

**PORT OF HOOD RIVER COMMISSION**

**Tuesday, August 6, 2013**

**Marina Center Boardroom**

**5:00 p.m.**

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**Regular Session Agenda**

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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 July 16, 2013 Regular Session Meeting and Minutes of July 17, 2013 Lot 1 Special Meeting
    - Approve Committee Assignments
    - Authorize Payment of \$15,069.50 for Frontage Road Bicycle/Pedestrian Pathway Engineering Fees to ODOT
    - Approve Change Order No. 3 to the Contract with LaLonde Electric in the amount of \$4,782.28 for a Total Contract Amount of \$473,972.18
    - Approve Contract Amendment with MKE Electrical Engineers for Additional Electrical Engineering Services for Marina Electrical Upgrade Not to Exceed \$2,340
    - Approve Accounts Payable to Tonkin Wilsonville Nissan in the Amount of \$23,466 and to ServPro in the Amount of \$16,355.52 for a Total of \$39,821.52
  4. Reports, Presentations and Discussion Items
    - Tobacco/Smoke Free Policy for Port Properties - Belinda Ballah, Tobacco Prevention Coordinator, Hood River County Commission on Children and Families
    - Bridge Engineers Update – David McCurry, HNTB
      - Bridge Deck Welding Evaluation
      - HNTB Fiscal Year 2014 Work Plan
    - Airport Business Plan
    - Hearts of Gold Update
  5. Director's Report
    - Schedule
    - Staff & Administration
    - Waterfront Recreation
    - Waterfront Development
    - Airport
    - Bridge/Transportation
  6. Commissioner, Committee Reports
    - Special Districts Board Training-McBride/Streich
    - Urban Renewal Agency – Shortt/Streich
    - Jensen Paint Colors - McBride
  7. Action Items
    - a. Authorize Contract with Hennebery Eddy Architects for Conceptual Design Services at Jensen Building Breezeway Not to Exceed \$5,400
    - b. Authorize Contract with Carlson Testing for Welding Certification for Two Port Employees to Perform Appropriate Test Welds on the Bridge Deck Not to Exceed \$1,500
    - c. Authorize Contract with Bulldog Welding for Welding Training and Test Welding Not to Exceed \$15,000
  8. Commission Call
-

9. Executive Session under ORS 192.660(2)(e) Real Property

10. 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.*

**Port of Hood River Commission  
Meeting Minutes of July 16, 2013 Regular Session  
Marina Center Boardroom  
5:00 PM**

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

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**Present:** Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Steve Burdick, Fred Kowell, Mellissa Halseth and Liz Whitmore

**Absent:** None

**Media:** None

**1. CALL TO ORDER:** President Jon Davies called the meeting to order at 5:03 p.m.

**a. Oath of Office:** Commissioners-elect Jon Davies, Fred Duckwall and Rich McBride repeated the Oath of Commissioner when they were sworn in for the 2013-2017 term by Mellissa Halseth, Notary Public for the State of Oregon.

**b. Modifications, Additions to Agenda:** Move Consent Item Change Order No. 5 to Griffin Construction contract to Action Items for clarification.

**2. Election of Officers:** President Davies thanked the Board for helping him through the past two years and president. Michael McElwee, Executive Director presented Davies with flowers as a gift of gratitude to Davies and his family. The following motions were made to elect officers:

**Motion:** Move to Approve Rich McBride as President for the Fiscal Year 2013-14

**Move:** Streich

**Second:** Shortt

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

**MOTION CARRIED**

**Motion:** Move to Approve Brian Shortt as Vice-President for the Fiscal Year 2013-14

**Move:** Streich

**Second:** Duckwall

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

**MOTION CARRIED**

**Motion:** Move to Approve Hoby Streich as Secretary for the Fiscal Year 2013-14

**Move:** Duckwall

**Second:** Davies

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

**MOTION CARRIED**

**Motion:** Move to Approve Jon Davies as Treasurer for the Fiscal Year 2013-14

**Move:** Duckwall

**Second:** Streich

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

**MOTION CARRIED**

President Rich McBride welcomed the support of the Board and said he would continue to need their support for the next two years. He stated that he would like to move all public comment and presentations to the beginning of each meeting.

**a. Committee Assignments:** McElwee suggested that assignments be postponed until the August 6 meeting after staff has prepared a list of current assignments.



**3. PUBLIC COMMENT:** Aaron Sales and Matt Sweeting, Global Sessions gave an over to the Commission of their event planned for August to be held at the Event Site. The event is intended to bring in entrepreneurs and businesses to the area to listen to guest speakers that would detail why they should bring their business to Hood River. They would like a Port representative to attend the event to show what the Port has to offer. Also, they requested a fee waiver for the event. McBride thanked them for their presentation and directed them to work with staff on how the port can help with the event.

**4. CONSENT AGENDA:**

- Approve Minutes of June 19, 2013 Special Session Meeting for Lot 1 Planning
- Authorize Contract with Ken Andrews for Construction Administration Services Associated with the Marina Electrical Project Not to Exceed \$4,500
- Authorize Change Order No. 2 to the Contract with LaLonde Electric in the Amount of \$3,653.58 for a Total Contract Amount of \$469,189.90
- Authorize the Amended Service Agreement with TraneOregon for Mechanical and Software Preventive Maintenance in the Halyard Building
- Authorize Change Order No. 1 to Contract with Colton Construction for the Pfriem Brewery Tenant Improvement & Exterior Renovation Project to Deduct the Amount of \$1,641 for a Total Contract Amount of \$190,270
- Authorize a Contract with Carlson Testing for Inspection Services Associated with the Pfriem Tenant Improvement Project Not to Exceed \$5,000
- Approve Reappointment of Jaques, Sharp, Sherrerd, FitzSimons & Ostrye as Port Legal Counsel
- Approve Professional Service Contract with Jack Lerner Computer Support Through June 30, 2013 Not to Exceed \$15,000
- Approve Accounts Payable to TraneOregon in the Amount of \$7,460.45

**Motion:** Move to approve Consent Agenda as amended (move Change Order No. 5 to Griffin Contract to Action Items for clarification)

**Move:** Duckwall

**Second:** Davies

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

**MOTION CARRIED**

**5. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:**

- Gorge Innoventure Update - Avery Pickard, Board Member gave an update on the progress of Gorge Innoventure. They will continue moving forward with workshops and their boot camp series launches September 10. They have 7 client companies which exceeds their goal by 2. They have also created 2 jobs with a goal of 10. One employee is working in the office with regular hours. They will provide the Port with another update at a later date.
- Event Site Water Quality - Lorri Epstein, Columbia Riverkeepers gave an update on the past e. Coli levels at the Event Site. She explained how they collect their data and the frequency of the samples. They use standard EPA methods and DEQ equipment. Protocol is to collect a second sample within 48 hours of an elevated reading. Staff will research the costs to conduct more testing and the opportunities to apply for grants to assist with the testing costs.
- ECONorthwest Economic Impact Analysis Update - Alison Danko, intern for the Port of Hood River who assists ECONorthwest in preparing the economic impact analysis. Danko explained that the analysis tasks are on schedule and all information collected will be included in the Port's strategic plan. She has updated the timeline for the Port to include significant events. Also information has been collected from Port tenants to show how many Full Time Employees they have and gross income.



- Frontage Road Bicycle/Pedestrian Trail Project - Liz Whitmore, Waterfront Coordinator explained that ODOT approved a work order contract to authorize WH Pacific, an architectural and engineering firm, to proceed with design drawings for the Frontage Road bicycle and pedestrian path. In 2006, \$900,000 in federal funding was designated for a Frontage Road improvement project. The project was determined not to be feasible and the remaining funds were set aside to be applied toward a proposal for a bicycle and pedestrian path. The estimated budget for the project is \$153,284 for architecture and engineering drawings, with an estimated \$300,000 designated for construction. The Port of Hood River previously paid a \$70,000 local match in 2008. ODOT has not indicated that an additional payment from the Port is required.
- Hearts of Gold Tenant Improvements in the Marina Park Offices – Steve Burdick, Development Manager met with Griffin Construction and Hearts of Gold to attempt to lower construction costs for the tenant improvements. Commission consensus was to redesign the space to make the budget work by simplifying the plans.

**6. DIRECTOR'S REPORT:** McElwee highlighted the following areas:

- Schedule –Fiscal Year 2014 work plan will be included in the August 6 packet. Lot 1 Stakeholder meeting is scheduled for June 17 at Noon. All Commissioners plan to attend.
- Staff/Administration – McElwee thanked Jon Davies and Josh Sceva for allowing Port employees to go rowing with them at the Employee Potluck July 10. The Port has been approached about contributing funds toward the tennis court rehabilitation. \$2,000 was suggested for purchase of a bench in honor of Commissioner Don Hosford. However the family of Hosford has requested they be able to install a sun dial at the Port in honor of Hosford. Commission consensus was to not contribute to the tennis courts and to allow the family to place the sun dial on Port property.
- Waterfront Development – Staff asked McBride to take on the task of choosing the paint colors for the Jensen Building. He will give an update at the next meeting.
- Airport – There is a ponderosa pine tree that is penetrating the airfield now that the runway has been shifted. Staff is in discussions with neighbors and tree service companies to resolve the issue.
- Bridge/Transportation – The Port of Cascade Locks has had a weight restriction put on their bridge. The Port of Hood River will likely see an impact of increased truck traffic on the bridge. Commissioner Shortt suggested that the Port send letters to congress stating support for the Bridge of the Gods and explain how weight restrictions will put pressure on the Port of Hood River Bridge.

**7. Commissioner, Committee Reports:**

- Urban Renewal Agency – The regular scheduled meeting was cancelled and a special meeting is scheduled for July 22.
- Marina Ad-hoc Committee – Davies reported on the July 8 meeting where discussions focused on the Boathouse Term Sheet. The committee came to a consensus for the Port's definition of a boathouse and this will be included in the Term Sheet. Design Guidelines will be discussed at the August 13 meeting. NOAH Fisheries may be close to giving their approval to the COE for the boathouse dock replacement project. Staff is still waiting for a final decision from the COE to move forward with design.

**8. ACTION ITEMS:**

**a) Matters Related to June 18, 2013 Consent Agenda:** At the June 18 meeting, President Davies voted to approve the Consent Agenda. One item on that agenda was approval to pay the SDAO Workers' Compensation premium brokered through Columbia River Insurance (CRI). Davies is now a partner with CRI and would receive a direct financial benefit. Davies has requested to rectify his situation so that his conflict is stated, the Commission re-visits the action and he does not participate in the vote. The following motions were made to allow Davies to withdraw his June 18 Consent Agenda vote:

**Motion:** Move to Reconsider the Action to Approve the June 18 Consent Agenda  
**Move:** Davies  
**Second:** Duckwall  
**Vote:** **Aye:** Davies, Duckwall, McBride, Shortt and Streich  
**MOTION CARRIED**

**Motion:** Move to Remove the SDAO Worker's Compensation Matter from the June 18 Consent Agenda  
**Move:** Davies  
**Second:** Streich  
**Vote:** **Aye:** Davies, Duckwall, McBride, Shortt and Streich  
**MOTION CARRIED**

**Motion:** Move to Approve the June 18 Consent Agenda as Amended  
**Move:** Davies  
**Second:** Streich  
**Vote:** **Aye:** Davies, Duckwall, McBride, Shortt and Streich  
**MOTION CARRIED**

**Motion:** Move to Approve Accounts Payable to Special Districts Association of Oregon in the Amount of \$14,642.32  
**Move:** Streich  
**Second:** Shortt  
**Vote:** **Aye:** Duckwall, McBride, Shortt and Streich  
**Abstained:** Davies  
**MOTION CARRIED**

**Motion:** Move to Approve June 18 Regular Session Minutes with Above Items Reflected  
**Move:** Shortt  
**Second:** Streich  
**Vote:** **Aye:** Duckwall, McBride, Shortt and Streich  
**Abstained:** Davies  
**MOTION CARRIED**

**b) Approve Reappointment of Columbia River Insurance as Port Insurance Agent-of-Record:** There was no discussion.

**Motion:** Move to Approve Reappointment of Columbia River Insurance as Port Insurance Agent-of-Record  
**Move:** Duckwall  
**Second:** Shortt  
**Vote:** **Aye:** Duckwall, McBride, Shortt and Streich  
**Abstained:** Davies  
**MOTION CARRIED**

**c) Authorize Contract with Coles Environmental for Lot 1 Environmental and Geotechnical Services:** This work would provide a better understanding of the subsurface conditions on Lot 1 and would determine whether a more substantive investigation is needed prior to planning and construction of the proposed pedestrian/bicycle path along the west edge of the Nichols Basin.



**Motion:** Move to Authorize Contract with Coles Environmental for Lot 1 Environmental and Geotechnical Services associated with Lot 1 not to exceed \$13,880 plus reasonable reimbursable expenses

**Move:** Davies

**Second:** Shortt

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

**MOTION CARRIED**

**d) Authorize Contract with Ball Janik for Federal and State Advocacy Services:** Janik tracks legislation in Congress that may impact Port activities and helps identify and respond to federal funding opportunities. Janik also provides advocacy services related to the state legislature and state agencies.

**Motion:** Move to Authorize Contract with Ball Janik for Federal and State Advocacy Services

**Move:** Duckwall

**Second:** Davies

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

**MOTION CARRIED**

**e) Authorize Change Order No. 5 to Contract with Griffin Construction for the Pocket Fuel Tenant Improvement Project in the Amount of \$3,264.46 for a Total Contract Amount of \$207,372.47:** This item was pulled from the consent agenda to correct the total contract amount.

