



PORT OF HOOD RIVER COMMISSION
REGULAR MEETING AGENDA
Tuesday, May 16, 2023
Port of Hood River Conference Room
1000 E. Port Marina Drive, Hood River

1. **Call to Order – 5:00 p.m.**
 - a. Modifications, Additions to Agenda
 - b. **Open Hearing for Second Reading of Port Ordinance 27: an Ordinance Regulating Conduct on Port Property**
 - c. Public Comment (5 minutes per topic, 30 minutes maximum total) (*Written public comment received Page 3*)

2. **Consent Agenda**
 - a. Approve Minutes from May 2, 2023 Budget Committee Meeting and Regular Session (*Patty Rosas, Page 5*)
 - b. Approve Amendment No. 4 to IGA with ODOT for Consultation Services Related to Bridge Replacement (*Michael Shannon, Page 9*)
 - c. Approve Purchase Agreement with Quadiant for Postage Machine Not to Exceed \$11,550 (*Debbie Smith-Wagar, Page 15*)
 - d. Approve Purchase Agreement with Sheppard's for Lawnmower Not to Exceed \$18,250 (*Ryan Klapprich, Page 31*)

3. **Informational Reports**
 - a. Bridge Replacement Project Update (*Michael Shannon, Page 35*)

4. **Presentations & Discussion Items**

5. **Executive Director Report** (*Kevin Greenwood, Page 47*)

6. **Commissioner, Committee Reports**

7. **Close hearing for second reading of Port Ordinance 27: an Ordinance Regulating Conduct on Port Property**

8. **Action Items**
 - a. Approve Addendum No. 2 to Lease with HRD at the Maritime Building (*Greg Hagbery, Page 61*)
 - b. Authorize Second Reading of Port Ordinance 27: an Ordinance Regulating Conduct on Port Property by Title Only (*Kevin Greenwood, Page 65*)
 - c. Approve Ordinance 27: an Ordinance Regulating Conduct on Port Property (*Kevin Greenwood, Page 65*)
 - d. Approve Resolution No. 2022-23-12 Setting Waterfront Parking Rates, Fees, Zones, and Hours (*Genevieve Scholl, Page 77*)

- e. Approve Notice of Intent to Proceed with Negotiations with KPFF for E. Anchor Way, N. First Street and Utilities Design & Engineering Project (*Greg Hagbery, Page 83*)
- f. Approve Notice of Intent to Award to Abhe and Svoboda for Miscellaneous Truss Repairs Project Not to Exceed \$460,928 (*John Mann, Page 87*)

8. Commission Call

9. Confirmation of Commission Directives to Staff

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. 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.*

From: [Jacob Munden Munden's Rising Son Adventures](#)
To: porthr@gorge.net
Subject: Public comment on Marina fees
Date: Wednesday, May 10, 2023 1:31:00 PM

Mr. Shepard,

Thank you for taking the time to read my concerns. I would like to discuss the plan to increase the use fee for the marina parking areas that are set to go into effect this summer. I did have a good conversation with port staff in regard to the loss of toll bridge subsidy to help fund the marina. I do understand the loss of revenue and am not opposed to a daily fee to utilize the facility. It is a very nice facility that is well kept, safe, and in a convenient location for the patrons of the area. My main concern is the 1500% increase from no fee to \$15/day. I own a fishing guide service and utilize this facility 80-100 days/year. Again, I am all for a fee. I pay fees from \$3-\$7 dollars and a lot of launches from Longview to Portland and all the way up the Columbia to Lake Roosevelt. Fully understanding the need to fund the marina, could there at least be a more reasonable amount other than \$15/day? As for a \$2.50/hr rate, this would be the first marina in my 15 years of guiding that has an hourly rate as the unit. In most practical applications, the fee structure should be a daily rate that meets the users in the middle and represents those using the facility for just a short time and those using it for a full day. From Summer through Fall, a large portion of the marina traffic is small business owners running sportfishing guide trips and providing a substantial amount of revenue to that part of town. These are typically full day outings and will essentially lock us into the \$15/day rate. Please consider a daily fee in the \$5-\$8 range. This provides revenue for the marina while keeping the increase reasonable and in check with comparable launches in our area. The other question is how to handle payment with the hour structure 8-4 to make payment. If launching at 4 am and returning after 4 pm, which is quite common for a guide, how are we even supposed to make the payment? I would be happy to talk more specifics in detail if you would like to reach me by phone.

Speaking for me personally and my business, if the rate stays at \$15, I will not utilize the marina and will gladly pay the toll fee and utilize other facilities on the North side of the river. That is a substantial loss of revenue for the port if other guides follow suit. Even with us paying the toll to cross, with the change in policy of not using that toll money for marina upkeep, you are losing revenue and the fee structure increase will be counterproductive to the overall goal of the resolution.

Kind Regards,

--

Jacob Munden

Owner/Guide

risingsonadventures@gmail.com

(509) 492-8852

This page intentionally left blank.

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

Budget Committee Meeting

PRESENT: Commissioners: Ben Sheppard, Kristi Chapman (left at 2:09 p.m.), Mike Fox, Heather Gehring, and Hoby Streich. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Daryl Stafford, Debbie Smith-Wagar, Greg Hagbery, John Mann, and Patty Rosas. **HNTB:** Michael Shannon. **Budget Committee:** Judy Newman, John Benton, and Larry Brown (arrived 12:10 p.m.). **Guests:** Jim Klaas.

ABSENT: Becca Sanders, and Brian Shortt.

MEDIA: None

1. **CALL TO ORDER:** President Ben Sheppard called the meeting to order at 12:03 p.m.

2. **ELECTION OF OFFICERS:**

- a. **Motion:** Move to elect John Benton as President
Move: Judy Newman
Second: John Benton
Discussion: None
Vote: **Aye:** Judy Newman, John Benton, Ben Sheppard, Kristi Chapman, Heather Gehring, Mike Fox, and Hoby Streich.
Absent: Becca Sanders, Brian Shortt, and Larry Brown

MOTION CARRIED

- b. **Motion:** Move to elect Judy Newman as Secretary
Move: Judy Newman
Second: John Benton
Discussion: None
Vote: **Aye:** Judy Newman, John Benton, Ben Sheppard, Kristi Chapman, Heather Gehring, Mike Fox, and Hoby Streich.
Absent: Becca Sanders, Brian Shortt, and Larry Brown.

MOTION CARRIED

There was consensus to have staff take the meeting minutes.

Sheppard turned the meeting over to Kevin Greenwood, Executive Director, to present the Budget Message as the Budget Officer. Greenwood thanked everyone for their participation and acknowledged staff for their efforts in developing the budget. Upon approval, a budget hearing is scheduled for June 6 and a budget adoption will occur at the June 20 Commission meeting.

3. **BUDGET MESSAGE:** Greenwood stated that to prepare this estimate, staff used past budget years' financial history to estimate future income and schedule the expenditures to balance with expected revenue. Greenwood summarized key policy adjustments and provided an overview of the five separate funds: General Fund, Revenue Fund, Bridge Repair Fund, Bridge Replacement Fund, and the Bi-State Bridge Replacement Fund.

4. **BUDGET REVIEW:** Debbie Smith-Wagar, Financial Director, briefly summarized the proposed budget and addressed questions and comments from the Commission and Budget Committee.

5. BUDGET DELIBERATIONS: The following recommendations occurred from the meeting:

Budget Amendment Recommendations:

- 1. Reevaluate dues and memberships to reduce total costs by 50%, and only retain those that are required or beneficial to the Port.
- 2. Reassess all areas to reduce costs in the future in anticipation of no toll revenue for non-bridge related activities in 2026.
- 3. General fund report under “Professional Svcs-Legal & Other” must be itemized.

6. ACTION ITEMS:

- a. **Motion:** Move to approve a property tax levy at the rate of \$.0332 per thousand of assessed value for FY 2023-24.
Move: Larry Brown
Second: Judy Newman
Discussion: None
Vote: **Aye:** Judy Newman, John Benton, Larry Brown, Ben Sheppard, Heather Gehring, Mike Fox, and Hoby Streich
Absent: Becca Sanders, Brian Shortt, and Kristi Chapman

MOTION CARRIED

- b. **Motion:** Move to approve the FY 2023-24 budget as amended.
Move: Judy Newman
Second: Larry Brown
Discussion: None
Vote: **Aye:** Judy Newman, John Benton, Larry Brown, Ben Sheppard, Heather Gehring, Mike Fox, and Hoby Streich
Absent: Becca Sanders, Brian Shortt, and Kristi Chapman

MOTION CARRIED

The meeting was adjourned at 2:13 p.m.

SIGNED:

Ben Sheppard, President

ATTESTED:

Michael Fox, Secretary

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

Regular Session

PRESENT: Commissioners: Ben Sheppard, Mike Fox, and Hobby Streich. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Daryl Stafford, John Mann, Greg Hagbery, and Patty Rosas. **HNTB:** Michael Shannon. **Guests:** None

ABSENT: Heather Gehring, Kristi Chapman

MEDIA: None

1. CALL TO ORDER: President Ben Sheppard called the meeting to order at 2:24 p.m.

a. **Modifications or additions to the agenda:**

1) Modification to Consent Item 2(d) – Add to recommendation: “with a 50% reduction of contract.”

b. **Public Comment:** None

2. CONSENT AGENDA:

a. Approve Minutes from April 18, 2023 Regular Session

b. Approve Amendment No. 1 to Lease with Gorge Paddling Center LLC at the Nichols Basin

c. Nominate Commissioner Michael Fox to Serve on the Hood River-White Salmon Bridge Authority

d. Approve Amendment No. 4 to IGA with ODOT for Consultation Services Related to Bridge Replacement

e. Approve Amendments to Master Services Agreement with HDR Engineering for Engineering Services Related to the Bridge

f. Approve Purchase of DebtBook Software in the Amount of \$15,000

g. Approve Accounts Payable to Campbell Phillips in the Amount of \$22,322.50

Motion: Approve consent agenda, with noted changes.

Move: Hobby Streich

Second: Mike Fox

Discussion: None

Vote: **Aye:** Ben Sheppard, Mike Fox, and Hobby Streich

Absent: Kristi Chapman, and Heather Gehring

MOTION CARRIED

3. INFORMATIONAL REPORTS: None

4. PRESENTATIONS & DISCUSSION ITEMS: None

5. EXECUTIVE DIRECTOR REPORT: Written report provided in the packet. No questions or comments were received.

6. COMMISSIONER, COMMITTEE REPORTS:

a. **Bi-State Working Group (BSWG)** – Commissioner Fox noted that they are going to Salem May 10 to help promote funding for the Bridge Replacement Project (“Project”). The BSWG also has a trip planned in Mid-May to Washington D.C. The HNTB team and the BSWG are also working on transition activities for the new Hood River-White Salmon Bridge Authority (HRWSBA). Open House for the Project is scheduled May 31 and June 7. Commissioners are encouraged to attend.

- 7. **ACTION ITEMS:** None
- 8. **COMMISSION CALL:**
- 9. **CONFIRMATION OF DIRECTIVES:** None
- 10. **EXECUTIVE SESSION:** None
- 11. **POSSIBLE ACTION:** None
- 12. **ADJOURN:** The meeting was adjourned by unanimous consent at 2:29 p.m.

ATTEST:

Ben Sheppard, President

Michael Fox, Secretary



HOOD RIVER-WHITE SALMON BRIDGE REPLACEMENT

700 E. Port Marina Driver - Hood River, OR 97031 - www.hoodriverbridge.org - Email: info@hoodriverbridge.org

Prepared by: Michael Shannon
Date: May 15, 2023
Re: Consulting Services Amendment No. 04 with ODOT

ODOT invoices the Bridge Replacement project for its staff time reviewing, editing, and otherwise consulting on the Port's Bridge Replacement efforts. Here is a summary of the Port's contract history:

ORIGINAL CONTRACT -	\$160,000, April 2019, staff reimbursement
AMENDMENT #1 -	\$ 40,000, Jan. 2020, ethnographic surveys
AMENDMENT #2A -	\$ 50,000, Dec. 2020, Supp. Draft EIS
AMENDMENT #2B -	\$ 15,000, May. 2021, Sec. 106
AMENDMENT #3 -	\$145,000, Jan. 2022, Treaty Tribe MOA, Build Grant

This contract amendment anticipates approximately 1,294 hours of additional work on the development and completion of the Tribal Compensatory Agreements, Record of Decision, and agency coordination for BUILD grant. These hours would be billed at a rate of \$100/hr. rate and would add \$129,400 to the contract for an updated total of \$536,782.

The Port's legal counsel has reviewed the amendment and had no concerns or comments. This contract is reimbursable from the ARPA Grant funds and BUILD Grant funds.

Following the May 1st and 2nd BSWG and Commission meetings staff met with ODOT to discuss obtaining clarity around the Amendment 4 scope. ODOT described their process for developing the scope internally and that the level of information they provide in IGA's like this is typically very high level. We also discussed the limitation of their internal systems to track and provide information.

RECOMMENDED ACTION: Based on our follow up discussions with ODOT, The BSWG recommends funding 100% of the requested funds. Staff will continue to work ODOT to obtain additional information in future scoping documents.

This page intentionally left blank.

**AMENDMENT NUMBER 04
INTERGOVERNMENTAL AGREEMENT
Hood River Bridge Replacement
Reimbursement for Consultation Services**

This is Amendment No. 04 to the Agreement between the **State of Oregon**, acting by and through its Department of Transportation, hereinafter referred to as “State,” and **Port of Hood River**, acting by and through its elected officials, hereinafter referred to as “Agency,” entered into on April 25, 2019, Amendment Number 1 on January 8, 2020, Amendment Number 2 on December 14, 2020, and Amendment Number 3 on January 24, 2022.

It has now been determined by State and Agency that the Agreement referenced above shall be amended to expand technical services work and increase funding for those services.

1. **Effective Date.** This Amendment shall become effective on the date it is fully executed and approved as required by applicable law.

2. **Amendment to Agreement.**

Exhibit A – Revision 3 shall be deleted in its entirety and replaced with the attached Revised Exhibit A – Revision 4. All references to “Revised Exhibit A – Revision 3” shall hereinafter be referred to as “Revised Exhibit A – Revision 4.”

TERMS OF AGREEMENT, Paragraph 2, Page 1, which reads:

2. Agency shall pay to State for State’s performance of the Services an amount not to exceed \$410,000. Agency may make such payments from the funds Agency receives under the terms of Intergovernmental Agreement 32334.

Is deleted in its entirety and replaced with the following:

2. Agency shall pay to State for State’s performance of the Services an amount not to exceed \$536,782. Agency may make such payments from the funds Agency receives under the terms of Intergovernmental Agreement 32334.

3. **Counterparts.** This Amendment may be executed in two or more counterparts (by facsimile or otherwise) each of which is an original and all of which when taken together are deemed one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart.

- 4. **Original Agreement.** Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. Agency certifies that the representations, warranties and certifications in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.
- 5. **Electronic Signatures.** The Parties agree that signatures showing on PDF documents, including but not limited to PDF copies of the Agreement and amendments, submitted or exchanged via email are “Electronic Signatures” under ORS Chapter 84 and bind the signing Party and are intended to be and can be relied upon by the Parties. State reserves the right at any time to require the submission of the hard copy originals of any documents.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

This Project is in the 2021-2024 Statewide Transportation Improvement Program (STIP), (Key #21280) that was adopted by the Oregon Transportation Commission on July 15, 2020 (or subsequently by amendment to the STIP).

