



**PORT OF HOOD RIVER COMMISSION
MEETING AGENDA
Tuesday, January 22, 2019
Marina Center Boardroom**

**5:00 P.M.
Regular Session**

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30-minute limit)
3. Consent Agenda
 - a. Approve Minutes of January 8, 2019 Regular Session (*Maria Diaz – Page 3*)
 - b. Approve Amendment No.1 to Lease with Real Carbon (*Anne Medenbach – Page 7*)
 - c. Approve Farm Access Agreement (*Anne Medenbach – Page 11*)
 - d. Approve Accounts Payable to Jaques Sharp in the Amount of \$6,944 (*Fred Kowell – Page 17*)
4. Reports, Presentations and Discussion Items
 - a. Presentation on Solar Research (*Jose Santillan, Port Intern – Page 21*)
 - b. Waterfront Trail Wayfinding and Interpretive Signage Plan (*Genevieve Scholl – Page 23*)
 - c. Bridge Replacement Project Update (*Kevin Greenwood – Page 29*)
 - d. Truck Parking Report (*Michael McElwee – Page 35*)
5. Director's Report (*Michael McElwee – Page 47*)
6. Commissioner, Committee Reports
7. Action Items
 - a. Approve Amendment No. 5 to Task Order No. 1 to the Master Services Agreement with HDR Engineering, Inc. for Bridge Engineering Services Not to Exceed \$18,000 (*Michael McElwee – Page 59*)
 - b. Approve Lease with Hood River Yacht Club (*Daryl Stafford – Page 67*)
 - c. Approve Agreement with Farmers Irrigation District Related to ConnectOregon VI Project at the Airport (*Anne Medenbach - Page 77*)
8. Commission Call

9. Executive Session under ORS 192.660(2)(e) Real estate negotiations and ORS 192.660(2)(h) Consultation with legal counsel regarding current litigation or litigation likely to be filed.

10. Possible Action

11. Adjourn

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

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

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*Port of Hood River Commission
Meeting Minutes of January 8, 2019 Regular Session
Marina Center Boardroom
5:00 p.m.*

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

**5:00 P.M.
Regular Session**

Present: Commissioners Hoby Streich, Brian Shortt, David Meriwether, John Everitt, Ben Sheppard; Legal Counsel Garrett Sharp; from staff, Michael McElwee, Fred Kowell, Kevin Greenwood, Anne Medenbach, Genevieve Scholl, Daryl Stafford, Maria Diaz and Jana Scoggins.
Absent: Ben Sheppard was excused at 5:15pm
Media: Emily Fitzgerald, Hood River News

1. CALL TO ORDER: President Streich called the regular session to order at 5:01 p.m.
a. Modifications, Additions to Action Items: Lease Addendum No. 2 with John and Julie Benton was added as an Action Item (e).

2. PUBLIC COMMENT: Jerry and Alex Thon presented a conceptual proposal for Aquatic Park with a possible location at the Nichols Basin. Both Alex and Jerry Thon provided points as to why this is beneficial to the community. They mentioned gains for the community such as a potential for educational programs and community events, as well as affordability for all ages and groups. Youth would also gain access to new partnerships with other community entities. They acknowledged that parking and access to restrooms would be their biggest challenges; but agreed to continue research all options that would alleviate these issues. The Commission invited Jerry and Alex Thon to present their findings at a future meeting.

3. CONSENT AGENDA:
a. Approve Minutes of December 18, 2018, Regular Session
b. Approve Amendment No. 1 to Lease with Chief Consulting Group
c. Approve Amendment No. 2 to approve lease with CRY Consulting, LLC
Motion: Move to approve Consent Agenda.
Move: Meriwether
Second: Sheppard
Discussion: None
Vote: Unanimous

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:
a. 2017-18 Financial Audit Report: Tara Kamp from Pauly Rogers and Co. presented the annual Communication to the Governing Body financial audit report that included the purpose of the audit, results of the audit, and other audit findings. Mrs. Kamp relayed that it was a clean audit, the firm was satisfied with the financial reports submitted by the Chief Financial Officer. Ms. Kamp noted that the financial statements are free from material misstatements and there is no non-compliance with legislation.

b. Art of Community, Big Art Update: Kristin Godkin and CJ Wrench gave a presentation of the Art of Community Big Art program, featuring a slideshow of the sculptures situated around the city and Port of Hood River properties. Ms. Godkin gave information regarding the process for the Sponsorship program and its benefits. She explained that with these sponsorships, their agency can secure local and non-local artists. Sponsorships are important in maintaining high quality sculptures. One of Art of Community’s goals is to connect with other Latino businesses and Latino artists. Ms. Godkin offered the Port of Hood River the opportunity to participate by renewing a Sponsorship. There was general consensus to authorize the Executive Director to negotiate a sponsorship agreement that may include purchase and hosting of new art pieces.

c. Recreational Immunity: Garrett Sharp, Legal Counsel, presented the Commissioners with findings on the issue regarding recreational immunity liability for land owners that can provide public access to recreational properties. Garrett expressed that this issue is not easy, but Port can limit the risk by posting signs warning users of the risks

involved. Commissioners raised the concern of where the placement should be posted and how many of these signs to post. Another concern expressed by the Commissioners regarded the manmade watersport jumps on the Port’s properties. In light of the recent decision by the Oregon Court of Appeals, the Commissioners will wait for an opinion from the Supreme Court.

d. Executive Director 2018-19 Work Plan Update: Michael McElwee presented a mid-year update of the Director’s FY 18/19 Work Plan. This workplan reflects current fiscal year goals and their status. Mr. McElwee reviewed the financial management goals, real estate development and planning items, as well as waterfront recreation plans, bridge and airport matters, and others. Commissioner Shortt noted the importance of evaluating each plan to ensure it is consistent with the community’s views. Mr. McElwee confirmed that the Work Plan is in compliance with the Port’s Strategic Plan and the results of other significant public input processes.

e. Bridge Replacement. Kevin Greenwood, Project Director, summarized Bridge Replacement activities which included two outreach events prepared and performed by WSP on Saturday January 12 in Hood River and White Salmon. Additionally, Mr. Greenwood noted that there was a broken link to the online survey on the website that has been fixed. To date WSP has received over 190 survey responses. Lastly, Mr. Greenwood will be attending a conference in Portland at the end of January that is focused on the four treaty tribes.

