

PORT OF HOOD RIVER COMMISSION

Tuesday, February 17, 2015

Marina Center Boardroom

5:00 p.m.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
 2. Public Comment (5 minutes per person per subject; 30 minute limit)
 3. Consent Agenda
 - Approve Minutes of February 3, 2015 Regular Session – *Laurie Borton*
 - Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$6,721 – *Fred Kowell*
 4. Reports, Presentations and Discussion Items
 - MCEDD Update - Amanda Hoey, Executive Director
 - Regional Solutions Update - Kate Sinner, North Central Oregon Region Coordinator
 - FY16 Proposed Budget Preparation Schedule
 5. Director's Report – *Michael McElwee*
 6. Commissioner, Committee Reports
 - Urban Renewal Agency – *Commissioners Streich and Davies*
 7. Action Items
 - a. Authorize Contract with Halgren & Associates for Marina Planning Not to Exceed \$7,500 – *Michael McElwee*
 - b. Approve 2015 Marina Moorage Rules & Regulations – *Laurie Borton*
 - c. Approve Contract with Slca Consulting for E. Port Marina Drive Civil Engineering Services Not to Exceed \$13,800 – *Anne Medenbach*
 - d. Approve Contract with Rick Williams Consulting for Waterfront Parking Management Recommendations Not to Exceed \$2,500 – *Michael McElwee*
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations
 10. Possible Action
 11. Adjourn

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

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

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**Port of Hood River Commission
 Regular Session Meeting Minutes of February 3, 2015
 Marina Center Boardroom**

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

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

Absent: None

Media: None

1. Call to Order: President McBride called the meeting to order at 5:00 p.m.

a. Modifications, Additions to Agenda: Staff requested moving Action Items a. and b. to Executive Session with possible action to follow. Commissioner Shortt requested moving the Consent Agenda item regarding the Annual IT Contract to Action Items for further discussion, and Commissioner Streich requested the addition of an Urban Renewal Committee report.

2. Public Comment: Greg Stiegel, Executive Director of the Columbia Gorge Windsurfing Association commented that great progress was being made on the Hook Launch project and that it was an excellent addition for waterfront access. On behalf of CGWA, Stiegel presented the Port with a check for \$45,250, accepted by Commission President Rich McBride.

3. Consent Agenda: *The IT contract for Jack Lerner Computer Support was moved to Action Items.*

- o Approve Minutes of January 20, 2015 Regular Session
- o Approve Accounts Payable to TraneOregon in the Amount of \$5,715

Motion: Move to approve Consent Agenda, as amended

Move: Duckwall

Second: Davies

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

MOTION CARRIED

4. Reports, Presentations and Discussion Items:

- 6-Month Financials Update as of December 31, 2014: Fred Kowell, Chief Financial Officer, reviewed the financial expenditure schedule depicting budget versus actual activity and reported that, overall, the Port is in line with its financial forecast with respect to revenues and that expenses are under budget. He did note, however, that staff will be diligent with respect to controlling O&M costs through the end of the fiscal year and there was a possibility that a Budget Transfer would need to be made to shore up any budget variance with respect to Materials & Services and Capital Outlay. Kowell stated an updated report would be brought back to the Commission in a couple months.

- City of Hood River Wastewater Treatment Plan Planning Update: Anne Medenbach, Development/Property Manager, reported the City is currently in a facilities planning process for the plant, which is operated by CH2M Hill. Dialog with the City has begun to inquire how the Port can participate as it will be important to have enough sewer and water treatment capacity to support existing businesses and future development on the waterfront. Medenbach stated a more in-depth update would be available at the February 17 Commission meeting.

5. Director’s Report/Informational Items: Executive Director Michael McElwee acknowledged the work by Genevieve Scholl, Communications & Special Projects Manager, in reformatting the meeting packet that is mailed to the Commission and posted on the Port’s website. Hal Hiemstra, Port lobbyist, is recommending the Port attend this year’s PNWA Mission to Washington, D.C. because of current legislation and reauthorization bills. McElwee reported that tentative arrangements had been made. The Commission was supportive and plans will be finalized for McElwee and Commissioner Shortt to travel to Washington, D.C. for the March 1-5 Mission. The facilities crew was acknowledged for the work that has been carried out in preparation for the Nichols Basin West Edge Trail Project. The Commission was informed that night herons have been roosting in brush along the west bank of the Nichols Basin but that when the facilities crew is on site in the mornings these migratory birds move to the east bank. Pedestrian Bridge Trail bids submitted to the Oregon Department of Transportation have been opened; the apparent low bidder is Crestline Construction Company which also has Port contracts for the Hook Launch and NBWE Trail projects. The Pedestrian Bridge Trail project should commence in April. McElwee noted that action taken by the Commission at the November 20, 2014 meeting requiring a 60-day termination notice by moorage tenants had not yet been incorporated into Marina Rules and Regulations. Staff will update and post revised Marina Rules as quickly as possible and notify tenants of the termination requirement. There was no objection from the Commission to charge the appropriate prorated for moorage tenants that terminate leases prior to notification of the revised Rules.

6. Commissioner, Committee Reports:

- **Urban Renewal Agency [agenda addition]:** Commissioner Streich reported the State Street project was complete as of January 30 and came in under budget. The budget for the restroom/plaza portion of the project is on track and construction has been extended to March 6; however, that date may move to April 10.

7. Action Items:

a. Approve Master Lease with pFriem Brewing at Halyard Building: This item was moved to Executive Session for discussion.

b. Approve Lease Termination with PocketFuel at Halyard Building: This item was moved to Executive Session for discussion.

c. Approve Contract with Coles Environmental Services for Phase I Update Not to Exceed \$2,800 Subject to Purchase and Sale Agreement: In order to apply for a clean-up grant for portions of the Hanel Mill Site in Odell, the environmental assessment completed by Coles will need to be updated. Once updated, the report will be valid for one year. Work would not begin on the Phase I update until there is an approved Purchase and Sale Agreement.

Motion: Move to approve contract with Coles Environmental Services for Phase I update not to exceed \$2,800 subject to Purchase and Sale Agreement

Move: Davies

Second: Shortt

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

MOTION CARRIED

d. Approve Contract with A&E Heating and Air, Inc. for the HVAC Unit Replacement at the Jensen Building Not to Exceed \$24,830: Medenbach reviewed two quotes that were solicited for the HVAC replacement. While the total quoted by Links Custom Sheet Metal was \$14,715, it was for a Trane unit that, over time would be more expensive to maintain because generic parts cannot be used.

- Motion:** Move to approve contract with A&E Heating and Air Inc. for HVAC unit replacement at Jensen Building not to exceed \$24,830
- Move:** Duckwall
- Second:** Davies
- Vote:** **Aye:** Davies, Duckwall, McBride, and Shortt
Abstain: Streich cited a conflict of interest as landlord to A&E Heating and Air, Inc.
- Discussion:** Legal Counsel Jaques commented that he and Medenbach had been working on needed contract template revision. Duckwall withdrew his motion.

Amended Motion: Move to approve contract with A&E Heating and Air Inc. for HVAC unit replacement at Jensen Building not to exceed \$24,830 subject to legal counsel review

- Move:** Shortt
- Second:** Davies
- Vote:** **Aye:** Davies, Duckwall, McBride, and Shortt
Abstain: Streich cited a conflict of interest as landlord to A&E Heating and Air, Inc.

MOTION CARRIED

e. Approve Notice of Award and Contract with Crestline Construction for Nichols Basin West Edge Trail Project for \$642,785: Commissioner Shortt inquired if the herons could create a delay in construction or a work stoppage. Liz Whitmore, Waterfront Coordinator, responded that nests had not been seen and the birds were roosting only. She stated that she would be meeting with some concerned citizens. Jaques believed there was low risk associated with the construction since the birds were flying from one bank to another. Scholl also commented that, as part of the grant application process, a letter of “acceptable impact” (“Effects, though measurable, would be acceptable”) had been submitted by the Oregon Department of Fish and Wildlife.

- Motion:** Move to approve Notice of Award and Contract with Crestline Construction for Nichols Basin West Edge Trail Project for \$642,785
- Move:** Duckwall
- Second:** Streich
- Vote:** **Aye:** Davies, Duckwall, McBride, Shortt, and Streich

MOTION CARRIED

f. Approve Contract Amendment with Walker/Macy for NBWE Trail Project Construction Services Not to Exceed \$13,500: Whitmore clarified that work carried out by Walker/Macy would be on a time and materials basis and only after a written request by Port staff.

- Motion:** Move to approve Contract Amendment No. 3 with Walker/Macy for NBWE Trail Project construction services not to exceed \$13,500 plus reasonable reimbursable expenses
- Move:** Streich

Second: Shortt
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

g. Ratify Authorization and Request to Transfer Files with Ball Janik, LLC, and Extension of Agreements with Summit Strategies, LLC and Hood River County Regarding Federal Advocacy Services:

McElwee reported the Government Affairs group at Ball Janik (“Janik”) would break away and form a separate company, Summit Strategies, LLC., which will include most of those who have represented the Port for many years, including Hal Hiemstra. Janik issued a letter requesting the transfer of Port and County files to Summit and agreeing to end the Port’s relationship and establish one with Summit. McElwee noted this request had been signed because there would be no one left at Janik to represent the Port and to avoid delays in ongoing work with Hiemstra. Hood River County has agreed to the transfer for their matters. McElwee also reported that either a new or amended contract will need to be executed with Summit Strategies along with a new or amended Intergovernmental Agreement with Hood River County regarding advocacy services reimbursement.

Motion: Move to Ratify Authorization and Request to Transfer Files with Ball Janik, LLC, to Summit Strategies, LLC
Move: Duckwall
Second: Davies
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

Motion: Move to authorize amendment to Intergovernmental Agreement with Hood River County regarding reimbursement for advocacy services to recognize representation by Summit Strategies, LLC subject to legal counsel approval
Move: Davies
Second: Shortt
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

Motion: Move to authorize amendment to existing contract with Ball Janik, LLC or a new contract with Summit Strategies, LLC recognizing that advocacy services through FY 2015 shall be provided by Summit Strategies, LLC subject to legal counsel approval
Move: Shortt
Second: Streich
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

h. Ratify Authorization of Crestline Construction Change Order Proposal No. 1 for Hook Launch Project for \$851: Because the U.S. Army Corps of Engineers could not accommodate a drawn down of water levels initially anticipated, Whitmore stated this proposal reduces the ramp length by 20 feet and precast the last two concrete slabs that will be craned into place.

Motion: Move to ratify authorization of Crestline Construction Change Order Proposal No. 1 for Hook Launch Project for \$851

Move: Shortt
Second: Streich
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

i. Approve Crestline Construction Change Order Proposal No. 2 for Hook Launch Project for \$5,060: To create an enhanced beach at the end of the ramp, Crestline is proposing to harvest existing sand and remove rocks. This work will be done during the water level draw down. Whitmore stated that CGWA plans to be on site when the work is done.

Motion: Move to approve Crestline Construction Change Order Proposal No. 2 for Hook Launch Project for \$5,060
Move: Shortt
Second: Davies
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

j. Approve Annual IT Contract with Jack Lerner Computer Support for \$18,000: Commission discussion related to this early renewal of the contract concerned anticipation of equipment useful life and being ahead of the curve to avoid server failures and recovery efforts. A 4-year timeline replacement schedule was suggested.

Motion: Move to approve amendment to contract with Jack Lerner Computer Support for IT services not to exceed \$18,000
Move: Shortt
Second: Duckwall
Discussion: Davies cited a potential conflict of interest due to a client relationship with Mr. Lerner.
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

8. Commission Call: Shortt expressed his admiration for the expertise of the Port team, especially when issues are unearthed and ways to resolve those issues are identified. Davies reported that Gorge Innoventure will host a Gorge Business Workshop on March 17 that will focus on helping value-added food businesses be successful. Davies said if the workshop goes well he believes it will be a defining moment for Gorge Innoventure. Duckwall thanked Scholl for eliminating the section divider sheets in the meeting packet. McBride reiterated Shortt’s comments; he noted staff has hit the ground running with a busy spring and that summer will also be busy.

