gov/cdx-enepa-ll/public/action/eis/details?eisd=314171>*
- *Update email from ODOT on 8/31/23 that the Full Biological Opinion (BO) has been submitted to NMFS for their review and comment. FHWA and ODOT will now coordinate responses to any comments provided by NMFS on the BO.*
- *Email from Cindy Callahan with FHWA, said the BO has been sent to NFMS general counsel and they are anticipating the BO to now be completed in February. FHWA and the project team will review the terms and conditions of the BO before finalization.*
- *FHWA and ODOT met with Yakama Nation and agreed to make revision to the Section 106 MOA to allow it to move forward*
- *ODOT Roy Watters has been asked by Yakama Nation to provide the initial draft of the documentation of the Traditional Cultural Properties for Department of Historic Preservation (DAHP).*

**OTHER ITEMS- N/A**

**KEY MEETINGS 01/22/2024 – 02/12/2024**

1/22/2024	HRWSBR – Weekly Planning
1/22/2024	Facebook Live Event – Run Through
1/23/2024	HRWSBR Meeting
1/23/2024	HRWSBA Finance Team
1/23/2024	Hood River Bridge Fishing MOAs
1/23/2024	HRWSBA – Funding Plan
1/23/2024	HRWSBR Evaluation Committee Kick Off Meeting
1/23/2024	HRWSBA – Survey & ROW Bi-Monthly Check-in
1/23/2024	POHR – Commission Meeting
1/24/2024	HRWSBA – Review Project Cost Estimate
1/24/2024	HRWSBA – Governance, Administration & Operations Committee Meeting
1/24/2024	HRWSBA – Workflows – Contract Change & Budget Request
1/24/2024	HRWSBA – 2025 CIP Appropriation – Sen. Merkley/Wyden
1/24/2024	HRWSBA – Project Update with Hood River County
1/24/2024	Facebook Live Event
1/25/2024	HRWSBA – Workflows – Contract Change & Budget Request
1/25/2024	Check-in with Tech Advisors
1/25/2024	Hood River Risk Discussion – Geotech
1/26/2024	HRWSBR FB Live Debrief
1/26/2024	WSHRB – BAC Coordination
1/26/2024	Hood River RAISE Project – Weekly Check-in
1/29/2024	Risk Discussion – Quality, Tribal

1/29/2024	HRWSBR Weekly Planning
1/29/2024	HRWSBR/JLA Weekly Check-in
1/29/2024	HRWSBR – RAISE Grant Set-up
1/29/2024	HRWSBA – Workflows – Design Review
1/29/2024	HRWSBA – Tech Review
1/30/2024	American Cruise Lines/HNTB Navigation/Tribal Protected Zone Discussion
1/30/2024	HRWSBA – Project Controls
1/31/2024	HRWSBA Internal Risk Workshop - Geotech/Structures
1/31/2024	HRWSBA Internal Risk Workshop - Civil
1/31/2024	HRWSBA Internal Risk Workshop - Project Controls/Schedule/Estimate
1/31/2024	HRWSBA Internal Risk Workshop - Communications
2/01/2024	HRWSBA Workflows – Risk
2/01/2024	HRWSBA Internal Risk Workshop – Survey/ROW
2/01/2024	HRWSBA Internal Risk Workshop – Quality/Tribal/Utilities
2/01/2024	Hood River Bridge – Tolling Cost Drivers & Assumptions
2/02/2024	Legal Team Meeting
2/02/2024	Hood River RAISE Project – Weekly Check-in
2/05/2024	HRWSBR – Weekly Planning
2/05/2024	POHR – Monthly Task Lead Meeting
2/05/2024	Build RAISE Grant Coordination with FHWA
2/05/2024	HRWSBA – Coordination with Hood River County
2/06/2024	Proposal Evaluation Review
2/06/2024	CTUIR Meeting
2/07/2024	HRWSBR – Tribal Task Lead Meeting
2/08/2024	HRWSBR Project – Cash Flow Strategy
2/08/2024	HREWSBA – Cultural/NEPA Coordination
2/08/2023	HRWSBA – Survey & ROW Bi-Monthly Check-in
2/12/2024	HRWSBA Regular Meeting

# Commission Memo



Prepared by: Kevin Greenwood, Executive Director  
Date: February 20, 2024  
Re: RV Park Feasibility at Lower Mill Site

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At the December 19 regular meeting, the Commission directed staff to obtain preliminary cost estimates for pursuing county land use amendments and design/construction of an RV Park at the Port's Lower Mill site.

## **CONSTRUCTION COSTS**

Staff worked with an architect to develop a preliminary site plan (Attachment A), to assess development feasibility. Along with rough order of magnitude construction costs, staff also included estimated costs for a planner for producing the land use application, an attorney, which will be required for the legal review of the land use application, and SDC charges for connections to water and sewer. A further breakdown of those estimated costs can be found in Attachment B.

The estimated summation of construction costs amounts to **\$5,674,000**.

## **OPERATIONAL COSTS**

In addition, to the construction costs, staff also estimated operating costs. This was done by talking to other municipal RV Park operators, reviewing budgets, and audit to estimate annual O&M costs. A further breakdown of those estimated costs can be found in Attachment B. This estimate does not include debt service or depreciation.

The estimated summation of construction costs amounts to **\$550,000**.

## **DEBT SERVICE**

If the Port Commission wants to finance the \$5.67M, the Finance Director has attached (Attachment C) a few debt service scenarios. Once the Port Commission gives direction on preference, staff can further develop financial scenarios to further assess feasibility.

## **REVENUE**

Staff surveyed RV parks in the area and except for the RV Park in White Salmon, the average monthly rent is below **\$600**. Assuming the \$5.67M construction cost and an annual average O&M cost of \$550k, the estimated cost per space would need to be **\$1,054/month** for the Port to pay off the project within 5 years.