**Motion:** Move to Authorize Change Order No. 5 to Contract with Griffin Construction for the Pocket Fuel Tenant Improvement Project in the Amount of \$3,264.46 for a Total Contract Amount of \$207,372.47

**Move:** Davies

**Second:** Duckwall

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

**MOTION CARRIED**

**f) Authorize ODOT to Approve a Work Order Contract to Authorize WH Pacific to Proceed with Design Drawings for the Frontage Road Bicycle and Pedestrian Path:** No Discussion.

**Motion:** Move to Authorize ODOT to Approve a Work Order Contract to Authorize WH Pacific to Proceed with Design Drawings for the Frontage Road Bicycle and Pedestrian Path

**Move:** Streich

**Second:** Duckwall

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

**MOTION CARRIED**

**9. COMMISSION CALL:** Streich thanked Davies for a job well done over the past two years. Davies thanked everyone for the flowers he received. Shortt asked that staff incorporate community pictures on the website of activities and events on Port properties. McBride thanked staff for organizing the July Employee Potluck.

**10. EXECUTIVE SESSION:** Regular Session was recessed at 7:29 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called



back into Regular Session at 8:37 p.m. The following was an action as a result of Executive Session.

**Motion:** Move to Authorize Contract with Group Mackenzie for Transportation Planning Services Not to Exceed \$8,000

**Move:** Duckwall

**Second:** Davies

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

**MOTION CARRIED**

**11. ADJOURN:** President Davies adjourned the meeting at 8:37 p.m.

Respectfully submitted,

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Mellissa Halseth

ATTEST:

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Rich McBride, President, Port Commission

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Hoby Streich, Secretary, Port Commission

**Minutes of July 17, 2013 Port of Hood River Commission Special Meeting  
Marina Center Commission Room  
12:00 p.m.**

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

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**Present:** Commissioners Jon Davies, Fred Duckwall, Rich McBride, and Brian Shortt; from staff, Michael McElwee, Steve Burdick, and Laurie Borton. Invited stakeholders Henry Fischer, Mike Graham, Eric Hovee, Bob Naito, Mark VanderZanden, and Ken Whiteman.

**Absent:** Commissioner Hoby Streich

**Media:** None

**Public:** Sign-in Sheet Attached

At 12:05 p.m. President Rich McBride welcomed panelists representing market and development segments of the community to the second of four work sessions for the purpose of discussing the future development of Lot 1 and addressing three key questions related to the appropriate type and scale of development, the community objects to be achieved, and the role the Port should play in developing the property. McBride stated the foregoing questions did not limit the discussion. Work sessions will be held in August and September, and panelists were invited to contact the Port with ideas at any. Self introductions were made and McBride then deferred to Executive Director Michael McElwee who presented background information on conceptual plans for the waterfront dating back to 1991 up to the current Group Mackenzie conceptual plans dated February 2013. McElwee then turned to the panel for questions and comments.

The discussions focused primarily on parking issues and traffic flow, not only for recreationalists but for future light industrial and/or commercial growth either for new start-ups or support services for existing businesses. Points summarized from the panel discussions included:

- Mackenzie's conceptual plan appears to be consistent with prior market research, which is being driven by local, small and start-ups and solid growth should be anticipated. There is very little light industrial land with close proximity to I-84, and it should be protected yet made available as an opportunity for spin-offs. Light industrial space is still needed but buildings should be designed for flex use; truck ingress/egress from the rear of buildings would be beneficial. While there was no consensus on whether to leave the parcel as a single 9-acre lot or what makes sense for a split configuration, the message was to remain flexible and open for as long as possible. However, there was discussion that a single building would limit growth and take up prime real estate.
- A suggestion for revisions to conceptual plans would be to define traffic flow and truck access and storm water management systems.
- There will be a new set of users with development of the bike/pedestrian pathway and access to the Nichols Basin. Resulting vehicular flow will be very important in preventing holdups for industrial traffic. It was noted, however, the volume of people on the water may be self-limiting due to safety factors. A

vehicle off-loading area needs to be a consideration. Whether at the Nichols Basin or elsewhere along the waterfront, water access should be facilitated as much as possible for spending opportunities in Hood River by spouses/families. There may be a need, during the summer, for businesses to close off or somehow control driveways to address parking conflicts. Shared use of business parking lots may not be an issue, however, on weekends.

- A 'legal' area is needed (twenty feet of beach frontage, for example, would be enough) for people to take dogs swimming; however, the need for a dog park was not recommended.
- It is undetermined when build out will trigger traffic constraints from the Oregon Department of Transportation (ODOT)-- 1 way in, 1 way out. Will some businesses suffer as a result?
- There are already retail zones in downtown Hood River. Is one needed on the waterfront, especially if a business is "dark" in the winter? There needs to be some semblance of year-round business in future development plans; and free parking may make a difference in the success of a year-round business.
- The discussion was mixed on whether housing should be included due to considerations for traffic flow and the potential for housing being dark in the winter.
- There will be need to define property ownership (lease/sale), which will be important for bank financing considerations.

No action was taken as a result of the Special Meeting work session.

The meeting was adjourned at 1.30 p.m.

Respectfully Submitted:

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Laurie Borton

ATTEST:

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Rich McBride, President, Port Commission

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Hoby Streich, Secretary, Port Commission



# Commission Memo

**To: Commissioners**  
**From: Rich McBride**  
**Date: August 6, 2013**  
**Re: Committee Assignments for FY 2013-14**

I am proposing the following assignments for FY 2013-14:

**Internal Committees:**

|   |                                |
|---|--------------------------------|
| Airport (two Commissioners, by Governance)              | Fred Duckwall, Hoby Streich    |
| Budget  | All Commissioners (by statute) |
| Finance (Secretary and Treasurer, by Governance)        | Hoby Streich, Jon Davies       |
| Personnel (President and Vice President, by Governance) | Rich McBride, Brian Shortt     |
| Waterfront Recreation (one Commissioner, by Governance) | Rich McBride                   |
| Marina Ad-Hoc   | Jon Davies                     |

**Organizational Appointments:**

|  |  |
|--|--|
| Pacific Northwest Waterways Association  | NO APPOINTMENT: as needed, decided on a case-by-case basis |
| HR Urban Renewal Agency  | Brian Shortt, Hoby Streich                                 |
| Mid Columbia Economic Development Department<br><br><i>NOTE:</i> Oregon Port representative (Cascade Locks, Hood River, The Dalles) rotates every two years. | Steve Burdick  |
| Gorge Innoventure Advisory Committee (ex officio)  | Jon Davies   |

**RECOMMENDATION:** Approve Committee Assignments for FY 2013-14.

## Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: August 6, 2013**  
**Re: Frontage Road Bicycle/Pedestrian Path**

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Since the last Commission meeting, ODOT has now indicated that the Port does need to make a local match contribution of \$15,069.50. A spreadsheet from ODOT is attached.

Funding for the project is as follows:

\$136,733.16 – Architecture and Engineering fees

\$10,000 – ODOT fees

\$287,658.30 – Construction

**\$434,391.46 – Total Funding for Project**

The funding source for this local match will come out of the LGIP (Local Government Investment Pool).

**RECOMMENDATION:** Approve execution of the Limited Power of Attorney by Commission President for payment of \$15,069.50 to ODOT as the local match for the Frontage Road Bicycle/Pedestrian Path.



Port of  
Hood River

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**IRREVOCABLE  
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LOCAL GOVERNMENT INVESTMENT POOL**

The Port of Hood River, hereby appoints the Investment Manager of Oregon State Excess fund, as attorney-in-fact for it, and said officer shall have the Power of Attorney to negotiate transfers to the Oregon Department of Transportation and delivered to said officer by either the Chief Financial Officer or Staff delegated the authority for the State of Oregon, for the purpose of depositing the proceeds of such fund transfers to the account of the Oregon Department of Transportation, with the Oregon State Treasurer.

The Port of Hood River, has deposited with the State of Oregon Investment Pool the sum of \$ 15,069.50 in Account No. 4345. The purpose of this deposit is to create a fund from which to pay its share of the cost of certain improvements to be made in connection with Project Number 3490(009) & (010), Design and Construct Multi-Use path.

This document authorizes the Chief Financial Officer of the Oregon Department of Transportation to draw, or delegate the authority to draw, on the account to pay project costs. The signature of the State upon a voucher in a form acceptable to the custodians of the State Investment Pool shall constitute proper authority for the withdrawal of money up to the amount of the deposit identified above.

The authorized signatures shall be furnished by the Chief Financial Officer of the Oregon Department of Transportation to the State Treasury Department.

The Port of Hood River can withdraw interest earned by this account, as it deems appropriate.

The Port of Hood River Board of Commissioners, delegates authority to the Finance Manager, to execute appropriate fund transactions.

By the power vested in the Finance Manager, the Power of Attorney is authorized by Port of Hood River Board of Commissioners, this 6<sup>th</sup> day of August, 2013.

Approved by:

\_\_\_\_\_  
Rich McBride

Title:

President – Port of Hood River Board of Commissioners

Date:

August 6, 2013





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### **Confirmation Letter of LGIP Deposit**

Attention: Jennifer Jones  
Oregon Department of Transportation  
Program and Funding Services  
555 13<sup>th</sup> Street NE  
Salem, OR 97301

RE: Deposit of LGIP Account #4345

The Port of Hood River made a deposit into the Local Government Investment Pool (LGIP) account #4345, for ODOT to withdraw against for:

|                     |  |
|---------------------|--|
| Project Name:       | Frontage Road Hood River Bridge (Port of Hood River) |
| Project #:          | 3490(009) & (010)                                    |
| Agreement #:        | 23922  |
| Amount Transferred: | \$15,069.50  |

Sincerely,

Fred Kowell, CPA  
Finance Manager  
Port of Hood River  
1000 E Port Marina Drive  
Hood River, OR 97031  
541-386-1645 (phone)  
541-386-1395 (fax)  
[fkowell@portofhoodriver.com](mailto:fkowell@portofhoodriver.com)



# Oregon

John A. Kitzhaber, MD, Governor

July 23, 2013

# RECEIVED

JUL 25 2013

cc: Michael

Department of Transportation  
Transportation Development Division  
Mill Creek Office Building  
555 13th Street NE, Suite 2  
Salem, OR 97301-4178

ATTN LIZ WHITMORE WATERFRONT COORDINATOR  
PORT OF HOOD RIVER  
1000 E PORT MARINA DR  
HOOD RIVER OR 97031

File Code:

Subject: FRONTAGE ROAD HOOD RIVER BR (PORT OF HOOD RIVER)  
Project #3490(009) & (010)  
EA #PE002280  
Agreement #23922

We have programmed funds with FHWA for this project. Per our agreement #23922, the Port of Hood River is to deposit their share of the preliminary engineering costs. The following is a summary of the estimated costs for the project:

|   |                       |
|---|-----------------------|
| Estimated preliminary engineering by ODOT       | \$10,000.00           |
| Estimated preliminary engineering by Consultant | \$136,733.16          |
| Estimated preliminary engineering by County     | \$287,658.30          |
| Less Credit for work done by County             | (\$29,542.51)         |
| Less Federal funds                              | <u>(\$389,779.46)</u> |
| <b>Amount Due</b>                               | <b>\$15,069.50</b>    |

You may use one of the three options for payment outlined in our attachment. Please submit your advance deposit upon receipt of this notice. Please return the remittance copy of this letter to ensure the proper project is credited.

When making your advance deposit please make it based on the agreement number and not on the project number. This will allow us to transfer funds from one project phase to another.

If you have any questions concerning this request please feel free to call me at 503-986-3224.

Thank you for your prompt attention to this matter.

Sincerely,

Jennifer Jones  
Program and Funding Services  
[jennifer.d.jones@odot.state.or.us](mailto:jennifer.d.jones@odot.state.or.us)

Attachments

cc: - Bret Richards Region 1  
Project File  
D Larson Financial Services



Oregon Department of Transportation  
 Transportation Operations  
 Salem, Oregon  
 July 24, 2013

PROJECT AGREEMENT ESTIMATE

Project Number: HPP - 3490(009) & (010)  
 Section: FRONTAGE ROAD HOOD RIVER BR (PORT OF HOOD RIVER)  
 Highway: LOCAL  
 Work Description: DESIGN & CONSTRUCT MULTIUSE PATH  
 County: HOOD RIVER  
 Improvement Type: 15 PRELIMINARY ENGINEERING, ALL

- (1) ODOT
- (2) CONSULTANT
- (3) LOCAL

| DEMO<br>(009)  | SUB-<br>JOB | IMP.<br>TYPE | WORK<br>BY | APPN.<br>CODE | PRO-<br>RATA | TOTAL<br>COST | FEDERAL<br>FUNDS | LOCAL<br>PASS THRU | LOCAL<br>FUNDS |
|----------------|-------------|--------------|------------|---------------|--------------|---------------|------------------|--------------------|----------------|
| OR119          | 011         | 15           | (2)        | LY10          | 89.73%       | 131,733.72    | 118,204.67       |                    | 13,529.05      |
| OR119          | 021         | 15           | (2)        | HY10          | 89.73%       | 4,999.44      | 4,486.00         |                    | 513.44         |
| <u>(010)</u>   |             |              |            |               |              |               |                  |                    |                |
| OR149          | 000         | 15           | (1)        | LY20          | 89.73%       | 10,000.00     | 8,973.00         |                    | 1,027.00       |
| OR149          | 421         | 15           | (2)        | LY20          | 89.73%       | 287,658.30    | 258,115.79       | 29,542.51          |                |
| LY20 sub total |             |              |            |               |              | 297,658.30    | 267,088.79       | 29,542.51          | 1,027.00       |
| Totals:        |             |              |            |               |              | 434,391.46    | 389,779.46       | 29,542.51          | 15,069.50      |



# Commission Memo

**To: Commissioners**

**From: Michael McElwee**

**Date: August 6, 2013**

**Re: Marina Electrical Upgrade – Change Order #3**

---

The Marina Electrical Upgrade is nearly complete. Substantial completion is expected in mid-August. LaLonde Electric, L.L.C has submitted the following Change Order Requests ("COR") (see attached):

COR #5: Electrical Gear— Move electrical gear not noted on drawings.