5. Director’s Report: Michael McElwee reported that Maria Diaz, Administrative Specialist, will be taking the Port’s Commission meeting minutes effective immediately. Mr. McElwee provided the Commissioners with a Strategic Planning Retreat draft agenda and asked them to submit any changes to him by Jan 16th, 2019. Mr. McElwee provided information on meetings that he encouraged the Commissioners to attend: Representative Greg Walden will be holding a Town’s Meeting on January 24th, 2019 at the Hood River Armory and a joint meeting with Hood River Parks and Recreation Department, City Council, and County Board of Commissioners is tentatively scheduled for 5:30-7:00p.m. on February 27, 2019. Parks and Recreation has asked the Port Commission if they are interested in attending. Mr. McElwee discussed a subject regarding E-Bikes on the bridge and the safety hazards involved. He suggested the idea of testing a group E-Bike users. Mr. McElwee and the Commissioners agreed to keep the discussion open regarding E-Bikes.

6. COMMISSIONER, COMMITTEE REPORTS:

The Commissioners commended the Port’s staff for their Marina and Airport efforts in development projects.

7. ACTION ITEMS:

a. Authorize Change Order No. 1 to Contract with Groat Brothers for Excavation and Hauling of Lower Mill Soil. Change Order No. 1 covers additional work required for the removal of dirt left over from the log pond excavation at the Lower Mill to the Airport. Location of the material to be placed was at the end of Runway 25 at the east end of Airport. Based on present FAA requirements for compaction, the new location requires that a road be graveled to move the heavy trucks and loads to the dump site as there is not an existing road at the location.

Motion: Approve Change Order #1 with Groat Bros., Inc. for \$33,970.23 for additional work related to the Lower Mill Dirt Haul Placement project.

Move: Shortt

Second: Everitt

Discussion: None.

Vote: Unanimous

MOTION CARRIED

b. Approve 2019 Insurance Policy with ACE USA for the Hood River Bridge and Approve 2019 Insurance Policy with SDIS for Property & Casualty Coverage. The Bridge Insurance Policy renewal, underwritten by ACE USA (American Insurance Company) and brokered by Durham and Bates, has a reduced premium from last year’s amount of \$ 248,759 to \$247,651.70. Additionally, The Port is insured by SDIS (Special Districts Insurance Trust) for its property/casualty exposure. This SDIS Policy saw a significant increase, primarily due to a substantial increase in Materials & Services budget regarding the bridge replacement effort, i.e. the \$5M Oregon grant.

Motion: Approve the Bridge Insurance Policy renewal, underwritten by ACE USA and brokered by Durham and Bates for \$247,651.70 for a three-year term, and the SDIS insurance renewal for property/casualty coverage for the Port for \$93,209.

Move: Shortt

Second: Everitt

Discussion: None

Vote: Unanimous

MOTION CARRIED

c. Approve FY 2017/18 Audited Annual Financial Report. Pauly, Rogers and Co.’s auditors have completed the review of financial statements of the governmental activities, the business-type activities, and each major fund of the Port of Hood River. It was noted that Port’s financial statements are free from material misstatements and there is no non-compliance with legislation.

Motion: Approve Audit for Fiscal Year Ending June 30, 2018.

Move: Everitt

Second: Shortt

Discussion: None

Vote: Unanimous

MOTION CARRIED

d. Approve Payroll and Retirement Guidelines. Additional Payroll and Retirement Guidelines need to be in the Employee Manual regarding; money bank deposit, money delivered from toll booth to Port, graveyard shift pay rate, meal allowance, and retirement gifts.

Motion: Approve Payroll and Retirement Guidelines dated January 8, 2019.

Move: Meriwether

Second: Everitt

Discussion: None

Vote: Unanimous

MOTION CARRIED

e. Approve Lease Addendum No. 2 with John and Julie Benton and Assignee Bob Benton for farm land at the Ken Jernstedt Airfield. Bob Benton will be the new Lessee and taking over farming operations of Julie and John Benton. This addendum assigns the lease to Bob Benton and extends the term through October 31, 2019.

Motion: Approve Lease Addendum No. 2 with John and Julie Benton and Assignee Bob Benton for farm land at the Ken Jernstedt Airfield.

Move: Meriwether

Second: Shortt

Discussion: None

Vote: Unanimous

MOTION CARRIED

f. Authorize Executive Director to Sign Addendum to Natural Hazard Mitigation Plan. The Commission adopted the County’s Natural Hazards Mitigation Plan on October 2, 2018. It was subsequently approved by FEMA. A technicality was discovered that could mean the Port would not be eligible for mitigation grants; even though, the Bridge is cited as a top mitigation priority, and thus a separate section that identifies the mitigation projects is needed. The County has prepared an addendum to the Plan provided in the Commission Packet.

Motion: Authorize Executive Director to Sign Addendum to Natural Hazard Mitigation Plan adopted by the Commission on October 2, 2018.

Move: Meriwether

Second: Everitt

Discussion: None

Vote: Unanimous

MOTION CARRIED

9. COMMISSION CALL: None

10. EXECUTIVE SESSION: President Streich recessed Regular Session 7:15 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(f) Attorney/Client Consultation.

11. POSSIBLE ACTION: None

12. ADJOURN:

Motion: Motion to adjourn the meeting.

Move: Meriwether

Discussion: None

Vote: Unanimous

MOTION CARRIED

The meeting was adjourned at 8:12 p.m.

Respectfully submitted,

 Maria Diaz

ATTEST:

 Hobby Streich, President, Port Commission

 John Everitt, Secretary, Port Commission



Prepared by: Anne Medenbach
Date: January 22, 2019
Re: Real Carbon - Lease Addendum No. 1

Real Carbon, Inc. (“RC”) has been a tenant in the Big 7 building since 2016 and a tenant of the Port of Hood River since 2008. RC would like to renew their lease through an existing extension option. They would also like to have the option to relocate to a Port-owned building on the airport, should one be constructed within their Big 7 Building lease term.

Additionally, in preparation for a lease structure change, staff has drafted a maintenance clause that would allow such a change. As the specifics of the program are not yet known, this is a general clause that covers more potential specific lease clauses.

RECOMMENDATION: Approve Lease Addendum No. 1 with Real Carbon, Inc. at the Big 7 Building, subject to legal counsel review.