9. Executive Session: Regular Session was recessed at 6:40 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

10. Possible Action: The Commission was called back into Regular Session at 7:59 p.m. The following action was taken as a result of Executive Session:

Motion: Move to approve master lease with pFriem Brewing, LLC for Suites 101, 102, and 103 in the Halyard Building

Move: Streich
Second: Duckwall
Discussion: Davies cited a potential conflict of interest due to a client relationship
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

Motion: Move to approve mutual termination of PocketFuel, LLC lease at Halyard Building, effective February 3, 2015

Move: Duckwall
Second: Streich
Discussion: Davies cited a potential conflict of interest due to a client relationship
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

Motion: Move to approve lease with Hood River County for Boathouse Slip 301 in the Hood River Marina subject to review and approval by Port’s legal counsel

Move: Davies
Second: Shortt
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

11. Adjourn: President McBride adjourned the meeting at 8:10 p.m.

Respectfully submitted,

Laurie Borton

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

Port of Hood River

Commission Memo

To: Commissioners
From: Fred Kowell
Date: February 17, 2015
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp Attorneys at Law	\$6,721.00
Attorney services per attached summary	
TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$6,721.00</u>

JAQUES SHARP

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

RECEIVED
FEB 09 2015

CREDIT CARDS ACCEPTED

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

Page: 1
February 05, 2015
Account No: PORTOHAM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
ENVIRONMENTAL INSURANCE 437.00	0.00	0.00	0.00	-437.00	\$0.00
MISCELLANEOUS MATTERS JJ 228.00	361.00	0.00	0.00	-228.00	\$361.00
FBO AIRPORT AGREEMENT (Gifford/Classic Wings) 323.00	798.00	0.00	0.00	-323.00	\$798.00
TRANSPORTATION ISSUES 988.00	0.00	0.00	0.00	-988.00	\$0.00
LEASE (Pfriem Brewing) 912.00	1,881.00	0.00	0.00	-912.00	\$1,881.00
REGULAR MEETING FEE JJ 0.00	350.00	0.00	0.00	-350.00	\$0.00
LEASE (Hood River Distillers) 76.00	0.00	0.00	0.00	-76.00	\$0.00
LEASE (Leonidas Montenegro) 171.00	0.00	0.00	0.00	-171.00	\$0.00
LEASE (PocketFuel) 54.00	216.00	0.00	0.00	-54.00	\$216.00

HOOD RIVER, PORT OF

Account No: Feb

Previous Balance	Fees	Expenses	Advances	Payments	Balance	
BOAT HOUSE LEASE						
0.00	532.00	0.00	0.00	0.00	\$532.00	
ODELL PROPERTY (Robert Hanel)						
114.00	570.00	0.00	0.00	-114.00	\$570.00	
EXPO SITE DEVELOPMENT (Key Development;Pickhardt)						
855.00	323.00	0.00	0.00	-855.00	\$323.00	
LEASE (Office Lease DMV Building Congressman)						
76.00	0.00	0.00	0.00	-76.00	\$0.00	
PROPERTY PURCHASE (Craig W. Sheppard)						
247.00	19.00	0.00	0.00	-247.00	\$19.00	
LEASE (Construction)						
19.00	0.00	0.00	0.00	-19.00	\$0.00	
WATERFRONT REFINEMENT PLAN (Zoning)						
76.00	0.00	0.00	0.00	-76.00	\$0.00	
MEETING ISSUES						
950.00	0.00	0.00	0.00	-950.00	\$0.00	
HOOK LAUNCH CONST. PROJECT						
95.00	418.00	0.00	0.00	-95.00	\$418.00	
PUBLIC CONTRACT RULES (Updated)						
0.00	1,375.00	0.00	0.00	0.00	\$1,375.00	
LEASE (Expo Warming Shelter)						
0.00	133.00	0.00	0.00	0.00	\$133.00	
LEASE AMENDMENT (Electronic Assemblers, Inc.)						
JJ	247.00	0.00	0.00	-247.00	\$0.00	
BALL JANIK CONTRACT-INTERGOV'TL AGT. (Ball Janik)						
JJJ	0.00	95.00	0.00	0.00	\$95.00	
	<u>5,868.00</u>	<u>7,071.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-6,218.00</u>	<u>\$6,721.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31ST OF JANUARY UNLESS OTHERWISE STATED

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Commission Memo

To: Commissioners
From: Michael McElwee
Date: February 17, 2015
Re: MCEDD Update – Amanda Hoey, Executive Director

Amanda Hoey, Executive Director of the Mid-Columbia Economic Development District (MCEDD) will present the Commission with an informational update on the organization, its current programs and services, and priorities in the coming years.

RECOMMENDATION: Informational.

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Commission Memo

To: Commissioners
From: Michael McElwee
Date: February 17, 2015
Re: Oregon Regional Solutions – North Central Region

Kate Sinner, North Central Oregon Region Coordinator (Hood River, Sherman, and Wasco Counties) will present the Commission with an informational update on the Oregon Regional Solutions program in general, as well as current programs and priorities for the North Central Region.

RECOMMENDATION: Informational.

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Commission Memo

To: Commissioners
From: Fred Kowell, Chief Financial Officer
Date: February 17, 2015
Re: Proposed Budget Calendar – FY 2015-16

The Commission needs to look ahead to the preparation of the FY 16 budget. In determining a budget calendar, staff works backwards from the when the Budget needs to be adopted to when a Budget Hearing and a Budget Committee meeting should take place. Please look at the proposed calendar dates below and see if there are any schedule conflicts.

- April 9th – Spring Planning Session (half day)
- May 5th – Budget Committee Meeting – Approve Budget
- May 19th – Budget Hearing on Approved Budget
- June 16th – Adopt Budget
- June 16th – Budget Transfer for FY 2014-15

Similar to last year, we will use the 10-year Financial Forecast to guide discussion during the Spring Planning meeting. Over the next few weeks, staff will develop potential FY 16 capital costs and operational expenses and update the model.

Since our capital improvements drive our financial outcomes, it is important to note our financial policies that will guide the timing and priority of our activities in FY16 (e.g., having reserves equal to or greater than 10% of the depreciable assets, and having a debt coverage ratio of 2.0).

RECOMMENDATION: Discussion.

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Executive Director's Report

February 17, 2015

Staff & Administrative

- Staff proposes to reschedule the March Commission meetings to March 10 and 24. This will avoid a schedule conflict with PNWA week in D.C. and maintain our bimonthly meeting schedule. As we discussed, Commissioner Shortt and I are scheduled to attend the PNWA Mission to Washington March 1-5.
- Attached is the latest CEDS List for Hood River County. The CEDS process uses input from all local public agencies to identify and prioritize projects. The list is then submitted for consideration for approval by the Hood River County Board of Commissioners. The Port's key projects are included.
- The MCEDD board will soon consider a request to distribute funds remaining from the now dormant Columbia Gorge Economic Development Association (CGEDA). The information (attached) explains the request and decision process. I have indicated our Port's support as the funds are not expected to be used for their intended purpose.
- Genevieve and Anne attended the SDAO annual conference in Eugene February 5-8. They will provide a brief update at the meeting.
- Genevieve met with Paige Rouse and Michelle Spatz (new Project/Mobility Manager at Mid-Columbia Economic Development District (MCEDD) to discuss a spring PR push for the Bike on Board program. Marketing collateral is still up to date with the exception of one bus stop change, and inventory is sufficient.
- The Leaders for Tomorrow field trip included a visit to the Port on February 3. I was able to meet with the class to share information on the Port's roles and responsibilities in the community, as well as the Port's function as an economic development partner in the Gorge region. *(Staff photo.)*
- Jean Hadley has been doing an excellent job chairing the Port's Safety Committee. (Agenda and draft Minutes attached.)
- The Newsletter and Annual Report are being prepared and will be published and mailed by late February.
- Representative Mark Johnson has initiated regular conference calls with local elected officials and key staff on the second and fourth Thursdays each month during the legislative session. (See attached summary.)



- The next meeting of the OneGorge Advocacy Group was held on February 11 in Lyle. OneGorge now has more than 50 organizations on its participant list, with over 25 of those classified as “Members.” The February 11 meeting included review of the structure of the organization, roles, and methods for gathering consensus on issues. Genevieve will be working on implementing some tools and solutions for the communication needs of the group via their new website over the course of the next few weeks.

Recreation

- Facilities staff has completed most of the site prep work for the NBWE Trail project. Asphalt has been removed and electrical conduit has been installed. Installation of concrete tiebacks for the seawall will occur by month’s end. The pre-construction meeting was held on February 12.
- Liz met with a group of local citizens concerned about the Black-Crowned Night Herons roosting near the project site. They have submitted a letter (attached) with specific suggestions for protecting this roosting area. It is likely that one or more members will attend the meeting to discuss their concerns. *(Photo under Creative Commons license from Wikimedia.org.)*
- The drawdown of the Bonneville Pool for the Hook Launch project is scheduled for February 17 and 18. This will allow installation of pre-cast concrete panels and beach modification.
- The updated comparison of marina moorage rates is attached. This includes slip rates for The Dalles and Cascade Locks, as well as several other regional marinas.
- Perimeter stones at the Hook launch have been installed and concrete will be poured (weather permitting) at the ramp on Feb 20. Beach harvesting is scheduled during draw-down on Feb 17-18. *(Staff photo)*



Development

- The Hood River Warming Shelter has occupied the Expo Building since January 25. Operations have been uneventful except for a clogged sewer line. Volunteers and guests are now using the lobby restrooms.

- In response to Commission direction at the last meeting, I have received the updated and condensed Scope of Work for waterfront parking management recommendations from Rick Williams Consulting. This is included as an Action Item.
- The City has completed the draft of their facilities plan for the Waste Water Treatment Plant. That plan should be publicly available this spring. The most significant finding is that they need more storage and are planning to add 3 more effluent bays. They have taken into account the proposed and concept development on the waterfront and feel confident that they can accommodate future usage. They are looking at additional efficiency options to be able to handle higher TSS/BOD levels and are evaluating how to better control FOG in the system.

Bridge/Transportation

- ODOT has completed their underwater inspection of the bridge piers and footings. We expect to receive a copy of their written report in about four weeks.
- Staff is meeting with engineering firms to discuss the need and approach to obtaining high-resolution images of the piers and footings in order to establish a baseline for monitoring scour and spalling conditions over time. These conversations may lead to a budget request in FY 16.
- We will tentatively have night closure on one of the following nights: March 16, 17, or 18. We corrected the physical issues with the gate function on February 6 and will work with the gate technician to correct the limit switches and any other issues he discovers. We have established 24/7 technical support with the gate manufacturer at no cost to the Port which can be used to guide us through issues in the future.

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Memorandum

Date: January 26, 2015

To: Hood River County Board of Commissioners

From: Amanda Hoey, MCEDD Executive Director

Re: Hood River County Economic Development “CEDS” Ranking

Overview

Annually the Hood River County Board of Commissioners prioritizes a list of economic development focused infrastructure projects in the County. These are then also provided to Mid-Columbia Economic Development District for inclusion in the region’s Comprehensive Economic Development Strategy (CEDS). In January 2015 the Hood River Economic Development Group met to review the list of 2015 projects and to develop a proposed ranking for consideration by the Board of Commissioners.

Proposed Ranking

Proposed Rank	Project	Sponsor
1	Hood River Workforce Housing - Hood River County Maintenance Facility - City of Hood River Maintenance Facility Location Analysis	Hood River County/City of Hood River
2	Cascade Locks Business Park - Industrial Park Infrastructure - Substation Rebuild	Port of Cascade Locks/City of Cascade Locks
3 (tie)	Hood River Bridge Repairs	Port of Hood River
3 (tie)	Bridge of the Gods 10 year Maintenance	Port of Cascade Locks
4	Port of Hood River Waterfront Infrastructure	Port of Hood River
5	Water Outfall Rebuild	City of Hood River
6	Forest Biomass Campus Facility	Hood River County
7	Historic Columbia River Highway Trail - Gorge Hubs	

Additional projects (not ranked)

Additional projects are those gathered from the Agora Investment Platform, projects previously included in the Oregon Statewide Transportation Improvement Program (STIP) Hood River priority list and projects submitted by Economic Development Group members with a request for low/no ranking or to act as a placeholder.

Proposed Rank	Project	Sponsor
N/A	Cascade Locks Marine Park Overpass	Port of Cascade Locks
N/A	Country Club Shoulder Bikeway	Hood River County
N/A	Elevated Sidewalk Repairs, May Street	City of Hood River

N/A	Hood River County School District Facilities Plan	Hood River County School District
N/A	HR Bridge Seismic Upgrade Analysis	Port of Hood River
N/A	Lower Hanel Mill Light Infrastructure	Port of Hood River
N/A	Marine Park Beach Expansion	Port of Cascade Locks
N/A	Oak and 2nd Traffic	City of Hood River
N/A	Windmaster Sewer District Phase II	Hood River County
N/A	Windmaster Sewer District Phase III	Hood River County
N/A	WAAM Children's Museum Finishing	WAAM

Brief descriptions of projects proposed with a ranking 1-7 are included as an attachment to this memorandum.