**\$ 1,899.52**

COR #6: Temporary Boathouse Connection— The new electrical supply to serve the Boathouses has been installed down the main ramp. To serve the Boathouses a temporary connection will need to be made.

**\$ 1,597.69**

COR #7: Pedestal Move— Relocate pedestal to the west sip away from the outside edge.

**\$ 1,285.07**

The current amended contract amount is \$469,189.90. Adding the cost of the three COR's listed above will increase the contract to \$473,972.18.

**RECOMMENDATION:** Authorize Change Order #3 to the contract with LaLonde Electric, LLC not to exceed \$4,782.28 for a total contract amount of \$473,972.18.



# Hood River Marina Electrical Upgrades

La Londe #6

Date: 7/20/13

(503) 630-5571

## PROPOSAL

|            |                            |                 |                             |
|------------|----------------------------|-----------------|-----------------------------|
| To:        | Port of Hood River         | Architect:      |                             |
|            | 1000 E. Port Marina Drive  | Drawings Dated: |                             |
|            | Hood River, OR 97031       | Addendum No.    |                             |
| Attention: | Michael McElwee            |                 |                             |
| Project:   | Marina Electrical Upgrades | Area of Work:   | House Boat Dock             |
| Location:  | Portland, OR               |                 |                             |
| Contact:   | Michael Gross              | Fax:            |                             |
| Phone :    | 503.701.3564               | Email:          | Michael@LaLondeElectric.com |

La Londe Electric proposes to furnish all materials and labor required for application of the following (hereinafter designated as "the work").

### Scope

In the event that La Londe Electric needs to temporarily connect the new service to the existing house boat dock wiring.

Labor - \$1,547.69

Material - \$50.00

Note: If La Londe Electric was not required to install the three panels for the house boat dock there would be a credit of **\$8,050.00** ( for labor ) all material for this part of the project would also be returned to the Port of Hood River.

Grand Total Lump Sum

\$1,597.69

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date: it is subject to all terms and conditions outlined.

|              |              |                 |
|--------------|--------------|-----------------|
| Approved By: | Prepared By: | Michael Gross   |
| Title:       | Title:       | Project Manager |
| Date:        | Date:        | 7/20/13         |

CUSTOMER

JOB FILE

PM

FOREMAN

REVIEWED :



Hood River Marina

La Londe #

Date: 7/3/13

(503) 630-5571

PROPOSAL

|            |                                       |                 |                             |
|------------|---------------------------------------|-----------------|-----------------------------|
| To:        | Port of Hood River                    | Architect:      |                             |
|            | 1000 E. Port Marina Drive             | Drawings Dated: |                             |
|            | Hood River, OR 97031                  | Addendum No.    |                             |
| Attention: | Michael McElwee                       |                 |                             |
| Project:   | Hood River Marina Electrical Upgrades | Area of Work:   | Electrical Gear             |
| Location:  | Portland, OR                          |                 |                             |
| Contact:   | Michael Gross                         | Fax:            |                             |
| Phone :    | 503.701.3564                          | Email:          | Michael@LaLondeElectric.com |

La Londe Electric proposes to furnish all materials and labor required for application of the following (hereinafter designated as "the work").

Scope

The plans did not call out to move the electrical gear that will be staying, if we move these items to the location that has been settled on the price will be the following:

Material: \$248.00

Labor: \$523.52 ( 1 man 8 hours )

Pump Starter: \$1,128.00

Grand Total Lump Sum

\$1,899.52

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date: it is subject to all terms and conditions outlined.

|              |              |                 |
|--------------|--------------|-----------------|
| Approved By: | Prepared By: | Michael Gross   |
| Title:       | Title:       | Project Manager |
| Date:        | Date:        | 7/3/13          |

CUSTOMER

JOB FILE

PM

FOREMAN

REVIEWED





(503) 630-5571

# Hood River Marina Electrical Upgrades

LaLonde #

Date: 8/2/13

## PROPOSAL

|            |                            |                 |                             |
|------------|----------------------------|-----------------|-----------------------------|
| To:        | Port of Hood River         | Architect:      |                             |
|            | 1000 E. Port Marina Drive  | Drawings Dated: |                             |
|            | Hood River, OR 97031       | Addendum No.    |                             |
| Attention: | Michael McElwee            |                 |                             |
| Project:   | Marina Electrical Upgrades | Area of Work:   | Relocating Pedestal         |
| Location:  | Portland, OR               |                 |                             |
| Contact:   | Michael Gross              | Fax:            |                             |
| Phone :    | 503.701.3564               | Email:          | Michael@LaLondeElectric.com |

LaLonde Electric proposes to furnish all materials and labor required for application of the following (hereinafter designated as "the work").

### Scope

Relocate pedestal to the west slip away from the outside edge.

Labor, 4 people for 4 hours, \$1,235.07

Misc. Material, \$50.00

Grand Total Lump Sum

\$1,285.07

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date; it is subject to all terms and conditions outlined.

|              |              |                 |
|--------------|--------------|-----------------|
| Approved By: | Prepared By: | Michael Gross   |
| Title:       | Title:       | Project Manager |
| Date:        | Date:        | 8/2/13          |

# Commission Memo

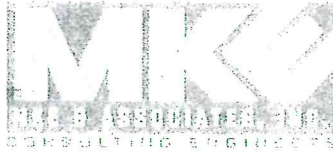
**To:** Commissioners  
**From:** Michael McElwee  
**Date:** August 6, 2013  
**Re:** Marina Electrical Upgrade-- Contract with MKE Electrical Engineers

---

In February the Commission authorized a contract with MKE Electrical Engineers (MKE) to prepare plans and specifications for the electrical upgrade project.

The original MKE fee proposal included an estimate of \$2,500 to assist the Port with construction observation and some administration. That estimate has now been exceeded, in large part, due to the need for bi-weekly project meetings through the construction period. The attached additional services proposal would provide professional fees for construction observation through the end of the project period.

**RECOMMENDATION:** Authorize amendment to contract with MKE Electrical Engineers for additional electrical engineering services not to exceed \$2,340.



# Memo

[porthr@gorge.net](mailto:porthr@gorge.net)

TO: Michael McElwee  
Executive Director  
**Port of Hood River**

FROM: Stephen M. Lockhart, P.E. *SM*  
Principal

SUBJECT: **Port of Hood River**  
Construction Administration Fee Proposal

DATE: July 29, 2013

---

We had proposed our fee of \$2,500 to perform the Construction Administration associated with the electrical design of this project prior to understanding the frequency of the on-site construction meetings.

We are proposing the following added fees to cover our time for July through the completion of construction, which is assumed to be by end of September, 2013. We propose an additional \$2,340 (18 hours @ \$130/hour), to be billed on an hourly, not to exceed basis.

If you have any questions regarding this proposal, please feel free to call.

SL/vs

HoodRiverMarinaAdd'CAFee.docx



# Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: August 6, 2013**  
**Re: Accounts Payable Requiring Commission Approval**

---

**Tonkin Wilsonville Nissan** **\$23,466.00**

This is for a 2014 Nissan Frontier 4x4 pickup SV that will **replace** the 1993 Dodge Dakota pickup that is used by the Maintenance staff. The Dodge Dakota is quite past its useful life and currently has some safety issues which should limit its use.

This vehicle is purchased off of the state price agreement wherein numerous dealerships participate in providing the lowest prices to state and local governments throughout the state of Oregon.

**SERVPRO** **\$16,355.52**

Water damage restoration at the Luhr Jensen Building due to a sprinkler head that leaked.

**TOTAL ACCOUNTS PAYABLE TO APPROVE:** **\$39,821.52**

# Ron Tonkin Chevrolet Co

122 NE 122nd Avenue  
 Portland, OR 97230  
 503-258-6257

# INVOICE

INVOICE NO: 080113-1  
 DATE: August 1, 2013

To: **Port of Hood River**  
 Accounts Payable  
 1000 E Port Marine Dr  
 Hood River OR, 97031

ShipTo: **Port of Hood River**  
 1000 E Port Marine Dr.  
 Hood River OR, 97031

| SALESPERSON | P.O. NUMBER | DATE SHIPPED | SHIPPED VIA | F.O.B. POINT | TERMS       |
|-------------|-------------|--------------|-------------|--------------|-------------|
| JG          | Phone       | 08/01/2013   | Driver      | PDX          | Net 30 Days |

| QUANTITY | DESCRIPTION  | UNIT PRICE  | AMOUNT      |
|----------|--|-------------|-------------|
| 1        | 2013 Nissan Frontier 4x4 Pick Up SV<br>VIN # 1N6AD0CW7DN727425 | \$23,466.00 | \$23,466.00 |

RECEIVED X \_\_\_\_\_ DATE \_\_\_\_\_

1 1/2% interest charge per month will be assessed for past due invoices.

**\$23,466.00**

Make all checks payable to: Tonkin Wilsonville Nissan  
 Mail to Tonkin Wilsonville Nissan 26700 SW 95<sup>th</sup> Wilsonville, OR 97070

Attention Jon Geffen

THANK YOU FOR YOUR BUSINESS!



of E. Clackamas, Hood River & Wasco Counties

PO Box 700 Phone # 541-386-2288  
Hood River, OR 97031 Fax # 541-386-9988

|          |           |
|----------|-----------|
| DATE     | INVOICE # |
| 7/8/2013 | 3706325   |

|  |
|--|
| CUSTOMER   |
| Port of Hood River (buildings)<br>1000 E Port Marina Way<br>Hood River, OR 97031 |

|  |
|--|
| INSURANCE CO./OTHER                                |
| RBS Water Damage<br><b>RECEIVED</b><br>JUL 12 2013 |

|          |
|----------|
| REFERRAL |
|          |

| DESCRIPTION   | AMOUNT            |
|---|-------------------|
| Residential water damage restoration: Water damage Mitigation | 16,355.52<br>0.00 |

*7/31/13  
302-5400*

|  |                         |             |
|--|-------------------------|-------------|
|  | <b>Total</b>            | \$16,355.52 |
|  | <b>Payments/Credits</b> | \$0.00      |
|  | <b>Balance Due</b>      | \$16,355.52 |

TERMS OF PAYMENT: unless otherwise specified on this invoice, payment is due in full upon completion of service. Interest will be charged at the maximum allowable by law, or at 1.5% per month whichever is lesser, on accounts over 30 days past due

*Cost was incurred.  
Submit for insurance coverage?  
JMB*



## Commission Memo

**To: Commissioners**  
**From: Fred Kowell**  
**Date: August 6, 2013**  
**Re: Tobacco/Smoke Free Policy for Port Properties**

---

Belinda Ballah, Tobacco Prevention Coordinator for the Hood River County Commission on Children and Families will attend the August 6 Commission meeting to discuss the Port's consideration of adopting a written policy stating that all facilities and properties will become tobacco and smoke free.

**RECOMMENDATION:** For discussion.

## **Evidence of the dangerous health effects of tobacco use and secondhand smoke exposure continues to mount:**

- In the United States, smoking is responsible for about one in five deaths annually (i.e., about 443,000 deaths per year; an estimated *49,000 of these smoke related deaths are the result of secondhand smoke exposure*). It is **the leading preventable cause of premature deaths and disability in the US.**
- Secondhand smoke contains over **4,000 known toxins**, more than 50 of which are known to cause cancer.
- The Surgeon General has determined that there is **no safe level of exposure** to secondhand smoke.
- **90%** of Oregon adults agree that people should be protected from secondhand smoke.
- **80% of adult smokers in Oregon would like to quit.**
- **Cost of health insurance increases:** The Oregon Public Health Division estimates that tobacco related chronic disease costs Oregonians almost **\$2.4 billion a year** in medical expenses and lost productivity. Smokers are 43% more likely than non-smokers to miss more than a week of work from illness. Oregon employers pay up to **\$5,500 a year more in health care for employees that smoke.**

## GOOD NEWS:

- **Most Hood River County residents do not use Tobacco.** The Oregon Health Authority in 2011 completed a survey that showed only 9% of HR residents use tobacco, the **lowest rate in the state.**
- Hood River School District 15 years ago adopted a tobacco free campus policy. At the time **33% of employees** used tobacco and it quickly decreased to **.5%** usage which **cut down on sick time** for employees and **increased** the health and productivity.
- All Hood River County properties as of June, 2013 are tobacco and smoke free.
- All Hood River Valley Parks and Recreation District facilities and properties are tobacco and smoke free as of June, 2013.
- Hood River County Library District is tobacco and smoke free as of June, 2013.
- Mt. Hood Town Hall building and property is tobacco and smoke free as of June, 2013.

- Tobacco/smoke free Port of Hood River Facilities and Properties **will protect all** users from secondhand smoke and promote quality of life.
- It will **reduce** the risk of fire and amount of litter, which not only helps to keep the Port facilities and properties clean, beautiful and useable, but protects toddlers and animals ingesting discarded cigarette butts.
- A tobacco/smoke free policy is **easy to implement**. Adopt a written policy, have clear and positive signage, post to website and produce a press release. Enforcement issues rarely arise with ample, clear, concise and strategically placed signage.

#### PROPOSAL:

- **Adopt a written policy stating that all Port of Hood River facilities and properties will become tobacco/smoke free as of August 6, 2013.**
- Tobacco Prevention dollars will pay for the design and creation of signage.
- Create **press release** and news coverage for adoption of policy.
- **Remove** all ashtrays on property.
- Remove all ten foot ICAA decals and **replace** with Tobacco/Smoke Free Campus decals.
- **Provide** training to staff about policy, Quit Line information and provide palm cards for talking points if needed.