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FIRST ADDENDUM TO LEASE

Whereas: On February 8, 2016, a Lease commenced between the Port of Hood River, an Oregon municipal corporation, as Lessor, and Real Carbon, Inc. an Oregon Corporation, as Lessee, for premises known as Suite 101 in the Big 7 Building located 616 Industrial Street, Hood River, Oregon (“Lease”); and,

Whereas, The Lease expires on January 31, 2019 with one extension term of three years, and Lessee would like to renew, and;

Whereas, Lessee would like the option to terminate the lease early if a suitable Port owned space becomes available at the Ken Jernstedt Airfield, and;

Whereas, The Port is revising language in all leases to allow for a Common Area Maintenance (CAM) fee to be put in place to recover building operating costs in the future, and;

Therefore, the parties agree the Lease is amended effective February 1, 2019, as follows:

1. The Lease Term shall be extended through January 31, 2022.
2. Should Lessor have suitable space at the Ken Jernstedt Airfield that fits Lessee’s requirements and both parties come to an agreement on Lease terms, Lessee and Lessor may terminate this agreement, agreeable to both parties, in writing.
3. Section 7 of the Lease is modified as follows: 7. Utilities and Maintenance. Lessee shall be solely responsible to pay Lessor for all utilities, including gas, sewer, water, and electricity, used or consumed by Lessee on the Leased Premises and for such utilities used in all common areas in the building and on the lot which the buildings sits, including; hallways, restrooms, parking areas, access points, exterior common areas, and for garbage service related to Lessee’s occupancy. If electricity, water, sewer or gas is provided to Lessee in common with other tenants of Lessor, Lessee shall pay a portion of the total cost of such service based on the amount of lease space occupied by Lessee as a percentage of the total lease space of all tenants using the same utilities in common with Lessee.

Lessee shall pay to Lessor, as Additional Rent, Lessees Pro Rata Share of the Common area Maintenance Expenses. Common Area Maintenance Expenses shall mean all expenses of any kind or nature which are necessary, ordinary or customarily incurred with respect to the operation, repair and maintenance of the Building, and the lot on which the Building is situated, as determined with generally accepted accounting principles. Lessors, at Lessors sole discretion, shall maintain the Common Areas of the Property, including both internal and external tenant shared spaces, including but not limited too; routine maintenance of building systems, janitorial of Common Areas, plowing of snow and other maintenance required to maintain the current standard of the building.

Except as modified by this First Amendment to Lease, all terms and conditions of the Lease shall remain in full force and effect.

Lessee, Real Carbon, Inc.

Lessor, Port of Hood River

By: _____
Michael Graham
President
Date _____

By: _____
Michael S. McElwee
Executive Director
Date _____



Prepared by: Anne Medenbach
 Date: January 22, 2019
 Re: Farm Access Agreement

The Airport Access Agreement for Ag (AAAA), is an agreement that allows agricultural operations adjacent to the airport continued access through the airport that was terminated when Orchard road was vacated. To facilitate more efficient movement of equipment between operations that are located on both sides of the airport, it was agreed that continued access through the airport would be beneficial and allowed.

Since that time, others, who are not related to agricultural operations, use this through way as a “short cut.” This increases maintenance needs to the road, increases safety concerns and creates traffic issues for the agricultural operators that use the road for its intended purpose.

As part of an effort to decrease non-agricultural use of the road, Port staff has erected a fence and signage in strategic locations that will deter some of the unwanted traffic. Another step in the process is to execute agreements with all of the agricultural operators in order to formalize the process and enable clarity regarding the access.

This agreement outlines the process and is acceptable to the adjacent agricultural operators. Once this agreement is approved by the Commission, staff will ensure it is executed by all parties.

RECOMMENDATION. Approve Airport Road Access Agreement for adjacent agricultural operators.

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ROAD USE AGREEMENT

This agreement is made this ___ day of _____, _____, between Port of Hood River, an Oregon special district, hereinafter Port, and _____, hereinafter Licensee. This Agreement is intended to comply with and give effect to the conditions of approval for the vacation of Orchard Road, which was accomplished by adoption of Hood River County Vacation Order No. 11-002, dated October 17, 2011 and recorded in Hood River County on November 2, 2011 as number 2011-03306.

Port has constructed a gated unpaved road on the eastern end of the Hood River Airport crossing Port's property as depicted on the attached Exhibit A ("Road"). Due to airport safety concerns, use of the Road for non-Port related purposes is limited to supporting nearby local agricultural operations located on or near Orchard Road, Nunamaker Road, Winston Road, Copper Dam Road or Pioneer Road.

Licensee represents s/he/it is actively involved as an operator of a local agricultural operation and has a reasonable need to move vehicles, equipment and personnel across the Road in connection with the production and transportation of agricultural products grown by that operation.

1. Licensee agrees to pay Port an annual fee for use of the Road of \$25.00, due on or before December 31 for the next calendar year, and to pay an annual fee for Road use for each calendar year thereafter. Agreements executed during the year will be prorated to the next December 31.

2. Upon payment of the annual fee and execution of a Road Use Agreement, Port will provide Licensee with a key, code or other access option for the gates located on either end of the Road and labeled on Exhibit A ("Gates"). Licensee agrees to close and relock the Gates after each passage over the Road. However, during times of increased use related to ongoing and continuous agricultural operations, Licensee may leave the Gates open during continuous operation in order to facilitate efficient use of the Road and close the gates when the continuous operation ceases. Licensee's repeated failure to close a Gate after Road use or at the end of ongoing and continuous agricultural operations will be considered a breach of this agreement. The Port must first notify Licensee of such breaches.

3. The Road may only be used to move vehicles, equipment and personnel in connection with the production and transportation of agricultural products grown on Licensee's property. No other vehicular access to or use of the Road is permitted. Without prior Port written consent, Licensee's vehicles and equipment are not allowed to stop on the Road or travel on adjacent Port property off of the Road except as necessary to operate the Gates. Animals will only be allowed on the Road within Licensee's vehicles. Licensee's employees may use the Road when authorized by Licensee provided the usage complies with this agreement. Excluding Licensee's employees, whom Licensee will be responsible for, enforcement of the Road use will be the sole responsibility of the Port and its agents. Violation of the terms of this paragraph will be considered a breach of this agreement.

4. Upon execution of this agreement and at all times while this agreement is in effect, Licensee shall maintain motor vehicle liability insurance in the minimum amount of five hundred thousand dollars combined single limits, covering property damage and personal injury arising out of or related to Licensee's use of a motor vehicle on the access Road, and shall maintain public liability insurance in the minimum amount of five hundred thousand dollars combined single limits. Port shall be named as an additional insured on the public liability policy or policies. A binder or certificate of coverages will be provided to Port at the time of execution of this agreement and upon request by Port thereafter. The general liability policies will provide for at least 14 days notice to Port prior to cancellation. Licensee will indemnify and hold Port harmless from any costs, liabilities or damages arising out of or related to Licensee's or Licensee's employees use of the Road. Licensee shall pay Port for any damage to the Road or a gate caused by Licensee or its employees.