Attachment D shows a series of tables that illustrate the payback period based upon various rent rates. These quick analyses do not include debt service and are meant to illustrate the challenges in determining an appropriate rental rate and the preferred cash on cash schedule. Debit service will increase the payback period depicted depending on the Commission's preferred scenario.

## DISCUSSION POINTS

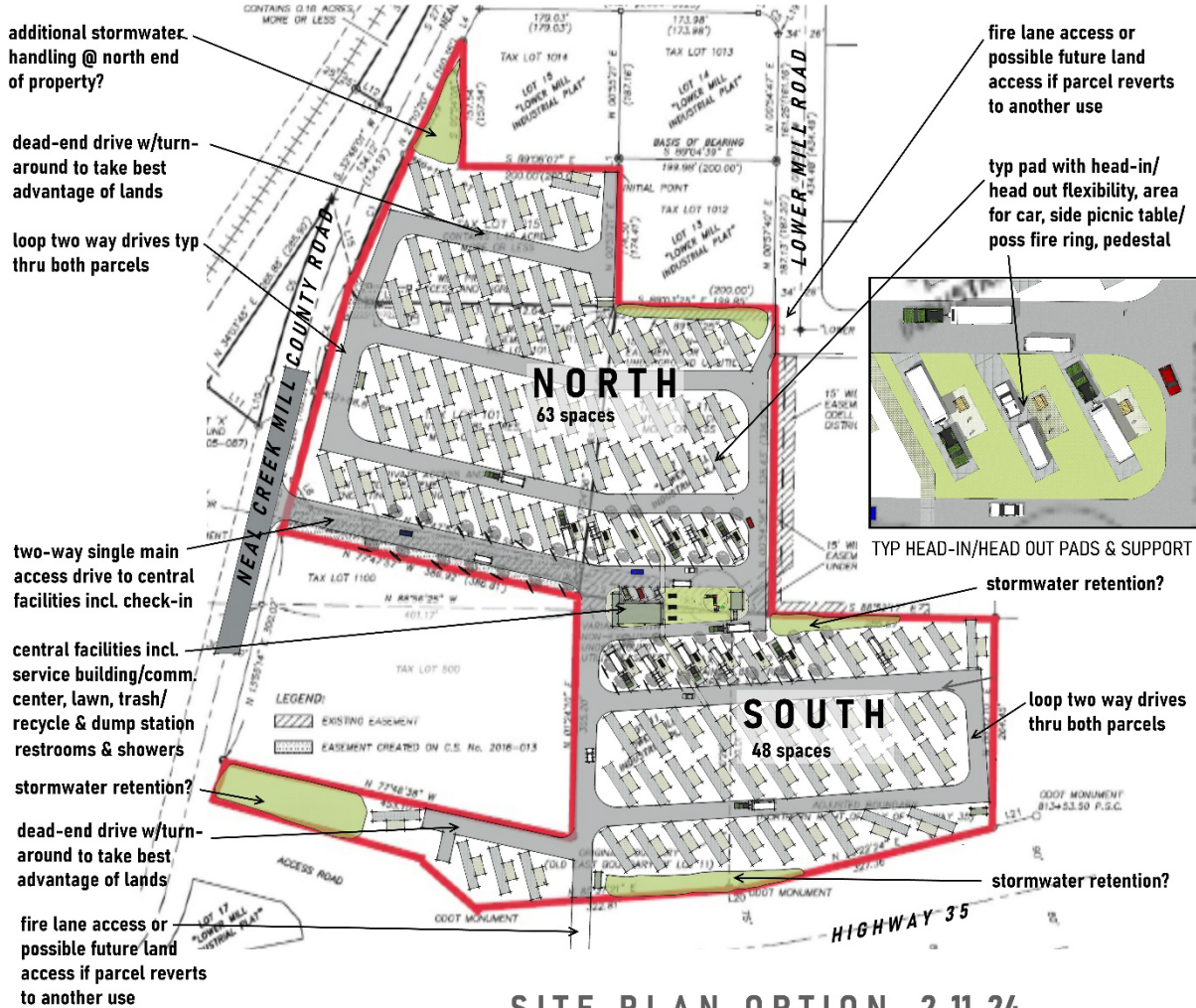
1. LAND USE REQUEST – How long should the use be allowed?
  - a. During Bridge Construction/Demolition - In prior discussions with the County Community Development Department, there was some guidance to allow for temporary use during the bridge construction/demolition. This would be an approximately six-year window. This would be a difficult recovery period and impossible if debt were included.
  - b. Window to allow payment back of initial estimates and costs – Using the 15.5 year payback on the construction loan, another option would be to apply for the land use amendment for a period equal to the pay-back period.
  - c. No restrictions – Another option would be to apply for a permanent zone change. This would allow the Port with a new revenue stream continuing into the future, likely netting upwards of \$500k annually. Likely a more difficult land use process.
2. BUSINESS MODEL – Planning level discussions with Dunn Carney suggested that the County – during the land use process – will want to know the Port’s business model for the Park.
  - a. Traditional Public Operation – Port manages park including open reservation process. Sets rates, pays expenses. Largest likely option for maximum net income; also more risk.
  - b. Run as workforce housing model – Port manages park, but restricts use to non-transient, 30-day plus. Requires businesses (including bridge contractor) to vouch or provide proof of employment during stays. This may require additional legal review.
  - c. Lease Park to Design/Contractor Firm – Port leases to progressive design build (PDB) firm for duration of the project. Less potential revenue, but also less risk. Possible need to adjust zoning as project concludes.
3. LENGTH OF STAY – a key component of any RV park is length of stay.
  - a. Transient – Less than 30-days, requires lodging tax collection for County.
  - b. Semi-permanent – Stays of over 30-days restricted ONLY for employed workforce.
  - c. Mixed of Transient and Semi-permanent.