**Everyone has the right to breathe clean air  
and have an improved quality of life!**



# Frequently Asked Questions

## **Why go Tobacco/Smoke free?**

To promote the long-term health and safety of employees and the public, all Port of Hood River facilities and grounds are tobacco/smoke free as of August 6, 2013.

Tobacco use is the leading preventable cause of death and disability across the United States. Tobacco use is linked to a list of diseases including but not limited to coronary heart disease, stroke, cancer, and chronic lung disease. Secondhand smoke is also a major health risk, and the Surgeon General has declared that there is no safe level of exposure.

In addition to promoting the health of employees and visitors, a tobacco/smoke free policy is essential to our ongoing responsibility to steward public resources and the environment. Smoking is the number one cause of fire related death and injury, and smoking has a large negative impact on the environment since cigarette butts are toxic, frequently littered items.

## **I thought smoking was already prohibited. How is this policy different?**

Smoking is already prohibited inside all Port of Hood River facilities and within 10 feet of doors, windows that open, accessibility ramps, and ventilation intake vents in accordance with Oregon's Indoor Clean Air Act (ORS 433.835.870).

The Port of Hood River tobacco/smoke free policy expands upon the Indoor Clean Air Act: as of August 6, 2013, all Port of Hood River properties will be tobacco/smoke free, including doorways, front porches or outdoor foyers, parking areas, and parks.

## **What is not allowed in the policy?**

Tobacco products include but are not limited to cigarettes, cigars, pipes, hookah, dip, chew, snuff, snus, and any other smokeless tobacco products as well as nicotine delivery devices such as electronic cigarettes (except for FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation).

## **Who does this policy apply to?**

The policy applies to all Port of Hood River employees, volunteers, interns, clients, visitors, and vendors on property owned by the Port of Hood River.

## **Why are the parks and waterfront areas included in the policy?**

We have already invested significantly in our parks and waterfront areas. By creating tobacco/smoke free spaces, we will protect that investment and promote the health of our community, environment, and the county's bottom line.

Providing tobacco/smoke free places for outdoor recreation and enjoyment protects Hood River County residents from secondhand smoke, helps smokers quit, and shows youth that tobacco use is not the norm.

Tobacco/smoke free policies promote cleaner, safer, and more beautiful environments for current and future generations. Cigarette butts are the most common source of litter, take decades to decompose, and release toxins into the water supply. Tobacco litter is also commonly ingested by young children, wildlife, and pets. A tobacco/smoke free policy would eliminate these dangers.

#### **Why is smokeless tobacco not allowed?**

The Port of Hood River is concerned with providing a safe and nurturing environment where families and individuals can thrive and prosper. While the use of smokeless tobacco products does not affect non-users in the same way secondhand smoke does, products like chewing tobacco and snuff are addictive and pose serious health risks to those who use them. Smokeless tobacco contains 28 cancer causing agents, and users have an increased risk of developing mouth cancer and other oral health problems, including lesions and gum recession.

Furthermore, smokeless tobacco litter impacts the appearance and maintenance of public property and can endanger the health of children, wildlife and pets.

We are committed to setting a positive, high standard for our children who look to adults in the community for social norms. We know that children are greatly influenced by our behavior, and as a result, the policy covers all tobacco products.

#### **Why are electronic cigarettes not allowed?**

Electronic cigarettes (e-cigarettes) are battery-operated devices designed to look like and be used in the same manner as conventional cigarettes. E-cigarettes use cartridges to deliver vaporized nicotine through a solution and release a vapor that looks like smoke. Because they closely resemble regular cigarettes, e-cigarettes make it difficult to enforce the tobacco/smoke free policy. In addition, the safety and potential dangers associated with e-cigarettes have not yet been determined. As a result, e-cigarettes are included in this policy.

#### **Isn't it a person's right to use tobacco?**

Tobacco is still a legal product for adults. Employees, clients, and visitors who choose to use tobacco may continue to do so. We just politely ask them not to use tobacco during their time on Port of Hood River properties.



### **How will people know that tobacco use is not allowed on property owned by the Port of Hood River?**

The Port of Hood River is proactively implementing this policy. Signage clearly indicates that no tobacco/smoke use is allowed on the grounds or in buildings and print and web-based materials with information about the policy are also available. The Port of Hood River employees who work directly with the public have received information and training on educating visitors about the policy.

### **What if I see someone using tobacco/smoke products on the Port of Hood River properties?**

91% percent of adults in Hood River County do not smoke. Most people who do smoke look for “tobacco/smoke free” signs and will comply with the policy if they are aware of it, even in areas with limited or no staff presence.

If you see another person using tobacco or smoking on the Port of Hood River properties, assume that they are not aware of the policy. After the policy is explained, most tobacco users will be happy to comply. If you approach someone, please remember to be polite and friendly. The primary purpose of this policy is to promote health and provide help to quit tobacco.

### **Where can I go to use tobacco while I’m on the Port of Hood River property?**

If you plan to use tobacco/smoke products, please do so at a location that is not on the Port of Hood River property. We encourage you to be respectful of the environment and our neighbors by taking your trash with you to a receptacle and keeping sidewalks and walkways open.

### **How can I maintain my nicotine cravings while on the Port of Hood River property?**

Please come prepared with your own nicotine replacement therapies to help manage your cravings while on the Port of Hood River property. These products include the nicotine patch, gum, lozenge, inhaler, coffee pouches, and nasal spray as well as a number of prescription medications. The use of electronic cigarettes is not allowed on the Port of Hood River property.

Other than nicotine replacement therapy, there are techniques you can use to help cope with your cravings while on the Port of Hood River property. When a craving hits, it is helpful to find a mental distraction until the feeling passes. Try going for a walk, drinking water, or eating a healthy snack.

If you are ready to quit tobacco or would just like to talk with someone about how to manage your cravings while in a tobacco/smoke free environment, contact the Oregon Tobacco Quit Line at 1-800-QUIT-NOW (1-800-784-8669) or in Español 1-877-2NO-FUME (1-877-266-3863). You may be eligible for free nicotine patches or gum.

**Are there resources to help me quit smoking or using tobacco?**

Offering quit tobacco resources to employees and visitors is an integral component of a tobacco/smoke free policy.

If you are an employee or dependant covered by the Port of Hood River health benefits you have access to cessation benefits through your health package.

If you are a client or visitor, you can receive free help to quit tobacco/smoke products from the Oregon Tobacco Quit Line at 1-800-QUIT-NOW (1-800-784-8669) or in Español 1-877-2NO-FUME (1-877-266-3863). You may be eligible for free nicotine patches or gum.



## Port of Hood River Administrative Policy

Effective Date: August 6, 2013

### Tobacco/Smoke Free Facilities and Grounds

#### Statement of Policy:

It is the policy of the Port of Hood River to ensure a tobacco/smoke-free environment through positive and educational messaging that promotes the long-term health and safety of the Port of Hood River employees and the public.

#### Scope:

This policy applies to all Port of Hood River employees, volunteers, interns, clients, visitors, and vendors on property owned or occupied by the Port of Hood River.

#### Definitions:

For the purpose of this policy the following definitions shall apply:

Tobacco products: including but not limited to cigarettes, cigars, pipes, hookah, dip, chew, snuff, snus, and any other smokeless tobacco products as well as nicotine delivery devices such as electronic cigarettes (except for FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation).

#### Policy and Procedures:

1. Tobacco/Smoke Free Facilities and Grounds: The use of all tobacco products and smoking tobacco or any other substances is not permitted at any time within any interior space of facilities owned or occupied by the Port of Hood River; on outdoor property or grounds, parks, and natural areas owned or occupied by the Port of Hood River, including parking areas; in private vehicles while on Port of Hood River properties; and in vehicles owned by the Port of Hood River.
2. Communication of Policy: Signs will be used to designate a Port of Hood River owned or occupied facility as a Tobacco/Smoke Free Property. Signs bearing this message will be clearly posted at the perimeter of the property, at each vehicular and pedestrian entrance, and at other prominent locations. Each building owned or occupied will display a decal that states Tobacco/Smoke Free Property at each entrance or exit. Any additional language on these signs should promote the success of the policy through education and be delivered in a positive tone. The Tobacco/Smoke Free policy applies at all facilities and grounds owned or occupied by the Port of Hood River whether or not signs are posted.

3. Tobacco Cessation Support: The Port of Hood River is committed to providing tobacco cessation support to all Port of Hood River employees who wish to stop using tobacco products. Cessation resource information will be provided to any employee who expresses an interest in seeking help to stop using tobacco products. Port of Hood River volunteers, contractors, clients, and visitors may be referred to the Oregon Tobacco Quit Line (1.800.QUIT.NOW [English] or 1.877.2NO.FUME [Spanish]), which is a free tobacco cessation resource.
4. Success of Policy: The success of this policy is the shared responsibility of all Port of Hood River personnel. Employees are provided with materials to help communicate this policy to co-workers, volunteers, contractors, clients, and visitors with courtesy, respect and diplomacy. If issues arise with successfully implementing this policy, an employee should notify a supervisor or other manager/administrator.

Approved by the Port of Hood River Board of Commissioners on August 6, 2013.

DRAFT-prepared by HRCCTE

Resolution No. \_\_\_\_\_

A RESOLUTION of the PORT OF HOOD RIVER  
PROCLAIMING ALL PORT OF HOOD RIVER FACILITIES AND PROPERTIES  
TOBACCO AND SMOKE FREE ENVIRONMENTS

**WHEREAS**, tobacco related chronic disease costs Oregonians almost \$2.4 billion a year in medical expenses and lost productivity, and

**WHEREAS**, Oregon employers pay up to \$5,500 a year more in health care for employees that smoke, and

**WHEREAS**, tobacco is the leading preventable cause of premature deaths and disability in the United States, and

**WHEREAS**, the Port seeks to initiate, promote and maintain a healthy quality of life,

**THEREFORE, BE IT RESOLVED** THE PORT OF HOOD RIVER ADOPTS A TOBACCO AND SMOKE FREE POLICY ON ALL PORT OF HOOD RIVER FACILITIES AND PROPERTIES.

Adopted this 6<sup>th</sup> day of August, 2013

\_\_\_\_\_  
Richard E. McBride, President

\_\_\_\_\_  
Brian Shortt, Vice President

\_\_\_\_\_  
Jon Davies, Treasurer

\_\_\_\_\_  
Hoby Streich, Secretary

\_\_\_\_\_  
Fred Duckwall

DRAFT-prepared by HRCCT

# Commission Memo

**To:** Commissioners  
**From:** Steve Burdick  
**Date:** August 6, 2013  
**Re:** HNTB Updates

---

David McCurry, HNTB bridge engineer, will provide oral updates on:

- Bridge deck weld evaluation process
- FY 2014 contract tasks

**RECOMMENDATION:** For discussion.



# Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: August 6, 2013**  
**Re: Airport Business Plan Update**

---

The Airport Advisory Committee (AAC) is in the early stages of assisting Port staff to prepare an airport business plan. A draft outline of the plan is attached.

The first step in the development of this plan is to provide the context of mission, vision and values that will be supported by maintenance standards, the airport layout and capital plans, recommended strategies with operating and capital budgets, market analysis and perhaps marketing strategies.

The AAC members will begin their discussion of Mission, Vision, Values as a committee on August 19.

As the recommended plan is developed, the plan's sections will be shared with the Commissioners for your review.

**RECOMMENDATION:** For discussion.

**Ken Jernstedt Airport**  
**Business Plan**

- a. Context
  - i. Port of Hood River
    - 1. General purpose and role
    - 2. Aviation purpose and role
  - ii. Community
  - iii. History
  - iv. Facilities
  - v. Usage
  - vi. Tenants
  - vii. Vendors
  - viii. Customers
  - ix. Growth expectations,
- b. Mission, Vision & Values
- c. Airport Layout Plan
- d. Operation Maintenance Standards
  - i. Asphalt
  - ii. Grass (Irrigated & Non-Irrigated)
  - iii. Port Owned Hangars (T-Hangars & Commercial Hangars)
  - iv. FBO and Maintenance Hangar Buildings
  - v. Lights
  - vi. Gates
  - vii. Fencing
  - viii. AWOS
- e. Actions / Strategies
  - i. Operational
  - ii. Public Works
- f. Operation Maintenance Costs
- g. Capital Improvement Funds
  - i. Replacement (Depreciation)
  - ii. Future FAA Grant Eligible Projects
    - 1. Taxiway B Extension
    - 2. South Apron Reconstruction
    - 3. Perimeter Security Fencing
    - 4. Construct / Rehab / Relocate FBO & Maintenance Hangar
  - iii. Future Non-FAA Grant Eligible Projects (Market & Financial Analysis)
    - 1. Jet Fuel Tank & Truck
    - 2. Additional Hangar Development – South Side
    - 3. Additional Hangar Development – North Side
- h. Rental / vendor rates to cover operation, maintenance and capital costs.
- i. Rental / vendor rate comparison to regional supply & demand
- j. Marketing needs and strategies

## Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: August 6, 2013**  
**Re: Hearts of Gold Update**

---

At the July 16 Port Commission meeting the one quote for the proposed tenant improvements for Hearts of Gold in the Marina Park Office Building was reviewed. The Commissioners directed staff to work with Hearts of Gold, the architect and the contractor to determine whether the scope of the improvements could be modified so that the tenant improvement costs could be within the Port / Hearts of Gold budget.

This value engineering was completed and revised plans and specifications have been distributed to potential contractors soliciting quotes for the revised scope.

Changes as a result of the value engineering include:

- Eliminating plumbing to the kitchenette – there is a communal sink on the first floor.
- Limiting electrical work primarily to the replacement of obsolete surface mounted can lighting with recessed can lighting.
- Substituting solid office doors for office doors with windows.
- Eliminating contractor provided wall patching and painting with Port maintenance staff wall patching and painting.
- Substituting a custom made kitchenette cabinet with an off-the-shelf kitchenette cabinet.
- Limiting HVAC work and liability to the relocation of supply ducting and vents.