Brief Project Descriptions

Project Name	Project Description
Hood River Workforce Housing <ul style="list-style-type: none"> - Hood River County Maintenance Facility - City of Hood River Maintenance Facility Location Analysis 	
Cascade Locks Business Park <ul style="list-style-type: none"> - Industrial Park Infrastructure - Substation Rebuild 	
Hood River Bridge Repairs	
Bridge of the Gods 10 year Maintenance	
Port of Hood River Waterfront Infrastructure	
Water Outfall Rebuild- City of Hood River	
Forest Biomass Campus Facility	
Historic Columbia River Highway Trail <ul style="list-style-type: none"> - Gorge Hubs 	

Hood River Economic Development Group meeting

County Administration Building, Hood River

Thursday, January 22, 2015

3:00PM TO 4:30PM

Attending: Gordon Zimmerman (City of Cascade Locks), Frank Toda (CGCC), Amanda Hoey (MCEDD), Kate Sinner (North-Central RST), Steve Wheeler (City of Hood River), Dan Goldman (Hood River School District), David Meriwether (Hood River County), John Roberts (Hood River County), Anne Mendenbach (Port of Hood River), Genevieve Scholl (Port of Hood River), Michael McElwee (Port of Hood River), Holly Howell (Port of Cascade Locks), Don Mann (Port of Cascade Locks)

Guests: Phil Chang (Sen. Merkley's Office-Central OR), Chris Tamarin (BusinessOregon),

Staff: Carrie Pipinich, MCEDD

Call to Order: 3:05 p.m.

Minutes

Steve Wheeler moved to approve the minutes from the November 20, 2015 meeting. Gordon Zimmerman seconded the motion. Motion passed with unanimously.

Broadband Presentation

Chris Tamarin from Business Oregon provided a presentation on the State of Broadband. The presentation is attached.

He noted that this will be the Oregon Connections Conference's fifth year in Hood River, and that it is their 20th anniversary. He emphasized that broadband is defined by the ability to carry data rather than the technology used to do so. Chris also noted that he would be focusing on public safety and education applications for broadband this year. Additionally, he highlighted several federal programs that could potentially have an impact on broadband in rural Oregon. These include: increasing the e-Rate budget that provides service at a discounted rate to libraries and schools; updates to the Connect America Fund that are moving universal telephone service funds over to focus on broadband; and additional loan and grant programs through USDA.

David asked about how Chris would be conducting outreach regarding these programs. Chris noted that he would be using existing networks like AOC, LOC, provider networks, and others to spread the word.

Chris also highlighted that there has been significant private investment in broadband in Oregon over the last several years.

CEDS Updates

Amanda noted that the CEDS's project list has several purposes. It provides an opportunity to access some specific funding sources. Additionally, this is an opportunity to come together and show collective backing for projects in the region.

Amanda asked that each entity provide a quick overview of their projects.

Gordon noted that the **City of Cascade Locks** has made significant progress on their water system, and are in the process of obtaining an RUS loan from USDA. This project does not have to be on the list at

this point. He noted that the substation upgrades are integral to the electrification of the industrial park however, and are a priority for the City.

Don noted that the **Port of Cascade Locks'** number one project is the business park infrastructure. They will close the sale of property to Bear Mountain and have two additional parties looking to locate shortly so it was important to move this project forward. The second priority for the Port is implementing their 10-year Bridge Maintenance Plan, with the 10-year cost at \$8.3 million. Holly noted that the Marine Park Overpass Project will connect the downtown business district to the Marine Park over the railroad tracks. This project is seeking funds for final construction documents and the construction itself. Holly noted that their last priority project is the Marine Park Beach Expansion project that will support their world-class sailing. The Port is in negotiations with the four treaty tribes around the project and looking to move forward in the next year or so. John asked if this was the main beach or one by the industrial park. Holly noted it was the main beach.

Steve noted that the **City of Hood River** needs to move forward with their wastewater outfall relocation as required by DEQ and EPA. They are looking to use next year's in water work window between November and February. Additionally, he noted that the sidewalk on May Street is in need of repairs in the next few years.

Dan noted that the **School District** is looking to evaluate its needs as their enrollment has been growing and shifting. They are starting a facilities plan that will lead to a bond request in a couple of years. This process will include deciding if they need to develop the site off of Sherman and May Streets. This could potentially have an impact on some of the housing conversations as well.

David noted that **Hood River County's** number one priority remains workforce housing. He noted that the costs would be more than listed on the document provided as they are moving toward construction. He also noted that the County is looking into piggy backing on the City's infill and vacation rental housing study to see if the vacation rental portion can be conducted countywide. David noted that developing further the Biomass Campus Facility would provide a location for private businesses to locate. The two phases of the Windmaster Sewer System are the two on either end—one closer to town and one further out. These are lower priorities. An additional project to consider will also be their maintenance facility relocation to a few miles south of the City of Hood River. This is important because, with the City of Hood River also looking to relocate this will open up some property in the City that could potentially be used for housing.

David asked if the projects not funded through the STIP process would be appropriate to incorporate. Amanda noted that it would be appropriate, either by reference or specific project depending on the group's interest. John noted that projects still seeking funding not already submitted include: Oak Street Traffic Signal, Country Club Rd Shoulder Bikeway, the Historic Highway Trail between Wyeth and Lindsey Creek State Scenic Corridor, and Port of Cascade Locks Industrial Lands Access Improvements.

Ann noted that the **Port of Hood River's** projects include their bridge repair project, infrastructure for Lot 1, and a Bridge Seismic Upgrade Analysis that is needed to identify necessary updates. An additional project is the light infrastructure needed at Hanel Mill property in Odell. They are working through the environmental remediation requirements with DEQ and Business Oregon, and are looking to develop infrastructure on the site for industrial development after purchasing it.

Steve Wheeler noted that he had an additional project for consideration from the **City of Hood River**. He noted that a study to identify opportunities for relocation of a City of Hood River Maintenance Facility from its co-located site with Hood River County would be beneficial to move the process along from their side as well. It would also be a necessary step to free up the lot for potential housing development.

Amanda noted that as staff reviewed projects uploaded on Agora there were two from Hood River that could be considered for addition to the list. First she noted that the Gorge Hubs project was underway, and the City of Hood River has already invested in their hub significantly. Additionally, WAAAM's Children's Museum is listed but staff are unsure of their progress as it was listed about a year ago. Amanda noted that these projects could be included if the group wished, either as ranked projects or with additional unranked projects.

Amanda quickly reviewed the list of projects for discussion and asked the group to provide input on rankings. She also noted that the goal is to have a top 10 projects, but last year we ended up with 12.

Don suggested that the group think about some additional criteria when considering projects. He noted that priority projects should lead to full-time, family wage jobs; affect health and public safety; and promote additional business development.

Gordon noted that he felt housing should continue to be the number one priority as it still remains a significant issue. Steve and David noted that their maintenance facility relocation projects could be combined with this as it is part of addressing the housing challenges. The group agreed with this rank and consolidation.

Gordon also suggested that the Cascade Locks Industrial Park projects should be second. The group concurred that this was a major issue. The group asked if the power substation rebuild was part of this project, and Gordon noted that it could be.

Gordon noted that the two bridge maintenance project packages should be tied at 3rd as they are very important infrastructure in our region. The group agreed.

Steve noted that the wastewater project was a significant need for the City as it was a required project. The group agreed that it should be 5th.

David Meriwether suggested that the biomass campus project could come in next, and the group agreed.

Gordon noted that he thought that the group should include the Historic Highway as it's completion will affect the whole county as well as the region. Gordon noted that the Hubs were also a part of this. The group agreed.

Michael asked if there were any advantages to moving the number one priority to a different project, or if the group felt housing should remain at the top. David noted that this also ties in the Regional Solutions priorities. He also noted that these were recommendations to the Board of County Commissioners, and that they would have the final say on the rankings. He noted that they still felt housing was the most pressing issue. Kate noted that RST works closely with MCEDD to incorporate and support projects on the list that have state agency roles.

The group reviewed the rankings that were determined as follows:

Proposed Ranking	Projects/Sponsor	Sponsor
1	Hood River Workforce Housing	
	• Workforce Housing Development	Hood River County
	• Hood River County Maintenance Facility	Hood River County
	• HR City Maintenance Facility Location Analysis	City of Hood River
2	Cascade Locks Industrial Park	
	• Access & Infrastructure	Port of Cascade Locks
	• Rebuild Electric Substation	City of Cascade Locks
3 (tie)	Hood River Bridge Repairs	Port of Hood River
	Bridge of the Gods Upgrades	Port of Cascade Locks
4	Waterfront Infrastructure (Lot 1)	Port of Hood River
5	Water Outfall Rebuild	City of Hood River
6	Forest Biomass Campus Facility-	Hood River County
7	Columbia River Gorge Historic Highway Trail	
	Trail Construction between Wyeth and Lindsey Creek State Scenic Corridor	ODOT
	Gorge Hubs	Cities
Additional Projects Not Ranked		
not ranked	Children’s Museum Expansion	WAAAM
not ranked	Cascade Locks Marine Park Overpass	Port of Cascade Locks
not ranked	Country Club Shoulder Bikeway	Hood River County
not ranked	Elevated Sidewalk Repairs, May Street	City of Hood River
not ranked	Facilities Plan	Hood River County School District
not ranked	Hood River Bridge Seismic Upgrade Analysis	Port of HR
not ranked	Lower Hanel Mill Light Infrastructure for Site Development	Port of HR
not ranked	Marine Park Beach Expansion	Port of Cascade Locks
not ranked	Oak and 2nd Traffic Light	
not ranked	Windmaster Sewer District Phase II	HR County
not ranked	Windmaster Sewer District Phase III	HR County

Gordon Zimmerman made a motion to approve the prioritization recommendation to the Hood River Board of County Commissioners as listed, Don Mann seconded the motion. It passed unanimously.

Kate noted that it would be helpful to see some explanation and description in the written document for projects that had been lumped together. Amanda noted that staff would follow up with project sponsors.

Michael asked about how best to advocate for projects on the list when they meet with EDA. He also asked if there was a regional mechanism for coordinating who is looking for funding and when as it would be challenging to have multiple projects from our region seeking the same funds. Amanda noted that MCEDD works with our EDA Regional Office staff to review projects included in the CEDS and identify those that are good fits for EDA funding. She noted that projects in the City of Hood River don't currently meet the "economically distressed" criteria for EDA Public Works Funding. Amanda also noted that the regional staff at EDA have been supportive and good advocates for projects from our region in the past.

Michael asked about if ranking those projects that would be a good fit for EDA funding higher would be beneficial. Amanda noted that the list is used for projects funding from a variety of sources, so it should reflect overall priorities. Phil concurred that this list is used for many funding sources.

Updates

Phil introduced himself. He is Senator Merkley's Field Representative in Central Oregon. He noted that he is a resource as entities look at projects with a federal role. He noted that they are looking at a variety of topics related to Hood River right now. A few include irrigation water infrastructure, forest restoration and collaboratives, recreation on federal lands and a land exchange at Mt. Hood Meadows. He noted that it was very helpful to attend the meeting.

Amanda noted that through the IMCP projects, there has been significant discussion around companies interested in certification. Staff is working to identify several companies that would be interested in going through the certification processes together to help buy down the cost with some support from Business Oregon. They will need five companies to do this. Please get in touch if you know companies that would be interested.

Meeting adjourned at 4:35pm.

Next meeting

Proposed for February 26th, 2015, TBD, Hood River.

MEMORANDUM

Date: January 28, 2015
To: MCEDD Executive Committee
From: Amanda Hoey, Executive Director
Re: Columbia Gorge Economic Development Association

Overview

Under the umbrella of MCEDD's services we provided staffing and acted as fiscal agent for the Columbia Gorge Economic Development Association (CGEDA). CGEDA was never established as a legal entity, so was simply established as a program fund within MCEDD. It was informally created in 1996 in response to a need to engage in collective marketing, branding and recruitment efforts throughout the Mid-Columbia region. Funding for the program was provided through grants and from contributions by participating entities. A primary portion of the contributions came through the Port districts, which split off a portion of local dues then paid to MCEDD, to provide contributions direct to the CGEDA fund.

With changes in the economy, a decline in available industrial properties to market and new staff at participating entities, the activity of CGEDA diminished. In 2008/2009, MCEDD stopped collecting contributions for CGEDA activities as there was no clear plan for utilization of funds or as active a level of engagement. A balance of funds remained in the CGEDA program and MCEDD placed those remaining funds in a continually revolving certificate of deposit, tracked on our balance sheet.

Original members: Port of Klickitat, Port of Skamania, Port of Hood River, Port of The Dalles, Port of Cascade Locks, Klickitat County, CenturyLink, MCEDD, Northwest Natural, City of Goldendale.

Current balance: Approximately \$18,800. As CGEDA is a program of MCEDD, there is no charter and no formal organization, so no plan for dissolution of assets. Utilization of the funds in the past was based on a majority affirmative vote by the participating entities for an activity meeting the original intent of CGEDA.

Given the length of time since CGEDA has been active, we have a request from the Port of Klickitat to dissolve the fund and distribute the remaining balance back to the original contributors in proportion to the amount each paid. We also had initial inquiries from the Port of Cascade Locks and Port of Hood River staff regarding a potential request to contribute to One Gorge.

Options

Option: Dissolve CGEDA fund. Distribute remaining balance, based on percentage of original contribution, back to the original members.

Option: Dissolve CGEDA fund. Distribute remaining balance in equal shares back to the original members.

Option: Dissolve CGEDA fund. Return remaining balance to MCEDD general fund or specific programs. *Note:* This option is not recommended by staff. Although a program of MCEDD, we clearly track it separately and designated contributed funds for CGEDA activities.