## ANALYSIS

The sewer system development charges from the Odell Sanitary Service District are a large part of the construction price tag. Due to that \$750k+ expense and the fact that the existing average rents in area parks are below \$750, it takes several years to regain the investment; certainly longer than the duration of the bridge replacement project. The Port could pursue a permanent land use amendment, but there’d be increased risk in that a permanent request would fail. In addition, the analysis shows the net available for debt service, but does not account for those payments which would make for an even longer payback period.

**RECOMMENDATION:** Staff is recommending not to pursue the development of an RV Park at the Odell light industrial site.

# Attachment A



## SITE PLAN OPTION 2-11-24

MEDIUM DENSITY WITH SOME SPACING & SOME GREEN SPACE, SPACE FOR EXTRA-PASSENGER VEHICLE

# ODELL LOWER MILL SITE R.V. PARK

FOR THE PORT OF HOOD RIVER, OREGON SEDER ARCHITECTURE + URBAN DESIGN LLC

## Attachment B

<b>COST TO CONSTRUCT (111 spaces)</b>			
	Land Use Attorney	\$ 55,000	
	Land Use Planner	\$ 24,000	
	Design/Construction (inc. 20% cont.)	\$4,618,000	
	Hard Costs		\$ 3,552,000
	Soft Costs		\$ 1,066,000
	Other	\$ 977,000	
	Land Purchase		\$ -
	SDCs (2x2" water)		\$ 150,000
	SDCs (2x2" Sanitary)		\$ 777,000
	Geo		\$ 50,000
	Greater Amenties		\$ -
	Off Property Costs		\$ -
	<b>TOTAL</b>	<b>\$5,674,000</b>	
<b>ANNUAL O&amp;M ESTIMATES (+6% CPI; 111 spaces)</b>			
	Personnel (loaded)	\$ 150,000	
	Utilities	\$ 360,000	
	Admin (Ads, GL)	\$ 20,000	
	Maintenance	\$ 20,000	
	Other	\$ -	
	<b>TOTAL</b>	<b>\$ 550,000</b>	



## Attachment C

### Options for Financing RV Park Development

Estimated cost: \$5,500,000

General Assumptions: Build in 2024/25, opening by 9/1/2025; Interest at 4.5% (this may be aggressive in today's interest environment – interest would be taxable to recipients); semi-annual payments

*Scenario 1:* Assumes RV Park is only allowed to exist during new bridge construction, closing in October 2029. Term: 4.5 years

*Scenario 2:* Assumes a longer existence with workforce housing providing a benefit to other employers. Term: 10 years

*Scenario 3:* Assumes RV Park can exist until the debt is retired. Net income available to pay debt service is estimated at \$500,000 per year. Term: 15.5 years

Cost of Annual Debt Service:

**Scenario 1: \$1,363,800**

**Scenario 2: \$ 689,100**

**Scenario 3: \$ 500,000**

### Attachment D

Construction cost	\$5,674,000.00
Annual O&M	\$550,000.00
AVG Rent (from Market Rate tab)/space/month	\$858.40
Annual Gross Revenue	\$1,143,388.80
Gross with Vacancy 3%	\$1,109,087.14
Revenue after O&M costs	\$559,087.14
Years before positive revenue	10

Construction cost	\$5,674,000.00
Annual O&M	\$550,000.00
Rent rate/space/month	\$1,000.00
Annual Gross Revenue	\$1,332,000.00
Gross with Vacancy 3%	\$1,292,040.00
Revenue after O&M costs	\$742,040.00
Years before positive revenue	8

Construction cost	\$5,674,000.00
Annual O&M	\$550,000.00
Rent rate/space/month	\$1,200.00
Annual Gross Revenue	\$1,598,400.00
Gross with Vacancy 3%	\$1,550,448.00
Revenue after O&M costs	\$1,000,448.00
Years before positive revenue	6

Construction cost	\$5,674,000.00
Annual O&M	\$550,000.00
Rent rate/space/month	\$550.00
Presumed Annual Gross Revenue	\$732,600.00
Gross with Vacancy 3%	\$710,622.00
Revenue after O&M costs	\$160,622.00
Years before positive revenue	35

# Commission Memo



Prepared by: Kevin Greenwood  
Date: February 20, 20224  
Re: Bridge Lift Discussion with US Coast Guard

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Attached is a root cause report from Wiss Janney Elstner (WJE) discussing the failure of the bridge lift system in December. The repairs will be completed shortly and the tension lifts that were scheduled as part of the wire rope installation could resume. At this time, 25 of 50 lifts have been conducted.

However, the Internal Bridge Committee (IBC) met with Stephen Fischer, the District 13 USCG Bridge Ops Director, about the possibility of decommissioning the lift on Feb. 8th. Though a full decommissioning is NOT allowed, Fischer did offer some other options.

One, the Port can formally request of the USCG that mariners give the Port advance notice for a bridge lift. The Commission may want to proceed with a formal request.

Two, if a mariner requests a lift and a bridge owner is unable to provide the lift, the USCG would be compelled to fine the owner \$30,000 per incident. Over the course of the last year, there have been only three mariner requests for a lift. The Port has spent upward of \$2M in maintaining the lift during the same period.

Three, the Port has been instructed to conduct 50 tension lifts related to the wire rope installation. It was during one of these lifts when the failure occurred. Based upon the failure that occurred, the Commission may want to have WJE re-consider the tension lift requirements.

Four, the IBC discussed minimizing repairs and lifts as a strategy with the new bridge replacement project on track for a October 2029 opening. As with the insurance discussion, the Commission will want to take into consideration that the bridge is a public asset.