The revised plans and specs will be distributed on August 5 and responses will be due on August 15. The results of this solicitation will be brought back to the Port Commission on August 20 for a “go / no go” decision.

**RECOMMENDATION:** For discussion.



## Executive Director's Report

August 6, 2013

### Staff & Administrative

- I participated in an organized bike ride on the Columbia Gorge Scenic Highway on August 2. Information is attached.
- The OPPA quarterly meeting was held on July 30 in Salem. I was elected to serve as OPPA President for the next two-year term.
- Alison Danko, summer intern for the Port, completed her work on August 2. Ali was a terrific addition to our staff and provided significant assistance to Terry Moore on the economic impact study. I will be very pleased to provide a letter of recommendation for her fine work here.
- My annotated work plan is attached for Commissioner review and comment.

### Recreation

- The Marina Electrical upgrade will be substantially complete by August 15. We are still waiting for a indication from NMFS or the Corp regarding permit requirements for the Boathouse Dock.
- ODOT is now asking for a 11.33% local match for the engineering of the frontage road ped/bike path. The total is about \$15,000. This is an action item.

### Development

- Except for minor punch list items, the Griffin Construction work on the PocketFuel tenant improvement project is complete. The temporary occupancy permit has been issued and PocketFuel is beginning to move in their equipment. The TraneOregon work to program and service the HVAC system is yet to be completed.
- The Pfriem project was delayed for about two weeks due to processing of the building permit. The permit was received on July 25. Forming and rebar placement for the patio and grain silo pads and waste water plumbing was completed in July. The balance of the work is scheduled to be completed by the first week of September.
- Construction of the new parking in front of Waterfront Park is complete.
- The third stakeholder work session to discuss Lot #1 will occur August 14 at 12:00. The focus of this meeting will be recreation/environment. The list of attendees is attached.
- The Hood River Juice Company has begun construction of their new production building. As part of this project they requested permission to park trucks on the Burger King property near Riverside Ave. Based on our approved policy, I authorized a License Agreement to authorize such use for a 90-day period. HRJCO has brought in fill and gravel to facilitate the temporary parking.



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## **Airport**

- The runway shift project is substantially complete and the final inspection is scheduled for August 5. The one outstanding issue is to insure that the grass is watered sufficiently to insure survival over the summer.
- The three tall trees that penetrate the FAA protected air space were topped on July 24 and no longer pose a problem. On July 27 boy scouts picked up all rocks bigger than a large egg along most of the south side of the runway. The Next Door crew completed this work on the south and north sides of the runway. This will enable the grass, when it sprouts, to be mown without damaging the mowing equipment.
- The next Airport Advisory Committee meeting is scheduled for August 19. The airport's Mission, Vision and Values and maintenance standards for the airport business plan will be on the agenda.

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## **Bridge/Transportation**

- Staff has identified options for speed limit indicators on the bridge. These are being reviewed by bridge engineer David McCurry.
- David Evans & Associates is now scheduled to return to complete the Fracture Critical inspection in September. No problems were identified in the inspection conducted in June. The final report is expected to be complete by October.
- I met with Paul Koch, interim manager at the Port of Cascade Locks on July 26 to discuss the current weight limit on the Bridge of The Gods and determine if there was any assistance we could provide. Paul said that a letter of support from the Port describing the importance of the Cascade Locks bridge to the regional economy and the number of additional trucks crossing at Hood River would both help.
- Ball Janik has been retained by the Port of Cascade Locks to assist in solving their weight limit issue. As part of this effort, Hal Hiemstra is organizing a tour for federal legislative staff on August 26 to orient them to the bridge issues. He has suggested that the same group also visit our offices that day for a similar orientation. I will have more information when the schedule and agenda is finalized. This will be an opportunity for Commissioners to meet a variety of legislative staff and reinforce the need for long-term attention to the bridge.



# THE HISTORIC COLUMBIA RIVER HIGHWAY & STATE TRAIL

## Voyage of the Visionaries

August 2, 2013

### Exploring The Intertwine: Cycling the Historic Highway State Trail

We're delighted you have joined us on this year's Policy Makers Ride. The Intertwine, our region's glorious system of parks, trails, and natural areas, boasts innovative connections among urban and rural landscapes. Hence, our theme this year is Re-member, Restore, Reconnect as we inaugurate the soon to complete Historic Highway State Trail between Troutdale and Cascade Locks.

**REMEMBER:** The Historic Columbia River Highway is one of the most significant historic roads in the nation. Constructed between 1913 and 1922 as America's first scenic highway, the Historic Highway served thousands of travelers and took full advantage of the Columbia River Gorge's natural beauty, to become known as the "King of Roads".

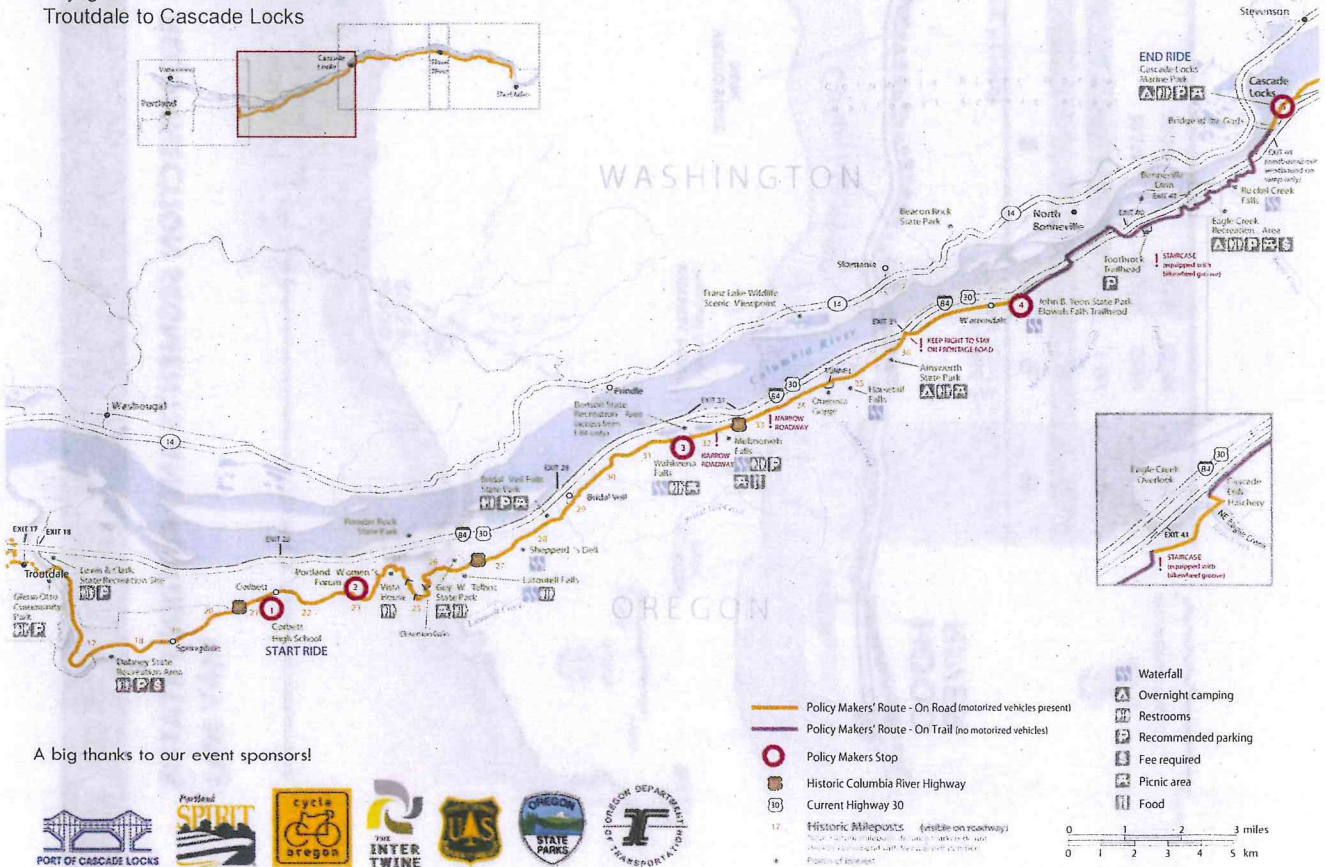
**RESTORE:** Today, 63 of the original 73 miles of the Historic Highway are now open to travel either by motor vehicle (Historic Highway or connecting county roads) or by foot and bicycle (State Trail). The Historic Columbia River Highway State Trail Plan, completed in 2010, was a joint planning effort undertaken by the Oregon Department of Transportation, Oregon Parks and Recreation Department, US Forest Service and Hood River County to provide a clear plan to reconnect the remaining 10 miles of the Historic Columbia River Highway State Trail.

**RECONNECT:** The completion of the remaining trail segments will create a "King of Trails" a world class adventure allowing pedestrians and cyclists to experience the Gorge between Troutdale and The Dalles without ever having to share the shoulder of I-84 with cars and trucks. As a visionary, and policy maker we need your help making our visionary a reality

| STOPS                               | TIME             | TOTAL MI. | ACTIVITY   |
|-------------------------------------|------------------|-----------|--|
| Stop #1 - Corbett Middle School     | 6:45-7:30 a.m.   |           | Check In. Ride directly to Portland Women's Forum after checking in.   |
| Stop #2 - Portland Women's Forum    | 7:00-7:55 a.m.   | 1.8       | Continental Breakfast<br>Coffee and pastries compliments of the West Columbia Gorge Chamber and Starbucks  |
| Stop #3 - Wahkeena Falls            | 7:30-8:00 a.m.   |           | Welcoming Remarks - Remembering our Past, Building our Future<br>Mike Houck, Jonathan Nicholas and Diane McKeel (Multnomah County Commissioner)  |
| Stop #4 - McCord Creek              | 8:45-9:15 a.m.   | 12.4      | Historic Highway Restoration Efforts<br>Kevin Price (Oregon Parks and Recreation) and Marge Dryden (USFS Columbia River Gorge)   |
| Stop #5 - Cascade Locks Marine Park | 10:00-10:30 a.m. | 19        | Historic Highway State Trail Reconnection Efforts<br>Jason Tall (ODOT Region 1 Manager), Mayor Doug Daoust (Troutdale), Mayor Tom Cramblett (Cascade Locks), Mayor Arthur Babitz (Hood River) and Mayor Steve Lawrence (The Dalles)  |
| Return                              | 1:30-2:00 p.m.   | 26        | Cruising the Columbia on the Sternwheeler<br>Lunch will be provided<br><br>Scott West (Travel Oregon) and Pat Egan (Chair of the Oregon Transportation Commission)<br><br>A secure bike corral will be provided. For those of you not riding back your bike will be transported to Cascade Locks<br>No bike shoes allowed on the Sternwheeler<br>Busses depart Cascade Locks and arrive at Corbett |

## Historic Columbia River Highway Bike Map

Voyage of Visionaries 2013  
Troutdale to Cascade Locks



A big thanks to our event sponsors!

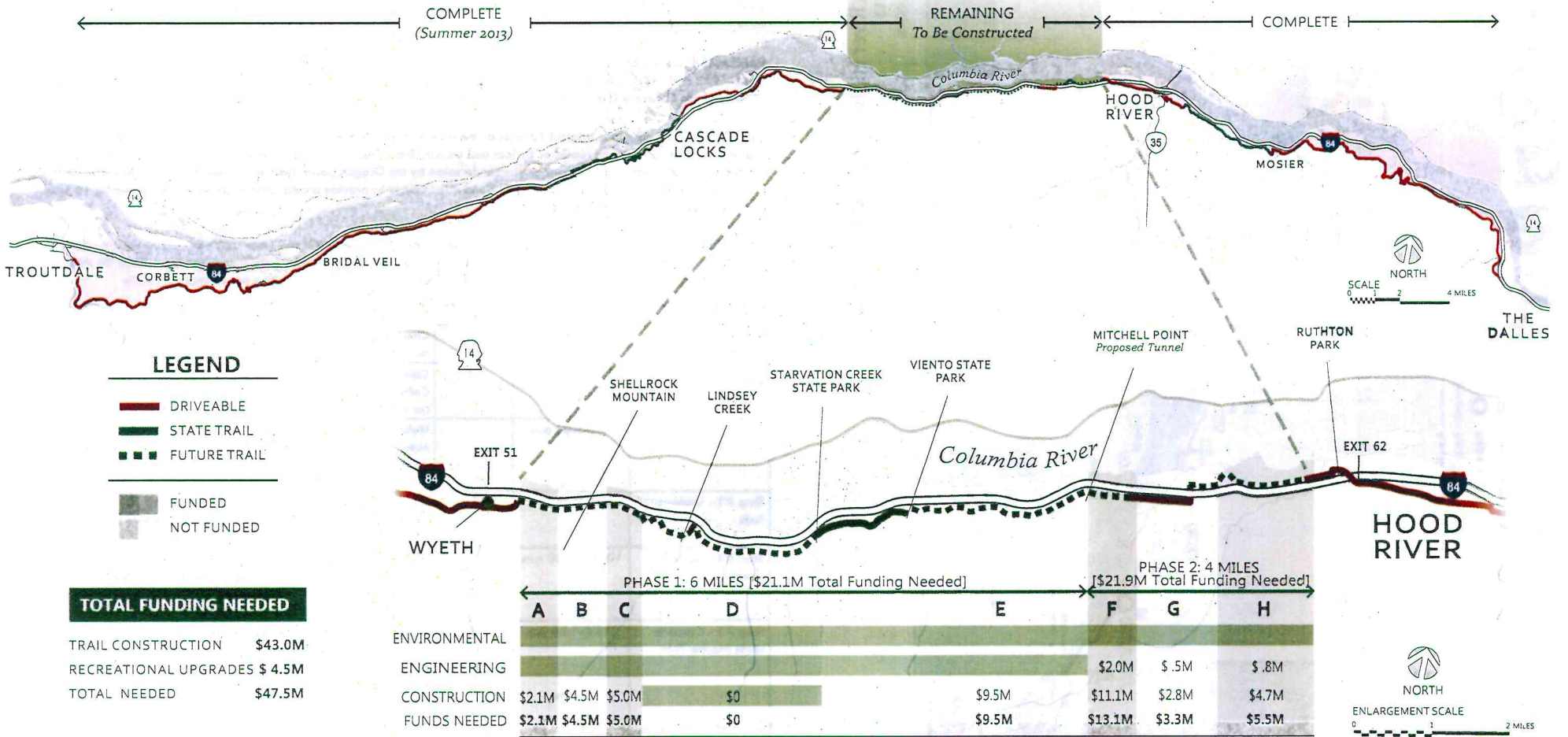




# The HISTORIC COLUMBIA RIVER HIGHWAY & STATE TRAIL

## RECONNECTION SEGMENTS AND FUNDING STATUS

MAY 2013



**Mile Post 2016**  
 For more information on this project visit...  
<http://www.oregon.gov/ODOT/HWY/HC/RH>

**EXECUTIVE DIRECTOR  
WORK PLAN  
FY 13/14  
Prepared: 07/29/13**

**I. FINANCIAL MANAGEMENT**

***Goal: Ensure that financial resources continue to be deployed effectively, with a high degree of foresight and in anticipation of future Port needs.***

| <u>Action:</u>  | Expected Completion | Date Complete |
|---|---------------------|---------------|
| 1. Complete analysis describing economic impacts of the Port. | <b>09/15/13</b>     |               |
| 2. Recommend new financial software.                          | <b>02/01/14</b>     |               |
| 3. Update Financial Policies Manual.                          | <b>12/01/13</b>     |               |