THE PORT OF HOOD RIVER, by and through its elected officials

By _____

Date _____

By _____

Date _____

LEGAL REVIEW APPROVAL (If required in Agency’s process)

By _____
Agency Counsel

Date _____

Agency Contact:
Kevin Greenwood, Executive Director
1000 E. Port Marina Drive

STATE OF OREGON, by and through its Department of Transportation

By _____
Region 1 Manager

Date _____

APPROVAL RECOMMENDED

By _____
Major Projects Manager

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By _____ N/A _____
Assistant Attorney General

Agency/State
Agreement No. 330758

Hood River, OR 97031
541.961.9517
kgreenwood@portofhoodriver.com

Date: _____

State Contact:

Rob Wattman
123 NW Flanders Street
Portland, OR 97209
503.731.8268
Robert.k.wattman@odot.oregon.gov

Revised Exhibit A - Revision 4

Hood River EIS ODOT Staff Hours

Phase 1		<i>Hourly rate \$69</i>
Agency Coordination Plan	16	\$ 1,104
DEIS Reevaluation	12	\$ 828
Technical Reports (includes methods)	782	\$ 53,958
Cumulative Impacts	112	\$ 7,728
Phase 1 Subtotal	922	\$ 63,618
Phase 2		<i>Hourly rate \$69</i>
Supplemental EIS	736	\$ 50,784
Biological Assessment/ ESA Section 7	228	\$ 15,732
Final EIS (including response to SEIS comments and mitigation plan)	456	\$ 31,464
Decision Document/Admin Record	116	\$ 8,004
Ethnographic Studies		\$ 30,000
Phase 2 Subtotal	1,536	\$ 135,984
Phase 3		<i>Hourly rate \$75</i>
Complete SEIS- Adjusted	274	\$ 20,550
Biological Assessment/Opinion and ESA Section 7	88	\$ 6,600
Decision Document/Admin Record	208	\$ 15,600
Analysis / Section 106 Process	140	\$ 10,500
Final EIS Review and Management	60	\$ 4,500
Phase 3 Subtotal	770	\$ 57,750
Phase 4		<i>Hourly rate \$90</i>
Complete Tribal Fishery MOA	278	\$ 25,020
Agency Coordination BUILD Grant	1,389	\$ 125,010
Phase 4 Subtotal	1,667	\$ 150,030
Phase 5		<i>Hourly rate \$100</i>
Complete MOAs/BO/FEIS/ROD	460	\$ 46,000
Agency Coordination BUILD Grant	834	\$ 83,400
Phase 5 Subtotal	1,294	\$ 129,400
TOTAL	6,189	\$ 536,782

Commission Memo



Prepared by: Debbie Smith-Wagar
Date: May 9, 2023
Re: Postage Machine Purchase

Quadient Inc. has provided Mailing Services & Office Equipment to the Port for a number of years. The current postage machine is inefficient due to the increased volume of electronic tolling invoices, and it will become obsolete at the end of 2024 due to new regulations.

In April 2023, the Port requested quotes for a new postage machine for which our existing service provider – Quadient Inc. provided the lowest quote.

RECOMMENDATION: Approve the purchase of a new postage machine from Quadient Inc. for \$11,550.00.

This page intentionally left blank.

This page intentionally left blank.

BUSINESS CASE

iX-9 Mailing System NASPO

Prepared for: **Port of Hood River**

Proposal date: **04/17/2023**

Valid until: **07/31/2023**

Submitted by: **Jordan Faas**
503.389.3844
j.faas@quadiant.com

West District



quadiant



Executive Summary

Port of Hood River has partnered with Quadient for over 22 years. Port of Hood River sends about 46,500 mail pieces per year which are mainly first-class letters.

CHALLENGES

- There are scheduled mail runs that average 500-700 pieces at once & speed of current machine is not meeting needs
- There is a workflow gap in having to manually fold and insert second pages on statements
- Current postage meter does not meet USPS IMI compliance

RECOMMENDATIONS

- Evaluate options for the iX-7PRO and iX-9 for increased speeds
- Technician to evaluate job presets for multipage jobs
- Upgrade to latest IMI technology

IMPACT

- Decrease time spent on running letters through postage meter during scheduled runs
- Avoid manual steps in folding second pages, increasing efficiency of workflow
- Maintain USPS compliance and ensure accurate postage

Postage meters that print the Information-Based Indicia (IBI) will be decertified in 2024 and must be replaced by meters with Intelligent Mail Indicia (IMI) technology.

- The limited postage and transaction data the USPS® gets from IBI prevents them from fully automating certain back-office functions such as refunds and proper postage payment validation.
- The new IMI standard provides more detailed transaction data in real time, enabling the USPS® to automate operations, enhance security measures, and ensure correct postage is used.



OUTGOING - IBI Example



NEW - IMI Example

Federal Register Notice - Vol. 85, No. 234, issued - Friday, Dec. 4, 2020

“In this final rule, the Postal Service withdraws all authorizations to distribute (decertifies) Postage Evidencing Systems (PES) that are not producing compliant Intelligent Mail Indicia (IMI) on June 30, 2024. IMI compliant PES are defined in the IMI Performance Criteria (IMI-PC) and produce only IMI-Minimum (IMI-MIN), IMI-Standard (IMI-STD), and IMI-Maximum (IMI-MAX) indicia constructs (as stated in the IMI-PC). All PES that are not IMI-PC compliant, also referenced as Phase VI-IBI and Phase VII-PC Postage (collectively Phase VI and Phase VII PES), will become decertified Postage Evidencing Systems on June 30, 2024. The decertified Postage Evidencing Systems must be withdrawn from service by December 31, 2024.”

View the ruling online: <https://www.federalregister.gov/d/2020-26129>

Date	Action
June 30, 2024	IBI Postage Meters are Decertified (no new placements)
December 31, 2024	All IBI Postage Meters must be withdrawn from service

All Quadiant iX Postage Meters are fully IMI compliant and USPS-approved



EXPERIENCE
A rich history of world-class leadership



PROVEN RESULTS
96% customer satisfaction rate



EXPERTISE
8 billion personalized experiences annually



BACKED BY THE EXPERTS
Gartner, Forrester, and Aspire



Product Overview



iX-9 MAILING SYSTEM

A high-volume solution for mail centers that demand maximum performance

Key Capabilities

- Intelligent Mail® Indicia (IMI) meter that meets the latest USPS® requirements for data and security management
- Reach productivity levels ranging from 210 to 300 metered letters/min.
- Intuitive user interface that includes a color touchscreen and time-saving shortcut keys
- Safeguard your stored postage with PIN code access for each of your operators
- Superior ink management with a 115,000-imprint ink tank and the industry’s only permanent print head
- Track pieces processed and postage used for 100 or up to 3,000 accounts/departments
- Load-on-the-fly feeder with a 7" stack capacity handles postcards, letters or flats up to .8" thick
- Uploads postage usage data to your Myquadient online account for quick and easy analysis
- Dual pump jet spray system with high-capacity reservoir seals envelopes with the flaps open or closed
- Download artwork to print onto your mail pieces – use our free library or create your own
- Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages
- LAN or wireless connection to refill postage instantly and update postal rates automatically
- Integrated postage label dispenser for easy processing of bulky letters and large envelopes
- Download postage anytime and pay for it later using Quadient Postage Funding



Financial Considerations

Product Summary

- iX-9 Auto Feed mailing system with 10lb scale & drop tray
- Discounted pricing based on negotiated NASPO government contract

Cost Summary

Valid Until: 07/31/2023

01	60-month lease	\$478.46 per month
02	Freight, delivery & installation	Included
03	Meter rental	Included
04	Equipment maintenance	Included
05	Software license & support	Included
Total Monthly Cost		\$478.46 per month

Additional Business Impact/Notes

- iX-9 meets USPS compliance
- iX-9 runs up to 210 letters per minute
- Current machine runs up to 110 letters per minute



Quadi^{ent} Leasing, the financial services arm of Quadi^{ent}, Inc., is a multi-million-dollar leasing company that provides single-source, customized and customer-friendly leasing programs.

Because leasing leverages technology while providing simplified financing and cash flow forecasting, most customers choose to lease their Quadi^{ent} product solutions. Other unique benefits of leasing with Quadi^{ent} Leasing include:

No Need to Compromise. Leasing offers you the technology and associated productivity you require while meeting cash flow needs. Lease term lengths typically correspond to the useful life of hardware, so you're paying for the equipment as you use it rather than all at once.

Conserve Working Capital and Credit. By leasing with Quadi^{ent} Leasing, your organization can retain available lines of credit at other lending institutions and preserve valuable working capital to grow and manage your business.

Leasing Is 100% Financing. Unlike a bank loan, there is no down payment required to lease with Quadi^{ent} Leasing. Soft costs such as meter rental, maintenance agreements and software subscriptions can also be included in your lease payment and fixed for the entire term.

Overcome Budget Limitations. In situations where active budgets would ordinarily delay or prevent new equipment acquisitions, Quadi^{ent} Leasing can customize your lease agreement to accommodate both current and future budgetary requirements.

Flexibility. As a Quadi^{ent} customer, we provide your organization with maximum flexibility to upgrade or add equipment at any time in order to satisfy changes in your business requirements.

Keep Pace with Technology. Technology advances so rapidly that equipment can become obsolete within a few years. Leasing allows you to regularly upgrade systems to a state-of-the-art level, eliminating the inefficiencies associated with owning outdated equipment.



EXPERIENCE
A rich history of
world-class leadership



PROVEN RESULTS
96% customer
satisfaction rate



EXPERTISE
8 billion personalized
experiences annually



BACKED BY THE EXPERTS
Gartner, Forrester,
and Aspire



Maximize productivity and efficiency with proven customer support

With 95 years of experience and a robust nationwide network, Quadi^{ent} is the right business partner to keep your mail and parcel operations running smoothly.

Comprehensive support includes:

- **US-Based Customer Service**
Local support staff with the knowledge and resources to answer your questions and schedule on-site service.
- **Support Options**
Choose self-help, assisted help, or speak live with trained experts.
- **Large Installation Project Management**
Coordination, site preparation, equipment delivery, and training to ensure successful implementation of new technology.
- **Customer Satisfaction**
The highest customer satisfaction index in the industry, as indicated by the statistics below:

Overall Customer Satisfaction Index

Customer Care, Dispatch, Service, Software Support & Project Mgmt.	95.5%
--	--------------

2021 Customer Satisfaction Survey Results

Field service technicians	97.5%
Customer service department	91.0%
Project implementation team	97.3%

"We don't call Quadi^{ent} service often, but when we do they are here and resolve our issue in no time flat!"

Customer

Organization	Port of Hood River		
DBA			
Address	1000 E PORT MARINA DR		
City State Zip	HOOD RIVER	OR	97031-1172
Phone	(541) 386-2722	Fax	

Purchase Order - Purchase

NASPO/ValuePoint Contract #: CTR058809
 and / or
 State Participating Addendum (PA) #:
 PO-10700-00011290 (OR)

Vendor

Company Name	Quadient Inc.	FEDERAL ID# 94-2388882
Attention	Government Sales	DUNS# 080708241
Address	478 Wheelers Farms Rd	
City State Zip	Milford	CT 06461
Phone	(203) 301-3400	Fax (203) 301-2600

Ship To

Organization	Port of Hood River		
Attention	Jana Scoggins		
Address	1000 E PORT MARINA DR		
City State Zip	HOOD RIVER	OR	97031-1172
Phone	(541) 386-2722	Email	jscoggins@portofhoodriver.com

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point
			Ground	Destination

Products

QTY	Product ID	Description	Unit Price	Total
1	IX9A	iX-9A 210 LPM Base, Puffy Postcard Feeder w/Wireways, Ink Cartridge & Po	\$10,416.00	\$10,416.00
1	IXWP10	IX Series 10lb. Weigh Platform	\$1,053.00	\$1,053.00
1	IX9CATCH	IX-9 Catch Tray	\$81.00	\$81.00
			Grand Total	\$11,550.00

Delivery, installation, and operator training are included at no charge for the above products.

Related Services

Type	Notes	Unit	Unit Price	Terms
Meter Rental	Includes resets and postal rate changes	Months	\$80.00	Annual Invoicing
Equipment Maintenance (on site)	First Year Free. Invoicing commences in year two	Years	\$2,304.00	Annual Invoicing

1) Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number CTR058809. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2) Payments will be sent to:
 Quadient, Inc.
 Dept 3689
 PO Box 123689
 Dallas TX 75312-3689

 Authorized by Date

3) Send all correspondence to:
 Quadient, Inc.
 478 Wheelers Farms Rd
 Milford CT 06461

 Print Name Title

Solution Prepared for:



Port of
HOOD RIVER



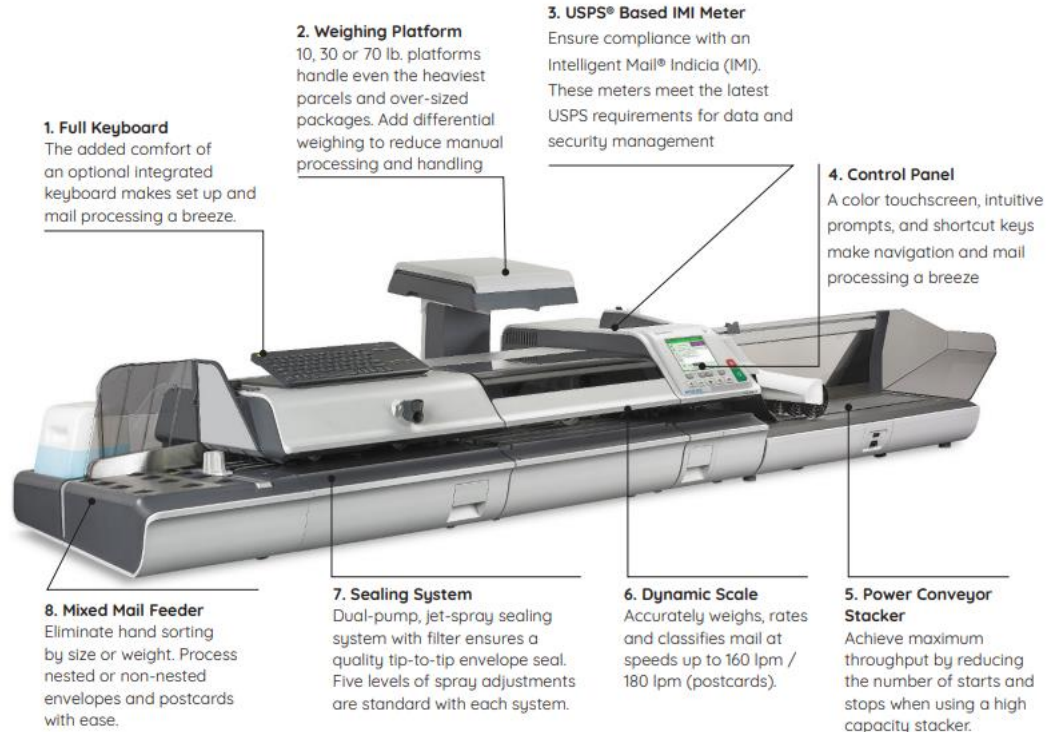
Prepared By:

May 8, 2023

Monika Gonzalez
Manager, Branch Sales
415.218.4461
mogonzakez@csa.canon.com



Canon Proposal for:



Quadient IX9 Mailing System

- IX-9 Catch Tray
- IX Series 10lb Weigh Platform
- Hardware Maintenance (1 year & 5 year options below)
- Meter Rental (1 year & 5 year options below)
- Shipping and Installation

60 month FMV Lease (1 Yr Maint. & Meter)

\$347.39 / month

Purchase Price

\$17,003.92

60 month FMV Lease (5 Yr Maint. & Meter)

\$607.46 / month

Purchase Price

\$29,733.72

Provided By:

Monika Gonzalez

Manager, Branch Sales

415.218.4461

mogonzakez@csa.canon.com

Canon Solutions America, Inc.

9401 SW Nimbus Ave

Beaverton, OR 97008

Canon

CANON SOLUTIONS AMERICA

quote received from buyerzone.com



BuyerZone.com <confirmation@buyerzone.com>
To Jana Scoggins

☺ Reply Reply All Forward 📧 ⋮

Thu 4/20/2023 8:00 AM

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures from the Internet.

Hello Jana,

Thank you for requesting a quote for Postage Meters on buyerzone.com, part of the business.com marketplace. Our marketplace includes our core sites business.com, Business News Daily & BuyerZone, as well as over 150 media partners.