**RECOMMENDATION:** Discussion

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**REPORT No. 2019.8856.1** | February 15, 2024

## Hood River Bridge

### Site Electrical Troubleshooting (Encoder and Inclinometer Faults)

<b>REPORT DATE</b>	February 15, 2024	<b>WJE PROJECT NO.</b>	2019.8856.1
<b>REPORTED BY</b>	YANG ZHENG	<b>WJE PROJECT MGR.</b>	
<b>OWNER/CLIENT</b>	Port of Hood River	<b>CONTRACTOR/PROJECT NO.</b>	
<b>WORK IN PROGRESS</b>		<b>WEATHER</b>	50°F
<b>PRESENT (REMOTE)</b>	YANG ZHENG	<b>DISTRIBUTION</b>	

On February 7<sup>th</sup> & 8<sup>th</sup>, 2024, personnel from Wiss, Janney, Elstner Associates (WJE) was on site to troubleshoot the encoder and inclinometer faults that occurred on December 29, 2023. Prior to WJE’s arrival, the failed fiber cable had been replaced by Port personnel.

As part of the troubleshooting process, WJE in conjunction with Panatrol, the systems vendor, verified that the replacement fiber has eliminated the south encoder fault as an ongoing issue and the replacement cable was able to reestablish communication with the south encoder. Multiple (5-15 feet) test lifts were performed successfully on February 7<sup>th</sup> to confirm that the span could be operated under automatic mode and that the automatic skew correction based on the absolute encoder feedback was functioning correctly.

The second issue that was encountered on December 29, 2023, was the inclinometer that provides input into the PLC. It was reported that it was providing a jumpy and unstable input into the PLC during bridge operation. WJE performed investigation to determine the cause of the issue. The PLC inclinometer is located in a junction box on the droop cable platform on the moving structure on the northside of the bridge. As a result of the investigation, it was found that the shielded twisted pair (STP) wires that are connecting the inclinometer back to the PLC were faulty. As a resolution, WJE swapped out the active STP for a spare STP in the same cable. Test lifts were performed after the wiring was changed out and it was found that the inclinometer feedback signal was now stable. During the investigation process, it was found that the cable that is currently carrying both sets of shielded twisted pairs is under tension due to the installed strain relief grip not properly gripping the cable and relieving the strain.

Additionally, WJE and Panatrol updated the PLC programming to allow the encoder and inclinometer to be bypassed when there are faults associated with either or both devices. On February 8<sup>th</sup>, multiple test lifts were performed to test this bypass function. Encoder communication failure was simulated by unplugging the fiber cable from the south side and the CAT6 cable on the north side. All test lifts were performed successfully, and the bypass functions on the HMI successfully bypassed the encoder faults and allowed span operation. It should be noted that during bypass mode the span no longer performs automatic skew correction. However, the ultimate skew indicator and trip function is still acts as a backup form of skew trip in the event of an ultimate skew condition.

During the troubleshooting process on February 8<sup>th</sup>, the control relay that is located in the ultimate skew inclinometer enclosure was found to be failing to maintain solid connect to its relay base. This has occurred once in the past and Port maintenance staff were then able to push the relay in and it continued to maintain good connection to it’s base. However, this time the relay would not maintain proper connection unless you manually pushed on it. As a temporary solution, the manual lever on the subject

relay was forced ON to bypass the trip function which allowed the bridge to operate. With the absolute encoders in service enabling automatic correction and skew trip from the PLC, it is safe to bypass the ultimate skew function of the bridge control system. However, prior to re-instating the ultimate skew trip function, the bridge should not be operated in encoder/inclinometer bypass mode when an encoder or inclinometer fault occurs.

Full lifts were performed twice on February 8<sup>th</sup>, one at 5am in the morning, and a second around 11am to ensure that the bridge can be operated to its full open position and lowered to the fully seated position without any issues.

Follow up to the site visit, the following are action plans that will need to take place to ensure safe and reliable operation of the bridge in the long term.

1. WJE placed an order with Panatrol for replacement of the problematic relays and relay bases associated with the ultimate skew control. These parts were shipped on February 12<sup>th</sup> by Panatrol and should be delivered to the Port's main office shortly.
  - a. Port of Hood River to replace the failed relay and relay base and restore the functionality of the ultimate skew inclinometer.
2. WJE to modify the standard operating procedure to include operating steps when encoder/inclinometer faults occur.
3. Port of Hood River to replace the strain relieving grips for the shielded twisted pair cable between the PLC inclinometer enclosure and the PLC. Ensure the replacement of the strain relief grip properly relieves the strain on the subject cable.



Executive Director's Report  
February 20, 2024

## **ADMINISTRATION – KEVIN GREENWOOD, EXECUTIVE DIRECTOR**

### *LOT 1 TRANSPORTATION IMPROVEMENTS*

- *Negotiations on the Lot 1 Owners Rep contract continues. Next meeting scheduled for Feb. 20<sup>th</sup>. A special meeting will likely be scheduled to approve.*
- *KPFF memo on progress included in packet. The contract amendment changing from E. Anchor Way to the Roundabout will be presented to the Commission in April after ODOT has completed their review and submitted comments. These findings will also assist in making the case for the EDA grant amendment.*
- *Sheppards was nice enough to allow photographers on their premises to take shots of the Lot 1 intersection for use in grants/communications.*
- *WSP is currently finishing first draft of \$1-million CDS application. Staff will review, submit edits with a deadline of Friday, February 23<sup>rd</sup>.*
- *Executive Director presented project to Hood River City Council last week. Mayor signed letter of support. MCEDD has also submitted a letter. Hood River County will be considering a letter of support at their meeting tonight. ED will be presenting to Columbia Area Transit (CAT) board on Feb. 21<sup>st</sup>. At least two letters of support are required as part of the application.*
- *A “technical” letter of support was requested of ODOT, but not granted. Staff will follow up on what needs to be done to get their support.*