**II. REAL ESTATE DEVELOPMENT & PLANNING**

***Goal: Create significant, positive momentum toward development of the Port's Waterfront properties consistent with community objectives.***

| <u>Action:</u>   | Expected Completion Date | Date Complete |
|--|--------------------------|---------------|
| 1. Prepare leasing plan for the Expo Building for Commission consideration.                        | <b>03/15/ 14</b>         |               |
| 2. Lot #1 Tasks:   |                          |               |
| • Complete Stakeholder Panels  | <b>09/18/13</b>          |               |
| • Traffic Evaluation   | <b>10/01/13</b>          |               |
| • Site Assessment  | <b>10/01/13</b>          |               |
| • Update Concept Plan  | <b>04/01/14</b>          |               |
| • Prepare Draft Policies   | <b>02/15/14</b>          |               |
| • Submit Subdivision Plan Application  | <b>08/01/14</b>          |               |
| • Design Development Plans for Pedestrian Bike Path on lower level                                 | <b>02/15/14</b>          |               |
| 3. Complete evaluation of the maintenance needs of Port properties and determine optimum staffing. | <b>04/01/14</b>          |               |
| 4. Update facility assessment of Port buildings.   | <b>04/01/14</b>          |               |
| 5. Prepare final DDA with Waterfront Industrial Business for Commission consideration.             | <b>12/20/13</b>          |               |



### III. WATERFRONT RECREATION

*Goal: Maintain and enhance the waterfront as a prime recreation area to support economic development objectives and Strategic Plan goals.*

| <u>Action:</u>  | <u>Expected Completion Date</u> | <u>Date Complete or Expected</u> |
|---|---------------------------------|----------------------------------|
| 1. Complete Comprehensive Waterfront Access Plan.   | 10/01/13                        |                                  |
| 2. Update Ordinance 22 covering Waterfront activities.                                    | 11/15/13                        |                                  |
| 3. Complete Marina Electrical Project.  | 09/25/13                        |                                  |
| 4. Prepare a/e drawings, cost estimate and financing approach to replace Boathouse Docks. | 10/01/13                        |                                  |
| 5. Prepare final Boathouse lease for Board consideration.                                 | 09/15/13                        |                                  |
| 6. Complete construction drawings for bike/ped. path near Marina Green.                   | 02/15/14                        |                                  |

### IV. TRANSPORTATION/AIRPORT

*Goal: Complete significant transportation improvements to enhance development objectives.*

| <u>Action:</u>  | <u>Expected Completion Date</u> | <u>Date Complete or Expected</u> |
|---|---------------------------------|----------------------------------|
| 1. Complete A/E for Auxiliary Brace and Washington approach ramp.                                     | 03/01/14                        |                                  |
| 2. Complete Deck Repairs.   | 05/10/14                        |                                  |
| 3. Develop a Business Plan for the Airport including including maintenance standards and lease rates. | 10/01/13                        |                                  |

### V. ECONOMIC DEVELOPMENT

*Goal: Ensure that the Port's role in regional economic development activities is clearly defined. Confirm that the objectives are identified and adequate resources are in place to be successful.*

| <u>Action Description:</u>  | <u>Expected Completion Date</u> | <u>Date Complete</u> |
|---|---------------------------------|----------------------|
| 1. Update the work plan and budget to modify the Port's economic development efforts in conjunction with the strategic plan update. | 04/15/14                        |                      |

**VI. COMMUNICATIONS & COMMUNITY RELATIONS**

*Goal: Increase the understanding and awareness of the Port's activities; identify opportunities for successful partnerships with key public agencies and private business; and participate in the life of the Hood River area community.*

| <u>Action Description:</u>  | Expected Completion Date | Date Completed |
|---|--------------------------|----------------|
| 1. Continue implementation of the Port's adopted Communications Plan. | <b>Ongoing</b>           |                |

**VII. GOVERNANCE & BOARD COMMUNICATIONS**

*Goal: Evaluate the Board's governance and communications policies and provide recommendations for improvements.*

| <u>Action Description:</u>  | Expected Completion Date | Date Complete |
|---|--------------------------|---------------|
| 1. Update the Port's Strategic Plan for Commission consideration. | <b>10/30/13</b>          |               |
| 2. Update LCRB Rules & Port contracting practices.                | <b>03/01/14</b>          |               |

**VII. PERSONNEL MANAGEMENT**

*Goal: Ensure that appropriate personnel policies are in place.*

| <u>Action Description:</u>                          | Expected Completion Date | Date Complete |
|---|--------------------------|---------------|
| 1. Update staff job descriptions.                   | <b>04/20/14</b>          |               |
| 2. Complete hiring process for Development Manager. | <b>11/15/13</b>          |               |
| 3. Evaluate organization of Facilities Department.  | <b>04/15/14</b>          |               |

**VII. MAJOR NEW OR UNPLANNED INITIATIVES**

*The following section allows for projects that are not planned but may be added to the Work Plan based on Commission direction.*

| <u>Action Description:</u> | Expected Completion Date | Date Complete or Expected |
|----------------------------|--------------------------|---------------------------|
|----------------------------|--------------------------|---------------------------|



## **Agenda**

Lot #1 / Waterfront Planning  
Port Commission Room, 1000 E. Port Marina Drive  
Wednesday, August 14, 2013 – Noon to 1:30 p.m.

---

### *Purpose*

Discuss the development of Lot #1 and the Hood River Waterfront with key stakeholders.

### *General Questions for Discussion*

- What is the appropriate type and scale of development?
- What community objectives should be achieved?
- What role should the Port play in developing the property?

### *Resource Materials (enclosed)*

- Lot 1 Preliminary Concept Plan – Executive Summary, February 2013, prepared by Group Mackenzie

Resource Materials (<http://www.portofhoodriver.com/waterfront/lot1.php>)

- Group Mackenzie concepts and market research, May 16, 2012
  - Group Mackenzie updated conceptual plans, July 24, 2012
  - Group Mackenzie Lot 1 presentation, November 27, 2012
  - Nichols Boat Basin Public Use Doctrine, January 25, 2012
  - Nichols Boat Basin State Ownership, March 5, 2012
  - Tetra Tech - Nichols Boat Basin Background Information, June 1, 2009
  - Nichols Boat Basin Historic Maps 1 and 2
  - US Army Corps of Engineers Hood River Delta Assessment, June 2010
- 

Stakeholder Group #3 – representing the "Recreation/Environment" sector

Brett VandenHeuvel, Columbia Riverkeeper

Chuck Gehling, Hood River Watershed Group

John Hart, Kayak Shed

Pepi Gerald, Columbia Gorge Kiteboarding Association

Greg Stiegel, Columbia Gorge Windsurfing Association

Steve Gates, Big Winds

Heather Staten, Waterfront advocate

Port Commissioners: Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich

Port Staff: Michael McElwee, Executive Director; Steve Burdick, Development Manager



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August 1, 2013

Heather Staten  
2927 Reed Road  
Hood River OR 97031

Dear Ms. Staten:

On behalf of the Port of Hood River Commission thank you for agreeing to participate in a roundtable discussion regarding the property known as Lot #1 on the Hood River Waterfront. The meeting will be held at **12:00 p.m. on Wednesday, August 14** at the Port offices and last for approximately 90 minutes. This will be a noticed public meeting; however, public testimony is not expected. The agenda and attendee list is attached. A light lunch will be provided.

Lot #1 is a significant public asset to Hood River for many reasons including its potential to accommodate jobs, its proximity to recreation areas and its high visibility from downtown. It is also zoned Light Industrial and represents one of the last remaining large industrial properties in the City of Hood River and there is increasing public attention and interest due to the recent projects proposed for the Nichols Basin.

The Port has completed a Concept Plan for the property (Executive Summary enclosed) and is seeking to have the property development-ready in the next 18-24 months. The Commission recognizes that the plan represents only one approach to future development and that other concepts may be more appropriate and that other issues may need to be considered. That is why your input in the forum of an informal discussion is very much appreciated.

If you have any questions or comments in advance, please contact Michael McElwee at (541) 386-1138 or by email at [mmcelwee@portofhoodriver.com](mailto:mmcelwee@portofhoodriver.com).

Respectfully,

Rich McBride, President, Port of Hood River Commission

cc: Port Commissioners



## HOOD RIVER ECONOMIC DEVELOPMENT WORKING GROUP

---

515 East Second Street The Dalles, OR 97058—541-296-2266

July 26, 2013

Governor John Kitzhaber  
State Capitol Building  
900 Court Street NE, 160  
Salem, OR 97301

Dear Governor Kitzhaber,

The Hood River Economic Development Working Group is a collaborative effort to facilitate business growth and job retention in Hood River County. The Working Group would like to express the vital role that the Bridge of the Gods plays in our local economy, and the impacts that its reduced weight limit has on our partners throughout the Columbia Gorge.

Our region's businesses often work on both sides of the Columbia River, with goods and people traveling between Washington and Oregon. The weight limits will restrict movement of everything from timber to RV campers during tourism's peak season. The ties between Cascade Locks, Stevenson, and North Bonneville are key to the three communities' vitality and transportation via Bridge of the Gods is significant to the overall Gorge economy.

The restrictions on the Bridge of the Gods will increase large vehicle traffic on other bridges along the Columbia River, affecting their maintenance plans and current use. In addition, the increased usage of Highway 14 and the Hood River Bridge for a level of truck traffic they were not designed to handle will create safety concerns and negative impacts on this infrastructure in the longer term.

While local parties are monitoring the short term impacts of this restriction, an extended period to bring the Bridge of the Gods back to a higher weight limit will create lasting impacts. The Working Group supports the Port of Cascade Locks in its efforts to identify the necessary resources to address this regional challenge and appreciates the work being done to expedite this process by many partners. Anything you can do to support a swift resolution to this situation with a strategy for long term success will have a significant effect on Hood River County and our region.

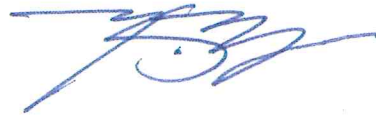
Thank you,

Mike Glover  
Executive Director  
Hood River County Chamber of Commerce

Amanda Hoey  
Executive Director  
Mid-Columbia Economic Development District

Paul Koch  
Interim Manager  
Port of Cascade Locks

Michael McElwee  
Executive Director  
Port of Hood River



David Meriwether  
County Administrator  
Hood River County

Dan Spatz  
Chief Institutional Advancement Officer  
Columbia Gorge Community College

Cindy Wallbridge  
Interim City Manager  
City of Hood River

Gordon Zimmerman  
City Administrator  
City of Cascade Locks

## HOOD RIVER ECONOMIC DEVELOPMENT WORKING GROUP

---

515 East Second Street The Dalles, OR 97058—541-296-2266

July 26, 2013

Director Matt Garrett  
Oregon Department of Transportation  
355 Capitol Street NE, MS 11  
Salem, Oregon 97301-3871

Dear Director Garrett,

The Hood River Economic Development Working Group is a collaborative effort to facilitate business growth and job retention in Hood River County. The Working Group would like to express the vital role that the Bridge of the Gods plays in our local economy, and the impacts that its reduced weight limit has on our partners throughout the Columbia Gorge.