What happens next?

Certified sellers will contact you using the information you provided to connect you to solutions that fit your needs. They will explain how they can help as well as answer any questions or concerns you have.

YOUR POSTAGE METERS SELLERS

FP Mailing Solutions
Addison, IL

Company Description: (provided by supplier)	Contact Information:
FP Mailing Solutions is the fastest-growing U.S. provider of USPS-authorized mailroom solutions. FP products include German-engineered postage meters, mailing machines, postage scales, folder/inserters, and so much more!	630-827-5702 kkoh@fp-usa.com http://www.fp-usa.com

External Affiliated Partner

This page intentionally left blank.

Commission Memo



Prepared by: Ryan Klapprich
Date: May 16, 2023
Re: Equipment Purchase

In the 2022-2023 budget, the Commission approved \$20,000 for the purchase of a trailer for hauling equipment. Currently, we have a failing mower at the airport which is approximately the same cost. The trailer is not as important at this time compared to the failing mower. We spend a lot of time nursing the old mower through the mowing season which should be time spent mowing and weed eating instead. The new mower is less than the budgeted placeholder at \$18,250.

We received quotes from three local Kubota dealers. Pacific Tractor and Implement and Moen Machinery Co. came in at \$19,000 apiece and Sheppard's at \$18,250. A new tractor mower for the airport will increase productivity which will allow for more help elsewhere on Port properties.

Sheppard's Equipment has provided the lowest quote for the purchase of the new tractor. Please find the attached quote paperwork for the new tractor.

RECOMMENDATION: Approve the purchase of the Kubota BX 2380V for \$18,250 from Sheppard's Equipment.

This page intentionally left blank.

**PORT OF HOOD RIVER
DETERMINATION & JUSTIFICATION
FOR SUPPLIES AND SERVICES**

Name/Title: _____

Date: _____

Description:

QUOTE #1

Business Name: _____

Quoted Price: _____

Address: _____

Per Attachment

Phone #: _____

Per Phone Call

Per Internet Search

Notes:

QUOTE #2

Business Name: _____

Quoted Price: _____

Address: _____

Per Attachment

Phone #: _____

Per Phone Call

Per Internet Search

Notes:

QUOTE #3

Business Name: _____

Quoted Price: _____

Address: _____

Per Attachment

Phone #: _____

Per Phone Call

Per Internet Search

Notes:

Recommendation:

Approved by: _____

Date: _____

Kevin M. Greenwood, Executive Director

This page intentionally left blank.



HOOD RIVER-WHITE SALMON BRIDGE REPLACEMENT

Project Director Report

May 15, 2023

The following summarizes Replacement Bridge Project activities from May 01, 2023 to May 15, 2023:

PROJECT MANAGEMENT

- *RBMC team is continuing to meet with WSP, ODOT and Federal Highway Administration (FHWA) related to the NEPA/FEIS process and Treaty Tribe Memorandum of Agreement (MOA's).*
- *RBMC team is meeting with ODOT, WSDOT and FHWA on the RFP for the Progressive Design Build Procurement.*
- *Grant Tracking for WA, ARPA, Build Grants will be on going each quarter.*
- *Legislative Outreach is continuing with Oregon, Washington, and DC*

COMMUNICATIONS

- *Newsletter engagement*
 - *Sent 4/28 (Stacy updated list and sent newsletter to add'l 103 recipients on 5/3)*
 - *Sent to 1,379 (1,337 successful deliveries)*
 - *686 unique opens (51%)*
 - *127 people clicked (201 total clicks)*
 - *Top links clicked*
 - <https://vimeo.com/740496362> (bridge shut-down video by Story Gorge)
 - <http://hoodriverbridge.org>
 - <http://hoodriverbridge.org/news/primary-place-of-business>
- *Social Media interest*
 - *Instagram*
 - *Followers*
 - *7 new followers in the last week*
 - *Now has 24 followers, 41% increase from last week*
 - *Posts*
 - *Posted Washington funding announcement on Thursday*
 - *Received 12 likes, 2x more than any of our previous posts*
 - *Facebook*
 - *Followers*
 - *24 followers*
 - *Posts*
 - *Washington funding announcement*
 - *Reached 12 people, received 1 like*
 - *Link to latest newsletter + link to sign up for updates*
 - *Bridge Authority announcement*

- *Website engagement April 11-May 10*
 - *989 website visits (up 28% month over month)*
 - *2,100 page views (up 31% month over month)*
 - *Top traffic sources:*
 - *Direct (usually email, saw big bump from newsletter)*
 - *Port of Hood River site*
 - *Top pages by views:*
 - *Homepage – 832*
 - *News – 311*
 - *About the Project – 264*
 - *Progressive Design-Build – 128*
 - *WA state funding announcement – 90*

GOVERNMENT AFFAIRS UPDATE

- *State Legislative Activities*
 - *Oregon*
 - *Meetings with Gov. Staff on 5/9 to update them on the project progress and funding needs – Commissioner Fox, Mike Shannon*
 - *Legislative One on One in Salem with Senate and House members to update them on the project and importance of Oregon funding – Commissioner Fox, Commissioner Anderson, Mayor Keethler, Mike Shannon*
 - *Washington*
- *Federal Legislative Activities*
 - *CDS Appropriations requests have been sent for 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 finalized until the end of this year.*
 - *We are planning to make two trips per year to DC in support of funding requests*
 - *Hal is scheduling meetings for the week of May 22nd (See Packet)*
 - *Commissioner Fox, Commissioner Anderson, Mayor Keethler, and Mike Shannon will be attending with Hal.*

HOOD RIVER-WHITE SALMON BRIDGE AUTHORITY (HRWSBA)

- *Commission Formation Agreements were signed by all members, with the last signing on April 26th establishing the Agreement Effective Date.*
 - *Signed copies of the CFA to be sent to Sec. in Washington and Oregon*
- *Hood River County and Klickitat County will now begin the process of taking nominations and appointing the 6 directors for the new Hood River White Salmon Bridge Authority (HRWSBA).*
- *A work plan is being drafted that will outline the early activities needed by the new HRWSBA in preparation for their initial meeting in July.*
- *HRWSBA Legal Counsel Recommendations for consideration:*

- Stacey Lewis at Pacifica Law Group in Seattle, as recommended by Steve Siegel.
- Eileen G. Eakins, who provided Port Commission training back in 2021 - 5285 Meadows Road, Suite 400, Lake Oswego, OR 97035, (503) 607-0517, eileen@lgl-advisors.com;
- Clark Balfour at Cable Huston, who I have worked with over the years on municipal utility projects: <https://www.cablehuston.com/attorneys/clark-i-balfour/>;
- Anna Cavaleri, Jerry's partner <http://hoodriverlaw.com/attorney-profiles/anna-c-cavaleri/>
- **Public Records Training Options**
 - Special Districts Association of Oregon (SDAO) – Eileen Eakins
 - George Dunkel
 - City/County Resources
- The POHR has their legal counsel working on a draft IGA that will be shared with the new HRWSBA.

FUNDING FINANCE & TOLLING

- **Washington State Transportation Commission (WSTC) T&R Analysis**
 - HNTB and the PORT continue to coordinate with WSTC
 - WSTC next meeting is scheduled for May 16th and 17th (See Packet for Agenda)
 - The WSTC staff will be presenting the Final T&R Study Results and presenting the draft final report.
 - Mike Shannon will be presenting an update on the Bridge Project (See Packet)
 - Schedule Milestones:
 - June 2023 – Final Report of findings and recommendations presented to WSTC and submitted to Washington State Legislature
- **BSWG Tolling Study**
 - RBMC provided an overview to members of the BSWG on the Benefit Cost Analysis and key areas of focus for this year's grant applications.
 - RBMC will be moving forward supporting the implementation of Resolution 2022-23-13 from the April Port Commission Meeting (See Packet)
 - Open houses are being scheduled in Washington and Oregon

PENDING GRANT FUNDING UPDATES

- **Raise Planning Grant (2023)**
 - Notice of Funding Opportunity (NOFO) issued: 11/30/22, Update to NOFO received on 12/14/22
 - Application Submitted: 2/28/23
 - Requested amount of funding: \$3.6M
 - Our application focused on a planning grant that will evaluate Bike/Ped connections and Transit services access/connections to the new bridge. With a focus on how the bridge is a vital part of a transportation system.
 - Over 20 Letters of Support were included with our application

- *Safe Streets and Roads for All Grant Program (SS4A)*
 - *2023 Notice of Funding Opportunity (NOFO) released on 3/30/23*
 - *Application Due: 7/10/23 @ 5pm EDT*
 - *Available funding total: \$1.177B*
 - *Planning & Demonstration Grants - Min – Max award \$100,000 to \$10M*
 - *Implementation Grants – Min – Max award \$2.5M to \$25M*
- *Multimodal Project Discretionary Grant (MPDG)*
 - *Next Opening – Spring 2023*
 - *2023 NOFO not released*
 - *INFRA (\$8 B available over 4 years FY22 to FY26)*
 - *MEGA (\$5 B available over 4 years FY22 to FY26)*
 - *Rural (\$2 B available over 4 years FY22 to FY26)*
 - *RBMC is working on updating Benefit Cost Analysis and Application prior to release of NOFO*
- *Bridge Investment Program (BIP)*
 - *Next Opening – Summer 2023*
 - *2023 NOFO – Summer 2023*
 - *RBMC is working on updating Application prior to release of NOFO*
- *DOL Building Pathways to Infrastructure Jobs Grant Program*
 - *Posted: 4/5/23*
 - *Closing: 7/7/23*
 - *Program Funding: \$80M*
 - *Max Award: \$5M Min Award: \$500K*

EXCUTED GRANT FUNDING UPDATES

- *Build20*
 - *Grant Awarded 9/23/22*
 - *Funding: \$5M – Federal Share, \$1.25M Local Match (Washington Grant) – Total \$6.25M with an Expenditure Deadline of 12/31/2024*
 - *Total Submitted for Reimbursement: \$0*
 - *Total Reimbursement received to date: \$0*
 - *Remaining Funds: \$5 million*
 - *We have received our certification from FHWA on 12/21/22. We have received access to the RADs quarterly reporting system for FHWA on 1/26/22. Training with FHWA is still pending.*
 - *Q4 2022 reporting has been submitted through RADs to FHWA*
- *ARPA (Oregon Grant)*
 - *Grant Awarded 5/12/22*
 - *Funding: \$5M with an Expenditure Deadline of 12/31/26*
 - *Total Submitted for Reimbursement: \$313,413.78*
 - *Total Reimbursement received to date: \$313.413.78*
 - *Remaining Funds: \$4,686,586.22*
 - *Next reimbursement submittal July 2023*
- *WA SB 5165 Grant*

- *Grant Awarded 2/2/22*
- *Funding: \$5M with an Expenditure Deadlines of 6/30/23 (\$3M) and 6/30/23 (\$2M)*
 - *Total Submitted for Reimbursement: \$2,205,900.80*
 - *Total Reimbursement received to date: \$384,693.39*
 - *Remaining Funds: \$2,794,090.20*
- *1st Quarter 23 reimbursement submitted for \$864,760.55*
Next reimbursement submittal will be July 2023.

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).***
 - *Draft MOA was submitted by Roy Watters to the Yakama Nation on 1/26/23*
 - *A meeting to discuss the Section 106 MOA and Treaty Fishing MOA was held on 2/28/23. Meeting was positive and they were very appreciative of the work that was done in the draft Treaty MOA. Yakama Nation will review the draft MOA with a tentative date to provide responses in two weeks.*
 - *Yakama Nation provided an email update on 3/20/23 that the MOA has been circulated for internal review. We are awaiting their comments and to set up a follow up meeting.*
 - *FHWA, ODOT and Project team are reaching out to connect with YN.*
- ***Nez Perce***
 - *The Draft MOA was submitted to ODOT on 1/17/23*
 - *ODOT approved us to move forward with sending the Draft MOA on 1/24/23.*
 - *2/2/23 – MOA was sent to Amanda with Nez Perce on 2/2/23.*
 - *On 4/18/23 the Tribe's Cultural Resource and Fisheries departments were able to fully brief Nez Perce Tribal Executive Committee's (NPTEC) Natural Resource Subcommittee on the project and the key terms in the draft MOA.*
 - *A second meeting has been scheduled for 6/6/23 at the Nez Perce Tribal Headquarters in Lapwai, ID. The project team, ODOT and FHWA will be presenting to the Natural Resources subcommittee on the MOA.*
 - *At the suggestion of the Tribe, the team also submitted a form to the Nez Perce Tribes requesting permission to use their logo in support of the project. This request will be heard at the May 16, 2023, Natural Resources Subcommittee agenda for action.*
- ***Umatilla (CTUIR).***
 - *The Draft MOA was submitted to the Umatilla Tribe on 1/25/23*
 - *Meeting and Presentation were held with CTUIR Fish and Wildlife commission on 1/24/23*

- *The team received comments from CTUIR on the first draft of the MOA on 4/3/23.*
 - *A 2nd Meeting was held with CTUIR on 4/5/2023 to review the comments and discuss ideas on how to determine and quantify mitigation measures within the Treat MOA. The meeting was very positive and follow up meeting is being schedule for mid-May.*
 - *The 2nd draft of the CTUIR MOA was sent to Umatilla on 4/25/2023.*
 - *We are coordinating our next meeting with Umatilla to be in June.*
- **Warm Springs.**
 - *The project team met with Warm Springs Natural Resources group on 4/11/23 and presented a project update and introduced the Draft Treaty MOA to the group.*
 - *The project team also meet with the Warm Springs Council on 4/12/23 to update them on the project.*
 - *A request to use the tribe’s logo and to obtain a letter of support for the project was also requested of the tribe. They are considering the request. Sample letters of support were provided to them for reference.*
 - *The project team is working on setting up a 2nd meeting with the tribe to advance discussion around the Treaty Tribe MOA.*

RBMC

PROGRESSIVE DESIGN BUILD RFQ/RFP

- *A meeting was held with ODOT on 3/7 with Region 1 staff and Headquarters Procurement staff to discuss their role on the upcoming PDB Procurement. Robert Wattman will be our point of contact and backed by Sam Hunaidi. A number ODOT technical staff were also at the meeting and provided input into how to move forward. WSDOT also attend this meeting.*
- *A meeting was held with ODOT procurement and alternative delivery team on 4/4/23. The ODOT team informed us they do not use Oregon Buys for their procurements. Our team is looking at doing our own procurement following FHWA and State procurement regulations.*
- *A meeting was held with FHWA on 2/16 to discuss their role on the upcoming PDB Procurement and a monthly recurring meeting has been set up.*
- *A meeting was held with WSDOT on 2/23. WSDOT has provided a point of contact for the PDB team to work with on the RFP development.*
- *Preliminary drafts of the RFP/RFQ sections are being assembled and task lead meetings are being held to coordinate the development of the RFP/RFQ. The team is also drafting the evaluation criteria for the procurement.*

KEY STAKE HOLDERS

RAILROAD

- *Kickoff/Update meeting was held with BNSF on 1/25/23, they indicated the new bridge should accommodate a future triple track and a 30' vertical clearance. At this time these are not seen as major impacts to the project.*
- *Coordination of work activities over the track will be critical do to the high volume of usage.*
- *BNSF did not anticipate long review periods given their current workload, they indicated that they had adequate capacity to support the coordination needed on this project.*

GEOTECHNICAL

- *The two Oregon on land borings were completed on Feb 6th and the draft report is in review. Cultural Resource monitoring was done and no cultural resources were found.*
- *Coordination with the tribes will work through ODOT but it is likely the PORT will be asked to fund the tribal monitoring costs.*
- *Underwater drilling is scheduled to start June 19th and last 5 weeks.*

SURVEY

- *Completed Work:*
 - *Continued effort to resolve OR rights of ways & property lines, additional research and documentation received from ODOT and Hood River County.*
- *Upcoming Work:*
 - *Complete right of way calculations in OR and WA*