### *OTHER ITEMS*

- *Commissioners Chapman and Gehring have received the HRWSBA IGA and are currently reviewing the latest draft. Bridge Authority meets on Feb. 26 to approve and the Port will consider approval thereafter.*
- *Working with Ashleigh Dougill, Beery Elsner & Hammond, to give her background on the Port activities. Kristen Campbell has been gracious to assist during this transition.*
- *Attended meeting with MCEDD/HNTB to discuss active transportation/transit and community connectivity on the new bridge. The successful RAISE grant will focus on planning related to the new bridge bike/ped path and how it connects to communities on both sides of the river.*
- *WSP's Environmental Team that has been contracted to work on the Bridge Replacement NEPA documentation will be ending their relationship with the project this June. HNTB's team will be completing the FEIS/ROD. The NEPA effort started in 2018.*
- *Meeting with Sheriff English next week to discuss summer law enforcement presence on waterfront. Port is currently without security coverage.*
- *Attended SDAO Conference last weekend including sessions on risk management, maximizing the benefits of being an SDAO member, and utilizing artificial intelligence in the workplace.*
- *Architectural procurement second round interviews begin next week.*
- *Museum is interested in working with the Port to communicate/publicize support for the discounted rent at Big 7. Commissioners interested in participating should contact Exec. Dir.*

## MEETINGS NEXT MONTH

KIHR Radio – Feb. 19

Bridge CIP w/ HDR – Feb. 19

Lot 1 O/R Negotiation – Feb. 20

Port Commission Meeting – Feb. 20

Sheriff English – Feb. 21

Beery Elsner & Hammond Legal Review – Feb. 22

EDA re: Grant Amendment – Feb. 22

PSU MPA Alumni Meet-up – Feb. 22

Mid-Columbia Housing Authority – Feb. 26

HRWSBA – Feb. 26

Oregon Business/MARAD – Feb. 27

Local Government Administrators Meet-up – Mar. 14

HRWSBA Rating Agency Presentation – Mar. 19

## ADMINISTRATION – PATTY ROSAS, EXECUTIVE ASSISTANT

- *Commissioners are required each year to file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (OGEC) by April 15. The filing period will commence on March 15th. You will receive an email notification from OGEC when it's time to file. Be sure to check your Port email account. If you have any questions, please contact Patty Rosas.*
- *Attended SDAO Conference in Seaside.*
- *Attended a Jurisdictional Contact training through Oregon Government Ethics Commission.*
- *Attended an Advanced Notary course.*
- *On January 1, 2024, HB 2805 went into effect adding a new mandatory public meeting training requirement for every member of a governing public body with total expenditures of \$1 million or more per fiscal year. These governing body members must receive Public Meetings Law training at least once during their term of office. OGEC is expected to begin training in the spring. Staff will provide further updates once additional details become available.*
- *Reviewed accounts and subscriptions and removed those that we no longer use. Saved about \$3000.*

## FINANCE – DEBBIE SMITH-WAGAR, FINANCE DIRECTOR

- *Software: Training on the new financial accounting software continues. Debbie has finalized the chart of accounts structure, and it will be converted in the next couple of weeks. Vendor and employee master records have also been converted.*
- *Speeding on the Bridge: Ryan is meeting with Traffic Logix to see if they can make a camera work on the bridge. Traffic Logix is the current provider of digital speed signs on the bridge currently. The other company we talked to needed extensive cabling for internet and could not guarantee accuracy of the speed and the license plate match up. Most speed cameras are designed to sit on the shoulder of a road or street and are not designed to hang on a bridge.*



- Bridge Funding/Credit Rating: The Hood River White Salmon Bridge Authority is moving forward with getting full state funding now that the federal government notified the Authority that it will get the \$200 million INFRA grant it had applied for. In order to sign final documents on the INFRA grant the Authority will need to show that all other funding has been secured. Both Oregon and Washington will have their long sessions beginning in January, so the Authority is gearing up now to get this issue in front of the appropriate legislators in each state.
- Bridge TIFIA Loan: In addition to state funding, the Authority is moving forward with applying for a TIFIA loan. This is a 12 to 18-month process, so it is imperative for the Authority to keep this moving forward. One of the first steps is for the Authority to get an indicative credit rating, and the Authority has selected Kroll Bond Rating Agency (KBRA) to provide the rating. KBRA will be sending representatives to meet with the Authority on March 19<sup>th</sup> at the Authority's office in White Salmon. Our municipal advisors, PFM, will also be on site, along with several people from HNTB and a representative from CDM Smith, which did the initial traffic and revenue study.
- Audit RFP: Debbie is working on an RFP for audit services and expects to have that ready in the next week or so. There is a shortage of municipal auditors in the State of Oregon, but the Finance Department is hopeful that we will get some good responses.
- Health Care Renewal: The Port has requested some quotes for health insurance. Costs continue to go up. We have not received an estimate from SDIS for the next fiscal year.
- AR/Tenant in Arrears: We are closely monitoring a tenant who is behind on their rent. We have informed legal counsel to notify the tenant of impending eviction.
- Toll Interoperability with WSDOT: The Finance Department is continuing to work with the Washington State Department of Transportation (WSDOT) to make our BreezeBy system interoperable with their Good-to-Go! system. We are in the process of adopting an agreement that the Port Commissioners may see at their March or April meeting. There are still technical issues to be addressed, but Debbie is having regular meetings with the toll managers from WSDOT. The Port of Cascade Locks is interested in interoperability but has some concerns that we will be discussing in the next few months. The goal currently is to be interoperable by the end of the calendar year.
- Toll Booth: Marcela Diaz, Office Manager, has hired two new toll collectors. Welcome Jade Telles and Allan Olivas if you're driving through the toll booth. Both started February 19<sup>th</sup>.
- Modified Bridge Insurance premium has been paid.