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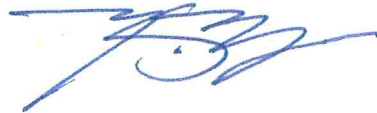
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Mike Glover  
Executive Director  
Hood River County Chamber of Commerce

Amanda Hoey  
Executive Director  
Mid-Columbia Economic Development District

Paul Koch  
Interim Manager  
Port of Cascade Locks

Michael McElwee  
Executive Director  
Port of Hood River



David Meriwether  
County Administrator  
Hood River County

Dan Spatz  
Chief Institutional Advancement Officer Columbia  
Gorge Community College

Cindy Wallbridge  
Interim City Manager  
City of Hood River

Gordon Zimmerman  
City Administrator  
City of Cascade Locks



# Commission Calendar

# August 2013

| Sunday | Monday  | Tuesday   | Wednesday  | Thursday  | Friday  | Saturday |
|--------|---|---|--|---|---|----------|
|        |   |   |  | 1   | 2<br>Policy Mgrs' Mtg (MM)<br>Last day for summer intern, Ali Danko | 3        |
| 4      | 5<br>Sample drilling-Lot 1                      | 6<br>Comm Mtg 5pm<br>Sample drilling-Lot 1<br>Front Desk Interviews | 7<br>Port presentation to Gorge Innoventure - S. Burdick<br>Financial Software Review<br>Front Desk Interviews | 8<br>Marina Elec Punchlist 9a<br>Financial Software Review<br>Front Desk Interviews | 9   | 10       |
| 11     | 12<br>URA Mtg-Shortt, Streich 6pm City Hall     | 13<br>Marina Ad Hoc 8am<br>Lead Toll Collector Mtg 11am (FK)        | 14<br>Lot 1 Forum #3<br>Noon to 1:30pm<br>Rec/Env Sector   | 15  | 16  | 17       |
| 18     | 19<br>KIHR Radio 8am<br>Airport Adv. Comm 3:30p | 20<br>Comm Mtg 5pm  | 21   | 22  | 23  | 24       |
| 25     | 26<br>Hal Hiemstra visit                        | 27  | 28   | 29  | 30  | 31       |

### EVENTS:

Event Site: Gorge Cup Races, Aug. 3 and 31  
 Jensen West Lot: CGWA Swap Meet, Aug. 4 The Marina  
 Hook: King of the Hook, Aug. 10 Marina  
 Basin: Bass Tournament, Aug. 24 Marina  
 Basin: Youth Sailing, thru Aug. 16 Picnic Shelter  
 Reservations: Aug 11

### July 2013

| S  | M  | T  | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

### September 2013

| S  | M  | T  | W  | Th | F  | Sa |
|----|----|----|----|----|----|----|
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

### Vacations:

Liz: Aug. 1-2  
 Fred: Aug. 2; 26-30  
 Laurie: Aug. 5-6; 20; 29-30  
 Melissa C: Aug. 9-16  
 Michael: Aug. 15-16; 27-30  
 Malia: Aug. 23, 26



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July 26, 2013

**COMMISSION**

Chuck Covert  
45 Airport Way  
Dallesport WA 98617

Dear Mr. Covert,

During the Ken Jernstedt Airport runway shift construction project, the Columbia Gorge Regional Airport generously made tie down spots available to Hood River based aircraft owners at no charge.

On behalf of all of the Port Commissioners, thank you for extending this very beneficial courtesy.

I hope that we will be able to reciprocate in the future. Please let us know when we can.

Respectfully,

Rich McBride  
President, Port Commission

Cc: Commissioners  
Scott Gifford  
Jeremy Young



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August 1, 2013

Jeremy Davis  
Scout Master for Troop 386  
PO Box 1332  
Hood River Oregon 97031

Dear Mr. Davis,

On behalf of the entire Port Commission and staff, I want to thank the boy scouts of Troop 386 and Ella for giving up their Saturday morning on July 27 to pick up rocks from the runway shoulder at the Port's Ken Jernstedt airport.

The scouts were very thorough and, once the grass in this area sprouts, their work will allow the grass to be mown without damaging the mowing equipment. This is of great benefit to the Port and to the users at the airport.

It is a great example of the community service values taught through scouting.

Respectfully,

Rich McBride  
President, Port of Hood River Commission

cc: Commissioners

Jeremy Young, Chair of the Airport Advisory Committee  
Scott Gifford, FBO-Classic Wings Aero Services





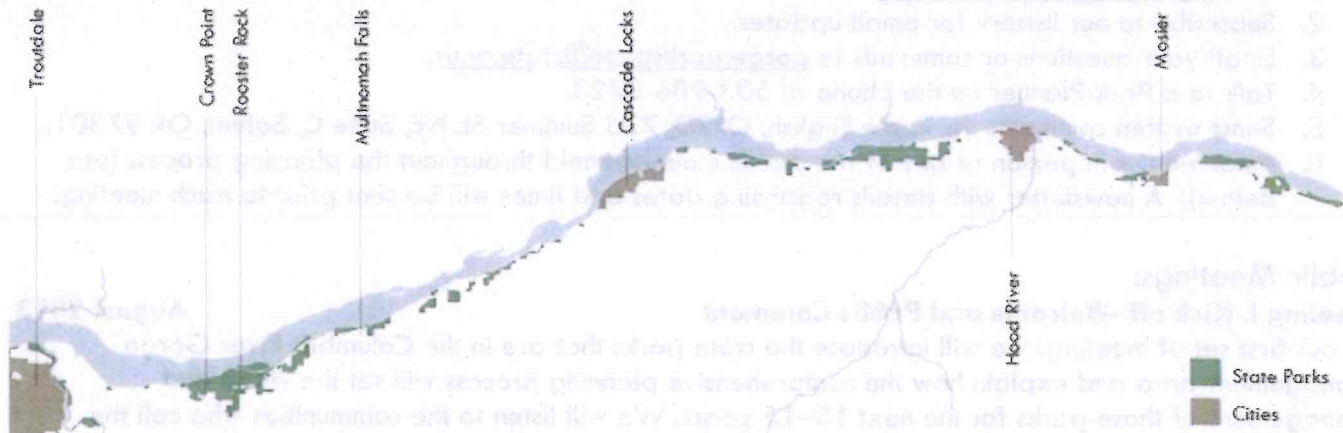
# Your Parks. Your Vision.

Come Join the Comprehensive Planning Process for Oregon State Parks in the Columbia River Gorge

RECEIVED  
JUL 30 2013

COME TO COMMISSION

In the Columbia River Gorge along the Oregon Parks and Recreation Department (OPRD) manages 15 parks, six natural areas, three scenic viewpoints, six scenic corridors, and 47 trailheads connecting visitors with over 150 miles of spectacular trails.



## Have you visited the Columbia River Gorge lately?

A long-term plan is needed to guide future resource management and recreational uses on all of these lands. In the planning for these parks OPRD is taking a comprehensive look at natural, scenic area and cultural resource conditions; park management needs; outdoor recreation trends in the region; community partnerships; and any related ideas and concerns identified through public input.

### Why do you visit the Gorge? How do you get there? When will you visit again?

OPRD land and management responsibilities include trailheads, like at Angels Rest; camping and day use activity areas at Dabney State Recreational Area, Rooster Rock and Ainsworth State Parks; natural resources and scenic landscape views on all its park lands including Vista House and Women's Forum; and, in partnership with ODOT, the Historic Columbia River Highway State Trail.

The OPRD planning team needs your help. We want to know: why you visit, what you do while you are here and what brings you back. Please share with us why you love the Gorge and what opportunities and challenges you see in the future for the beautiful scenic area we are so lucky to have right here in Oregon.

The first set of public information meetings is this August. Come learn more about your opportunity to contribute to the future of state parks in the region and share your insights about your Columbia River Gorge experience.

#### Meeting I. Kick off - Welcome and Public Comment

##### West End

Date: August 14, 2013  
Time: 5:00 – 7:00 p.m. – General Public  
Location: Gresham Public Library  
385 NW Miller Avenue

##### East End

Date: August 15, 2013  
Time: 5:00 – 7:00 p.m. – General Public  
2:00 – 4:00 p.m. – Advisory Committee\*  
Location: Meeting hall at Mark O. Hatfield Trailhead  
Rock Creek Road, Mosier

\*The public may attend the Advisory Committee meeting however, only comments from the committee will be taken at this meeting.





## Your Parks. Your Vision.

Come Join the Comprehensive Planning Process for Oregon State Parks in the Columbia River Gorge

Can't make the first public meeting?

Here are six great ways to stay involved and contribute to the plan:

1. Visit [www.gorgeparksplan.com](http://www.gorgeparksplan.com).
2. Subscribe to our listserv for email updates.
3. Email your questions or comments to [gorge.parksplan@state.or.us](mailto:gorge.parksplan@state.or.us).
4. Talk to a Park Planner on the phone at 503-986-0723.
5. Send written comments to: Jaime English, OPRD, 725 Summer St. NE, Suite C, Salem, OR 97301.
6. Meet with us in person at any of our public meetings held throughout the planning process (see below). A newsletter with details regarding dates and times will be sent prior to each meeting.

Public Meetings:

### Meeting I. Kick off -Welcome and Public Comment

August 2013

At our first set of meetings we will introduce the state parks that are in the Columbia River Gorge management area and explain how the comprehensive planning process will set the vision and management of those parks for the next 10–15 years. We will listen to the communities who call the Gorge their home and those who love to visit. Please join us and tell us what you value about state parks in the Gorge and the benefits they provide. (See *meeting location and time on reverse*.)

### Meeting II. Assessments

January 2014

OPRD is currently conducting Resource Assessments and Visitor Experience Assessments for the Gorge state parks to better understand opportunities and constraints in the management of our park system. At our second set of public meetings we will present these findings to the public. The community members and park staff will then work together to identify the most important values, strategies, and actions needed to guide the comprehensive planning and design efforts in all of the state parks in the Gorge.

### Meeting III. Concept Alternatives

March 2014

At our third set of public meetings park staff will present planning concepts with alternatives for state parks in the Gorge and listen to public comment. Concept alternatives are helpful planning tools that allow us to consider different visions for the park and better clarify the specific opportunities and challenges at each park site and throughout the Gorge. Public engagement and discussion at this meeting is especially important to the success of the planning effort.

### Meeting IV. Draft Comprehensive Plan Review

June 2014

At our final set of public meetings in the comprehensive planning process, park staff will present the draft comprehensive plan. The draft plan includes summaries of the assessments, public input, the resulting values and desired benefits of the parks, and final recommendations for the future vision and management of the state parks in the Columbia River Gorge.

Services, programs and activities of OPRD are covered by the Americans with Disabilities Act (ADA). If accommodations are needed, please call 503-986-0723 at least 72 hours in advance of the meeting.

NO MORE PAPER?

To opt out of any further paper newsletters or to receive email notifications of upcoming meetings, please call: 503-986-0723 or email: [gorge.parksplan@state.or.us](mailto:gorge.parksplan@state.or.us).

**PORT OF HOOD RIVER**  
**Schedule of Bridge Traffic by Type of Axle Vehicle**

|                         | <b>2012</b> |             | <b>2013</b> |             | <b>June</b>                |          | <b>July</b>                |          |
|-------------------------|-------------|-------------|-------------|-------------|----------------------------|----------|----------------------------|----------|
|                         | <b>June</b> | <b>July</b> | <b>June</b> | <b>July</b> | <b>Increase/(Decrease)</b> |          | <b>Increase/(Decrease)</b> |          |
|                         |             |             |             |             | <b>Amount</b>              | <b>%</b> | <b>Amount</b>              | <b>%</b> |
| <b>Cars +1+2+3</b>      | 307,828     | 346,460     | 318,115     | 357,734     | 10,287                     | 3.3%     | 11,274                     | 3.3%     |
| <b>2ax</b>              | 4,391       | 5,022       | 4,085       | 5,045       | (306)                      | -7.0%    | 23                         | 0.5%     |
| <b>3ax</b>              | 3,046       | 2,681       | 1,948       | 2,690       | (1,098)                    | -36.0%   | 9                          | 0.3%     |
| <b>4ax</b>              | 770         | 573         | 571         | 648         | (199)                      | -25.8%   | 75                         | 13.1%    |
| <b>5ax</b>              | 1,866       | 1,619       | 1,147       | 1,527       | (719)                      | -38.5%   | (92)                       | -5.7%    |
| <b>6ax</b>              | 317         | 220         | 495         | 414         | 178                        | 56.2%    | 194                        | 88.2%    |
| <b>7ax</b>              | 117         | 88          | 138         | 152         | 21                         | 17.9%    | 64                         | 72.7%    |
| <b>8ax</b>              | 54          | 52          | 19          | 32          | (35)                       | -64.8%   | (20)                       | -38.5%   |
| <b>Total</b>            | 318,389     | 356,715     | 326,518     | 368,242     | 8,129                      | 2.6%     | 11,527                     | 3.2%     |
| <b>3 Axle and above</b> | 6,170       | 5,233       | 4,318       | 5,463       | (1,852)                    | -30.0%   | 230                        | 4.4%     |





July 30, 2013

JOHN A. KITZHABER, MD  
Governor

The Honorable Chuck Thomsen  
Oregon State Senate  
900 Court Street NE, S-316  
Salem, OR 97301

The Honorable Mark Johnson  
Oregon House of Representatives  
900 Court Street NE, H-489  
Salem, OR 97301

Dear Senator Thomsen and Representative Johnson:

Thank you for your letter requesting a declaration of emergency for the Bridge of the Gods in Cascade Locks. I agree that repairs to this important bi-state connection must be completed as quickly as possible so the current weight restriction can be lifted and the bridge can once again be accessible to all passenger and commercial vehicles.

Three sets of repairs must be completed to remove the weight limits that have been placed on the bridge:

1. Damaged gusset plates must be replaced;
2. Undamaged gusset plates with low capacity must be strengthened or replaced; and
3. Deck stringers with low capacity must be strengthened or replaced.

While the two sets of gusset plates can be fixed relatively quickly, the deck stringers must be strengthened or replaced before it will be safe to reopen the bridge to heavier vehicles.

I have directed the Oregon Department of Transportation (ODOT) to work with the Port of Cascade Locks to complete the necessary repairs as quickly as possible. ODOT will work with the Port to determine roles and responsibilities for the various design and construction contracts with the overall goal of getting the bridge open to legal loads as quickly as possible.