5. Port will maintain the Road and Gates so passenger vehicles, orchard equipment and trucks are able to travel over the Road between the gates during periods of good weather. Port Road maintenance may include applying gravel and grading once or twice each year, once in early spring and once in late Summer. Port will provide two loads of gravel to be stockpiled near the North Gate, which will be used by Licensee to periodically fill pot holes as needed between Orchard road and the north Gate to the Road. Port may plow the Road at Port's discretion during an active agricultural use period if requested to do so by Licensee. Port will not plow the Road during snowstorms or other inclement weather. Licensee agrees to use of the Road in AS IS condition when used, to assume any risks associated with Road use, and not to claim damages if the Road is unavailable for use or because of Road or gate conditions. Licensee shall promptly notify Port if the Road or a Gate requires maintenance. Road

6. Licensee may not assign or transfer rights hereunder to any other person or entity. The rights under this agreement are personal to Licensee and Licensee's authorized employees.

7. License's use of the Road will at all times be carried out by Licensee and Licensee's employees in a safe and reasonable manner. After notice to Licensee of proposed rulemaking and an opportunity to be heard and provide input, Port may adopt rules of Road and Gate usage in the future that will be binding on Licensee upon receipt of written notice of such rules.

8. Port may terminate this agreement for any breach by Licensee. Licensee's failure to pay the annual fee when due, time being of the essence, or failure to comply with any terms of this agreement or any rules related to this agreement adopted by Port will be a breach. Port shall give written notice to Licensee of a breach and Port's intent to terminate this agreement at least 30 days prior to the termination date specified in Port's notice. If Licensee fails to cure the breach prior to the termination date or satisfy the Port regarding a breach which cannot be cured, termination shall occur at the end of the 30-day period. Upon termination any gate keys in Licensee's possession will be immediately returned to Port and Licensee will not use the Road.

9. Notices under this agreement will be in writing and effective upon personal delivery to the person listed below, or if mailed, three days after mailing, certified mail, return receipt requested, to the parties at the following addresses, which may be changed by written notice:

Port of Hood River
Attn. Michael McElwee
1000 E. Port Marina Dr.
Hood River, Oregon 97031

Licensee

10. In any legal proceeding arising out of this agreement, the prevailing party will be entitled to recover reasonable attorney fees and costs from the loser, as set by the court or decisionmaker at hearing, trial or appeal.

11. This agreement will continue from year to year unless terminated as set forth herein. Licensee may terminate this agreement at any time upon providing written notice to Port and return of all gate keys.

This agreement made on the day and year set forth above.

Port of Hood River

Licensee

Name

Name

Title

Title

Signature

Signature

Address

Exhibit A





Prepared by: Fred Kowell
Date: January 22, 2019
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$6,944.00
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Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	\$6,944.00
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JAQUES SHARP

ATTORNEYS AT LAW

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

CREDIT CARDS ACCEPTED



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

Page: 1
January 04, 2019
Account No: PORTOHaM

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
MISCELLANEOUS MATTERS JJ	1,276.00	176.00	0.00	0.00	-1,276.00	\$176.00
GRANT-Airport Improvements (FAA)	0.00	88.00	0.00	0.00	0.00	\$88.00
PROPERTY PURCHASE	858.00	198.00	0.00	0.00	-858.00	\$198.00
ORCHARD LEASE	0.00	176.00	0.00	0.00	0.00	\$176.00
LEASE	66.00	0.00	0.00	0.00	-66.00	\$0.00
LEASE	0.00	66.00	0.00	0.00	0.00	\$66.00
AUDIT LETTERS	352.00	0.00	0.00	0.00	-352.00	\$0.00
LEASE	0.00	44.00	0.00	0.00	0.00	\$44.00
HANEL SITE FILL CONTRACT (JAL Construction, Inc.)	110.00	0.00	0.00	0.00	-110.00	\$0.00
BRANDT LAND TRADE AIRPORT AREA	0.00	528.00	0.00	0.00	0.00	\$528.00

HOOD RIVER, PORT OF

Account No: January
PORT OF HOOD RIVER

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
LEASE	22.00	0.00	0.00	0.00	-22.00	\$0.00
SOUTH RUNWAY PROJECT	0.00	960.00	0.00	0.00	0.00	\$960.00
WASCO BUILDING LEASE	0.00	110.00	0.00	0.00	0.00	\$110.00
LEASE	0.00	154.00	0.00	0.00	0.00	\$154.00
ODOT BRIDGE FUNDS IGA (State of OR; ODOT)	0.00	264.00	0.00	0.00	0.00	\$264.00
MARINA MOORAGE AGREEMENT	0.00	66.00	0.00	0.00	0.00	\$66.00
STORM LINE SINK HOLE (HRD area)	2,794.00	2,948.00	0.00	0.00	-2,794.00	\$2,948.00
TOLLS IGA (Port of Cascade Locks)	1,760.00	660.00	0.00	0.00	-1,760.00	\$660.00
SECURITY SERVICES CONTRACT (HRT)	22.00	22.00	0.00	0.00	-22.00	\$22.00
RECREATIONAL IMMUNITY	0.00	484.00	0.00	0.00	0.00	\$484.00
PROPERTY PURCHASE	44.00	0.00	0.00	0.00	-44.00	\$0.00
	<u>7,304.00</u>	<u>6,944.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-7,304.00</u>	<u>\$6,944.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31st OF DECEMBER UNLESS OTHERWISE STATED



Prepared by: Michael McElwee
Date: January 22, 2019
Re: Jose Santillan Project Presentation

Jose Santillan, a senior at Hood River Valley High School, has served as an intern for the Port since September 15, 2018. His internship will conclude on January 31, the end of the Fall Semester. Jose's primary assignment has been to evaluate the feasibility of placing solar panels on the Port's Shop Building. Jose will attend the Commission meeting and present a summary of his work.

RECOMMENDATION: Information.

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Prepared by: Genevieve Scholl
Date: January 22, 2019
Re: Waterfront Trail Wayfinding and Interpretive Signage Project

Since 2015, Special Projects and Waterfront Managers have been working to develop conceptual plans to address wayfinding and interpretive signage needs and opportunities along the waterfront trail.

With the completion of the Nichols Basin West Edge project, funded by the Port and Oregon Parks & Rec Department (“OPRD”) through the Recreational Trails Program (“RTP”) and the Local Government Grant Program (“LGGP”), and the extension of the trail to the end of the Hook in 2016, the Hood River Waterfront Trail became a contiguous, 2-mile bike and pedestrian trail entirely separated from the flow of vehicle traffic. The wide, flat, paved trail links the entire waterfront together and provides a flat surface that provides a safe and easy surface for jogging, strolling, dog walking, and bird watching. The trail maximizes public access to the water along the shoreline for people of all physical abilities.