#### **RECREATION/MARINA – DARYL STAFFORD, WATERFRONT MANAGER**

- Staff are working with our Marine Sheriff on updating our emergency fuel spill response plan. We will be storing a fuel boom in the Sheriff's boathouse so if he is the first one on the scene of the spill he could respond expeditiously.
- Dale Orgain will present the Commission with a proposal overview for his Jet Boat tour business during public comment of this meeting.
- The annual Marina South Basin Dock lottery application process starts on March 1<sup>st</sup> with the winners being chosen on April 1<sup>st</sup>. The Port has 5 slips for boats 20' and under that are available for a 6-month term.

- *Port facility crew is scheduling an inspection with professional dock repair company TC Diving to look at a few sections that may need repairs that are beyond the scope of what Port staff can manage. If Mr. Clackum is of the opinion that immediate repairs need to be made, we will schedule the work with his team.*
- *The Port facility crew installed new picnic tables at the Jensen pavilion along the Waterfront Trail that are available for public use. One of the tables is ADA specific so it is a great place for people to utilize that are in wheelchairs. There are 2 ADA parking spaces 20' away from the location and it is paved the full distance.*
- *There were reports this week of 3 small buildings on the waterfront that were vandalized. The Event Site Booth door was kicked in, along with the Gorge Paddle Center office door. One of the storage sheds at the Marina Park owned by Gorge Kite had the window broken. Nothing of value was reported to have been stolen and police were contacted.*
- *Port staff & members of the HRWSBA met with ACL to discuss future operations for the cruise ships during bridge construction. It was a positive meeting that gave all parties a better understanding of each other's needs.*
- *Staff were contacted by an individual who is interested in putting in his own dock in the Marina and starting a houseboat rental business similar to what you might find in Lake Powell. When presented with the bridge replacement project timeline the sentiment was to rethink the proposal.*
- *YTD as of January 31, 2024 Waterfront parking season pass sales totaled \$9,600, down 11% from 2023. Pay-by-text Parking totaled \$1,959 for the month of January.*



#### **DEVELOPMENT/PROPERTY – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER**

- *Staff continue to coordinate with Beam Excavation, the contractor for the City Stormwater Project to ensure neighboring tenants are informed of any temporary access restrictions. Beam has been very considerate of maintaining access while the road work is being conducted.*
- *The Facility Inspection team was onsite February 6<sup>th</sup> & 7<sup>th</sup> to visit and inspect various mechanical systems and conditions of Port buildings. The report, once completed, will be used to further develop the Port Capital Improvements Plan.*



- *A preliminary site plan and ROM costs for a proposed mobile home park on Port owned Lower Mill parcels was developed by Architect Mark Seder. This “proof of concept” provided data for staff to assess the financial feasibility of the project. A memo regarding this and additional staff findings is included in the meeting agenda as provided by the Executive Director.*
- *An appraisal of the Big 7 Building has been contracted. The report is expected to be completed within 4 weeks. Concurrently staff has issued a solicitation for a Real Estate Broker to assist with the possible sale of Big 7. Once proposals are received, the Executive Director, assisted by staff, will conduct interviews with the interested brokers prior to selection.*
- *The Facilities staff has done an excellent job removing derelict cables, labeling exposed conduit, patching small cracks and removing a small area of carpet in the spaces formerly occupied by EAI in the Big 7 Building in preparation for the Museum to move in.*
- *Purchase agreement with Mt. Hood Railroad is currently with legal review. New legal counsel will be getting up to speed before concluding.*

#### **AIRPORT – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER**

- *The National Marine Fisheries Service (NMFS) recently imposed a requirement that all federally funded projects to install new impervious surfaces that rubber tires will be rolling on will require environmental review directly by NMFS rather than reviewed at the local level. The concern is based on a specific chemical used in the construction of the tire that is harmful to fish that could get into the groundwater, wetland and creeks that eventually feed into the river. Previously the Oregon Department of Aviation (ODAv) would review the environmental impacts of projects to determine any need for additional actions. These local reviews would usually be completed within a month or two. Due to limited staff at NMFS, the review period is expected to take anywhere from a year to eighteen months to complete. Staff has been communicating frequently with the FAA, ODAv and PAE to determine the impacts these newly imposed requirements will have on the South T-Hangar and taxiway project, which is proposed to be designed this year and constructed in 2025 per FAA and BIL grants. The hangar portion of the project is not subject to an environmental review by NMFS. Staff and PAE are reviewing a strategy to move forward with both projects but with a phased approach that would still build the hangar in 2025 and then the taxiway in 2026 after the NMFS environmental review is complete. Further guidance is expected to be received from ODAv which may adjust the strategy as well. More information will be provided once received.*
- *The Department of Environmental Quality (DEQ) has completed their review of the Underground Storage Tank (UST) removal and soil remediation project that took place next to the Streich Hangar. The Port placed \$50,000 of the \$250,000 purchase price in escrow in case the DEQ review determined additional work was required. With the sign off from DEQ, the Port has released the remaining money to WAAAM.*
- *The Port has received approval of the final Request For Reimbursement (RFR) to ODAV for the \$150,000 COAR-2021-4S2-00028 grant for the new Fuel Tank.*
- *Staff received a request to install pavement from one of the private residences operating under a Through-the-Fence Agreement to pave from their hangar to the runway. This request was shared with the FAA to ensure continuing compliance with all FAA assurances. A meeting with the FAA and our contracted engineering team PAE, was conducted on Monday, January 22,*

2024. The representative from the FAA expressed concerns about installing a taxiway directly from a residence to a runway as well as highlighted that the residence itself is not in compliance with FAA safety zones due to its location being too close to the runway. A formal memo from the FAA providing their determination is anticipated to be received.

- After a recent snowstorm it was discovered that snow loads on the t-hangar roofs affected the operability of the hangar doors. During follow-up investigations staff found several modifications intended to address this issue that did not appear to have been done by the Port. Staff is working with the Facilities Team to determine the best solution to solve the issue and remove the modifications.