RIGHT OF WAY

- *Coordination has begun with WSDOT and ODOT to define the jurisdictional limits for both agencies.*
- *Our right of way team is coordinating with the two property owners in Washington that will need to provide Right of Entry for the geotechnical borings. The two owners are a private owner and Klickitat County. We have received the ROE letters from both.*
- *The SDEIS preferred alternative does indicate a potential whole take of the private landowner and we will need to coordinate with the BSWG and PORT on when to move forward with discussion with the landowner on this action.*
- *We are finalizing the appraisal on the private property full take in Washington and will be starting work on the Port Facilities.*

PERMITTING

- ***SHPO Permit for Upland Work in Oregon*** – *This permit was issued on 1/19/23. CTOGR included some standard stipulations in their permit comments. The Oregon UPLAND boring work can proceed and is scheduled for next week.*
- ***USACE Permit*** – *USACE issued the permit on 05/09/2023 (See Packet)*

- **DEQ Permit** – The permit application was submitted to DEQ on 1/13/23. Expect DEQ to issue the 401 C in the next 2-3 months. As noted above, once DEQ issues their permit USACE will issued their final permit verification. USACE is just waiting on DEQ. DEQ has until April 25th to issue the certification or request more review time from USACE.
- **DSL Short Term Access Agreement** – This approval was issued in September 2022.
- **DSL No Permit Needed Letter** – This letter was issued January 18, 2023 confirming the work does not require a DSL Removal-Fill Permit.
- **WDFW Hydraulic Permit Approval** – The original HPA was modified with new project information and schedule on January 11th. The HPA includes several standard BMPs and notification requirements. Notification must be made at least three days prior to in-water work on WA. Side.
- **City of White Salmon SEPA and SMP Exemption Letter** – The final letter from City confirming 8eotech work is except from SEPA and SMP was issued on January 23, 2023.
- **WDNR Aquatic Lands ROE Permit** – We received the requisite signatures from Klickitat Co. and Shin Jin Ko on February 2, 2023. We will submit the application (JARPA) to WDNR by COB February 3, 2023. Expect two months for DNR to issues the ROE permit. We have coordinated recently with WDNR regarding insurance certifications for the Port and drilling contractor and they have told us the application is complete and we should see the ROE permit in the next few weeks.
- **NMFS Slopes V Compliance** – The USACE has determined that the work as proposed will result in No Effect on listed fish based on the standard BMPs to be included (SLOPES V BMPs) and the short duration, confined nature of the work. We were able to avoid getting NMFS involved.

When USACE issues the verification, it will also include the necessary ESA/NMFS compliance. The provisional verification discusses this and application of SLOPES V. So this task/compliance need will get completed when USACE issues the permit (without NMFS involvement), which will happen once the DEQ permit lands.

- The DEQ permit application was submitted to DEQ on 1/13/23 after they issue their permit USACE will immediately take the “provisional” moniker off of the provisional verification. Once submitted WDNR should be able to turn around the permit within two months. There is a \$25 fee for this permit.

FINAL EIS/RECORD OF DECISION

- Environmental Impact Statement technical reports are available at <https://cdxapps.epa.gov/cdx-enepa-ll/public/action/eis/details?eisId=314171>

- Responses were provided on 3/28/23 to ODOT for the from ODOT Liaisons related to the Biological Assessment and their writing of the Biological Opinion. (See Packet)
- Email from Cindy Callahan at FHWA on 3/28 re-establishing the communication process that should be followed until the signing of the Biological Opinion. (See Packet)
- A coordination meeting was held with the Project Team, NOAA and FHWA on 3/29/23. NOAA indicated that once the liaison receives the updated BA anticipated to be in the next two weeks and all comments are closed that it would take 90 Days to complete the BO and then an additional 45 Days for NOAA’s full review including their legal review. This would set the new anticipated date to receive the signed BO around Sept 1, 2023.
- A monthly recurring coordination meeting has been set up with Cindy Callahan – Senior Biologist (FHWA) and Rod Thompson – State Environmental Engineer (ODOT)
- FHWA provide two additional questions from the ODOT liaison. One involving the engineering review being done by ODOT region 1 and a second around Southern Resident Killer Whales (SRKW’s) and their critical habitat. There is a new requirement since the original BA submittal to provide a short analysis of the effects on SRKW’s. Response has been provided to FHWA.
- Email from ODOT/FHWA on the Biological Opinion (See Packet)

OTHER ITEMS

KEY MEETINGS

Date:	Subject:
5/2, 5/9	Port Staff
5/2	Port Budget and Commission
5/3	Weekly Bridge Communications
5/3, 5/10	Weekly WSP Coordination with PORT
5/4	ODOT IGA Coordination
5/4	CIP Coordination with HDR
5/8	RBMC Task Lead Coordination
5/9	WA and OR lobbyist coordination
5/9	Project Update with Oregon Gov Staff
5/10	Oregon Leg Visits

This page intentionally left blank.



About the project

The Hood River-White Salmon Bridge Replacement Project is focused on replacing the almost 100 year-old interstate bridge connecting Hood River, Oregon and White Salmon, Washington with a new, resilient, and accessible bridge by 2030. Learn more at hoodriverbridge.org

New Hood River-White Salmon Bridge Authority

This summer (July 1) the new Hood River-White Salmon Bridge Authority will take on the responsibility of designing, building and operating the new bridge. This is an important step toward replacing the bridge through **interstate cooperation and representation**. It comes 100 years after the original bridge association announced plans to build the current bridge!

The new bridge authority will have a board of six voting members, with Klickitat County and Hood River County appointing three members each. The charter gives the board wide authority, notably including the power to impose, fix, collect, and periodically adjust the rate of tolls.

EIS & Record of Decision

This summer/fall the project team looks forward to finalizing the Environmental Impact Statement and receiving our Record of Decision from ODOT, so that we can continue moving forward with design and construction.

RFP for Designer and Contractor

The team is developing a request for proposals to hire our Progressive Design Build Contractor by the end of the year. Over 80 designers and contractors attended an online industry day, and more than 30 have met with us one-on-one to understand the project better.

Ground testing for new bridge will continue this summer

The first phase of geotechnical engineering for the new bridge was completed in February. This involved collecting rock and soil samples at the Port of Hood River property to understand ground conditions prior to the next phase of design. Testing will resume this June to test the soil conditions in the riverbed.




Funding and Support

Move Ahead Washington funding (\$75M) has been released.



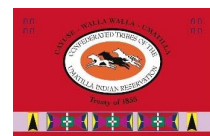
Keep up on Project Updates Online

If you haven't already, check out the new project website at hoodriverbridge.org for the latest updates on the bridge replacement project! You can also track the project on:

-  HoodRiverBridgeReplacement
-  @hoodriverbridge
-  hood-river-white-salmon-bridge-replacement-project



Kevin Greenwood *Port of Hood River Executive Director* **541-961-9517** | kgreenwood@portofhoodriver.com
Michael Shannon *Project Director* **425-577-8071** | mwshannon@hntb.com | info@hoodriverbridge.org



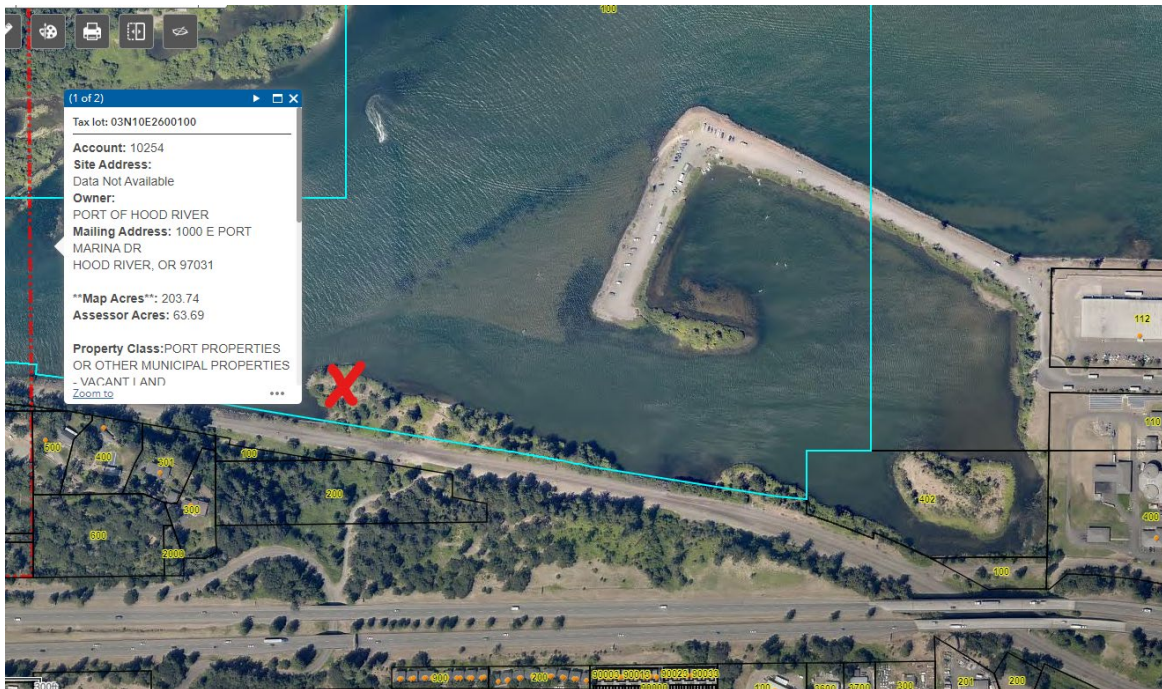
This page intentionally left blank.



Executive Director's Report
May 16, 2023

ADMINISTRATION – KEVIN GREENWOOD, EXECUTIVE DIRECTOR

- *Staff is scheduling a tour of the City/County Maintenance Yards with City Public Works Director Richard Rice. As the Port is looking for a place for operations to relocate during bridge replacement, the local agency space is a possible option.*
- *The Port has received a few complaints from the public regarding an abandoned homeless camp on port-owned property north of the Union Pacific (UP) tracks and south of Wells Island. The site is visible from the Hook and is accessed off of Jaymar through a locked UP gate.*



Staff have been on site with law enforcement, a commercial clean-up business and a citizen. Originally it looked like there were five to six camp sites, but when we arrived the sites were abandoned. On May 5, we met with Lance Hamel, President of Rapid Response Bio Clean. Mr. Hamel was recommended to the Port by ODOT operational staff. Rapid Response has a number of municipal clients in addition to a contract with Union Pacific to monitor this section of railway. Rapid Response included a price quote (included with packet) for cleanup of the area.

I did reach out to a community group about possibly organizing a cleaning party, but since the area in question is not readily available to the public there was not huge support. The only way to access the area is either by water or crossing the railroad.

Even if the Port were to clean up the area, that's not to say that it won't simply attract additional problems.

I am leaning toward an initial, single clean-up and monitor activity primarily from the Hook. I am interested in feedback from the Commission on this ever-growing problem.



- *Port of Newport is having a grand opening of their new Administration Building, Friday, May 19th at 5:30 p.m. – I plan to attend the opening ceremony.*
- *Attached is the month's economic indicators report for the Columbia Gorge from MCEDD.*
- *With the conclusion of the FORTH Mobility/CRuSE pilot project on municipal electric car sharing that was funding by the U.S. Department of Energy, ownership of the charging station located on N. 1st Street will transfer to the Port on June 30. The Commission should discuss whether they'd like to continue a contract with the service provider to enable payment for charging at the station.*
- *Genevieve attended the first of several Human Resources training sessions that she will be completing as part of her career development and assumption of a new lead role in HR at the Port. This training was held in Pendleton and covered employee file management requirements*

- *The budget summary will be published this month in time for the June 6th budget hearing. Final adoption is scheduled for the Commission's June 20th meeting.*
- *All Electronic Tolling (AET) from 10:00 p.m. to 6:00 a.m. daily started May 1st. The Port is reviewing comments received from the public to determine if any changes are necessary. So far it seems to have gone pretty smoothly.*

RECREATION/MARINA – DARYL STAFFORD, WATERFRONT MANAGER

- *Local Kite/Wing/Sup company “Slingshot” held a beach clean-up last week on the waterfront. They paid their employees for their efforts. The Port’s facility department appreciated their efforts. Slingshot is working on coordinating another clean up event with the Surfrider Foundation for later this summer in Hood River. More info to follow.*
- *The owner of the fish wheel is working on the disassembly. It may take him a few weeks to complete the project. It has now been moved out of the way of the kite launching and landing area.*
- *American Cruise Lines (ACL) entered into a long term (5-year) exclusive dock agreement with the City of The Dalles. This gives them the ability to book 18 months in advance. The lease rate is \$65,000 per year plus CPI increases. ACL also entered into a long-term agreement with the Port of Cascade Locks last month. The Port’s current agreement with ACL expires in February 2025. They pay \$185 per stop (53 landings scheduled thus far this year), plus a base maintenance fee of \$6,000 per year.*
- *The Marina Sheriff offered free boat safety inspections at the Marina last Saturday. He hopes to have time to host more events to promote water safety.*
- *Staff is proposing using the Event Site booth as an informational service booth to help people transition to the new parking plan that requires using pay by text or mobile apps. The Port would use returning booth employees on a limited basis to be available to help people with the apps, answer questions, pick up trash, restock TP in the restrooms, etc. The maximum payroll cost to the Port would be approximately \$9,500. There wouldn’t be any pass sales involved.*

DEVELOPMENT/PROPERTY – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER

- *Staff met with Schindler Elevator to assess the feasibility of modernizing the decommissioned service elevator in the Big 7. Multiple scenarios for this substantial undertaking were discussed. Once rough order of magnitude estimates for various scenarios are received, staff can assess the return on this proposed investment and provide a report to the Commission.*
- *Staff has met with Hood River Distillers, Lions Club, and multiple trucking companies to develop a plan that seeks to continue to provide a location for LTL Freight transloading near the Maritime Building. A memo and additional information is included as an action item on the agenda.*
- *The front of the Halyard Building was cleaned via pressure washer for the start of the season.*

- *A tenant's fleet vehicle was vandalized while parked behind the Big 7. Staff is investigating enhanced lighting behind the building.*
- *Staff met with Amy Schlappi of Columbia Area Transit to discuss their Transit Master Plan and future transit supportive strategies.*
- *Real Carbon has informed the Port that they will be vacating their space in the Big 7 at the end of the month. They previously informed the Port of such but then requested a short extension while their new location became ready for their relocation. They will release 3,800 SF in the basement of the Big 7 Building.*

AIRPORT – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER

- *Pacific Power installed the 3-phase transformer at the airport on May 11. The Port electrician will follow up with running power from the new meter to the fuel island, light pole, camera, etc, the week of May 15. Spectrum will install data on May 18. Staff is scheduled to meet with the Fire Marshall on May 18 for inspection and sign off. Mascott is inspecting the POS system and should have a report back the week of May 15, after which Mascott will revisit the site and install the system, condition the tank, and certify it ready for fuel.*
- *Staff met with Coffman Engineering for initial assessment of t-hangars for structural capability to support the weight of solar panels on the roofs. Staff was able to locate, scan and provide digital copies of the original construction drawings dating back to 1977 for the A & B T-Hangar blocks and 1996 for the C T-Hangar block. A structural report from Coffman Engineering is forthcoming. This report can then be used to support the feasibility study conducted via grant through the Energy Trust of Oregon and MCEDD.*
- *Ecological Land Services has received CAD drawings of the wetlands from Century West to develop an updated planting table that will be submitted to the Army Corps and Department of State Lands for review. Additionally, as they update the mitigation plan, they intend to revise the specifications of various species defined as invasive to address the special conditions experienced at the airfield. Also included is a revised maintenance plan that would include periodic mowing during the growing season, as well as some herbicides during the dry season.*
- *The FBO report for April is attached.*

BRIDGE/TRANSPORTATION – JOHN MANN, FACILITIES DIRECTOR

- *Conference call with Williams maintenance for pipeline spot painting on bridge. Discussed Port's requirements of the contractor, scope of work, flagging plan, safety boat and duration of project. Contractor is hoping for August time frame to begin work, more details to follow as project gets closer.*
- *Misc. truss repair bid opening Thursday, May 11, we had one submittal from Abhe & Svobota, which has done work for us in the past. This is an action item on tonight's agenda.*

- *Underwater pier repair planned to start in June going into July, staff had a sit down with contractor and went over scope and time frames. Waiting on formal submittals for how they plan on attacking the repairs (possibly after they send their own dive team to survey the area).*
- *Wire rope project is moving along, below is a picture of the wire rope core which is now in the stranding process. Expected delivery to the fabrication facility mid May. They casted a test socket for the ends on Friday the 5th to make sure the molds work and then going into production. Contractor is still planning on doing the full fabrication assembly the last week of June. I have requested photos of the sockets to make sure they are moving forward as well.*





- *This happened on 5-11-2023 on the bridge headed north bound on the south tower ladder frame. Facilities team inspected for critical damage and didn't find any visual cracks or broken welds, photos have been emailed to Mark Libby for further inspection of damage. This was from a log truck that crossed sometime in the afternoon, we are checking video footage to see if we can tell which company in case we need to repair any damage.*

This page intentionally left blank.