Option: Retain CGEDA fund. A majority affirmative vote of the original members would be needed to allow for a collective use.

Staff recommendation: Although there is value to a CGEDA structure and participation, the length of time since collection of the funds and changes in staff at the participating entities warrants a consideration of reallocation of the remaining balance. Staff recommends dissolving the fund, with equitable distribution back to the original members in proportion to their contributions to the fund. MCEDD has held funds in trust for this program and should continue its stewardship of resources in a responsible manner.

Request

The MCEDD Executive Committee is asked to review the request and discuss which options they would like to explore further. Following Executive Committee review of the request, staff will discuss options with original CGEDA members in advance of March Board meeting. Staff would like to have a recommendation for an action at March MCEDD board meeting.

Port of Hood River**Safety Committee Meeting Agenda**

To: John Mann, Anne Medenbach, Chris Halseth, Louie Ambers, and Jean Hadley

From: Jean Hadley

Wednesday February 11, 2015
Boardroom 10:00 am

Agenda

Business

- A. Review minutes of the January 14, 2015 meeting
- B. Facilities check forms turned in and reviewed
- C. Discuss new guidelines for hazardous communication (SDS – formerly MSDS) training and awareness
- D. Winter weather preparedness report
- E. Accident Investigation (if any)
- F. Issues of concern from committee

SAFETY COMMITTEE MEETING MINUTES

Wednesday February 11, 2015 Boardroom 10:00am

Present: Louie Ambers (Maintenance), Chris Halseth (Tollbooth), Jean Hadley (Office), Anne Medenbach, with John Mann absent.

The members present reviewed the minutes of the January 14, 2015 meeting and approved them.

The only **facilities checklist** that was turned in was for the Admin. office from Chris Halseth. Louie said he will be doing the Toll Booth and, with Celestino, will be doing the Marina; this week. Anne acknowledged the need to follow up and do the maintenance area.

Louie said there were only two chemicals at the toll booth that would require SDS sheets and the best idea would be to remove them so all chemicals would be contained in the maintenance department since they are only used by the maintenance department.

The Committee reviewed the **OSHA Fact Sheet** about the new guidelines required by OSHA for **Hazardous communications** meetings, SDS sheets, compliance regarding requirements, and who is responsible for implementing the new standards. The committee agreed to have laminated sheets in each department for employee review. There is a Hazardous Communication Program document which hasn't been reviewed/updated since its creation in 2009. Jean agreed to look into updates.

The **Emergency Action Plan document** was discussed. Jean did a quick review of the changes to the document and showed the committee a flow chart added which shows who to contact and what roles and responsibilities each in-charge person does in an emergency. Anne agreed to make some changes that would make it even more clear and easy to read.

Louie reported he will be attending an Earthquake preparedness meeting in April. He said we can review and update the Emergency Action Plan after that to meet any changes required.

Jean said she is not fully aware of what policy documents we have in place and will work on a list and include creation dates and expected renewal dates.

There were no accident investigations.

Issues of concern from committee: None

The committee goal was to feel confident enough to request a visit from OSHA. The committee is still on task to request a risk assessment by SDAO in June and OSHA in September.

The next meeting will be held on Wednesday March 11, 2015

From: Rep Johnson [mailto:rep.markjohnson@state.or.us]

Sent: Monday, February 09, 2015 12:13 PM

To: Dan Goldman; Jess Groves; Kate McBride; Mike Glover; Mike McElwee; Paul Blackburn; Richard McBride; Ron Rivers; Tom Cramblett

Subject: Local Conference Call

Hood River Elected Officials,

In an effort to engage with local leaders during the legislative session, Representative Johnson will host a bi-weekly conference call to update you on the legislative session and discuss topics that have an immediate impact on our community. This is also an opportunity to hear from you on the issues you find most pressing.

Regularly included in this call are:

Hood River Mayor Paul Blackburn

Council President Kate McBride

County Chair Ron Rivers

Superintendent Dan Goldman

Hood River Port Executive Direct Mike McElwee

Hood River Port President Richard McBride

Chamber Executive Direct Mike Glover

Cascade Locks Mayor Tom Cramblett

Port of Cascade Locks President Jess Groves

We will rely on you to communicate the information from this call with the additional members of your respective group, and as always the Representative is available to discuss any topic in greater detail. I will be sending an agenda in the next day or so for this week's call.

These meetings will take place on the second and fourth Thursday (February 12 & 26 this month) from 8-8:30. The dial-in number is [\(712\) 775-7031](tel:7127757031). The meeting ID is: 988-707-063

Please let me know if you have any questions.

Thank you,

Cassie Hayt

--

Chief of Staff

Representative Mark Johnson, House District 52

O: [503-986-1452](tel:5039861452)

C: [\(716\) 799-3969](tel:7167993969)

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February 10, 2015

Dear Michael McElwee, Richard McBride, Brian Shortt, Hoby Streich, Jon Davies and Fred Duckwall:

We are a group of Gorge citizens advocating on behalf of Black-crowned Night-Herons, which live within Nichols Basin. We thank the Hood River Port Commissioners, and particularly, Liz Whitmore, who met with us on February 4th and thoughtfully shared the trail plans, the timeline, and the process with us.

During the last decade, Nichols Basin has sheltered a small population of wintering Black-crowned Night-Herons where their numbers range from 5 to 12. These night-herons were first observed on September 25, 2005 by Stuart Johnston. This fall and winter, there are eight night-herons (*7 adults and 1 immature*). The night-herons arrive in September and depart by the end of April each year. The immature night-herons are the last to leave in spring as they do not breed. Their daytime roost is used for resting and each night, they leave their roost to forage. Birding folks come from our local Gorge communities and from miles around to admire and photograph them. This is the only known night-heron roost within the entire Columbia River Gorge, a very unique resource.

Thanks to Liz's informational meeting with us on site, our group developed three solutions listed below. We believe the three solutions will meet the trail objectives outlined in the Port's design plans, lessen impacts to construction, and improve riparian-roost habitat for wildlife.

Solution 1. Desirable Plants for Wind Protection, Roosting Habitat, and as a Buffer along Trail

On the west side of Nichols Basin between the metal bulkhead and the concrete well (160-foot long), plant a short (6-foot high) "wall" of dense *tall Oregon grape* to break the wind and shelter the night-herons from trail-use disturbance. Tall Oregon grape also *retains* its leaves in winter.

More specifically, plant tall Oregon grape between the trail and the graded slope break; it will serve as both a wind break and a security buffer for the night-herons. Between the tall Oregon grape and the high-water line, plant a mix of native plants that provides roost perches and is attractive to wildlife: red alder, serviceberry, cascara, red-flowering currant, red-osier dogwood, and willow.

The herons roost LOW in wind-free sites on both the west and the east sides of Nichols Basin where protected from the prevailing winds by the steep embankments. With reinforcement of the metal bulkhead underway, it has come to our attention that the night-heron roosting habitat is becoming undermined by the planned development. The short section (*160 feet*) along the west shore, between the metal bulkhead and the

concrete well, is a stretch of shore habitat used by the night-herons when the wind is blowing from the west.

Once the steep bank has been graded down, according to the landscape plan, the wind protection for the night-herons will cease to exist - the very thing that attracted the birds in the first place. *The proposed plant species in the Port's Landscape Design Plan are deciduous bushes that will neither block the wind in winter nor shield the dogs and people from view.* We would like to see continuing wind protection along this strip.

The strip of false indigo bushes growing right along the water's edge at the WEST SIDE roost site is currently used for perching (*when the wind is blowing from the west*). Several alder trees grew there as well, until someone took it upon himself to cut them down a year ago. Those alders were always used by the night-herons.

Since the new trail will pass very close to this western shore roost, we offer this solution, which prevents encroachment by both humans and dogs as well as provides protection from the wind. This simple solution will shield the roosting herons from too-close disturbance visually, especially where the trail comes closest to the water north of the metal bulkhead.

Solution 2. *Timing*

We request that construction along the west side, from the corner of the metal bulkhead and extending north for 160 feet, start after April 15th when the night-herons are gone. We are asking for timing constraints only for this relatively short stretch.

Solution 3. *Use Larger Plants and Erect a "Temporary" Barrier to Protect Plants*

Use larger plants and erect a "temporary" six-foot high solid wooden fence to block the wind and shield the night-herons from close encroachment while the young plants are becoming established.

Use older-potted plants (*10-gallon vs. 3-gallon*) to get a jump-start on establishing vegetation so that the barrier remains "temporary." Include information signs on the temporary wooden fence that educate the public about the plantings.

Thank you very much for considering these three solutions. We are happy to meet with the landscape designer as needed, provide labor for planting, and meet with potential donors to secure funding for the increased costs. Liz Whitmore shared that there have been offers over the years from businesses wanting to provide funds toward a community project. We appreciate your commitment to protect the Black-crowned Night Herons and their habitat.

Contact information: Helen James 415-233-1114 hyjames@yahoo.com

Yours respectfully,

Hood River

Jane Camero, Helen James, Dan Sager, Lai Wong, Zed *and* Miko Ruhlen, Charlene Fort, Kim Lindemyer, Nancy Harbert, Kathy Watne, Ann *and* Dave Bronson, ElVida Walrod-Frothingham, Craig *and* Kathy Terry, Jane Keeler, Ann Saxby, Dede *and* John Garcia, Tamara Thiel, David Kao, Brent M. Emmons, Marilyn Murray, John Murphy, Bets Stover, Julianne Matzell, Shannon Perry, Denise Rehse Watson, Bob *and* Laurel Detar, Steve Castagnoli, Tom Hons, Lydia *and* James Cole, Susan *and* Jurgen Hess, Fran Finney, Mary Peters, Blue Ackerman, Judy L. Baker, Ted James

Mosier

Donna Bender, John *and* Natalie Price, Elizabeth Daniel

Odell

Vawter Parker

The Dalles

Mary Rollins, Cheryl Stewart, Daniel Walters, John Lehman

Mt. Hood

Tracie Hornung, Mary Zenorini, Daina Bambe, Richard Denslinger

Cascade Locks

Jessica Ryan, Karen Saro Troeger

Portland

Steve Halpern, Char Corkran

Beaverton

Dennis Manzer

Talent

Katrina *and* Michael Meister

White Salmon

Catherine J. Flick, Sally Gilchrist, Linda Steider, Paul Moyer, Janet Essley, Roxanne Roberts, Cathy Myszkowski, Katie Cordrey, Larry Gohl, Holly Middaugh, Tad Connors, Jenny Harris