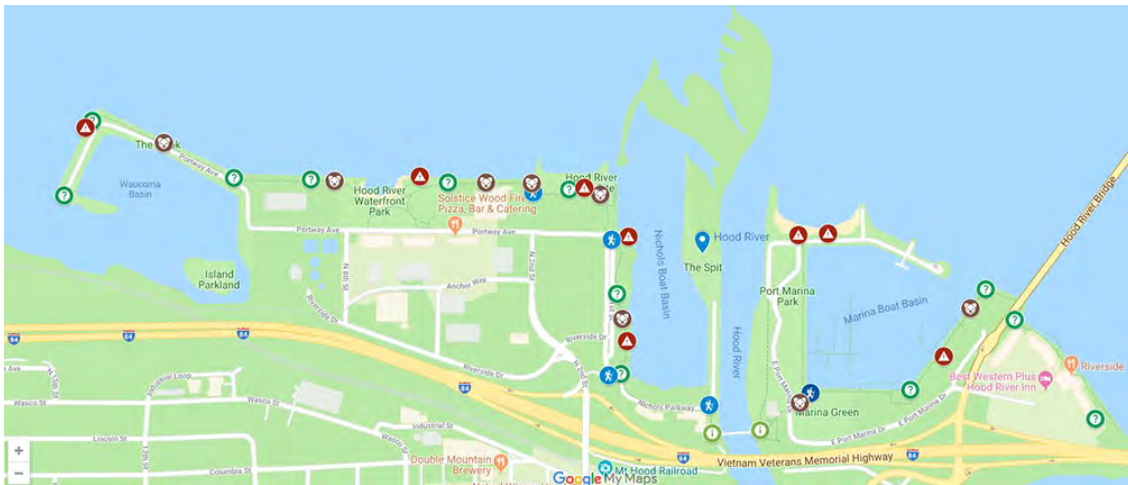
With this proposed concept signage plan, staff seeks to address the following needs and opportunities:

- Present a unified, cohesive wayfinding system for users of the trail that encourages exploration of the entire trail and Port recreation properties.
- Provide historical, culture, and natural environment information to enhance the trail user’s experience of the trail and understanding of the region.
- Celebrate local arts, culture, and history through integration of public art along the trail, and creative use of art for wayfinding and mile marker purposes
- Enhance trail safety and provide warnings to the public of the inherent risks of the various recreational activities on the water
- Link the trail to the rest of Hood River’s trail network and other biking and pedestrian opportunities in the local Gorge region
- Encourage non-motorized worker commuting and use of public transit

- Encourage the upland development of Lot 1 and other waterfront properties by providing a high standard walking trail network for workers and customers of future businesses
- Recognize various park and open space project funders, like OPRD, and a promotion of the Port's role in developing and maintaining these amenities

The content of the proposed new signs fall generally into three categories: wayfinding, interpretive, and safety. The form of the signs depends on the location and the message of each, with table-type/pedestal signs and kiosks providing the bulk of the interpretive information, directional arrow signs and mile markers providing wayfinding, and safety/danger warning signs of various sizes, providing the safety warning information. The Port will seek to consult with Special Districts Insurance Services risk mitigation staff on the specific location, content, and style of each of these signs. Additionally, staff has secured permission from Roger Shock to use his steel art pieces (silhouettes of salmon and trees) for installations along the trail as mile/km markers for a creative and fun element of the wayfinding system. Mr. Shock's artwork was originally installed in the Visitors Center at the Expo Building, and were preserved by Port staff before demolition.

Staff has been working collaboratively to plot the signs along the waterfront with a shared Google Map, that will be presented for discussion during the Commission meeting. Preview shown below:



The attached spreadsheet details a conceptual list of the proposed new signs, and a map showing their approximate locations. Staff seeks Commission input on this list, especially on any known needs or opportunities that are not addressed here, and any historical, cultural, or natural information that we might have missed.

The goal will be to have the signs installed in early summer 2019. There is a \$20,000 line item for this project in the approved budget, but staff anticipates a Phase 2 in 2019-

2020 for finishing touches that may require an additional \$10,000. A follow up report in late spring will provide conceptual design and layout examples of each type of sign for Commission approval and a final project budget.

RECOMMENDATION: Discussion.

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Sign Number	Sign Type	Size	Location	Location description	Textual Elements	Visual Elements	Installation Notes	To-Do
1	Pedestal	2'x3'	45.71115729313572,-121.4978988969417	Easternmost end of the trail, near the beach at the Best Western Plus Hood River Inn	Mile marker, About the Hood River Waterfront	You are here map, historic photos of the waterfront	Concrete slab, table pedestal	Get permission from the Inn. Public art at start of the trail?
2	Pedestal	2'x3'	45.7133516,-121.5000722	Near the trail, at the current location of the map sign. Bridge in view.	Mile marker, History of the Hood River Bridge	You are here map, historic photos of the bridge	Concrete slab, table pedestal	
3	Pedestal	2'x3'	45.713649,-121.5016064	Near the trail at the turn/corner just north of the Port office building	Mile marker, Maritime history, tribal fishing history	You are here map, historic photos of tribal fishing, modern photos of maritime uses.	Concrete slab, table pedestal	
4	Basic small	12"x18"	45.7133249,-121.5014844	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text	Leash/scoop/pack out graphic	Affix to wooden post of dog baggie dispenser	
5	Safety/Danger Warning	TBD	45.71237843841324,-121.50234868169741	Access to the boat launch	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
6	Pedestal	2'x3'	45.7118398,-121.5028878	Next to the trail, near the steps to the deck of the Chamber building, with view of Marina in background.	Mile marker, History of the Hood River Marina, Fish species present.	You are here map, fish species map, boating info.	Concrete slab, table pedestal	
7	Directional	TBD	45.7117606,-121.5055231	At the fork in the trail.	Mile marker, Directional pointers to Marina Beach, History Museum, Pedestrian Bridge, Nichols Basin, Chamber of Commerce, Port Offices	Directional arrows to various locations	TBD	
8	Safety/Danger Warning	TBD	45.71496616659891,-121.5053261374619	Access point to the swim beach	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
9	Safety/Danger Warning	TBD	45.71476, -121.50625	Access point to the pathway that leads out to the sandbar recreation ramps	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
10	Basic small	12"x18"	45.7114713,-121.5062238	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text	Leash/scoop/pack out graphic	Affix to wooden post of dog baggie dispenser	
11	Large Kiosk	4'x5'	45.7109248,-121.5073209	East landing/plaza of pedestrian bridge	Mile marker, salmonid and other fish species of the Hood River, historical flood/glacier debris flow photos, Bailey Gatzers ferry stop	You are here map, fish species, historic flood photos, Bailey Gatzert	2-sided signs to be installed in the existing brackets of the existing kiosk	
12	Large Kiosk	4'x5'	45.7108003,-121.5086747	West landing of the pedestrian bridge	Mile marker, resident and migrating bird species (emphasis on raptors), riparian versus invasive plants	You are here map, bird species, native plant species, invasives	2-sided signs to be installed in the existing brackets of the existing kiosk	
13	Directional	TBD	45.711420, -121.508761	At the intersection of Nichols Parkway and the Spit Road	Mile marker, Directional pointers to Nichols Basin, Spit, History Museum, Pedestrian Bridge, Bus stop?, Event Site	Directional arrows to various locations	TBD	
14	Safety/Danger Warning	TBD	45.71439, -121.50896	Access point to the Spit	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
15	Pedestal	2'x3'	45.7120629,-121.5113916	At the junction of the Nichols Basin West Edge trail and Nichols Parkway.	Mile marker, Nichols Basin History, Nichols Boat Works and the USACE infill of the waterfront/bonneville dam project. Night herons and other resident/migrating bird species	You are here map, historical photos, bird species photos	On concrete slab next to trail, with the view to the Basin beyond.	
16	Safety/Danger Warning	TBD	45.71268, -121.51109	Access Point to the Nichols Basin Docks/Seawall	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
17	Directional/Bus Stop	TBD	45.711420, -121.508761	At Columbia Area Transit bus shelter/bus plaza	Mile marker, Directional pointers to Downtown Hood River, Waterfront Businesses, Event Site, History Museum, Visitors Center	Directional arrows to various locations	TBD	
18	Basic small	12"x18"	45.7129225,-121.5113205	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text	Leash/scoop/pack out graphic	Affix to wooden post of dog baggie dispenser	
19	Pedestal	2'x3'	45.7144779,-121.5114164	At the Nichols Basin plaza near the benches.	Mile marker, Nichols Basin History, Slackwater Beach recreational info, swimming safety, Art of Community Information (Frog, Feather, etc).	You are here map, graphics for waterplay safety, art of community	On concrete in the plaza near the stone wall, with the view to the Basin beyond.	
20	Safety/Danger Warning	TBD	45.71466, -121.51145	Access Point to the Slackwater Beach	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
21	Basic small	12"x18"	45.7155651,-121.5118275	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text	Leash/scoop/pack out graphic	Affix to wooden post of dog baggie dispenser	