Rapid Response Bio Clean Inc
 PO Box 66841
 Portland, OR 97290 US
 +1 5034778765
 nicole@rapidresponsebioclean.com
 www.rapidresponsebioclean.com



Estimate

ADDRESS

Kevin Greenwood
 Port of Hood River
 1000 E Port Marina Dr
 hood river, or

SHIP TO

Kevin Greenwood
 Port of Hood River
 1000 E Port Marina Dr
 hood river, or

ESTIMATE # 1349

DATE 05/09/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
05/09/2023	Cleaning Technician	A crew of three for aprox seven hours to remove biohazards and garbage on site adjacent to UP property in Hood River	21	99.00	2,079.00
	Metro Dump Fees		1	275.00	275.00
	UP Flagger	Unknown cost at this time. Should not be above \$400	1	1.00	1.00T

A flagging cost may be incurred from UP to allow us to move materials over their rails. We will work to avoid this while still operating safely but we may have an additional line item if that occurs

SUBTOTAL	2,355.00
TAX	0.00
TOTAL	\$2,355.00

Accepted By

Accepted Date

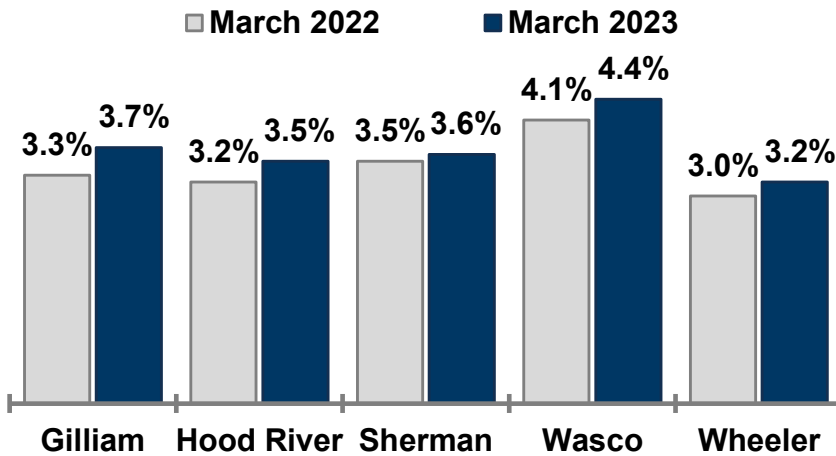
This page intentionally left blank.



Columbia Gorge Economic Indicators

March 2023 Data

Local Area Unemployment Rates (Seasonally adjusted)



Graph of the Month (Columbia Gorge)

The 5 Highest & Lowest Paid Occupation Groups

Source: Oregon Employment Department, 2022 Oregon Wage Information

The 5 Highest Paid Occupation Groups in the Columbia Gorge by Median Wage (2022)

Occupation Title	Median Hourly Wage
Healthcare Practitioners and Technical Occupations	\$48.11
Management Occupations	\$38.14
Architecture and Engineering Occupations	\$36.02
Computer and Mathematical Occupations	\$34.57
Business and Financial Operations Occupations	\$30.07

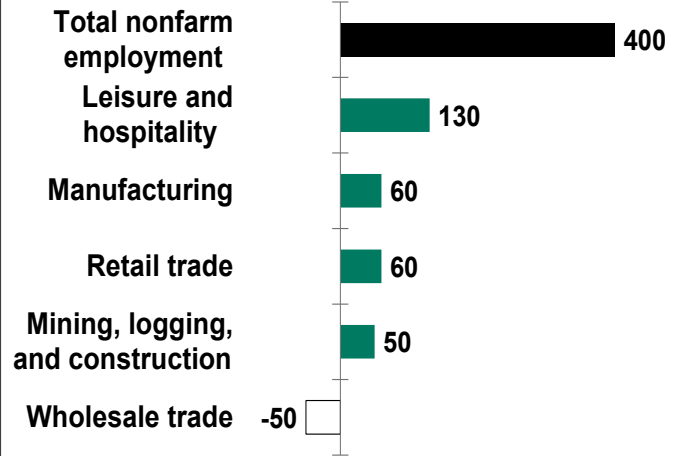
The 5 Lowest Paid Occupation Groups in the Columbia Gorge by Median Wage (2022)

Occupation Title	Median Hourly Wage
Building and Grounds Cleaning and Maintenance Occupations	\$15.23
Sales and Related Occupations	\$14.85
Food Preparation and Serving Related Occupations	\$14.54
Personal Care and Service Occupations	\$14.53
Farming, Fishing, and Forestry Occupations	\$14.52

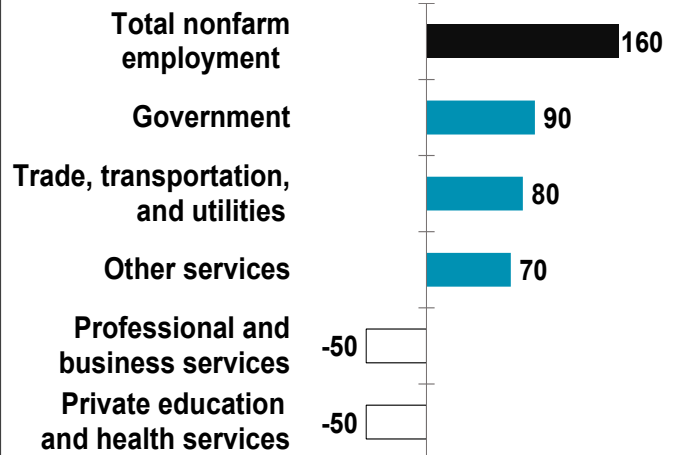
In 2022, the Columbia Gorge median wage for all occupations was \$18.86 an hour. Healthcare practitioners and technical occupations paid the highest median hourly wage (\$48.11), followed by management occupations (\$38.14), and architecture and engineering occupations (\$36.02). Farming, fishing, and forestry occupations, on the other hand, paid the lowest median hourly wage (\$14.52) of any occupation group. This was followed by personal care and service occupations (\$14.53), and food preparation and serving related occupations (\$14.54).

Select Industry Gains and Losses (Over-the-year net employment change)

Hood River County



Wasco County



Notable Over-the-Year Changes

Gilliam

Total nonfarm employment (+165)
Private education and health services (+10)
Government (-5)

Sherman

Total nonfarm employment (+65)
Trade, transportation and utilities (+30)
Leisure and hospitality (+10)

Wheeler

Total nonfarm employment (+15)
Leisure and hospitality (+10)

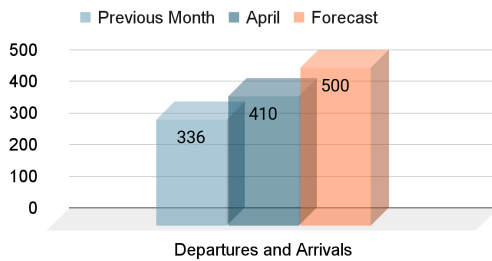
Want to join the distribution list? Contact:
Nicole Ramos at Nicole.S.Ramos@employ.oregon.gov

This page intentionally left blank.

Airport Activity:

April proved to be a more active flight operations month than was forecasted. A couple of really nice flying days over the weekend helped increase operations. Favorable soaring conditions led to increased operations by the glider club. Anticipate a continued trend of increased activity in May.

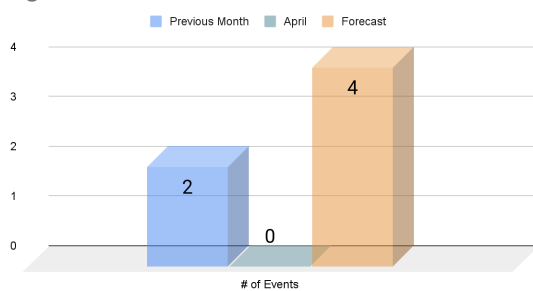
Aircraft Operations



Night Flights:

There were no commercial or R&D night flights conducted in April. Anticipate minimal R&D flights throughout May as conditions permit. No large night events scheduled.

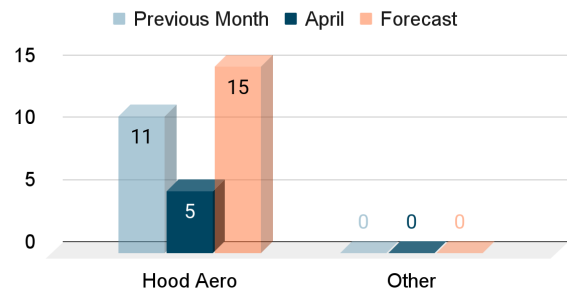
Night Events



Flight Training: Hood Aero conducted 5 training events in April. Walk in traffic to the requesting flight training in the FBO has been increasing. Anticipate this trend

to continue throughout the Spring.

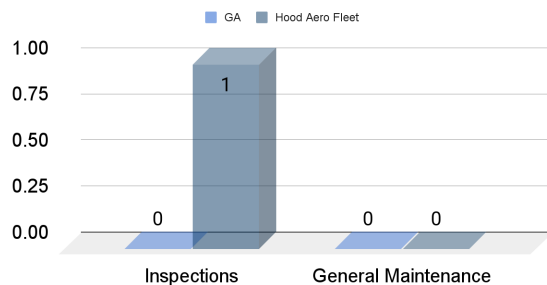
Flight Training Events



Maintenance Activity:

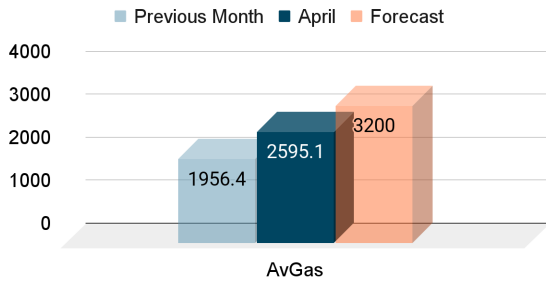
The 4S2 maintenance department spent most of the Month augmenting our KDLS maintenance team. One annual was completed on a fleet aircraft. A couple of local annuals have been scheduled for the coming months. Anticipate an increase in maintenance activity in the coming months.

Maintenance Events



Fuel Sales: April fuel sales were in line with what was seen for flight activity for the month. Anticipate a rise in sales next month.

Fuel Sales (Gallons)



Fuel Flowage Fees:

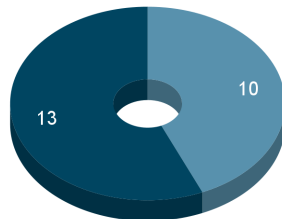
The new fuel tank has been placed at 4S2 and plumbed. Contractors are finishing up the tank installation and electrical hook up. Our fuel provider did a cursory inspection of the tank and ancillary systems and was very impressed. We are looking forward to this being online.

Tie Down Activity:

- 23 total spots.
- 57% utilization for April averaged.
- \$00.00 collected in April.

Tie Down Utilization

- Available Tie Downs
- Rented Tie Downs Long Term



Noise Feedback:

One noise complaint regarding a low flying cub. Cordial discussion was had between the initiator and pilot.

Pilot Feedback:

No pilot feedback was supplied to the FBO in April.

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.

Commission Memo



Prepared by: Greg Hagbery
Date: May 16, 2023
Re: LTL Freight Parking – Portway Ave - Maritime

In 2022, the Hook experienced a dramatic surge in visitors and consequently, congestion. Passenger vehicles combined with larger recreational vehicles created significant safety concerns for Port staff and our local first responders.

In efforts to mitigate the volume of vehicles the Commission recently directed staff to implement paid parking on the Hook and change the vehicle types allowed on the west end of Portway Avenue, formerly known as Zone #6. To properly implement this change, the allowances for LTL Freight parking and transfers, operating under parking agreements, will be terminated.

Staff explored suitable areas where this important component of our local economy could continue to operate. The graphic below depicts a parking plan for LTL Freight vehicles to utilize the east side of the Maritime lot for freight transfers.



Staff spoke with Hood River Distillers to determine if there were any concerns or perceivable issues with expanding the shared use areas around the building. Staff spoke with and met

with representatives from the trucking companies to describe the plan and verify the feasibility of this option. Staff also met with the Lion's Club representative to confirm that the bottling station that is currently located at the southeast edge of the property could be moved.

Port Facilities crews would need to remove the southern section of fence along the east side of the property to provide adequate turning space for semis to utilize the existing curb cut. Additional Port crews would also need to skim the gravel yard with a magnet to remove various nails, screws, and other sharp metal objects.

This is a seasonal plan that requires trucking operations to use gravel yard from June 1st through October 31st, when the waterfront crowds are larger, and then to Portway Avenue from November 1st through May 31st, when the waterfront crowds are minimal.

With Commission approval of the HRD Addendum No.2, staff will begin preparing the site for a June 1st transfer of freight parking operations.

RECOMMENDATION: Approve Addendum No. 2 with Hood River Distillers in the Maritime Building.

ADDENDUM NO. 2 TO LEASE

Whereas, the Port of Hood River (“Lessor”) and Hood River Distillers, Inc. (“Lessee”) entered into a lease of 38,474 square feet in Lessor’s Maritime Building located at 910 Portway Avenue, Hood River, Oregon and areas adjacent to the building (“Leased Premises”) under a lease dated July 1, 2019 (“Lease”); and

Whereas, by Addendum No. 1, the Lease term was extended through June 20, 2024, and five extension terms of (1) year each were added to the agreement; and

Whereas, by Addendum No. 1, Lessor granted Lessee right to terminate any Lease option extension term and all rights of Lessee to exercise any additional option to extend the Lease term by providing not less than six months prior notice to Lessee of Lessor’s intent to terminate the Lease effective on the Lease termination date stated in Lessor’s notice.

Whereas, Lessor seeks to provide through access along the West and North travel lanes around the Leased Premises to freight vehicles for the purpose of freight load transfers on the East side of Leased Premises during from June 1 – Oct 31;

Therefore, the Lessor and Lessee agree to amend the Lease as follows:

1. The Lease Agreement is modified to: a) allow shared access along the West and North travel lanes around the Leased Premises for freight vehicles for the purpose of load transfers on the East side of the Leased Premises from June 1-October 31; and b) include the attached exhibit depicting shared travel lane around the Leased Premises. This exhibit replaces existing Exhibit A.
2. Except as expressly modified by this Addendum 2, all terms of the Lease and any prior Addenda entered into between the parties control.

Dated this _____ day of May, 2023.