Lyle

Bob Hansen, Joel "Jake" Jakobosky, Gwen Berry

Underwood

Jennifer Frost, Mike Parsley

Bingen

Stuart Johnston

Snowden

Diane *and* Roger Gadway

BZ Corner

Elizabeth See

Trout Lake

Jim *and* Kathy White

Brush Prairie

Karen Sharples

Anchorage, Alaska

Clinton *and* Geri Hodges

Modesto, California

David Tackett, Sally Kinsey Fee

Hacienda Heights, California

Barbara Jane Allen

East Amherst, New York

Moe McNally Aderman

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Port Name	Port of Hood River	Port of The Dalles	Port of Cascade Locks	Port of Camas/Washougal	Salpore Bay Privately Owned	Big Eddy Marina Privately Owned	Port of Kalama	Port of St Helens Scappoose Bay	Port of Kennewick	Port of Astoria	Port of Illwaco	River Place Marina												
(# Miles from POHR)		(19 miles)	(21 miles)	(48 miles)	(66 miles)	(51 miles)	(92 miles)	(94 miles)	(152 miles)	(154 miles)	(167 miles)	(64 miles)												
Moorage Offered on Rate Sheets	Annual Eastside C, C-South extra \$	Annual 6 Month Monthly	Annual Monthly	Monthly (6 mo min) Covered/Uncovered, In-District/Out-District	Monthly Daily	9-Month Monthly	Monthly Covered/Uncovered	Monthly Covered/Uncovered With/Without Electric	Monthly Covered/Uncovered	Monthly - \$9/ft/mo Annual - \$28/ft/yr	Annual Monthly With/Without Electric	Monthly Annual = 95% Monthly x 12, unpublised												
***NOTE - To compare as closely as possible to POHR Annual Moorage Rates, each port's Annual Rate was used. If they had no Annual Rate, the closest calculation possible was used and was noted.																								
Comparison Used	Annual Basic Rates Used		Annual		Annual		Monthly x 12 Uncovered In-District		Monthly x 12		Monthly x 12 Uncovered		Monthly x 12 Uncovered Without Utilities		Monthly X12 Uncovered		Annual \$28/lin ft per mo		Annual Without Electric (Rate reflects 3/1/15 increase)					
Boat Lengths	Flat Rate, \$/Lin Ft	Annual	Flat Rate, \$/Lin Ft	Annual	Flat Rate, \$/Lin Ft	Annual	Monthly	Annual	Monthly	Annual	Monthly, \$/Lin Ft	Annual	Monthly	Annual	Monthly	Annual	\$/Lin Ft per mo	Annual	\$/Lin Ft	Annual	\$/Lin Ft	Annual		
20	flat rate	\$867.65	flat rate	\$ 1,089.00	flat rate	\$1,000.00	\$77.75	\$ 938.00			\$ 130.00	\$ 1,560.00			\$ 68.00	\$ 816.00	\$ 28.00	\$ 560.00	\$ 19.00	\$ 380.00				
25	flat rate	\$867.65	flat rate	\$ 1,089.00	flat rate	\$1,000.00	\$97.25	\$ 1,167.00			\$ 155.00	\$ 1,860.00	\$ 84.19	\$ 1,010.28	\$ 85.00	\$ 1,020.00	\$ 28.00	\$ 700.00	\$ 19.00	\$ 475.00				
30	flat rate	\$867.65	flat rate	\$ 1,089.00	flat rate	\$1,000.00	\$118.75	\$ 1,425.00	\$ 199.00	\$ 2,388.00	\$ 6.00	\$ 2,160.00	\$ 105.46	\$ 1,265.52			\$ 116.31	\$ 1,395.72	\$ 28.00	\$ 840.00	\$ 19.00	\$ 570.00	\$ 11.50	\$ 4,140.00
35	\$2.51	\$1,054.20	\$3.03	\$ 1,270.50	\$3.00	\$1,260.00	\$138.00	\$ 1,656.00			\$ 6.00	\$ 2,520.00	\$ 123.18	\$ 1,478.16			\$ 130.52	\$ 1,566.24	\$ 28.00	\$ 980.00	\$ 19.00	\$ 665.00		
40	\$2.51	\$1,204.80	\$3.03	\$ 1,452.00			\$158.00	\$ 1,896.00	\$ 279.00	\$ 3,348.00	\$ 6.00	\$ 2,880.00					\$ 146.92	\$ 1,763.04	\$ 28.00	\$ 1,120.00	\$ 19.00	\$ 760.00		
45	\$2.51	\$1,355.40	\$3.03	\$ 1,633.50			\$ 339.00	\$ 4,068.00	\$ 6.00	\$ 3,240.00							\$ 28.00	\$ 1,260.00						
50	\$2.51	\$1,506.00	\$3.03	\$ 1,815.00			\$ 399.00	\$ 4,788.00	\$ 6.00	\$ 3,600.00							\$ 28.00	\$ 1,400.00				\$ 14.00	\$ 8,400.00	
55	\$2.51	\$1,656.60	\$3.03	\$ 1,996.50			\$221.00	\$ 2,652.00	\$ 599.00	\$ 7,188.00	\$ 6.00	\$ 3,960.00					\$ 28.00	\$ 1,540.00	\$ 26.00	\$ 1,430.00				
60	\$2.51	\$1,807.20	\$3.03	\$ 2,181.60													\$ 163.79	\$ 1,965.48	\$ 28.00	\$ 1,680.00				
Boathouses	Flat Rate, Per/sq ft		Annual Per/sq ft	Min Chg													Monthly, Per/sq ft							
0-468 sq ft	flat rate	\$901.60	flat rate	501.45													\$ 111.00							
469-800 sq ft	flat rate	\$901.60	\$1.07														\$ 111.00							
800-833 sq ft	flat rate	\$901.60	\$1.07														\$ 134.00							
833-1000 sq ft	\$1.08		\$1.07														\$ 134.00							
over 1000	\$1.08		\$1.07														\$ 1.40							

Note: Cascade Locks has 36 slips.
They said they likely cannot accommodate boats much over 30 ft.

They offer 9 month leases. This column will be what annual charge would be to make good comparison with other marinas.

LENGTH	ANNUAL	MONTHLY PER FOOT	http://marinas.com/browse/marina/US/OR/
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Port of Camas Washougal				http://portcw.com/docs/admin/fees_current.pdf			
350 slips							
Uncovered				Specials			
	Includes LHT 12.84%						
Lengths	In District		Out-District				
20	\$77.75	\$3.89	\$85.25	\$4.26	Fishermans Pkg.	\$269	
25	\$97.25	\$3.89	\$104.75	\$4.19	Kayak Storage	\$30.00	
30	\$118.75	\$3.96	\$126.25	\$4.21	Wave Runner	\$75.00	
35	\$138.00	\$3.94	\$145.25	\$4.15			
40	\$158.00	\$3.95	\$165.50	\$4.14			
55	\$221.00	\$4.02	\$228.50	\$4.15			

Feb, Mar, Apr
limited to selected slips

Port of Kalama				http://portcw.com/docs/admin/fees_current.pdf			
220 Slips							
24	84.19	\$3.51					
30	105.46	\$3.52					
35	123.18	\$3.52					

Port of Astoria				http://www.portofastoria.com/marina_west_boaterInfo.html			
one rate system	\$270.00	\$9.00					

Port Illwaco				http://portofilwaco.com/moorage-rates-info/			
30 Ft Assmptn							
Mo Rate/Ft							
\$8.00	\$240.00	\$8.00					

Port of St. Helens Scappoose Bay Marina				http://www.portsh.org/Marina/Marina%20Rates.pdf			
30	\$133.00	\$4.43					

Port of Kennewick (2014 rates)			http://portofkennewick.org/uploads/2014_New_Marina_Rates.pdf
	30	\$115.15	\$3.84
	35	\$129.22	\$3.69
	40	\$145.46	\$3.64

Port of Cascade Locks			http://www.portofcascadelocks.org/documents/Moorage-rates-2014.pdf
<than	30	\$134.00	\$4.47
Annual <30		\$1,000.00	\$2.78
>than	30	\$4.60	\$4.60
Annual >30		\$3.00	\$3.00

Utility Charge \$25/month November thru March

River Place Marina (privately owned)		Downtown Portland	
	\$12.00	Ski Boat	\$300.00
		Shells/Canoes	\$65.00

Big Eddy Marinas (privately owned)			http://bigeddymarina.com/boat_slip_rentals.html
	28' to 60'		\$6.00

Salpare Bay Marina (east of I-5 bridge (privately owned))			
	30	\$199.00	\$6.63
	40	\$279.00	\$6.98
	45	\$339.00	\$7.53
	50	\$399.00	\$7.98
	30' Daily	\$25.00	
	40' Daily	\$40.00	

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Commission Memo

To: Commissioners
From: Michael McElwee
Date: February 17, 2015
Re: Marina Planning

Over the last three months, staff has worked with the Marina Committee to determine an appropriate scope of work, consultant and cost for a Marina Master Plan. The Commission has given direction that an extensive and expensive master plan is not necessary. What is desirable, however, is a focused set of recommendations on facilities needs based on existing conditions and market trends with the assistance of an outside "expert."

After consultation with Commissioner Shortt and consideration of prior comments by the Committee and Commission, I developed the attached work scope. The scope assumes transmitting significant information about our marina to inform and prepare an outside consultant, then focusing our efforts on an on-site work session with the Committee followed by a written report & recommendations to the Commission.

I reviewed the background of several firms and spoke directly with a number of them. Most were large firms and the challenge was to get them to focus on a quick assignment, not an extensive planning process. All were in the Seattle area with the exception of one based in Wisconsin. Most firms were looking at a fee range of \$25,000-\$50,000. Some had very high hourly rates and travel costs. With Commissioner Shortt's advice, I focused on just two-- Smith Group JJR (Jack Cox) and Halgren & Associates (Larry Halgren).

Both firms have great experience and could undoubtedly perform well. However, after talking with both of them, I am inclined to recommend Halgren. The fee is higher, but in the end it should be almost the same after reimbursables (plane, hotel, meals, etc.) are added, since the Smith Group JJR would be coming from Madison, Wisconsin.

Attached is the proposal letter from Halgren & Associates and resume of Larry Halgren. We have agreed that this effort will be an expense to the Port's general fund.

RECOMMENDATION: Authorize contract with Halgren & Associates for Marina Planning Services not to exceed \$7,500.

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Marina Master Planning Work Scope & Schedule

Draft: February 10, 2015, 2015

Obtain expert assessment of the Marina to inform operational decisions, guide future facilities upgrades/capital improvements and determine if additional master planning is warranted.

Task

Completion Timeframe

PORT STAFF & COMMITTEE SCOPE

Data Collection

February

- Compile baseline information:
 - Basin dimensional layout, water depth and other constraints
 - Marina positioning in terms of proximity of other community services and competition
 - Age and history of existing improvements
 - List of ancillary business activities and services available at the marina
 - Existing slip counts, boat sizes & types, occupancy history, etc.
 - Description of other marina uses (sailing, rowing, sea planes, etc.) and non-water events that occur in/around the marina
 - Financials
 - Management & lease policies
 - Marina Committee & HRYC Input to date
- Conduct additional outreach (questionnaire) to existing Marina tenants and stakeholders—“what do you see as the existing role and optimum future role of the Marina?”

Commission Approval of Consultant Contract

February 17

CONSULTANT SCOPE

Background & Familiarization

Early March

- Review compiled information forwarded by Port Staff
- Conduct 5 brief background phone interviews:
 - Commissioners Shortt & Davies
 - HRYC Commodore
 - Fred Kowell, Finance Port CFO
 - Michael McElwee, Port ED

On Site Review and Workshop

Late March

- Day One: Orientation to Marina, review facilities with staff
- Day Two: 3-4 hour Workshop with Marina Ad Hoc Committee
 - Current uses and future market trends
 - Condition of current facilities

- Needs & suggestions
- Alternative programmatic & layout concepts

Recommendations**April**

- Prepare summary assessment/report (8-10 pages):
 - Current facilities conditions
 - Market niche of the current Marina and future market trends for Port to consider
 - Recommended positioning & branding concept (with alternatives, if any)
 - Description of associated program & capital needs
 - Recommended conceptual layout plan, cost estimates and phasing recommendations
 - Opinion as to scope for additional planning/master plan
- Submit report in draft form for Port and Committee review/comment

Completion

- Attend Port Commission meeting to discuss findings and recommendations (at Port Option)
- Finalize & Submit Report

February 11, 2015

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

Attention: Michael McElwee, Executive Director

Dear Michael,

Thanks very much for your telephone call today and as promised I have revised this proposal to assist the Port in its short term and five year plan for the marina basin and surrounding upland property, from a marina person's point of view vs. a land planner.

I have been involved in the marina industry and the waterfront all of my working career. I was with Bellingham Marine for 22 years starting as a sales person in the Pacific Northwest (including selling floats to the Port of Hood River) and ended up as co-president of the company prior to my leaving the company. Since that time I have had my own successful consulting company working with a very diverse group of clients from all over the world.

Most recently I was one of three team members who reviewed the marina operations, management and future opportunities for a corporate owner of five marinas located north of Toronto, Canada. The company name is Parkbridge Lifestyle Communities www.parkbridge.com.

I also provide insurance surveys for AIG insurance giving them a review of a property, a list of suggested or required corrections and an estimate to replace the marina if it was totally destroyed by a storm or fire. I have inspected more than 100 properties in the US with a replacement value of more than \$500 million dollars.

I have also been a team member for the creation of a number of marinas in the United States, Greece, Mexico, Canada, Australia and others. I have attached a copy of my marine resume to this e-mail.

Here is a recap of my understanding of what you would like to accomplish in this work effort and my role in the process.

- Review most recent master plan for the marina and uplands, prior to coming to Hood River.
- Have telephone conversations with the following people also prior to our meeting in Hood River: Brian Short, Commissioner Davies, Fred Kowell CFO, Michael McElwee,

ED, Chamber of Commerce Director and any others you may select. This is all part of getting a reading of the lay of the land and some of the things that have worked or didn't work in the past.

- Tour of the marina uplands and current floating marina improvements.
- Facilitate one meeting with the "Marina Committee" and other interested users of these facilities to obtain feedback as to what they would like to see the port do with the uplands and the marina basin looking forward at least five years or more. (Meeting notices and location to be handled by the port).
- Review current marina user boat types and sizes.
- Determine if the marina has any opportunities for operational cost savings, (this isn't a full financial review rather it would be a review of deferred maintenance items, operational procedures and rate structure).
- Provide marina float layout plans showing opportunities for growth and revenue opportunities moving forward. (Port to provide an auto cad drawing showing the marina basin and the current floating docks and other improvements).
- Determine if future niche market opportunities exist or could be developed.
- Produce a narrative of ideas, suggestions and recommendations incorporating all of the items above.

I propose to perform this work consisting of two days in Hood River, one community meeting, all of my direct expenses and my fees for a fixed amount of \$7,000. To be paid in full at the completion of the project.

Additive Alternate: If you would like me to come to Hood River for an additional report to the commission I'm happy to do so for an added \$2,000.

I would be happy to discuss this proposal with you at any time.