#### **FACILITIES – RYAN KLAPPRICH, FACILITIES MANAGER**

- Port staff replaced fiber optic cable on lift span.
- Port staff and WJE engineer worked through other issues involving lift span.
- Repair roof leaks and cracked skylights.
- We have 2 reader boards that are remote programmable and in operation on both sides of bridge.
- Gathering welding contractors for spring deck welding.
- Getting quotes for cameras with radar and time stamps for bridge.
- Snow plowing airport and buildings.
- Pipe labeling at Big7 (gas, water, fire and sewer).

-###-

# Memorandum

Page 1 of 2



**DATE:** February 15, 2024

**PROJECT:** 230068-POHR-First St & Roundabout      **SUBJECT:** Project Update

**TO:** Kevin Greenwood  
Port of Hood River      **FROM:** Paul Schmidtke, PE  
KPFF Consulting Engineers

**PHONE:** 541-386-1138      **PHONE:** 503-542-3829

**EMAIL:** kgreenwood@portofhoodriver.com      **EMAIL:** paul.schmidtke@kpff.com

## *Purpose*

The purpose of this memo is to provide a project status update for the work occurring on the First Street Realignment and 2<sup>nd</sup> and Riverside Roundabout (RAB.) The project has been modified to focus on an RAB design at 2<sup>nd</sup> and Riverside as a direct result of input from the Port. This memo will broadly identify changes to the original Scope of Work and additional services that have occurred or are in process due to requested changes from the Port.

## *Additional Services*

Over the past several months the design team has been working with Port Staff to pursue the Roundabout at 2<sup>nd</sup> and Riverside as a viable design. Additional services that are not within the current scope of work have occurred to minimize delays in the schedule as summarized below:

- Developed concept design layout and cost estimates for a proposed RAB at 2<sup>nd</sup>/Riverside.
- Facilitate and attend meetings with different agencies such as ODOT and the City of Hood River (CoHR) focused on the review of RAB concept design for 2<sup>nd</sup> / Riverside.
- Intersection Control Evaluation (ICE) needed for the Traffic Study to address traffic operations of an RAB at 2<sup>nd</sup> / Riverside.
- Update of the Traffic Study to address ODOT staff questions and concerns.
- Additional correspondence and coordination with ODOT to facilitate review of updated traffic analysis with the goal of receiving concurrence that the RAB concept can be implemented.

## *Fee*

- The additional work identified above is currently being billed against Task 3 design with the intent that it will be incorporated through a contract amendment addressing this work as well as a revised scope of work to implement the RAB following receipt of concurrence and feedback from ODOT. Based on the proposed schedule included below, we anticipate that this contract amendment will likely be completed in late April or early May.

# Memorandum

February 15, 2024  
Page 2 of 2



## Updated Schedule

The following schedule is estimated based on assumed review schedules for ODOT and could change:

Date	Description
12/4/23	Presentation and Discussion with City Staff – Dustin Nilsen
12/11/23	Meeting with City Staff – Randy Achziger & Adam Schmid
2/1/24	Presentation and Discussion to ODOT staff – Scott Turnoy & Team
2/8/24	Update Traffic Study and ICE per ODOT comments
2/23/24	Complete Revisions to the Traffic Study and ICE
2/26/24	Send Revised Traffic Study and ICE to ODOT – Assume a 2-week review
~3/11/24	Receive comments back from ODOT
3/15/24	Resubmit Traffic Study to ODOT for Technical Review – Assume a 1-month review
~4/15/24	Receive comments back from ODOT
4/16/24	Revise the Contract to reflect comments from ODOT
4/30/24	Send revised contract to the Port

## Conclusion

The additional work identified above is necessary to maintain the schedule and keep in line with the Port Staff's direction to pursue the Roundabout at 2<sup>nd</sup> and Riverside. As the project moves forward and ODOT provides feedback on the final Traffic Study and ICE, the current contract will be amended to reflect ODOT and Port Staff decisions. We intend to continue the work identified above and will bill against Task 3 design until such time that the final project is more thoroughly defined. Please don't hesitate to reach out with any questions or if you would like to meet to discuss the schedule or tasks.

10102300068-kb

## Budget 2024-2025 Timeline & Process

<u>Date</u>	<u>Action</u>
January	Personnel Budget - preliminary Start CIP Start Financial Forecast-complete revenue forecast and give direction to management team
February	Firm up personnel budget Complete baseline CIP Complete baseline financial forecast
Feb 21 <sup>st</sup>	Begin discussions with departments for department budgets
Feb 27 <sup>th</sup>	Deadline for Budget Committee member applications (2 positions open)
March	Personnel Committee approves personnel schedule
March 19 <sup>th</sup>	Port Commissioners appoint two budget committee members
March 22 <sup>nd</sup>	Preliminary 10-year forecast done
<b>April 9<sup>th</sup></b>	<b>Spring Planning (tent.)</b>
April 10 <sup>th</sup>	Send notice of Budget Committee Meeting to newspaper (lead time)
April 24 <sup>th</sup>	“Notice of Budget Committee Meeting” published in Columbia Gorge News. Notice contains date, time, and location of meeting. Committee will receive budget, hear budget message, and take questions and comments from the public (5-30 days; Columbia Gorge News is published on Wednesdays). Add notice to Port website.
April 25 <sup>th</sup>	Budget Officer finalizes proposed Budget Document and forwards to Budget Committee members for review
<b>May 7<sup>th</sup></b>	<b>Budget Committee meeting – 12:00 p.m.</b> <ul style="list-style-type: none"> <li>▪ Elect Budget Committee Chair</li> <li>▪ Discussion of Budget &amp; Budget Message</li> <li>▪ Public Hearing</li> <li>▪ Discussion of Budget Proposal</li> <li>▪ Approve Budget, Tax Rate &amp; Proposed Tax Levy</li> <li>▪ Budget Committee Certifies Final Budget Document to Commission</li> </ul>

**May 21<sup>st</sup> Second Budget Committee Meeting – 6:00 p.m.-only if necessary**

June 5<sup>th</sup> Meeting Notice for June 18<sup>th</sup> Commission meeting published in Columbia Gorge News (5-30 days; Columbia Gorge News is published on Wednesdays). Notice contains Date, Time, and Location of meeting, a budget summary, and how to receive a copy of the Budget. Commission will receive budget document recommendation from Budget Committee and take questions and comments from the public.