22	Pedestal	2'x3'	45.715669, -121.512715	Near the Event Site restrooms.	Mile marker, Windsurfing/Kiteboarding Safety Zones, history of wind sports in Hood River.	You are here map, graphics for waterplay safety, art of community	On concrete in the plaza near the stone wall, with the view to the Basin beyond.	
23	Basic small	12"x18"	45.7156831, -121.5140403	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text - Add Keep Dogs Off Kites	Leash/scoop/pack out graphic - Dogs on kites graphic	Affix to wooden post of dog baggie dispenser	
24	Safety/Danger Warning	TBD	45.7157, -121.51229	Access Point to the Event Site Beach	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
25	Directional	TBD	45.7155487, -121.5141872	Western end of the sidewalk at the Event Site	Mile marker, Directional pointers to Children's Park, Slackwater Beach, Downtown (pointing to 2nd street), the Hook	Directional arrows to various locations	TBD	
26	Basic small	12"x18"	45.7156831, -121.5140403	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text	Leash/scoop/pack out graphic	Affix to wooden post of dog baggie dispenser	
27	Pedestal	2'x3'	45.7157468, -121.5160466	East entrance to the Waterfront Park	Mile marker, About the Columbia River Gorge National Scenic Area, About the Hood River Waterfront Park, Why is it so windy in the Gorge (geologic reasons for prevailing wind patterns)	You are here map, Map of the CGNSA, Graphics of wind conditions in the Gorge	Concrete slab, table pedestal	
28	Basic small	12"x18"	45.7157819, -121.5193632	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text	Leash/scoop/pack out graphic	Affix to wooden post of dog baggie dispenser	
29	Pedestal	2'x3'	45.7158577, -121.5199834	West entrance to the Waterfront Park	Mile marker, viewpoint description - White Salmon river confluence, railroads in the Gorge, tribal history	You are here map, Graphic of the rivers that flow into the Columbia and the mountain glaciers that are their source.	Concrete slab, table pedestal	
30	Pedestal	2'x3'	45.7158933, -121.522152	Eastern end of the Hook, near the basalt columns	Mile marker, waterfowl - migratory and resident species (coots/ducks/etc.)	You are here map, Graphic of the waterfowl species	Concrete slab, table pedestal	
31	Basic small	12"x18"	45.7165029, -121.5241663	On the post of the dog poop baggie dispenser	Dog leash/poop scoop law text	Leash/scoop/pack out graphic	Affix to wooden post of dog baggie dispenser	
32	Pedestal	2'x3'	45.7170067, -121.5261411	Western corner of the Hook, near the gear up prep area, view to Wells Island beyond the sign.	Mile marker, Wells Island history,	You are here map, Graphic of the waterfowl species	Concrete slab, table pedestal	
33	Safety/Danger Warning	TBD	45.71695, -121.52625	Access Point to the Hook Launch	Recommended SDIS recreational immunity warning text	Recommended SDIS recreational immunity warning graphics	TBD	
34	Pedestal	2'x3'	45.71554, -121.52694	Westernmost end of the trail, near the beach at the Best Western Plus Hood River Inn	Mile marker, About the Hood River Waterfront	You are here map, historic photos of the waterfront	Concrete slab, table pedestal	Public art at start of the trail?



BRIDGE REPLACEMENT PROJECT

Project Director Report
January 22, 2019

The following summarizes Bridge Replacement Project activities from Jan. 8-21, 2019.