Sincerely,

Larry R. Halgren

Larry R. Halgren, Certified Marina Professional

Larry R. Halgren
Halgren & Associates, LLC
P.O. Box 4098
Bellingham, WA 98227
Telephone 360.961.3344
E-mail LSHalgren@comcast.net
www.halgrenassociates.com

Larry R. Halgren, CMP

Post Office Box 4098, Bellingham, WA 98227

Phone: (360) 961-3344

Email: LSHalgren@comcast.net

Profile – Extensive Marine / Marina Experience

Solid background in Sales, Marketing, Business Development, Project Management and Executive Management with expertise in:

- Technical expert in marina design, manufacture, construction and maintenance
- **Certified Marina Professional**, “CMP” By Global Marina Institute
- Analysis of data, evaluating alternate solutions and developing market strategies
- Identification of optimal approaches, negotiation toward decisions, implementation and follow-through to plan completion and Project Consultant
- Vessel management 54’ Offshore Pilothouse Yacht for absent owner.
- Expert Legal testimony
- International business development
- Marina replacement inspections and valuations

Extensive knowledge of marinas and waterfront developments, operations, yacht manufacturing, vessel operation, infrastructures, components and safety.

Accomplished author, speaker and lecturer on marina and waterfront related topics.

Career Summary

Halgren & Associates, LLC, Bellingham, WA 2002 – Present
Marina and Waterfront Design Consultant. Company consults with a number of client’s in the USA, Canada, China and Japan. In most cases the work consists of helping with over all visioning for the property and layout suggestions for the marinas, dry stack storage facilities and waterfront facilities. Has been a consultant for the past one and a half years to Vulcan, Inc. on multiple projects, (shoreline protection, new construction of a 34 foot Estate Boat, New adjustable dock at Mercer Island, refurbishment of a historic building, dry dock management of the MV Dragonfly a floating helicopter landing vessel, a new elevated pier and more. Consultant to Community Marine Concepts (WAM) 2 years, performing daily project management for a proposed 29 slip mega yacht marina in Victoria, Canada. Recently performed marina surveys for safety, insurability and valuations for major USA insurance companies, over 90 marinas inspected valuing more than \$460 million. Current consultant to International Marine Floatation Systems, BC Dock, HyPower Inc. and others.

Varner Sytsma Herndon, CPA’s, Bellingham, WA 2009 – June 2010
Director of Business Development. Responsibility to promote the firms products and services in the Northwest and British Columbia. Also established marketing programs and systems, seminars, advertising, and name recognition within the marketplace.

Aqua Marine Partners, LLC and Vertical Yacht Storage Systems, LLC 2006 – 2009
Vice President of Acquisitions. Responsible for locating, negotiating and due diligence for marina property acquisitions throughout the United States. Development of Vertical

Yacht Storage facilities on corporate owned properties and or independent marina owner sites throughout the world with extensive experience in the Middle East.

Flagship Marinas, Dallas, TX

2004 – 2006

Director of Planning, Expansion and Construction. Developed one, three and five year master plans for each of the seven properties owned by Flagship. Worked with outside consultants to obtain shoreline permits for expansion projects, conducted safety inspections at each property, developed designs for marina moorage system replacements, provided planning assistance and expansion plans for each property and established a profit center within Flagship to sell outside consulting services.

Bellingham Marine Industries, Inc., Bellingham, WA

Co-President; Executive VP; VP Marketing; Marketing Manager; Float Salesman

Oversaw multiple sales and marketing divisions in U.S., New Zealand, Australia with associations in Japan, China and Greece. Primary customers are public ports, cities, municipalities, private developers, corporate owners, resorts and the military. Company ranks within the top five internationally.

- Managed \$30 million annual budget and 200 + employees.
- Successfully negotiated major contracts such as Elliott Bay Marina in Seattle, Washington and Ko Olina Resort and Marina in Honolulu, Hawaii.
- Reduced annual costs by close to a million dollars in one year through streamlining operations, introducing employee incentives and implementing innovative safety program.
- Directed and trained expert sales force in the United States, New Zealand and Australia and assisted Japanese clients in training staff to sell marina products.

Western Marine, Bellingham, WA

President and General Manager

Retail sales of new and used pleasure boats and marine accessories

- One of Top Ten Uniflite dealers worldwide – two out of five years.
- Implemented Customer Appreciation Program.
- Instituted Teaching Program for new boat owners and spouses.
- Continue today to care for and operate a 54 foot Offshore Pilothouse yacht for a friend.

Uniflite Incorporated, Bellingham, WA

International Sales

Uniflite manufactured and sold military and pleasure boats around the world from 23 to 60 feet in length. Increased sales from less than ½ million to \$2.5 million within 2 ½ years

Honors

PATENT: co-holder of U.S. Patent Number 4,848,260
 Global Marina Institute, Awarded “**Certified Marina Professional**” CMP 2013
 “Multiple” Paul Harris Fellow, Rotary International
 International Marina Institute “President’s Award” 2004
 University of Wisconsin “Distinguished Lecturer” 2004

Professional Affiliations

Association of Marina Industries, (AMI), Emeritus Board Member

IMI Advanced Marina Management Teaching Staff Member
 Past President, Rotary Club of Bellingham
 Past Director / Board Member, Nishida Tekko America

Education

B.A., Marketing, minor: Economics, Eastern Washington University

Exemplary Speaking Engagements

Keynote Speaker, Marina Industries Association of Australia, Marinas 2007 Conference, "Where Does Your Facility fit in Tomorrow's Marketplace", Surfers Paradise, Queensland, Australia. In addition taught a one day seminar on Customer Service techniques

International Conference of Waterfront Projects,
 "The Future of Marinas as of the year 2000", Florianopolis, Brazil, May 2000

University of Wisconsin Docks and Marinas Conference, 25th year,
 "The Marina Beyond the year 2000 (AKA Y2K)." "What are the Keys to Unlock Your Future?" Madison, Wisconsin, October 1999.

Keynote Speaker, 30th Annual Marina Recreation Association of California, October 2001
 & Topic Speaker Marina Safety, Maintenance and Risk October 2014.

Pacific Coast Congress of Harbor Masters and Port Managers, 30th Conference.
 "Boat Manufacturing Trends, Will We Need Bigger and Bigger Slips in the Future?"
 La Conner, Washington, October 2004

University of Wisconsin Docks and Marinas 30th Conference.
 "M" Stands for "Mistakes" and "M" Stands for "Marinas". Need They Go Together? Take
 the Helm with Helpful Hints for the Harbormaster Madison, Wisconsin, October 2004.

Kentucky & Tennessee Marina Associations Joint Meeting, 2004.
 "Marina Design and Redesign" Also "The Financial Bottom Line of Your Marina".
 Bowling Green, Kentucky, November 2004

Exemplary Projects

Victoria International Marina, Victoria, BC Canada

- Performed daily project management, sales, marketing and design consulting for this 29 slip (65' to 150' boats) and two onshore buildings.

Ocean Point Marina, Ewa Beach, Hawaii

- Performed as a member of the design team with special focus on alternative marina layouts, utility locations and marina theme.

Kewalo Marina Basin, Honolulu, Hawaii

- Performed as a member of the consulting team to come up with marina layout and wave dissipation ideas. Also provided the proposed developers with cost estimates, alternative profit center suggestions and a marina theme.

Emerald Point Marina, Austin, Texas

- Researched and selected an innovative wave attenuator system for the marina. The system is currently being evaluated.

Flagship Marinas, Dallas, Texas

- Created detailed short and long term marina master plans for each of the seven properties owned by Flagship.

Ayia Napa Marina and Resort, Ayia Napa, Island of Cyprus

- Performed as a member of the marina design team to transform this undeveloped shoreline into a master development including a 350 slip marina, dry stack for 260 boats, hotel, resort, yacht club, retail space, boat repair and storage and extensive landscaping. Project continues in the review stage for development by the government.

Swinomish Tribal Marina, La Conner, Washington

- Performed a detailed review of the proposed construction techniques to create the marina basin along with a complete review of the cost estimates to complete the work.
- Continue to work with the Tribe and proposed developers to bring about this project.
- Developed replacement cost estimates and current condition reports for the tribe on a marina they are considering purchasing.
- Provided Expert Testimony during Arbitration.

The Great Wall Marina Club, Shanhaiguan, China

- Reviewed master plan and business model, including a visit to the site to see the project location first hand. Suggested the project name be changed, including extensive changes to the site plan and marina layout.

Coal Harbour Marina, Vancouver B.C., Canada

- Worked with developers of prime waterfront site in the heart of downtown Vancouver. Site presented many challenges including street view corridors, existing tenants, floating homes, wave attenuation, floating office and services building.

Ko Olina Ocean Marina, Kapolei, Hawaii

- Leader of marina design team for planning of 260 slips, dredging, wind and wave loads, pile design, electrical, water, sewage, telephone, television and fire systems.
- Key negotiator of contracts to manufacture and construct the marina.

Elliott Bay Marina, Seattle, Washington

- Managed entire marina design team in planning and design of 1,200 slip marina over a period of ten years, 1980-1990.
- On-site representative during 1 ½ year construction and installation of marina, gangways, concrete mooring pile, electrical, mechanical, communication systems, fire, fuel and sewage systems.
- Project serves today as an excellent example of how to improve the environment in marina development.

Akita Marina Wave Attenuator, Akita, Japan

- Directed design work and computer modeling for floating wave attenuator.

And many others in my marina and waterfront career.

Commission Memo

To: Commissioners
From: Laurie Borton
Date: February 17, 2015
Re: Revisions to Marina Moorage Rules and Regulations

Current Moorage Rules and Regulations (“Marina Rules”) have been revised based on input from Marina staff and the Marina Ad-hoc Committee. The last previous revision was in February 2013. If approved, tenants would be advised by email on February 18 that revised Marina Rules can be viewed on the Port’s website.

The following are key changes to the attached draft revisions:

- Requires a 60-day termination notice which also includes payment for all fees owed during that time. This responds to action taken by the Commission at the November 20, 2014 meeting.
- Fees for water, garbage, and electric usage are now specified in the Marina Rule. This will be an annual non-refundable payment due by April 30, coinciding with final moorage due date. Electric charges exceeding the annual rate will be billed quarterly.
- Clarification of boat lengths that can be accommodated on various docks; use of approved electrical cords; and the administrative fee charged for Wait Lists.
- Clarification of Betterment List requests. The Marina Ad-hoc Committee had suggested truing up this list by charging a fee to remain on this List. Time managing a Betterment move is much less than managing the Wait List so staff is not recommending a charge at this time for the Betterment List. This will be monitored during the year for a possible future change. The edit does, however, clarify that a current tenant requesting a move into a different slip classification is not considered as a Betterment move but is instead a Wait List request that does require payment of the \$100 administrative fee.

RECOMMENDATION: Approve revised Marina Moorage Rules and Regulations effective February 17, 2015.

PORT OF HOOD RIVER
2015 MARINA MOORAGE RULES & REGULATIONS
Effective February 17, 2015

The word "Port" as used herein shall mean the Port of Hood River, and when appropriate may mean any person authorized to represent the Port. The word "Tenant" is used to indicate the owner of a boat, boathouse, or floatplane moored legally within the Port of Hood River Marina as per the conditions of a signed Moorage Rental Agreement or Boathouse Lease. The word "Boat" includes boathouse or floatplane where appropriate.

Tenant agrees to comply with all applicable federal, state, county, city, and Port laws, rules, and ordinances, including but not limited to the Marina Moorage Rules & Regulations. The Port may from time to time adopt, amend or repeal rules or regulations governing the use of the Marina and slips. Marina rules or regulations or amendments to such rules and regulations shall be posted on the Port's website at www.portofhoodriver.com, and shall be effective on the website posting date unless a later date is specified by the Port.

When a boat enters the Marina, it immediately comes under the jurisdiction of the Port of Hood River and shall be berthed or anchored only where authorized by the Port.

The Marina is a private facility owned and operated by the Port of Hood River, and the intended use of a slip is for recreational purposes and not as a storage facility. Any commercial activity requires a separate agreement.

Agreements

- A Moorage Rental Agreement with the Port will be executed only with the owner of the boat that is to occupy the assigned slip. Leasing of a boat slip by a person who is not a boat owner is prohibited.
- All boats MUST be moored in the slip assigned to Tenant per Moorage Agreement. All boats shall be tied up in berths or at moorings according to good practice or shall be removed from the Marina.
- Tenant acknowledges that the Tenant has inspected the Marina and Slip and has satisfied the Tenant that the same are in good condition and repair and are adequate for the safe mooring of Tenant's boat. Each Tenant accepts the Marina and Slip in their present condition.
- The Port reserves the right to relocate Tenants to another moorage slip at any time.
- Contact information provided to the Port by the Tenant shall be kept current at all times, including emergency contact information.
- Boats shall be tethered only to the cleats for their assigned slip.
- Boat partnerships must have all parties identified on the agreement, title and insurance coverage.
- No offensive activities shall be carried on by the Tenant at or in the immediate vicinity of the Marina. (The Port reserves the right in the Port's discretion to determine whether an activity is considered "offensive".) Tenant shall not engage in any activity that might be dangerous to life or limb nor permit any objectionable noise or odor on Tenant's boat, the Marina, or the premises adjacent to, nor shall anything be done thereon which will create a nuisance or disturb, interfere with or jeopardize the enjoyment of the Marina or of the adjoining property.
- Tenant shall be responsible for and secure compliance with the terms of this agreement by Tenant's invitees, guests and family members. Any violation or breach by them is a breach by Tenant.
- **Slip finger lengths** of 28 feet will accommodate a maximum overall boat length of 30 feet. Slip finger lengths of 30 feet will accommodate a maximum overall boat length of 32 feet. Slip finger lengths of 35 feet will accommodate a maximum overall boat length of 37 feet. Slip finger lengths of 40 feet will accommodate a maximum overall boat length of 42 feet.