Hood River Distillers

Port of Hood River

Signed:

Signed:

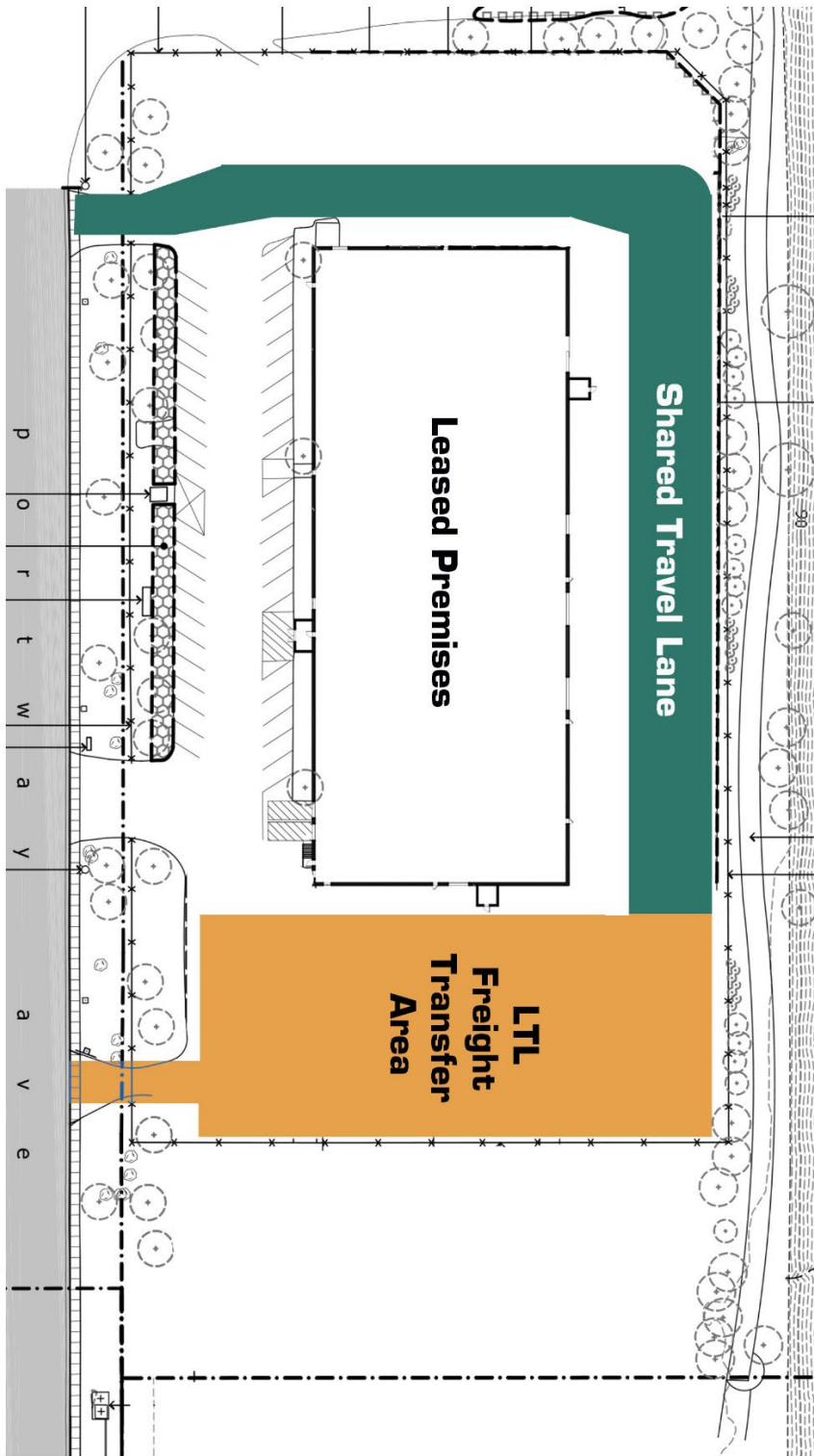
By: Erica Mitchell

By: Kevin Greenwood

It’s: CFO

It’s: Executive Director

Exhibit A



Commission Memo



Prepared by: Kevin Greenwood
Date: May 16, 2023
Re: Ordinance 27 Regulating Conduct on
Port Property - Second Reading and Adoption

The Commission approved the first reading of Ordinance 27 during the Port Commission meeting on April 18, 2023.

ORS 198 requires that the Ordinance be read at two meetings. The board may direct that the reading be by title only. Minor adjustments or edits may occur between readings and acknowledged before adoption.

RECOMMENDATION: Motion to conduct the second reading and to read Ordinance 27 regulating conduct on Port property by title only.

President Sheppard would call for a second and then a voice vote. After approval, Daryl can read the title of the Ordinance into the record.

RECOMMENDATION: Motion to adopt Ordinance 27 regulating conduct on Port property.

President Sheppard would call for a second and then a voice vote. The Ordinance goes into effect June 2, 2023.

This page intentionally left blank.

**PORT OF HOOD RIVER
ORDINANCE NO. 27**

AN ORDINANCE REGULATING CONDUCT ON PORT PROPERTY

WHEREAS, the Port of Hood River is a duly organized municipal corporation of Hood River County, Oregon (ORS 777); and

WHEREAS, it is in the best interest of the citizens of the district of this Port and the public generally to have certain ordinances and regulations regarding and relating to the public process of policy development codified; and

WHEREAS, the Port of Hood River desires to amend Ordinance Number 24 to update the Ordinance to allow persons designated by the Port of Hood River Board of Commissioners to exclude persons violating this Ordinance and/or criminal law from the Port's recreational properties; and

WHEREAS, the Port of Hood River desires to amend Ordinance Number 24 to repeal the current parking regulations and to state that the Board will adopt a separate Board Policy and Procedure for Parking; and

WHEREAS, the agenda with the Ordinance title was published on May 16, 2023 issue of the *Columbia Gorge News* six days in advance of the regularly scheduled Port of Hood River Board Meeting (ORS 198.540(2)); and

WHEREAS, a copy of the ordinance was made available to the public (ORS 198.550(1)(a)); and

WHEREAS, the board voted to read the ordinance by title only (ORS 198.550(1)(b)) for a first reading on April 18, 2023 and again for a second reading on May 16, 2023; NOW, THEREFORE, THE PORT OF HOOD RIVER ORDAINS AS FOLLOWS:

SECTION 1. Scope of Ordinance. This ordinance regulates conduct on Port Property, including at Port structures.

SECTION 2. Definitions. Unless the context requires otherwise, for purposes of this ordinance the following definitions and provisions stated in a definition apply:

"Boat Launch" means the concrete ramp on the east side of the Marina Boat Basin.

"Camp" means erecting a tent or shelter, arranging bedding or occupying a parked vehicle, trailer or camper for purposes of, or in such a way as will permit, sleeping or remaining Overnight.

"Commercial Activity" means any activity directed to the general public or between two or more persons or entities undertaken for profit or personal gain.

"Courtesy Notice" means a written notice delivered or sent to a person informing them that a Parking Complaint has been issued and about their payment obligation.

"Event Site" means Port Property which includes an improved vehicle parking area and beach access to the Columbia River, located north of Port way Avenue, west of the Nichols Basin inlet, south of the Columbia River, and east of the Jensen building.

"Executive Director" means the person the Board has appointed to act as the general manager of all Port operations.

"Hook" means Port Property which includes a peninsula located west of the western terminus of Portway Avenue, east of Wells Island, north of Interstate 84, and south of the Columbia River.

"Interstate Bridge" means the bridge owned by the Port which crosses the Columbia River from Hood River, Oregon to Washington.

"Kiteboarding" means pumping/drying kites, carrying inflated kites, rigging or attaching lines, launching and landing.

"Marina Beach" means Port Property located east of the Hood River and north of Marina Park.

"Marina Boat Basin" means the river basin located north of the Marina Green and east of the Marina Park, used for launching and moorage of boats and pontoon airplanes, with access to the Columbia River.

"Marina Boat Basin Area" means Port Property located west of the Interstate Bridge approach road, south of the Marina Beach, east of the Hood River and north of Interstate 84.

"Marina Green" means Port Property which includes a grass recreation field located south of the Marina Boat Basin and north of Interstate 84.

"Marina Park" means the park setting and picnic shelter located east of the Hood River and west of the Marina Boat Basin.

"Nichols Basin" means the river basin north of Interstate 84, which runs south to north along the western boundary of the Spit, with access to the Columbia River.

"Official Sign" means all signs, signals, markings, devices and placards placed, erected or provided by the Port for the purpose of guiding, directing, warning or regulating vehicle or boat traffic or personal conduct. An Official Sign includes a Port message appearing on or from an electronic kiosk or other electronic device which provides information.

"Overnight" means between 11:00 p.m. and 6:00 a.m., unless modified by Board resolution.

"Parking Complaint" means a written or electronic notice demanding payment issued by the Port placed on a vehicle or provided to a person who has violated a Parking Zone parking requirement.

"Parking Pass" means a Port-issued parking permit that authorizes a vehicle which displays the Parking Pass to be parked in a designated Port parking location at times specified and on terms required by the Port. The Board or Executive Director may establish Parking Pass parking locations or requirements by Board resolution.

"Parking Zone" means an area of Port Property designated as a parking zone described and/or depicted on a Port map or diagram, where the Port limits vehicle parking times and charges for vehicle parking at specified parking locations. These Port locations reserved for vehicle parking, which may be in a separate confined parking area or be shoulder spaces located adjacent to a curb along a Port access way, are not considered part of a

public road or street subject to Oregon Motor Vehicle Code laws governing travel on a public road or street.

"Pedestrian Bridge" means the bridge owned by the Port of Hood River intended for pedestrian use which crosses the Hood River from the Marina Boat Basin Area leading to the southern terminus of the Spit access road.

"Port Website" means the official Port website.

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

"Port Recreational Property" means the following areas: Event Site; Hook; Marina Beach; Marina Boat Basin Area; Marina Green; Marina Park; Nichols Basin; and Spit.

"Portway Avenue" means a City of Hood River ("City") street running westerly from the intersection with North Second Street and easterly from the intersection with Eighth Street and includes connected Port roads extending in a straight line westerly from the west end of the City street and in a straight line easterly from the east end of the City street.

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

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

GENERALLY APPLICABLE REGULATIONS

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

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

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

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

SECTION 7. Animal Control. No person shall bring an animal onto Port Property, or allow an animal to be on Port Property, except when the animal is leashed and under the control of an adult.

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

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

SECTION 10. Camping. Except as permitted for Marina Boat Basin tenants in Section 24, no person shall camp Overnight on Port Property or Parking Zone.

SECTION 11. Hunting. No person shall discharge firearms, hunt, or attempt to trap or injure an animal on Port Property.

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

SECTION 13. Drones, Remote-Controlled Aerial Devices.

(1) No person shall operate a remote-controlled flying or aerial device on or from Port property in a manner that violates FAA regulations governing such devices.

(2) No person shall operate a remote-controlled flying or aerial device on or from Port Property after a Port employee requests the person not do so because the Port Employee has reasonable grounds to believe that activity may conflict with or impair other permitted uses on Port Property or may pose a hazard to others.

SECTION 14. Kiteboarding.

(1) *Location Restrictions:* No person shall launch or operate a kite, kiteboard or training kite from Port Property other than where permitted by an Official Sign, or Marina Green and Marina Beach, except when prohibited by an Official Sign.

(2) *Safety Restrictions:* No person shall launch or operate a kiteboard or training kite if the activity may conflict with or impair other permitted uses on Port Property or may pose a hazard to others.

SECTION 15. Vehicle Parking.

(1) The Port shall adopt, by resolution, a Board policy and procedure for vehicle parking in the Port's Parking Zone. The Board policy and procedure shall establish the policy and procedure for the Port's establishment and enforcement of its Parking Zones.

(2) No person shall park a vehicle on Port Property in violation of an Official Sign or request of a Port employee.

(3) No person shall park a vehicle Overnight anywhere on Port Property unless expressly authorized by the Port.

(4) No person shall park a vehicle on Port Property where curbs are painted red.

SECTION 16. Vehicle Speed. No person shall operate a vehicle at a speed in excess of the posted speed.

SECTION 17. Vehicles on a Path or Off a Road.

(1) No person shall operate a vehicle on any pedestrian path located on Port Property except a motorized wheelchair or device used to improve mobility for a disabled person, a Port maintenance vehicle and an emergency vehicle.

(2) No person shall drive or park a vehicle on Port Property off a Port road or parking area without Port permission.

SECTION 18. Official Signs. No person shall engage in any conduct in violation of instructions or prohibitions appearing on an Official Sign on Port Property. No person shall place a sign on Port property without permission by the Port Executive Director or their designee. Contents of an Official Sign shall be approved by the Executive Director. If an Official Sign is placed by the Port on Port Property, the contents of the sign shall be deemed approved by the Executive Director.

SECTION 19. Use of Port Utilities. No person shall connect an electrical device of any kind to a Port electrical power outlet or in any other manner use or interfere with electricity or water supplied to or by the Port on Port Property.

SECTION 20. Fees. No person shall refuse nor neglect to pay a fee or charge established by Board resolution for use of Port Property, Port facilities or Port services, when due.

SECTION 21. Tobacco use. No person shall use tobacco products of any kind, including cigars, cigarettes, e-cigarettes, vape pens, snuff or chewing tobacco while on Port Property or within Port buildings or facilities.

SECTION 22. Port Permission. No person may violate a provision of this ordinance unless the person is given express written permission to do so at a specific time or for a specific purpose by the Board or a Port employee, or an activity is allowed by an Official Sign. Such permission shall apply only to the expressly stated time, event, or activity.

SITE-SPECIFIC REGULATIONS

SECTION 23. Boat Launch and Transient Dock.

(1) No person shall park a vehicle in the Boat Launch parking lot Overnight.

(2) No person shall dock a boat under 26 feet long to the Transient Dock for more than three consecutive nights.

(3) No person shall dock a boat that is 26 feet in length or longer to the Transient Dock for more than ten consecutive nights in a 30-day period.

SECTION 24. Marina Boat Basin. All Marina Boat Basin tenants shall comply with the conditions of their moorage agreement and with moorage rules and regulations adopted by the Port. Unless otherwise allowed or prohibited by an Official Sign, the following activities are prohibited in the Marina Boat Basin or Marina Boat Basin Area:

- (1) No person shall jump or dive into, swim in, windsurf, wing foil, Efoil or kiteboard in the Marina Boat Basin.
- (2) No person shall operate a boat, an airplane or any other type of watercraft in the Marina Boat Basin at a speed in a manner which causes a wake.
- (3) No person shall clean fish in the Marina Boat Basin or Marina Boat Basin Area.
- (4) No person shall stay on a boat or boathouse moored in the Marina Boat Basin for a period of time that violates a Port moorage rule or regulation.
- (5) No person shall park a vehicle at the Marina Boat Basin parking lot for more than three consecutive nights.
- (6) No parent, guardian, or person having custody or control of a child under the age of 16 years shall allow the child to be in a moored boat or boathouse in the Marina Boat Basin unaccompanied by an adult.

SECTION 25. Marina Park.

- (1) No person except a Marina moorage tenant or their guest shall operate or park a vehicle at the Marina Park between the posted hours.
- (2) No person shall park a vehicle on Marina Green grass.

SECTION 26. Marina Beach. No person shall recreate or otherwise use the Marina Beach in violation of an Official Sign or request of a Port employee.

SECTION 27. Pedestrian Bridge. The following activities are prohibited on the Pedestrian Bridge:

- (1) No person shall jump or dive from the Pedestrian Bridge.
- (2) No person shall drive a vehicle on the Pedestrian Bridge, with the exception of a motorized wheelchair or device used to improve mobility for a disabled person, and Port maintenance vehicles.
- (3) No person shall ride a bicycle, scooter or skateboard on the Pedestrian Bridge.

SECTION 28. Spit. No person shall drive or park a vehicle on the Spit north of the designated parking area.

SECTION 29. Event Site. No person shall engage in an activity related to kiteboarding, wing foiling or windsurfing at the Event Site except at times and in areas designated by an Official Sign.