FINAL ENVIRONMENTAL IMPACT STUDY (FEIS)

- Project Team met with FHWA/ODOT Friday, Jan. 18. Staff will give a verbal report on the results of the meeting including FHWA's preferred level of analysis described in last month's staff report. Many immediate activities will be refined based upon the results of this meeting.
- Tribal meeting update: Staff met with Roy Waters, ODOT; Herb Fricke, Akana; Angela Findley, WSP; and Scott Polzin, WSP to discuss government-to-government (G2G) tribal initiation. It was recommended that it might be better to work through the tribal resource coordinators and ask for their participation in the project during G2G meetings.
- Staff met with Brett VandenHeuvel, Exec. Director of Columbia Riverkeepers. VandenHeuvel appreciated the information and Riverkeepers is supportive of the project.
- WSP met with nearly 200 people at three public engagement opportunities last weekend and have now received 230 surveys. Survey is available through the end of the month at <http://bit.ly/Bridge-Survey>
- Meeting scheduled for Jan. 30th with Rachel Fuller, Hood River City Manager to discuss a presentation on the NEPA progress in front of the City Council in February.
- Continuing to develop IGA with ODOT for technical review professional services. Issues have moved to finance to negotiate the most efficient way to pay for ODOT services with ODOT funds.
- January/February Monthly Update sheet is included in the board **packet**. Posters of the update will be placed in Port of Hood River foyer and White Salmon library.
- Staff has received a draft Traffic and Revenue (T&R) Analysis from Stantec and is now looking for feedback from other Port consultants on draft report. It's taking a little time to get Rick Gobeille on the phone to discuss the agenda which will look something like this:

AGENDA FOR PRESENTATION

- Introductions
- What are T&R Studies and why are they needed?
 - o Describe types and uses of T&R studies
 - o Financing uses

- Engineering uses
 - NEPA
 - Existing conditions analysis
 - Build/no build for future
 - Application to Hood River Bridge Replacement
 - Recommended Studies for HRB
 - Estimated budget
 - Estimated timeline
 - Review Sketch Analysis
 - Conceptual toll rates
 - Q&A
-
- Anne Presentin is developing an agenda for a late February EIS Working Group meeting.
 - Staff is developing lobbying budgets for FY 2019-20.
 - Staff is developing Phase 2 work plan for post-NEPA activities.
 - High-level project schedule included in **packet**.



EIS UPDATE

BRIDGE REPLACEMENT PROJECT

JANUARY/FEBRUARY 2019

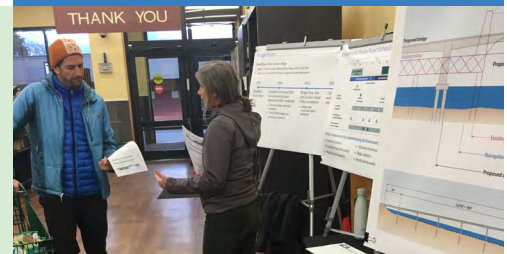
In December 2003, a draft environmental impact statement (EIS) was published as part of a bi-state collaborative effort. This draft EIS was the first step in complying with the National Environmental Policy Act (NEPA). Currently, the Port of Hood River (Port) is advancing the project to complete the EIS effort and position the project for future funding and construction.

What's new on the project?

- Continued public outreach with information tables at events in Hood River and White Salmon, outreach to the Latino community, and the online survey.
- Coordinated with ODOT to engage Native American tribes in the project.
- Held a kickoff meeting with the Washington State Department of Transportation (WSDOT) to engage WSDOT as a project partner.
- Met with Gorge Commission staff to discuss the framework and requirements for a National Scenic Area permit for the project.
- Completed the re-evaluation of the technical work documented in the 2003 Draft EIS to help determine the level of analysis that needs to be conducted.
- Continued traffic analysis for the existing 2017 conditions to support the environmental analysis.
- Began evaluating data for the navigation impact report to understand height and width requirements that will be factored into the new bridge design.

What are the next steps?

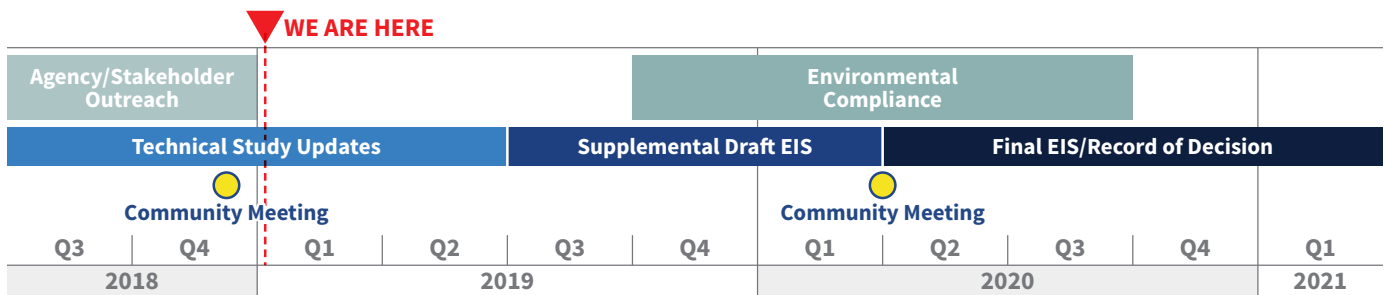
- Prepare a summary report of public comments received through the open house, online survey, and other outreach efforts.
- Meet with the Federal Highway Administration to confirm the NEPA compliance strategy and documentation requirements.
- Kickoff technical analysis for the project's environmental evaluation.
- Begin work on the future 2045 traffic conditions analysis, which will serve as a baseline to evaluate the benefits and impacts to traffic operations associated with the new bridge.
- Conduct a survey with commercial, recreational, and government river users to inform the navigation impact report.



How would bridge replacement benefit the Columbia River Gorge communities?

The Hood River Bridge provides a critical connection for residents and visitors to the Columbia River Gorge National Scenic Area. One of only three bridges spanning the Columbia in this region, the bridge is a critical rural freight network facility for agriculture, forestry, heavy industry and high-tech companies with freight originating throughout the northwest. The existing bridge is nearing the end of its serviceable life and is obsolete for modern vehicles with height, width, and weight restrictions and is also a navigational hazard for marine freight vessels. The bridge has no sidewalks or bicycle lanes for non-motorized travel and would likely not withstand a large earthquake.

If project funding is secured, the new bridge would provide a safe and reliable way for everyone to cross or navigate the Columbia River—by car, truck, bus, bicycle, on foot, or on the water. A new bridge would support a thriving economy and livable communities.



To learn more about the project, please visit us at:
www.portofhoodriver.com/bridge

PROJECT CONTACT

Kevin Greenwood, Project Director
 ☎ 541-436-0797
 @ kgreenwood@portofhoodriver.com

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Hood River Bridge Replacement Project - Conceptual EIS Schedule