Betterment Lists

- A "Betterment List" requesting specific slip numbers is available only for annual Tenants whose accounts are in good standing, i.e., no unpaid balances, and Tenant must be easily reached and readily available to make a move within five (5) business days when offered. If a move is offered, but declined by a Tenant, no response is received from a Tenant within five business days, or if a Tenant fails to move their watercraft to the slip offered by the Port within the time allowed, the Tenant's right to move their watercraft to another slip will expire, and the Tenant's name will be moved to the bottom of the Betterment List. The outside end slips of A and B docks are exempt from the Betterment List. Requests for specifically numbered 28 foot long slip fingers on eastside C-dock will not be accepted.
- No fee will be charged when a tenant requests a "Betterment" move to a slip that will accommodate the current watercraft. If a tenant using a 28 or 30 foot long finger slip requests a longer boat slip, this is not considered a "Betterment", and the tenant will need to apply for the appropriate "Wait List" and pay an Administrative fee that is non-refundable and not applied to moorage.

Fees

- Annual Tenants have two payment options: single payment due by January 31; or half payment due by January 31 with balance paid in full by April 30, plus a \$15 fee due April 30. If at least half payment is not received by the Port by January 31, moorage must be immediately paid in full, plus a \$15 fee.
- **Utility Charges:** Water/Garbage – Each Tenant will pay an annual, non-refundable \$60 fee for water/garbage, payable in full by April 30. Electrical – Each Tenant will also pay a non-refundable \$60 fee annually for electricity, payable in full by April 30. If a Tenant's use of electricity during the lease term results in electrical charges exceeding \$60, the Port will bill the Tenant quarterly for additional electrical costs, which will be payable by the Tenant within five (5) business days of the statement date.
- Time and material charges may be charged to the Tenant if Port staff attends to boats in danger of sinking or causing damages to other boats or Port property.
- Accessory watercraft:
 - \$25 per motorized watercraft, per month, unless watercraft is an inflatable used in service of boat and proper registration and insurance is provided.
 - Monthly fees will be assessed for non-permitted storage of accessory watercraft on main walkways or slip fingers.
 - Accessory watercraft, commonly identified as dinghies, kayaks and inflatables, secured **in the water** shall be tied to the boat or slip in a manner as to not interfere with the vessel in the adjoining slip or other boats in the Marina. Monthly fees, per motorized watercraft, will apply. Tenants will not be charged a fee for non-motorized accessory watercraft if it can be safely tied within the footprint of a Tenant's slip. The watercraft when secured must be between the dock and the Tenant's boat and may not extend beyond the beam, at the widest point, of the Tenant's boat. The Port has the final judgment on whether any accessory watercraft in the water is too big for the slip. The Tenant will then have the option of immediately removing the watercraft from the Marina or renting a second slip, if available.

Guest Moorage

- No boat may be moored in a Marina Slip unless a current Moorage Rental Agreement is in effect between the Owner of said boat and the Port.
- Visitors may use the guest dock at the boat launch on the east side of the Marina and pay the appropriate overnight fee. Use of the guest dock shall not exceed the maximum limit according to current Oregon State Marine Board guidelines or Port ordinance.

Hold Harmless

- The Tenant agrees at all times to release the Port of Hood River from any claim of liability and hold the Port of Hood River harmless against any and all claims and demands arising from the negligence or wrongful acts of the Tenant, his or her agents, invitees or employees, and Tenant does specifically acknowledge and agree that the Port of Hood

River is not liable under any circumstances for any loss or damage to Tenant's boat, person or property, except as the result of intentional misconduct on the part of the Port of Hood River.

Insurance

- Moorage Tenants agree to provide a marine/watercraft insurance policy with general liability limits of at least \$500,000, and moorage Tenants having fuel capacity of 30 or more gallons shall also provide, as part of the general liability coverage, proof of Pollution Liability coverage to a limit no less than \$25,000.
- Floatplane Tenants agree to provide aircraft liability insurance with minimum coverage of \$1,000,000.
- Without exception, the Port of Hood River shall be named as additional insured on all insurance policies required to be maintained by the tenant. A certificate of said insurance, issued in the name of the Port, shall be provided at the beginning of Tenant's moorage term. Failure to provide or keep in force such insurance shall be construed as a default of this Agreement and the Port will exercise its right to terminate. Insurance shall remain in force even when the boat may not be occupying the slip.
- The Port is not responsible for any losses or damage to boats in the Marina. Each Tenant will be held responsible for damage that he or she may cause to other boats in the Marina or for damage to any structure. Any boat that may sink in the Marina may require professional salvage at the Tenant's expense, as determined by the Port. If the Port incurs salvage expenses Tenant will promptly reimburse the Port for said expenses.

Key Cards

- Tenants may receive up to two key cards at no charge.
- Tenants may receive a maximum of 4 cards issued per slip at any given time.
- The \$35 fee, per key card, is not refundable.
- Damaged or lost key cards will be replaced at no charge.
- Key cards will be issued to Marina Tenants and Sublease Tenants approved by the Port.

Liveaboards

- There shall be no living aboard boats or boathouses in the Marina. Tenants may not stay overnight on their boats more than 3 consecutive days in the Marina. This privilege may be reviewed or revoked by the Port in its discretion.

Maintenance

- Boats shall be in a seaworthy condition and not constitute a fire hazard, or present a reasonable risk of sinking. If a vessel is subject to these conditions, it shall be removed from the Marina or temporarily repaired or stabilized through reasonable measures at the Tenant's expense.
- Port and its agents and employees shall at all times have access to each Tenant's boat while moored at the Marina for the purpose of inspection, fighting fires or remedying or prevention of any casualty or potential hazard to the boat or the Marina.
- Any alteration of a slip is subject to prior written approval by the Port.
- In an emergency situation, an attempt will be made to contact the Tenant via the emergency contact information on file. In the event there is no response within 12 hours and Port staff determines that a boat is in danger of sinking or causing damage to other boats or Port property, the Port staff or agents may board the boat and stabilize it. The Port and its agents and employees will not be responsible for any damage to the boat. The Port may charge Tenant costs of any Port staff time or contractor time and materials for stabilizing the boat.
- Tenant shall be responsible for any and all damage to the Marina, including slip, caused by Tenant's boat or activities.
- No major repairs, as defined by the Port, shall be made to boats while in slips or parking lots. In-water hull scraping or removal of paint below the water line is prohibited.
- All maintenance issues are to be reported to the Port of Hood River office by phone, email (to the attention of the Marina Manager at porthr@gorge.net), or in person to ensure appropriate follow-up of items reported.

- Tenants will be notified 24-hours in advance of any scheduled maintenance work affecting all slips so that the Tenant has the option of being present when the work is done.

Notices to Tenants

- News of interest to the Tenants will be by means of electronic mail. Tenants will need to update Spam filters to allow mail from the portofhoodriver.com or gmail.com domains.
- Any Notification of rules, regulations, or violations shall be in writing and shall be effective when delivered. Delivery will be by email and/or U.S. Postal Mail addressed to the parties at the address stated in the moorage agreement.

Parking / Special Events

- Tenant parking in the lot adjacent to the moorage entrance gate is on a first-come basis and a parking space is not guaranteed. Parking shall be in a neat and orderly fashion. The Port may request removal or may remove, at Tenant's expense, any vehicle parked in an improper manner, as determined by Port.
- Parking for an extended period exceeding 3 days must be cleared by the Port.
- Boat trailers shall not be parked in the lot adjacent to the moorage entrance gate. Parking of boat trailers and vehicles in the boat ramp parking lot is "day use only."
- Overnight camping is prohibited in the parking areas.
- The Port, at its discretion due to special events in the adjacent park area, may limit the hours of operations of the Marina facilities or limit the number of people that may access any moorage slip, or both. The Port will provide notice at least seven (7) days in advance by posting signage at the walkway entrance and on the Port's website (www.portofhoodriver.com).

Pets

- Dogs MUST be kept on leashes at all times on Port property, including the docks. "Pet Pick Up" bags are available near the gate for owners to clean up after their pets. Absolutely no waste may go into the water.

Safety/Security

- Main walkways and slip finger walkways shall be obstacle-free of boat supplies, accessories or debris. Water hoses and electrical cords shall be neatly coiled when not in use. The Tenant must remove anything from the Marina that does not fit onto the boat or into a locker. Authorization shall be obtained from the Port prior to placement of lockers, chests, dock boxes, cabinets, steps, ramps or similar structures in the Marina. All lockers, chests, dock boxes and cabinets must fit within the triangle space at each slip and must not overhang or be placed in walkways.
- No swimming, diving, fishing, or fish cleaning will be permitted in the Marina.
- Use of wheeled vehicles such as motorcycles, bicycles, scooters, skateboards or roller skates on moorage walkways or ramps is prohibited.
- Tenants shall accompany children under 16 years and guests at all times. Disorderly conduct by Tenants and/or guests is cause for immediate termination of the Moorage Agreement and removal of the boat from the Marina. This includes offensive language and loud and rude behavior to others. The Port shall have sole discretion to determine whether conduct is considered disorderly. Please do your part to maintain a family atmosphere at the Marina.
- Sanitary waste shall not be discharged in the Marina except at an operable pump-out station, nor will refuse be thrown overboard. Garbage shall be deposited in receptacles supplied by the Port. Hazardous materials, including batteries, oil, paint, etc., shall be immediately removed from the Marina slips and Marina Park by the Tenant.
- Use biodegradable, non-toxic, phosphate free cleaners and/or soaps when cleaning your boat.
- Boats in the Marina shall be operated according to the Rules of the Road and the Navigation Laws of the United States.
- Boats not marked or identified as required by law will not be permitted within the Marina.

- All boats shall be tied up in berths or at moorings according to good practice or shall be removed from the Marina.
- All mooring lines must be in good condition and not have any visible fraying.
- Boats must be tied so that no part of the boat or its attachments extends over the walkway.
- **Electrical cords** must be kept in good condition and be coiled, with no cords in the water. Tenant **must use a proper 30/50 amp cord and plug**. Port-approved electrical cords are available for purchase at the Port office.
- The Marina is a NO WAKE ZONE. Boats within the Marina must be operated at a speed less than that which will create a wake.

Garbage

- Garbage receptacles are available at Marina gate for use by Marina Tenants only.
- See "Fees" section regarding the annual garbage charge.
- Garbage or other refuse of any type must always be placed in appropriate containers. It may not be left at the Tenant's slip or on the walkways. Receptacles are not intended for disposal of personal belongings brought from home.
- It is a violation of federal and state laws to put refuse of any kind in the water. This includes fish parts.

Subletting

- A revised sublease policy was approved by the Port of Hood River Commission on January 8, 2013 and will remain in force until further action is taken by the Port of Hood River Commission. This Policy is only for annual Tenants. The Sublease Policy is as follows:

❖ Tenant Responsibility

- Notify Port Office of boat absence of more than 30 days.
- Complete and return the signed Moorage Sublease form provided by the Port of Hood River.
- Tenant must maintain insurance to retain Tenant's slip even if boat is not in Tenant's slip.
- The maximum sublease term is a 12 month period subject to Port approval. The Tenant's boat is otherwise expected to occupy the slip.

❖ Sublessee Responsibility

- Complete and return the signed Moorage Sublease form provided by the Port of Hood River.
- Secure appropriate insurance coverage and provide proof to the Port prior to the sublease taking effect. The Port of Hood River shall be the Certificate Holder and be named Additional Insured.
- An administrative fee of \$25, paid by the sublessee and payable to the Port of Hood River, shall be submitted with the completed Moorage Sublease form for approval.
- For the months of October thru March, Sublessee shall pay the Port a monthly rate not to exceed one month prorated of the annual slip rate for the term of the sublease, plus applicable monthly fees for accessory motorized watercraft and/or electrical power.
- For the months of April thru September, Sublessee shall pay the Port a monthly rate not to exceed 150% of one month prorated of the annual slip rate for the term of the sublease, plus applicable monthly fees for accessory motorized watercraft and/or electrical power.
- Signature by Sublessee confirms that a copy of the Moorage Rules and Regulations has been provided and Sublease agrees to all terms and conditions. Any violation of the Moorage Rules and Regulations is cause for termination of the Sublessee's moorage rights.
- Second-party subleasing is prohibited.