I have also asked ODOT and the Oregon Department of Justice (DOJ) to review the authority under ORS 279B.080, which is the public contracting statute used to declare an emergency and expedite contracting. ODOT and the Port could use this emergency procurement authority to work with an engineering firm to design the repairs and select a construction contractor through an expedited process. According to DOJ, this statute is the most relevant under the law to help



The Honorable Chuck Thomsen  
The Honorable Mark Johnson  
July 30, 2013  
Page 2

address the current issues with the bridge. ODOT is also looking at its sequencing of design and construction, such as having a contractor construct temporary work platforms for the bridge while design is ongoing to complete the deck stringer repairs quickly.

ODOT has allocated \$220,000 to complete the repair of damaged gusset plates, and the Port is working to make funds available for the replacement of the undamaged gusset plates. The Port is also working to identify funds for the repairs and replacement of deck stringers. I have asked ODOT to work with the Port and other stakeholders to identify possible funding sources that would allow these repairs to move forward quickly, including a low-interest loan from the Oregon Transportation Infrastructure Bank that could be repaid through toll revenue.

I share your commitment to seeing this bridge reopen as soon as possible and look forward to working with you to resolve this issue quickly and minimize disruption to communities in the Gorge.

Sincerely,



John A. Kitzhaber, M.D.  
Governor

JAK:kf

## Commission Memo

**To: Commissioners**

**From: Steve Burdick**

**Date: August 6, 2013**

**Re: Hennebery Eddy Contract for Preliminary Design Services at the Jensen Building**

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In the Spring Planning Session, staff and Port Commissioners discussed a potential concept for:

- Covering the passageway between the two story Jensen Building and the one story Breezeway Building with a translucent roof;
- Opening the South wall of the Breezeway Building with windows and man doors to provide retail windows for the micro manufacturing tenants;
- Developing the landscape area between the Breezeway Building and the street so that Farmers Market and Saturday Market vendors might locate their operations between the City Waterfront Park and the Event Site; and
- Developing a shed roof over this area on which solar panels could be installed that might provide sufficient electrical power credits to offset the cost of the shed as well as shelter market vendors.

The FY 2014 budget contained \$10,000 to further develop the concept.

Since the budget was adopted:

- Saturday Market and Gorge Grown (Farmers Market) engaged in serious discussions regarding a potential merger;
- Saturday Market and Gorge Grown expressed their joint interest in locating at the Jensen site;
- Turtle Island Foods expressed their willingness to consider the purchase of available tax credits that cannot be used by tax exempt entities such as the Port.
- Staff engaged in very preliminary discussions with REC Solar about the financial and physical development parameters of the shed structure.

Staff solicited the attached proposal from Hennebery Eddy Architects to advance this idea to a visual design concept. The concept would be used as a means of refining the concept with input from the Port Commissioners, the two markets, Turtle Island Foods, REC Solar and the City of Hood River and for estimating order of magnitude costs.

The proposed cost for Hennebery Eddy's services is \$5,400.

**RECOMMENDATION:** Authorize contract with Hennebery Eddy Architects for conceptual design services at the Jensen Building Breezeway not to exceed \$5,400 plus reasonable reimbursable expenses.



29 July 2013

Steve Burdick  
Port of Hood River  
1000 E. Port Marina Drive  
Hood River OR 97031  
Tel: (541) 386-5116  
Email: sburdick@portofhoodriver.com

RE: Hood River Farmers Market  
HEA Project #13001

Dear Steve:

Thank you for asking us to provide this Proposal for Design Services for the future Hood River Farmers Market at 400 Portway Avenue in Hood River. I enjoyed meeting you and Leoni Montenegro, touring the existing structure and hearing about your vision for the market.

#### **PROJECT DESCRIPTION**

The Port of Hood River (Owner), collaborating with the Hood River Saturday Market and Gorge Grown Farmers' Market (Users), wishes to prepare initial design concepts for a Market Structure. The Markets currently include vendors of fresh produce, food, plants/flowers, handmade clothing and crafts, jewelry and services. The Markets currently run weekly in the summer months in Downtown Hood River.

A strip of land (approximately 70' wide by 300' long) between the existing two-story "Jensen Building" and Portway Avenue has been identified as the project site. The property sits between the recently constructed waterfront park and the parking lot for waterfront activities. An existing single-story building on the site would be utilized along with a new roof covering the existing structure and additional areas for circulation and stalls for vendors. The existing structure will need to be modified to meet the programmatic requirements, and could potentially house vendors who fabricate goods on-site year-round. The eventual addition of overhead doors to the new structure, extending the market season, should be considered. Pedestrian circulation to the adjacent waterfront park and paths should also be considered.

#### **SCOPE OF SERVICES**

Hennebery Eddy Architects, Inc. (HEA) will provide the following services as part of this Proposal:

Concept Design services including working with the Owner to develop up to two options for the organization, character, and form of the Market Structure(s). One option will be selected by the Owner as the Preferred Alternative. A preliminary pricing plan of the preferred alternative will be prepared for use in obtaining rough order of magnitude cost estimates. The Preferred Alternative will be conceptually rendered in perspective view using computer software and/or watercolor techniques. The rendering and presentation plans of the Market will be used by the Owner to build enthusiasm for the project. Up to two (2) meetings with the Owner in Hood River are anticipated during this phase.

*Deliverables:*

*Electronic PDF files of the Preferred Alternative pricing plan, presentation plan and rendering.*

### PROPOSAL ASSUMPTIONS

Our Proposal is based upon the following project assumptions:

- Schematic Design, Design Development, Construction Documents, Land-use, Permitting, Bid Phase, and Construction Phase services are not included in this Proposal. If the project proceeds beyond the current phase a separate Proposal will be developed.
- There are no cost estimating services included in this Proposal, however, a qualified General Contractor may, at the Port's option, provide preliminary construction cost estimates. Fees, if any, which may result from their effort will be reimbursed directly by the Owner and are not part of this Proposal.
- Technical and regulatory feasibility of the project is not included in this Proposal, but can be performed as an Additional Service, if needed.
- HEA assumes no responsibility for any identification, removal and other work incidental to asbestos or any other hazardous material related to the Project and, therefore, no services are included within the range of this Proposal.
- Additional Services will be invoiced at HEA standard hourly rates in effect at the time the service is rendered.
- There are no land-use, structural, mechanical, electrical, fire sprinkler, fire protection, civil engineering, special engineering or design consultants services included in our Proposal. To the extent required, these services will be provided on a design-build basis by firms selected by the selected General Contractor or as an Additional Service.
- Any and all private restrictions on the property such as easements, right-of-ways, CC&R's etc. that may impact the proposed work must be explicitly disclosed by the Owner to the Architect prior to initiating services.
- Any and all existing conditions, previous construction, site development, and existing building use has been previously reviewed and approved (permitted) by all appropriate regulatory agencies.
- A survey drawing including topographic, utility and boundary line information will be provided by the Owner. Field verification of dimensions indicated on these documents is not included within the scope of this Proposal. HEA assumes no responsibility for conditions concealed from view. No destructive testing or investigation is included within the scope of this Proposal.
- Payment of regulatory fees in connection with this work is not included within the scope of this Proposal and is assumed to be the responsibility of the Owner.
- Due to the uncertainty of the City of Hood River regulatory process, HEA cannot guarantee approval of all proposed improvements or guarantee approval timelines.
- If Owner driven changes or regulations not in effect at the time this Proposal is executed, impact the project's Scope of Services, program, schedule, or Proposal Assumptions, these changes will be completed as Additional Services.
- The Owner shall furnish all legal, insurance and accounting services, including auditing services that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

- The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Contract Documents.
- This Proposal is valid for thirty (30) days from its date of issuance and is made with the assumption that the services contracted hereunder will be completed within approximately seven (7) weeks of the Owner's Authorization to Proceed.

#### COMPENSATION

Based on the Assumptions and Scope of Services indicated, our fee is on a Time Basis to a maximum of Five Thousand Four Hundred Dollars (\$5,400). Our services will be billed monthly on a Time Basis against this maximum at the rates listed below. This fee does not include reimbursable expenses, which are also listed below.

|                                     |               |
|-------------------------------------|---------------|
| Principal                           | \$150 - \$185 |
| Project Manager/Associate Principal | \$150 - \$170 |
| Project Manager/Associate           | \$105 - \$135 |
| Project Architect/Manager           | \$95 - \$115  |
| Interior Designer                   | \$85 - \$115  |
| Design Staff                        | \$65 - \$85   |
| Marketing                           | \$65 - \$125  |
| Administrative                      | \$65 - \$100  |

These rates are adjusted periodically.

#### REIMBURSABLE EXPENSES

Reimbursable expenses are in addition to the Compensation for Basic and Additional Services and include expenditures made by HEA its employees and consultants in the interest of the Project. These expenses are invoiced at 1.15 times our monthly totals and are listed as follows:

- Expense of transportation in connection with the Project.
- Expense of reproduction, CAD plotting, facsimile printing, postage and handling of documents sent to the Owner and Contractors or produced for HEA and their consultants' internal project management.

If this Proposal is acceptable to you, we can prepare a Personal Service Contract for signature. If there are any questions, or you would like clarification, please let us know.

Sincerely,  
**Hennebery Eddy Architects, Inc.**



Michelle Vo AIA LEED Professional  
Principal



## Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: August 6, 2013**  
**Re: Certification of Port Welders**

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On March 5, 2013, the Commission approved a supplemental contract amendment with HNTB to address problems related to deterioration of the open metal deck welds. The work proposed by HNTB will determine appropriate repair welds, train and certify two Port employees to perform those welds, use Port and independent welders to make the welds in test panel areas and monitor the test areas to determine the most cost effective welds.

Training the Port employees to perform the appropriate welds will be done by a local welding contractor. Staff proposes that testing and certifying the Port employees be done by Carlson Testing. The certification rates are:

AWS D1.1 - \$170.00 per position, per test (example, 3G/4G all position, \$340.00)

AWS D1.3 (light gage) - \$85.00 per position

**RECOMMENDATION:** Authorize a contract with Carlson Testing to test and certify that two Port employees are qualified to perform appropriate test welds, such testing and certifying not to exceed \$1,500.

**From:** Keith Gauvin [<mailto:kgauvin@carlsontesting.com>]  
**Sent:** Monday, July 29, 2013 3:14 PM  
**To:** Steve Burdick  
**Cc:** Mark Carter  
**Subject:** RE: Welder Testing & Certification

Hi Steve,

If the welders come here to our Tigard office to certify, the costs are as follows;

AWS D1.1 - \$170.00 per position, per test (example, 3G/4G all position, \$340.00)  
AWS D1.3 (light gage) - \$85.00 per position

**Keith Gauvin**  
Project Manager  
Carlson Testing, Inc.  
Direct: 503-419-4525  
Cell: 503-502-1907  
Fax: 503-684-0954  
[kgauvin@carlsontesting.com](mailto:kgauvin@carlsontesting.com)



[www.carlsontesting.com](http://www.carlsontesting.com)

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## Commission Memo

**To: Commissioners**  
**From: Steve Burdick**  
**Date: August 6, 2013**  
**Re: Interstate Bridge, Test Welding Contract**

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On March 5, 2013, the Commission approved a supplemental contract amendment with HNTB to address problems related to the deterioration of the open metal deck welds. The work proposed by HNTB will determine appropriate repair welds, train and certify two Port employees to perform those welds, use Port and contract welders to make the welds in test panel areas and monitor the test areas to determine the most cost effective welds.

The solicitation for welding services for everything except the testing and certifying of the two Port welders has two parts. First, the welding contractor will train the two Port employee / welders to properly perform the appropriate welds. Second, the contractor's employees will work with the Port employee / welders to make the appropriate welds in designated test areas on the bridge.

After these welds are made by the contract and Port welders, HNTB will monitor the test areas to determine which weld variation is the most appropriate weld.

Proposals were solicited from three welding shops in Hood River and The Dalles. Two of the shops responded with proposals. Based on the hourly costs and the certifications of the contract welders, staff recommends awarding the contract for welding services to Bulldog Welding.

**RECOMMENDATION:** Authorize a contract with Bulldog Welding at hourly rates of \$50.00 per welder for training Port welders and \$55.00 per welder for welding on the bridge with the combined training and bridge welding total not to exceed \$15,000.



**Steve Burdick**

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**From:** Bulldog Welding <info@bulldogwelding.net>  
**Sent:** Friday, August 02, 2013 9:20 AM  
**To:** 'Steve Burdick'  
**Subject:** hood river bridge

Following is our estimate for work on the Hood River Bridge project

In shop rate \$50.00 per hour

Estimate 8 hours writing reports-----\$ 400.00

Estimate 40 hours training-----\$2000.00

Estimate of materials for training purposes-----\$1500.00

In field welding \$55.00 hr

Estimate for field welding based on our welders performing 750 welds-----150 hours @ \$55.00-----\$8250.00

This estimate for welding would not include having to gouge out old welds.

Right now 2 of our welders are certified with FCAW. We would have to certify them for 7018 SMAW for this project. We have two now certified per 7018 SMAW but we will need them on other projects at times. So to insure that we would have certified welders available at all times we would need to certify them.  
Cost----\$1200.00

Estimate total -----\$13,350.00

This is an estimate based on information provided to us by the Port of Hood River. Hourly rates are fixed, however total cost could be affected by quantity of welds, or preparation of welds (gouging out old welds, aligning grates, etc.) final cost could be more or less based on these factors.

Thank you for the opportunity to quote this project.

Please feel free to call me with any questions.

*Tim Schacher*



***Bulldog Welding and Specialties, LLC***

5490 Chenowith Rd  
The Dalles, OR 97058

541.340.9357 Tim  
541.340.9356 Jason  
541.769.0556 Fax

Oregon CCB# 155219