**June 18<sup>th</sup> Budget Public Hearing at the regularly scheduled Commission Meeting**

- Resolutions to Enact:
  1. Adopt Budget & Tax Rate

July 15<sup>th</sup> Deadline for Filing Budget

Budget Committee Members:

Larry Brown	Expires 6/30/2023
John Benton	Expires 6/30/2023
Becca Sanders	Expires 6/30/2024
Brian Shortt	Expires 6/30/2025
Judy Newman	Expires 6/30/2025

and the five members of the Port Commission

Application forms for those interested in serving on the Budget Committee are due February 27<sup>th</sup> and can be found on the Port’s website. ([Employment & Volunteer Opportunities - Port of Hood River](#))

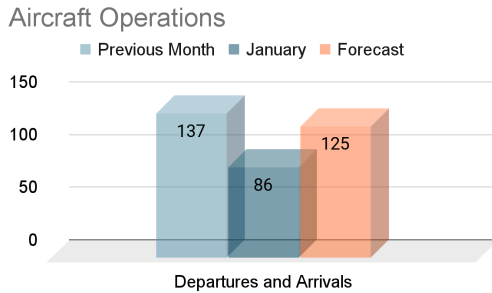
Budget Officer: Kevin Greenwood, Executive Director

-###-



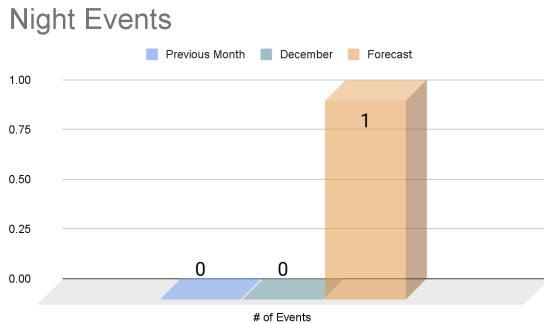
### Airport Activity:

There were only 86 flight operations throughout January. Snow, Rain, Fog, Ice, and continual low ceilings were seen during January. February should show an increase in flight operations.



### Night Flights:

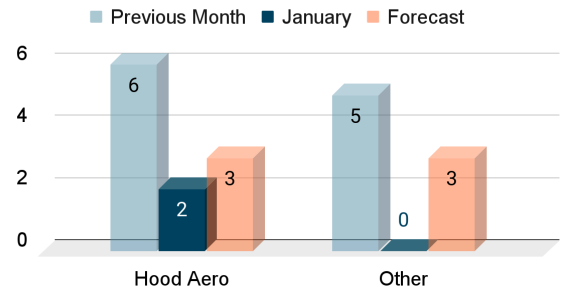
No internal night flights or night events were scheduled in December. No large events scheduled for January.



**Flight Training:** Hood Aero conducted 2 training events in January with an anticipated increase in February. No other training flights were conducted at 4S2 in

January.

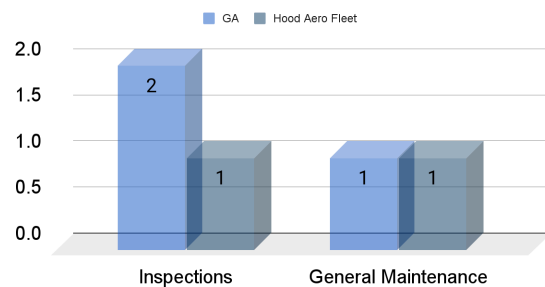
### Flight Training Events



### Maintenance Activity:

The maintenance department remained busy in January. 3 inspections were conducted as well as 2 unscheduled maintenance evolutions. February should show a steady continuation of work.

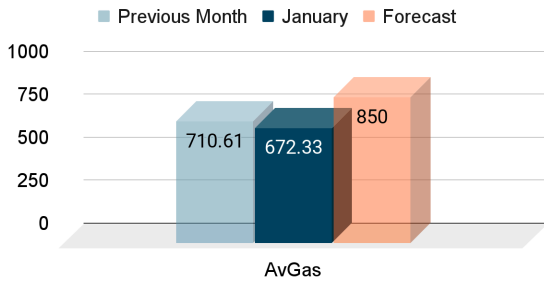
### Maintenance Events



**Fuel Sales:** Slow fuel sales in January due mainly to weather conditions. January showed our first snow storm resulting in a prolonged period of snow on

the ground.

**Fuel Sales (Gallons)**



**Fuel Flowage Fees:**

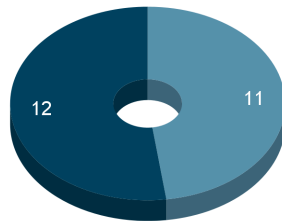
\$67 paid in flowage fees to the Port of Hood River in January. Based on .10 per gallon and a rounded sale of 672.33 gallons.

**Tie Down Activity:**

- 23 total spots.
- 52% utilization for January averaged.
- \$No tie down fees collected in January.

**Tie Down Utilization**

- Available Tie Downs
- Rented Tie Downs Long Term



**Noise Feedback:**

No noise complaints received by the FBO in January.

**Pilot Feedback:**

No specific pilot feedback was received by the FBO in January.

**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		
Blue Hangar		

**Lighting:**

- No issues noted with airport

**Other:**

- No other issues noted.