❖ **Port Responsibility**

- Verify Tenant's account is in good standing and that Tenant qualifies for consideration of Moorage sublease.
- Approve or deny the sublease request within ten (10) calendar days following submission to Port offices.
- Verify legitimate occupancy of slip by authorized Sublessee after sublease takes effect.
- Provide Sublessee with Marina access after Port approval and issue key cards.
- Credit to Tenant's moorage account one-half monthly amount collected by Port from the sublessee.
- Provided total credit shall not exceed Tenant's moorage payable for one-year moorage term.
- Notify Tenant of end of authorized Sublease period.
- Notify Port Wait List persons of potential subleases available.

Slip Transfers

- If a Tenant sells their boat and boat is not replaced by the Tenant with a boat acceptable to the Port, moorage term will terminate, provided the party who buys the Tenant's boat may lease the slip for a maximum of 6 months. The new owner may be added to the Wait List for a \$100 non-refundable administrative fee if they so choose. No later than 6 months after the purchase of Tenant's boat, the new owner will need to find other accommodations and vacated slip will be offered to the next person on the Wait List.

Termination

- A Tenant who wishes to voluntarily terminate their moorage tenancy before the end of the term shall notify the Port in writing not less than 60 days prior to the Tenant's proposed termination date. After a termination request is received, the Port shall attempt to re-lease the slip for the remainder of the term to someone else. The Tenant will be responsible to pay all amounts owed, including moorage lease payments, any special assessment or debt, and any unpaid annual electric or water/garbage charge, prior to the Port agreeing to terminate the lease and leasing the slip to someone else. If another person agrees to assume the Tenant's remaining lease obligations, and signs and provides lease documents satisfactory to the Port, the Tenant's lease may be terminated and the Tenant may receive a prorated refund of prepaid moorage, or other refundable costs, as determined by the Port.
- Tenants selling boats do not have the authority to transfer moorage slips, key cards, or annual payments to new owners. "For Sale" signs may be posted in the bulletin board at the ramp gate.
- If the moorage agreement is terminated because the Tenant is in default the Tenant will receive written notification via email and/or US Postal service mail sent to the address stated in the Moorage Agreement.

Defaults

- Failure to pay moorage as per the agreement or any other charges within 10 days after written notice to Tenant.
- Failure of a Tenant to comply with any of the terms or conditions of any rule or regulation within 10 days after written notice from the Port is sent. If such noncompliance cannot be cured within 10 days, the Tenant may receive approval from the Port Executive Director for an extension of time.
- If the default is not remedied the Port may:
 - Terminate the moorage and relet the slip
 - Recover any unpaid rent and damages, including attorney's fees, if any
 - Take possession of the boat, its apparel, fixtures, equipment and furnishings, and retain possession at the Marina or elsewhere until all charges then owing, and all charges thereafter have accrued are full paid, and all violations of the terms have been cured.

Unauthorized Moorage

- No boats shall be docked adjacent to boathouses. Moorage for extra boats may be arranged through the Port office.
- If a boat, boathouse or floatplane is moored in the Marina without Port permission or the owner has refused or failed to sign a moorage rental agreement acceptable to the Port, the boat, boathouse or floatplane shall be subject to immediate eviction. The owner shall be responsible to comply with all Port Marina moorage rules and regulations during occupancy, and be liable for moorage rental charges based on the monthly moorage rate. The boat, boathouse or floatplane and its tackle, apparel, fixtures, equipment and furnishings may be retained by the Port at the Marina or elsewhere, until all charges then owing and all charges which shall thereafter accrue are fully paid and all violations of moorage rules and regulations are cured. These remedies are in addition to and shall not be deemed in lieu of any other rights which the Port may have by virtue of federal and State laws, and local ordinances, including any Port ordinance.

Wait List

- A \$100 administrative fee is charged to be on a moorage Wait List. This fee is non-refundable and not applied to moorage. Updated Wait Lists are posted on the Port of Hood River website.
- Wait Lists include slips with finger lengths of 28 and 30 feet, 35 feet and 45 feet. In the case of a person who has been on the moorage wait list, the prospective Tenant will be given 30 days to purchase a boat to be placed in the slip or provide proof that a purchase transaction is pending. If the 30-day requirement cannot be met and the prospective Tenant would like to remain on the Wait List, his or her name will be moved to the bottom.
- In the case of a person who has been on the moorage wait list is offered a slip and declines more than one (1) time in a 12 month period, that person will required to pay the wait list renewal fee to remain on the list. His or her name will be added to the bottom of the wait list.
- Port staff will notify Wait List persons of potential slips that are available for sublease for a period not to exceed 12 months for any available slip.

Waiver

- Waiver of performance of any provision herein or of any other applicable laws, rules or regulations by the Port shall not be a waiver of nor prejudice of the Port's right otherwise to require performance of the same provision or any other provision.

Commission Memo

To: Commissioners

From: Anne Medenbach

Date: February 17, 2015

Re: Engineering Services – Reconstruction of E. Port Marina Drive

The last remaining paving project for this fiscal year is the reconstruction of E. Port Marina Drive from Button Bridge Road to the Port office parking lot. The total estimated project cost is \$135,000. We would like to go out to bid for this project in early March.

The project will require excavation of the road below the base and installation of a new base and drainage grade. To do this, we need engineered drawings and specifications.

Stu Cato has provided a quote for the following work:

1. Design engineering services:
 - a. Review existing pavement report, field notes and ODOT Bike/Ped path construction plans for sidewalk improvements
 - b. Prepare plans and details for a full reconstruction in an 11" x 17" format
2. Review ODOT 2015 Standard Specifications for referencing in the contract document
3. Prepare specifications as notes on the plans

Total Estimated Cost- \$13,800.

The Port will perform the site visits and construction management. Any additional work for the engineer will be on a time and materials basis.

The contract is attached for your review.

RECOMMENDATION: Approve contract with Slca Consulting Civil Engineers for E. Port Marina Drive bid documents with an amount not to exceed \$13,800 plus reasonable reimbursable expenses.

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**Personal Services Contract
Exhibit A**

I. SCOPE OF WORK:

Engineering services for the reconstruction of E. Port Marina Drive from Button Bridge Road to the Port of Hood River Parking lot.

Activities anticipated during the life of this Personal Services Contract may include, but are not limited to the following:

1. Design engineering services:
 - a. Review existing pavement report, field notes and ODOT Bike/Ped path construction plans for sidewalk improvements.
 - b. Prepare plans and details for a full reconstruction in an 11" x 17" format
2. Review ODOT 2015 Standard Specifications for referencing in the contract document
3. Prepare specifications as notes on the plans

II. DELIVERABLES AND TIMEFRAME:

The deliverable(s) shall be due no later than March 10, 2015.

III. CONSIDERATION:

The Contractor will be paid on a Time and Materials basis per Exhibit C. The estimated cost for services is:

1. For tasks 1 and 2 the total estimated amount is \$10,500
2. For task 3 the estimated amount is \$3,300
3. Total contract amount is estimated at \$13,800

IV. MISCELANEOUS:

-Port provided information: Port will make available to Contractor, all information readily available to Port regarding existing and proposed conditions of the site which will aid Contractor in its performance of Services. Port agrees to advise Contractor of any hazardous substances or any condition existing in, on or near the site, presenting a potential danger to human health, the environment, or equipment, the Port Executive Director has actual knowledge of. Port will immediately transmit to Contractor any new information which becomes available to Port which may have a bearing on Contractors performance of Services or which relates to information Contractor has requested from Port. If any hazards, not disclosed to Contractor, are discovered after the Services are undertaken, Port and Contractor agree that the Scope of Services, time schedule and rate schedule shall be modified accordingly.

-Standard of Performance: Contractor represents that Services will be performed within the limits prescribed by Port, and that its findings, recommendations, specifications and/or professional advice provided hereunder will be prepared and presented in a manner consistent with the level of care and skill ordinarily exercised by other professionals under similar circumstances at the time the Services are performed.

V. BILLING AND PAYMENT PROCEDURE:

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

- Invoice date
- Project or task title
- Record of hours worked and a brief description of activities

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

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

**Personal Services Contract
Exhibit B**

INSURANCE

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

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

_____ Required and attached OR ___X___ Contractor is exempt

Certified by Contractor: _____
Signature/Title

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

___X___ Required and attached Waived (Port Initial) _____

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

___X___ Required and attached Waived (Port Initial) _____

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

___X___ Required and attached Waived (Port Initial) _____

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

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

Personal Services Contract
Exhibit C

Stuart L. Cato PE/WRE
Slca CONSULTING CIVIL ENGINEERS
8555 SW Katherine Lane
Portland, OR 97225
(503) 292-0383 phone
(503) 292-0383 fax
(503) 701-2097 cell
slca@onemain.com

2015
SCHEDULE OF HOURLY RATES
Effective until December 15, 2015

GENERAL CONSULTING

General Consulting, Design and Construction services.....	\$164.00
Special Consulting and Investigations	\$208.00

EXPERT WHITNESS CONSULTING

Consultation and Trial Preparation	\$224.00
Out of Office Trial Preparation.....	\$240.00
Courtroom Testimony	\$316.00

REINBURSABLE EXPENSES

Mileage per mile	\$0.50
Parking.....	@ Cost.
Travel; Meals, Transportation, Communication and Lodging.....	Cost + 5%
Reproduction and Printing	Cost + 5%
Sub Consultants, Labs and Other.....	...Cost + 10%

Note:

1. All expenses will be **rounded up** to the nearest dollar.
2. Travel time between 7:00 am and 7:00 pm will be charged at the appropriate above rates.
3. Time for attending evening meetings will include travel.
4. Courtroom testimony will be billed at a four-hour minimum for a morning appearance and another four-hour minimum for an afternoon appearance excluding travel time, which will be billed at \$100.
5. Routine copying and long distance telephone/faxing in AC 360, 503, 509, 541 & 971 of less than ten minutes are included in the hourly rates.

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Commission Memo

To: Commissioners
From: Michael McElwee
Date: February 17, 2015
Re: Waterfront Parking Management

At the Fall Planning Meeting, the Commission discussed possible preparation of a parking strategy to better utilize current and new parking areas on the waterfront and prepare for increasing parking demands. At the December 16 meeting the Commission considered a proposal from Rick Williams for a detailed parking strategy and discussed financial participation from the City. The Commission's direction was to pursue a more limited and less costly effort with the intent to identify alternative parking management approaches.

The attached proposal from Rick Williams Consulting reflects this more limited scope and fee. It would identify key issues and alternative approaches to parking management in conjunction with the Lot #1 planning effort and in anticipation of continued development and recreational use of the waterfront.

Parking will be a fundamental issue for future consideration by the Commission and City Council, and staff believes the process to identify the optimal parking management strategy should begin soon.

The City has committed to participate in the work sessions described in the attached scope although they are unable to assist with funding at this time.

RECOMMENDATION: Authorize contract with Rick Williams Consulting for Waterfront Parking Management Recommendations not to exceed \$2,500 plus reasonable reimbursable expenses.

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Port of Hood River, OR
Hood River Waterfront Parking Analysis and Management Planning

WORK SCOPE

PROJECT ROLE

The Port of Hood River (Client) is leading an effort to explore strategies for managing parking in the Waterfront development area. Rick Williams Consulting (RWC) is proposing to assist the Port in successfully completing their effort. RWC will provide technical assistance and advice to the Client as a means to elevate understanding of the range of issues, challenges and strategies that could be initiated. This will ensure that the limited parking resources in the area are managed to the highest degree of efficiency and benefit to all stakeholders accessing the development and the waterfront. Specific RWC tasks are provided below. Project will be delivered on a flat budget of \$2,500 plus expenses for travel (@\$0.56 per mile) and meals (\$25 per day per diem).

TASKS

- A.** *Background review and project format.* A number of planning efforts and development concepts have been developed for the Waterfront area. The Consultant will review all background materials provided by the Client as a means to fully understand the implications of planning and vision concepts on parking and possible parking management.
- B.** *Stakeholder Tour.* Port staff will conduct lead a tour of the Waterfront Development area with the consultant and Port and local stakeholders (as determined by the Port). The tour is intended to provide background, perspective and insight into existing operations and future development scenarios. The Consultant will assist the Port in summarizing findings/themes derived from the tour for incorporation into a Technical Memorandum (#1).
- C.** *Strategy and Plan Outline.* Based on information derived from Tasks A & B the Consultant will develop an outline of parking management strategy considerations that could be implemented to improve parking operations. Where possible, costs to implement will be provided. The outline will be used as framework for discussions in Task D.
- D.** *Workshop to Review and Refine Strategy and Plan Outline*

It is recommended that a Stakeholder meeting be convened where:

1. Consultant presents findings from Tasks A - C
2. Present draft parking management/strategy recommendations and alternatives.
3. Stakeholders react and discuss findings.

Consultant will develop draft Technical Memorandum #2 outlining parking management/strategy recommendations, alternatives, choices (e.g, technology) and pricing. This memorandum will be provided to the Client for comment and review. A refined and final Technical Memorandum #2 will be developed per Client input.