SECTION 30. Event Site & Nichols Basin Structures. No person shall jump or dive from a wharf, pier, dock or pylon at or near the Event Site or the Nichols Basin. No person shall use a dock owned by the Port located at the Event Site or in the Nichols Basin without Port permission or unless allowed by an Official Sign.

SECTION 31. Hook. No person shall operate or park a vehicle at the Hook between the hours posted or when the Hook roadway entrance gate is closed. No kiteboarding allowed at the Hook.

SECTION 32. Interstate Bridge. The following activities are prohibited on the Interstate Bridge:

- (1) No person shall ride a bicycle on the Interstate Bridge.
- (2) No person shall operate an electronic bicycle, motorized scooter or skateboard on the Interstate Bridge.
- (3) No person shall walk onto or jump from the Interstate Bridge.
- (4) No person shall drive a vehicle in excess of the posted speed on the Interstate Bridge, unless a different speed is posted at an entrance to the Interstate Bridge, in which event the driver shall obey the posted speed. Emergency Vehicles are exempt from this requirement in cases of an emergency.
- (5) No person driving a vehicle shall pass another vehicle traveling in the same direction or pass a vehicle in the same lane of travel which is stopped on the Interstate Bridge.
- (6) No person shall stop, park, or leave a vehicle unattended on the Interstate Bridge.
- (7) No person shall drive a vehicle onto or across the Interstate Bridge without paying a bridge toll established by the Port.

ENFORCEMENT

SECTION 33. Enforcement of Ordinance. The following persons have the authority to carry out the provisions of this Ordinance:

- (1) Port employees.
- (2) All peace officers as defined by ORS 133.005.
- (3) Licensed private security professionals as defined in ORS chapter 181 and appointed by the Board.
- (4) For Parking Zone violations, any person appointed by the Executive Director.

SECTION 34. Parking Compliance. The following provisions apply to compliance with Parking Zone parking requirements:

- (1) A person who fails to comply with a Port Parking Zone requirement may be issued a Parking Complaint and assessing a penalty for violation. The person issued a Parking Complaint shall be liable for any late payment charge, tow fees, or vehicle immobilization penalties owed if the parking charge payment is not received when due.
- (2) If a person disputes a Port claim of non-compliance with a Parking Zone requirement, failure to pay a parking charge when due, or the contents of a Parking Complaint or payment demand, for any reason, the person may obtain a Port form to be used to state the reason(s) for their dispute at the Administration Office or Port Website ("Dispute Form"). A completed Dispute Form may be filed with the Port in person at, or sent by mail to, the Administration Office or be submitted to the Port at the Port Website. A properly completed and filed Dispute Form will be considered by the Executive Director or their designee if received within 30 days after the issuance of a Parking Complaint and if a Courtesy Notice is issued 30 days after issuance of the Courtesy Notice or may be considered later in the Executive Director's discretion. The Executive Director or their designee may take any action they deem appropriate in response to the information in a Dispute Form filed with the Port, or

received in some other manner, including obtaining more information, reducing or forgiving a parking charge, or undertaking or continuing collection activities.

SECTION 35. Penalties and Payments.

- (1) A person who violates a provision of this ordinance shall commit an offense punishable by a fine as a Class A violation. Provided however, if an offense defined in this ordinance is also an offense governed by a provision of the Oregon Criminal Code or Oregon Motor Vehicle Code ("State Regulation") and the State Regulation offense category is lower than a Class A violation, the ordinance offense and fine payable shall be reduced to be the same as provided in the State Regulation.
- (2) Each violation of a section or subsection of this ordinance shall constitute a separate offense.
- (3) Each separate violation of this ordinance shall constitute a separate offense.
- (4) If a person fails to comply with any Parking Zone parking requirement established by the Port, the person shall owe the Port the amount established by Board resolution as a result of their failure to comply.

SECTION 36. Right to Exclude.

The Port shall adopt, by resolution, a Board policy and procedure to exclude persons from Port Recreational Property and Parking Zones who violate this Ordinance, the Oregon Criminal Code, or the person has threatened to do so. No person shall remain on Port Recreational Property after being directed to leave. Exclusion applies only to Port Recreational Property and Parking Zones as defined in Section 2.

SECTION 37. Severability. This ordinance shall be liberally constructed to effectuate the purposes of this ordinance. Each section, subsection or other portion of this ordinance shall be severable; the invalidity of any section, subsection, or other portion shall not invalidate the remainder.

SECTION 38. Scrivener's Errors. A scrivener's error in any portion of this ordinance may be corrected by order of the Port of Hood River Board of Commissioners.

SECTION 39. Codify. Staff is directed to organize this policy and potential future amendments to this policy into a generally accepted professional format for public use and viewing.

SECTION 40. Ordinance Repealed. Port Ordinance No. 26 (24-2018), An Ordinance Regulating Conduct on Port Property, dated June 26, 2018, is hereby repealed and replaced by this ordinance.

SECTION 41. Effective Date. 30 days after adoption of this ordinance.

SECTION 42. Recitals. The recitals of this Ordinance are incorporated herein by reference and adopted as findings in support of this Ordinance.

SECTION 43. Short Title. This ordinance shall be entitled and shall be known as the “Port Facilities Code.”

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS this 16th day of May, 2023.

Ben Sheppard, President

ATTEST:

Michael Fox, Secretary

**CERTIFICATE
Attestation of a Copy of a Document**

State of Oregon)
Hood River County)

I certify that this is a true and correct copy of a document in the possession of Port of Hood River.

Date: _____, 2023

Notary Public – State of Oregon

This page intentionally left blank.

Commission Memo



Prepared by: Genevieve Scholl, Daryl Stafford
Date: May 16, 2023
Re: Resolution Approving Changes to
Waterfront Parking System

The attached resolution updates several key areas of the Port's waterfront parking system, including:

1. Expansion of paid parking areas to include the Hook and the Marina.
2. Payment method changes to text to pay or mobile payment only.
3. Rate and fee adjustments, change to hours that payment is required.
4. Change to West Portway vehicle types allowed.

Amendments may be necessary based upon Commission direction, so the motion to approve should include any changes desired by the Commission as an itemized list. For instance, the Commission may wish to add the Marina Boat Launch parking lot to Section 8.b. to include an annual pass option for that lot.

RECOMMENDATION: Approve Resolution No. 2022-23-12 setting waterfront parking rates, fees, zones and hours.

This page intentionally left blank.

PORT OF HOOD RIVER
Resolution No. 2022-23-12

**A RESOLUTION SETTING WATERFRONT PARKING ENFORCEMENT,
RATES, FEES, ZONES AND HOURS**

WHEREAS, the Commission would like to create a policy for the management of the waterfront parking enforcement, rates, fees zones and hours;

WHEREAS, the Commission adopted Ordinance 27 on May 16, 2023, stating that the Commission shall adopt, by resolution, a Board policy and procedure for vehicle parking in the Port’s Parking Zones; and NOW, THEREFORE

THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Vehicle Parking.

- A. No person shall park a vehicle on Port Property in violation of an Official Sign or request of a Port employee.
- B. No person shall park a vehicle Overnight anywhere on Port Property unless expressly authorized by the Port.
- C. No person shall park a vehicle on Port Property where curbs are painted red.

Section 2. Pay to Park Zones and Hours.

- A. Payment for parking will be required between the hours of 8:00 a.m. and 6:00 p.m. No parking is allowed on any Port-owned lots and streets between the hours of 11:00 p.m. and 6:00 a.m. There is no maximum stay limit for any designated parking space between the hours of 6:00 a.m. and 11:00 p.m.
- B. **WATERFRONT ZONE:** Encompasses all Port-owned streets and parking lots west of Nichols Basin, except for the Event Site Parking Lot. (Nichols Basin parking lot, N. 1st Street, Lot 1, westernmost block of Portway Avenue, western half of the West Jensen Parking lot, easternmost block of Portway Avenue, and the Hook).
- C. **EVENT SITE ZONE:** The Event Site Parking Lot (and Lot 1 overflow parking when full).
- D. **HOOK ZONE:** The westernmost block of Portway Avenue, extending west out to the end of the Hook.
- E. **JENSEN ZONE:** The west half of the west Jensen Building parking lot.
- F. **MARINA ZONE:** The Marina Boat Launch Parking Lot.

Section 3. Free to Park Zones and Hours. No payment is required for parking in the Spit Parking Lot, the Marina Beach Parking Lot, and the Marina Moorage Parking Lot. No parking is allowed on any Port-owned lots and streets between the hours of 11:00 p.m. and 6:00 a.m., and no parking is allowed in Free-to-Park lots after 9:00 p.m.

Section 4. Parking Rates and Fees.

Parking rates in all Zones will be \$2.50 per hour (per parking space occupied), up to \$15 per day for regular length vehicles, and \$25 per day for overlength vehicles parked at the Event Site.

Annual season passes valid for parking in the Event Site, Lot 1 overflow parking, and West Jensen (excluding overlength vehicles) will be \$200 for vehicles up to 20' and \$350 for vehicles over 20'. Passes are valid January 1 – December 31 for lot open hours only. Passes are not valid for on street parking.

Section 5. Vehicle Types Allowed in Parking Lots.

- A. Event Site Parking Lot:** Gates are open 7:00 a.m. to 9:00 p.m. Payment required between 8:00 a.m. and 6:00 p.m. Regular Length Vehicles (up to 20' in total length) and Overlength Vehicles (over 20' in total length) are allowed.
- B. West Jensen Parking Lot:** Open all hours. Payment required between 8:00 a.m. and 6:00 p.m. Overlength Vehicles (over 20' in total length) are NOT allowed.
- C. Nichols Basin Parking Lot:** Open all hours. Payment required between 8:00 a.m. and 6:00 p.m. Regular Length Vehicles (up to 20' in total length) and Overlength Vehicles (over 20' in total length) are allowed.
- D. Marina Boat Launch Parking Lot:** Open all hours. Payment required between 8:00 a.m. and 6:00 p.m. Regular Length Vehicles (up to 20' in total length) and Overlength Vehicles (over 20' in total length) are allowed.
- E. Spit, Marina Beach and Marina Moorage parking lots -** Regular Length Vehicles (up to 20' in total length) and Overlength Vehicles (over 20' in total length) are allowed. Commercial Trucks are not allowed. Commercial trucks are defined as a tractor or tractor trailer combination in excess of 10,000 gvw. No parking allowed in these lots after 9:00 p.m.

Section 6. Vehicle Types Allowed on Streets and Roads.

- A. The Hook:** Open 7:00 a.m. to 9:00 p.m., hours may change seasonally. Payment required between 8:00 a.m. and 6:00 p.m. Overlength Vehicles (over 20' in total length) are NOT allowed. Parking in designated spaces only. Vehicles parked in FIRE ZONES or in any way impeding access of emergency response vehicles will be towed at the owner's expense.
- B. West Portway Avenue:** Open all hours. Payment required between 8:00 a.m. and 6:00 p.m. Passenger vehicles allowed 7 days a week. Commercial trucks not allowed May 15 through October 15. Overnight parking for commercial trucks is only allowed October 16 – May 14. Commercial trucks are defined as a tractor or tractor trailer combination in excess of 10,000 gvw.
- C. North 1st Street and East Portway Avenue:** Open all hours. Payment required between 8:00 a.m. and 6:00 p.m. Passenger vehicles allowed 7 days a week. Commercial trucks not allowed May 15 through October 15. Commercial trucks are defined as a tractor or tractor trailer combination in excess of 10,000 gvw.

Section 7. Violation Penalties

- A.** Non-payment (per parking space) - \$40
- B.** Parking in Unauthorized Space - \$30
- C.** After Hours Parking (anytime between 11:00 p.m. to 6:00 a.m. all Zones AND after 9:00 p.m. in the Event Site Parking Lot) - \$40
- D.** Non-payment of violation penalty after 30 days of issuance - \$15
- E.** Non-payment of violation penalty after 60 days of issuance - \$25
- F.** Non-payment of violation penalty after 90 days of issuance – Send to collections, will include collections fees assessed by Duncan Solutions.
- G.** Removal of immobilization device - \$50
- H.** Towing administrative fee - \$10% of towing cost

Section 8. Payment Method

- A.** All Zones: Pay-by-Text or Mobile App only, no cash payment or kiosk option.
- B.** Event Site Parking Lot, Lot 1, West Jensen Parking Lot: Annual season pass option allowed in these lots. (No overlength passes/vehicles allowed in West Jensen lot).
- C.** Parking violation payment accepted by cash, check, or credit card at the Port office during regular business hours or via U.S Mail.

Section 9. Immobilization Device. Failure to pay multiple Parking Complaints may result in the use of a vehicle immobilization device. To free the car from the immobilization device, the driver must pay all outstanding Parking Complaints. Removal of the immobilization device is only done during the Port’s regular business hours of 8:00 am to 5:00 pm, Monday through Friday (excluding holidays).

Section 10. Towing. Failure to pay multiple Parking Complaints or vehicles parked in manner that is a hazard may result in towing of the vehicle. The vehicle shall be impounded and towed by a licensed towing company to the towing company's garage. The towing and storage of a vehicle pursuant to this Section shall create a lien against the vehicle and any property left within the vehicle in favor of the towing company as provided by ORS 87.152. The owner of the impounded vehicle, or the owner’s authorized agent, may redeem such vehicle commencing the next business day following the impounding of the vehicle upon payment of the towing bill, vehicle storage fees in a per diem amount contractually established between the Port and the service provider. If redemption is not made within 30 days after the vehicle is impounded, then such vehicle may be disposed of by the towing company in accordance with the procedure provided for in the foreclosure of liens under ORS 87.152 et seq.

Section 11. Annual Review. The Commission, through assistance by Port staff, shall annually review and adopt a new rate, fees and charges resolution prior to the subsequent budget’s adoption. Any fee adjustments to this policy may be done through an annual rate adjusting resolution.

Section 12. Effective Date. The effective date of this resolution is June 1, 2023.

Section 13. Repealer. All previous rates and/or policy resolution regarding waterfront parking are hereby repealed.

Adopted by the Board of Commissioners of the Port of Hood River this 16th day of May 2023.

SIGNED

Ben Sheppard, President

ATTEST

Michael Fox, Secretary

Commission Memo



Prepared by: Greg Hagbery
Date: May 16, 2023
Re: E. Anchor Way, N. 1st Street Architecture & Engineering
Notice of Intent to Negotiate Contract

During the November 15, 2023 planning work session, the Commission directed staff to move forward with developing a Request for Proposals (RFP) for East Anchor Way and North 1st Street Utility Design & Engineering services. On January 24, 2023, the Port Commission reviewed the RFP and approved it to be issued. The RFP was issued on February 13, 2023, with a closing date of March 29, 2023.

Only one firm, KPFF Inc., submitted a proposal for the project. The proposal was reviewed by Port staff and independently ranked by the four reviewers. Out of the 115* total points the average overall score was 109 points. (**An interview with KPFF was deemed unnecessary, therefore 50 additional points were not available*).

This project seeks to utilize a \$500,000 Immediate Opportunity Fund (IOF) Grant through the Oregon Department of Transportation and a State of Oregon Coronavirus Fiscal Recovery grant for \$500,000 for funding. KPFF's proposal for East Anchor Way and North 1st Street Utility Design & Engineering services is \$435,345.19.

Staff requests Commission approval to begin contract negotiations with KPFF Inc. Attached is the Notice of Intent to Proceed with Negotiations. Additionally, staff anticipates an increase to the scope of work to include analyses of potential circulation deficiencies at the Second Street and Riverside Drive intersection. Staff intends to have the negotiated contract with KPFF Inc., available for Commission review and approval at the June 30, 2023, meeting.

RECOMMENDATION: Approve Notice of Intent to Proceed with Negotiations with KPFF Inc. for E. Anchor Way, N. First Street and Utilities Design & Engineering Project.

This page intentionally left blank.



INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • portofhoodriver.com • Email: porthr@gorge.net

E. Anchor Way, N. First Streets and Utilities Project Design & Engineering

Notice of Intent to Enter into Negotiations

5/16/23

Proposal selected for the E. Anchor Way, N. First Streets and Utilities Project Design & Engineering is:

**KPFF Inc.
with a Lump Sum bid of \$435,345.19**

The Port of Hood River will seek to award a contract on June 20, 2023 following the contest period.

This page intentionally left blank.

Commission Memo



Prepared by: John Mann
Date: May 16, 2023
Re: Authorize Intent to Award Miscellaneous Truss Repair

During the 2022 fracture critical inspections some deficiencies in the bridge structure were found. This contract repairs these deficiencies and keeps us on top of the recommended repairs. The engineers estimate for the project was \$300,000.

Bids were opened May 11, 2023 with only one bid received, from Abhe & Svoboda, Inc. ("Abhe") at \$460,928.00. The Port has contracted with Abhe in the past and have had very successful projects. This appears to be another case of construction cost inflation walking away from engineers' estimates, as staff has discussed with the Commission earlier.

Port staff has been working with Abhe and Svoboda on the contracting and work schedule to get the project started as quickly as possible. Staff recommends this acceleration to complete as much of the additional cost of the project as possible prior to the end of the FY23 budget cycle using capital improvement dollars unspent from this year's budget. We could reject all bids, but experience tells us we won't do any better at a later time, and we risk driving bids up further in a rebid.

RECOMMENDATION: Authorize Award of Contract to Abhe & Svoboda for the Miscellaneous Truss Repairs Project in an Amount Not to Exceed \$460,928 and authorize the Executive Director to sign the contract, subject to legal review and barring no protests.

This page intentionally left blank.



Port of
Hood River

Providing for the region's economic future.

INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

P.O. Box 239 • 1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 •
www.portofhoodriver.com • Email: porthr@gorge.net

Miscellaneous Truss Repair Project

Notice of Intent to Award, Apparent Low Bidder

5/12/23

Apparent low Bidder for Miscellaneous Truss Repairs Project is:

Abhe & Svoboda, Inc with a Lump Sum bid of:

\$460,928.00

The Port of Hood River will seek Award of the contract on May 22, 2023 following the protest period.

This page intentionally left blank.

BID FORM

DATE: May 11, 2023

**PORT OF HOOD RIVER
1000 E. PORT MARINA DRIVE
HOOD RIVER, OREGON 97031**

PRICE SUBMITTAL:

The Undersigned proposes and agrees, if this Bid is accepted, to enter into an agreement with the Port of Hood River to furnish all Work as specified or indicated herein for the ITB indicated and within the schedule indicated in the Invitation to Bid. Bidder has familiarized itself with the Work and has visited and inspected the site and is familiar with all the field conditions, legal requirements (federal, state, and local laws, ordinances, rules and regulations), and conditions affecting cost, progress and performance of work, and has made such independent investigations as Bidder deems necessary. Bidder has given the Port written notice of all conflicts, errors, and/or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the Port is acceptable to Bidder.

BASE BID: Miscellaneous Truss Repairs

FOR THE LUMP SUM OF: \$ Four Hundred Sixty Thousand Nine Hundred Twenty Eight Dollars (\$460,928.00)

CHANGES TO THE WORK

- A. If adjustments to the work occur, the Bid Sheet will be used for basis of cost adjustment. If quantities are adjusted by more than 25% equitable overhead factor may be applied.

The Undersigned agrees, if awarded the Contract, to complete this work not later than:

September 15, 2023.

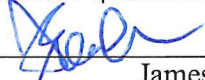
Company: Abhe & Svoboda, Inc. Telephone: (952) 447-6025

Company Address: 18100 Dairy Ln., Jordan, MN 55352

Email: estimating@abheonline.com Fax: (952) 447-1000

Construction Contractors Board Number 73739 Expiration Date 06/01/2024

I attest that I have the authority to commit the firm named above to this Bid amount and acknowledge that the firm meets the qualifications necessary to perform this work as outlined in the Invitation to Bid. I understand that I will be required to provide necessary information to verify that the firm meets these qualifications if selected for the Contract.

By:  05/11/2023
James Svoboda, Vice President

Signature / Name & Title / Date

BID SHEET

Spec Item	Description	Qty	Unit	Unit Cost	Total
00210	Mobilization	1	LS	\$46,000.00	\$46,000.00
00221	Temporary Work Zone Traffic Control, Complete	1	LS	\$69,183.00	\$69,183.00
00253	Temporary Work Access and Containment	1	LS	\$153,498.00	\$153,498.00
00542	Joint Header Repair	1	EA	\$11,818.00	\$11,818.00
00542	Pier Crack Sealing	14	EA	\$957.00	\$13,398.00
00560	Stringer Connection Repair	19	EA	\$2,500.00	\$47,500.00
00560	Floorbeam Knee Brace Repair	2	EA	\$4,658.00	\$9,316.00
00560	Light Pole Connection Repair	1	EA	\$3,314.00	\$3,314.00
00560	Debris Removal	1	LS	\$88,278.00	\$88,278.00
00560	Rocker Bearing Modification	5	EA	\$3,070.00	\$15,350.00
00560	Truss Chord Repair	1	EA	\$3,273.00	\$3,273.00
Total Bid					\$460,928.00
Written Bid Total: Four Hundred Sixty Thousand Nine Hundred Twenty Eight Dollars					

Contractor Name	Abhe & Svoboda, Inc.
Address	18100 Dairy Lane
Address	
City, State, Zip	Jordan, MN 55352
Phone	(952) 447-6025
Fax	(952) 447-1000
Email	estimating@abheonline.com
Registration Number	73739
Contact	James Svoboda, Vice President
Phone	(952) 447-6025

CONTRACTOR REGISTRATION FORM

This Bid must be signed in ink by an authorized representative of the Bidder; any alterations or erasures to the Bid must be initialed in ink by the undersigned authorized representative.

1. CCB Requirements

All Bidders shall be licensed with the State of Oregon Contractors Board (CCB) prior to bidding on Public Improvement Contracts. Failure to comply with this requirement shall result in Bid Rejection.

All subcontractors participating in the project shall be similarly registered with the State of Oregon Contractors Board at the time they propose to engage in subcontract work. The CCB registration requirements apply to all public works contracts unless superseded by federal law.

Construction Contractors Board Number: 73739
Expiration Date: 6/1/2024

2. Asbestos Abatement Licensing Requirements

An asbestos abatement license under ORS 468A.720 will not be required of the Contractor or its subcontractors.

3. Joint Venture/Partnership Disclosure

The Undersigned has authority on behalf of the following entity and is (check one of the following and insert information requested):

- a. A corporation organized and existing under the laws of the State of Minnesota; or
- b. A partnership/joint venture registered under the laws of the State of _____; If yes, name of the contact person for the partnership/joint venture _____; or
- c. A limited liability corporation (LLC) or limited liability partnership (LLP) under the laws of the State of _____; or
- d. An individual doing business under an assumed name registered under the laws of the State of _____.

4. Addendum or Addenda Acknowledgement

ADDENDA: The Undersigned hereby acknowledges receipt of the following Addenda:

ADDENDUM NO.	DATED	ADDENDUM NO.	DATED
<u>1</u>	<u>4/21/2023</u>	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Responsibility Inquiry/ Contractor References

(Provide (5) related project references and contact information)

1. Hood River Interstate Bridge Miscellaneous Steel & Portal Truss Repairs: John Mann, ph: 541-399-9228, jmann@portofhoodriver.com
2. Poe Lock Gate I Blasting & Coating: Alicia Krouth: ph: 906-361-0887, alicia.g.krouth@usace.army.mil
3. Winterhaven Drive Bridge No. 58C-0094 Seismic Retrofit: Robert Urena, ph: 442-265-1818, roberturena@co.imperial.ca.us
4. Lock & Dam 15 Service Bridge Repair: Rick Stebens, ph: 563-506-2018, ricky.l.stebens@usace.army.mil
5. SR 529, Northbound Steamboat Slough Bridge Painter: Mark Hammer, ph: 425-225-8794, hammerm@wsdot.wa.gov

6. Recycled Products

Bidder will comply with the recycled products provision in the Invitation to Bid in accordance with ORS 279A.125. Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work as set forth in this document.

7. Residency Information

Bidder is a () Resident Bidder (X) Non-resident Bidder

If a Resident Bidder, enter your Oregon business address:

If a Non-resident Bidder, enter State of residency: Minnesota

8. Compliance with Tax Laws

By my signature, I hereby attest or affirm under penalty of perjury: that I am authorized to act on behalf of the Contractor in this matter, that I have authority and knowledge regarding the payment of taxes, and that Contractor is, to the best of my knowledge, not in violation of any Oregon Tax Laws and any local tax laws administered by the Oregon Department of Revenue under ORS 305.620.

9. Certification of Drug-Testing Law Requirements

By my signature, I certify that Contractor shall demonstrate that an employee drug testing program is in place.

10. Certification of Compliance with Non-Discrimination Laws

By my signature, I hereby attest or affirm under penalty of perjury: that I am authorized to act on behalf of Contractor in this matter, and to the best of my knowledge, the Contractor has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts, and that the Contractor is not in violation of any Discrimination Laws.

11. Signature of Bidder's Duly Authorized Representative

The Bid must be signed in ink by an authorized Representative of the Bidder. Any alterations or erasures to the bid must be initialed in ink by the undersigned authorized representative.

The undersigned acknowledges, attests and certifies individually and on behalf of the Bidder that:

1. He/She is a duly authorized representative of the Bidder, has been authorized by Bidder to make all representations, attestations, and certifications contained in this Bid and all Addendum or Addenda, if any, issued.
2. Bidder, acting through its authorized representatives, has read and understands all Bid instructions, specifications, plans, terms and conditions contained in this Bid document, including all attachments, exhibits, and Addenda, if any, issued.
3. The Bid submitted is in response to the specific language contained in the Invitation to Bid, and Bidder has made no assumptions based upon either (a) verbal or written statements not contained in the Invitation to Bid, or (b) any previously issued Invitation to Bid, if any.
4. The Owner shall not be liable for any claims or be subject to any defenses asserted by Bidder based upon, resulting from, or related to, Bidder's failure to comprehend all the requirements of the Invitation to Bid.
5. The Owner shall not be liable for any expenses incurred by Bidder in preparing and submitting its Bid or in participating in the Bid evaluation/selection process.
6. The Bidder agrees to be bound by and comply with all applicable requirements of ORS 279C.800 through ORS 279C.870 and the administrative rules of the Bureau of

Labor and Industries (BOLI) regarding prevailing wage rates and payment of a fee to BOLI.

7. The Bid was (1) prepared independently from all other Bidders, and without collusion, fraud, or other dishonesty and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid designed to limit independent bidding or competition; and (2) the contents of this Bid have not been communicated by the Undersigned or its employees or agents to any person not an employee or agent of the Undersigned or its surety on any bond furnished with the Bid and will not be communicated to such person prior to the official opening of the Bids.
8. Bidder is bound by and will comply with all requirements, specifications, plans, terms and conditions contained this Bid, including all attachments, exhibits and Addendum or Addenda, if any, issued.
9. Bidder will furnish the designated items and/or services in accordance with the Bid specifications, plans, and requirements, and will comply in all respects with the terms of the resulting Contract upon award.
Bidder represents and warrants that Bidder has the power and authority to enter into and perform the Contract and that the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms.
10. All affirmations and certifications contained in sections 6,7,8,9 and 10 are true and correct.

Authorized Signature



Title Vice President

FEIN ID # or SSN # 41-1224817

Contact Person: James Svoboda

Telephone Number (952) 447-6025 Fax (952) 447-1000

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

Project Name Port of Hood River Miscellaneous Truss Repairs

Bid Opening Date May 11, 2023

Name of Bidding Contractor Abhe & Svoboda, Inc.

Email Address estimating@abheonline.com

CHECK THIS BOX IF YOU WILL NOT BE USING ANY FIRST-TIER SUBCONTRACTORS OF IF YOU ARE NOT SUBJECT TO THE DISCLOSURE REQUIREMENTS (SEE INSTRUCTIONS).

FIRST-TIER SUBCONTRACTORS

Firm Name	Dollar Amount
Category of Work	

Firm Name	Dollar Amount
Category of Work	

Firm Name	Dollar Amount
Category of Work	

Firm Name	Dollar Amount
Category of Work	

Firm Name	Dollar Amount
Category of Work	

BID BOND FORM

Project Name: Miscellaneous Truss Repairs

We, Abhe & Svoboda, Inc., as "Principal,"
(Name of Principal)

And Western Surety Company, an South Dakota Corporation,
(Name of Surety)

authorized to transact Surety business in Oregon, as "Surety," hereby jointly and severally bind ourselves, our respective heirs, executors, administrators, successors and assigns to pay unto the Port of Hood River ("Obligee") the sum of (\$ 10%)
Ten Percent (10%) of Total Amount Bid dollars.

NOW, THEREFORE, if the bid submitted by Principal is accepted, and if a contract pursuant to the bid is awarded to Principal, and if Principal enters into and executes such contract within the time specified in the procurement document and executes and delivers to Obligee its good and sufficient performance and payment bonds required by Obligee, as well as any required proof of insurance, within the time fixed by Obligee, then this obligation shall be void; otherwise, it shall remain in full force and effect.

IN WITNESS WHEREOF, we have caused this instrument to be executed and sealed by our duly authorized legal representatives this 9th day of May, 2023.

PRINCIPAL: Abhe & Svoboda, Inc.

SURETY: Western Surety Company

By [Signature]
Signature

BY ATTORNEY-IN-FACT:

JAMES SVOBODA
VICE PRESIDENT

Joshua R. Loftis
Name

Official Capacity
Attest: [Signature]
Corporation Secretary

[Signature]
Signature

Roxane Svoboda
Secretary

151 N Franklin Street
Address

Chicago IL 60606
City State Zip

(312) 822-5000 (605) 330-7416
Phone Fax

NO SEAL

ACKNOWLEDGEMENT OF PRINCIPAL

STATE OF Minnesota)

COUNTY OF Scott)

On this 10th day of May, in the year 2023, before me personally appeared James Svoboda, Vice President of Abhe & Svoboda, Inc., known to me to be the person whose name is subscribed to the instrument, and acknowledge that he/she executed the same.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in this certificate first above written.



[Signature] Luke Schnitzler, Notary Public My Commission Expires: 01/31/2025

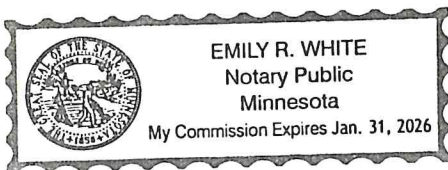
ACKNOWLEDGEMENT OF SURETY

STATE OF Minnesota)

COUNTY OF Becker)

On this 9th day of May, in the year 2023, before me personally come(s) Joshua R. Loftis, Attorney-in-Fact of Western Surety Company, with whom I am personally acquainted, and who, being by me duly sworn, says that he/she is the Attorney-in-Fact of Western Surety Company, the company described in and which executed the within instrument; that he/she know(s) the corporate seal of such Company; and that the seal affixed to the within instrument is such corporate seal and that it was affixed by order of the Board of Directors of said Company, and that he/she signed said instrument as Attorney-in-Fact of the said Company by like order.

In WITNESS WHEREOF, I have hereunto set my hands and affixed my official seal, the day and year in this certificate first above written.



[Signature] Emily R. White, Notary Public My Commission Expires: 01/31/2026

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

R. W. Frank, Nicole Stillings, Rachel Thomas, Joshua R. Loftis, Ted Jorgensen, Sandra M. Engstrum, Melinda C. Blodgett, R. C. Bowman, Brian J. Oestreich, Lin Ulven, Emily White, Nathan Weaver, C. White, Individually

of Minneapolis, MN, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 21st day of December, 2021.



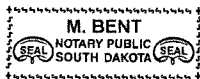
WESTERN SURETY COMPANY

Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 21st day of December, 2021, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires
March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 9th day of May 2023



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

This page intentionally left blank.