ID	Task Name	Duration	Start	Finish	2019				2020				2021			
					Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1
1	Early Action Items	72 days	Wed 8/1/18	Fri 11/9/18												
2	Notice to Proceed	0 days	Wed 8/1/18	Wed 8/1/18												
3	Project Kick-Off Meeting	0 days	Thu 8/9/18	Thu 8/9/18												
4	Determine NEPA Lead Federal Agency	33 days	Thu 8/9/18	Mon 9/24/18												
5	Stakeholder Interviews	37 days	Thu 8/9/18	Fri 9/28/18												
6	Kickoff SDEIS with FHWA/ODOT	0 days	Fri 11/9/18	Fri 11/9/18												
7	Public Involvement	519 days	Thu 11/8/18	Wed 11/4/20												
8	EIS Working Group Meetings	519 days	Thu 11/8/18	Wed 11/4/20												
18	Public Meeting #1	0 days	Mon 12/10/18	Mon 12/10/18												
19	Public Meeting #2/Public Hearing	0 days	Fri 2/14/20	Fri 2/14/20												
20	Environmental Studies	558 days	Tue 11/13/18	Thu 12/31/20												
21	Re-evaluation of the Draft EIS	60 days	Tue 11/13/18	Mon 2/4/19												
22	NEPA Strategy Meeting with FHWA/ODOT	0 days	Fri 1/18/19	Fri 1/18/19												
23	Environmental Study Plan	40 days	Fri 1/18/19	Thu 3/14/19												
24	Agency Coordination/Tribal Govt-to-Govt Consult Letters	40 days	Fri 1/18/19	Thu 3/14/19												
25	Update Technical Reports	65 days	Fri 2/15/19	Thu 5/16/19												
26	Supplemental Draft EIS	200 days	Fri 4/12/19	Thu 1/16/20												
27	Final EIS/ROD	200 days	Fri 3/27/20	Thu 12/31/20												
28	Engineering	453 days	Wed 1/30/19	Fri 10/23/20												
29	Set SDEIS Design Footprint	0 days	Wed 1/30/19	Wed 1/30/19												
30	Survey and Bathymetry	100 days	Fri 3/1/19	Thu 7/18/19												
31	Geotechnical Investigations	125 days	Mon 11/18/18	Fri 5/8/20												
32	Set FEIS Design Footprint	0 days	Mon 3/30/20	Mon 3/30/20												
33	Cost Estimate	40 days	Mon 8/31/20	Fri 10/23/20												
34	Transportation	265 days	Thu 8/9/18	Wed 8/14/19												
35	Update Traffic Analysis for SDEIS	215 days	Thu 8/9/18	Wed 6/5/19												
36	Longer-term Projections for Tolling/Revenue Study	50 days	Thu 6/6/19	Wed 8/14/19												
37	Permit Assistance	159 days	Tue 10/16/18	Fri 5/24/19												
38	US Coast Guard Project Initiation Request	36 days	Tue 10/16/18	Tue 12/4/18												
39	US Coast Guard Navigation Impact Report	80 days	Wed 12/5/18	Tue 3/26/19												
40	USCG Preliminary Determination on Navigation Clearance	0 days	Tue 4/23/19	Tue 4/23/19												
41	US Army Corps of Engineers Section 408 Coordination	120 days	Tue 10/16/18	Mon 4/1/19												
42	National Scenic Area Coordination	100 days	Mon 1/7/19	Fri 5/24/19												

Project: HRB_Schedule_Overview Date: Tue 1/15/19	Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
	Split		External Tasks		Inactive Summary		Manual Summary		Progress	
	Milestone		External Milestone		Manual Task		Start-only			
	Summary		Inactive Task		Duration-only		Finish-only			

This schedule provides a conceptual sequencing of activities. Specific task and deliverable dates will be developed and updated throughout the project. Conceptual dates are not contract requirements for the Consultant.

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Prepared by: Michael McElwee
Date: January 22, 2019
Re: Waterfront Truck Parking Report

In September 2018, the Commission authorized a contract with Mid-Columbia Economic Development District (“MCEDD”) to conduct an analysis of truck parking on portions of the Hood River Waterfront. The Commission had expressed interest in a better understanding about the needs of trucking companies, the location and type of local businesses that trucking companies serve, and the availability of alternative locations.

MCEDD’s report is complete and attached. It can be a source document for Commission decisions about the use of Port properties for truck parking in the future.

RECOMMENDATION: Information.

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Freight Parking Analysis for the Hood River Waterfront



Presented to:

Port of Hood River

Prepared by:

Mid-Columbia Economic Development District

December 21, 2018

Executive Summary

Mid-Columbia Economic Development District conducted a parking study on behalf of the Port of Hood River to investigate the use of roadways owned by the Port for commercial truck and trailer parking, specifically those delivering freight to local businesses. In addition, the study attempted to get feedback from regional businesses regarding impacts if parking at the Port for commercial trucks was limited or no longer an option. The Port of Hood River requested the study to inform future decisions related to use of its properties. The parking study indicated that dedicated parking for commercial trucks and trailers is important for companies bringing goods to the region and is increasingly hard to find. In addition, if parking were limited or no longer available, delivery costs to businesses would likely increase, meaning a decrease to local business profit margins or increases in the costs of goods sold by those businesses.

Introduction

The Port of Hood River (Port) owns several properties and roadways in the Hood River waterfront area. With an increase in industry and popularity of the waterfront area, the Port is seeking information to help them make decisions regarding use and balance competing interests. One of those interests is parking of commercial trucks and trailers. Currently, the Port has lease agreements with several freight trucking companies that allow them to park their trucks and trailers on Port roadways. The Port would like to better understand how important parking is to these companies, what types of products are being delivered locally by these companies and the impacts to the companies as



well as local businesses if parking were no longer available. This report contains the results of a first-phase investigation conducted by staff from the Mid-Columbia Economic Development District (MCEDD). The goal was to gather information from freight trucking companies and local businesses about possible concerns or impacts if the current locations for parking were no longer available.

Methodology

The main objective of this study was to conduct a survey of freight companies and their customers in the Hood River area. The goal was to gather information about use of Port properties by freight companies to help determine the importance of Port property for local delivery of goods. Staff from the Port worked with MCEDD staff to identify a list of 12 freight companies that provide services to the area and prioritized the list to indicate which companies to target first. The companies identified were:

- CRG Freight
- Estes Express Lines
- FedEx
- Oak Harbor Freight Lines
- Old Dominion Freight Line
- Peninsula Trucking
- Reddaway
- Roadrunner Transportation Services
- Ryan's Juice/Little King Trucking
- Tofurkey/Turtle Island Foods
- XPO Logistics
- YRC Freight



The goal was to interview a minimum of three companies. Port and MCEDD staff also developed a list of questions to ask each company (Appendix A).

For the business interviews, again MCEDD staff worked with the Port to develop a list of survey questions (Appendix B). To identify businesses to interview, MCEDD staff used information from the freight company interviews to develop a list. Freight companies were asked what businesses they made deliveries to and to estimate the percentage of deliveries they typically made to each local area (Hood River waterfront, City of Hood River, White Salmon/Bingen, other local areas). The responses regarding businesses were often generic (i.e., grocery stores, breweries) but were used along with delivery locations to develop a list of businesses to target. Staff also targeted small to large businesses from multiple industry types. The goal was to interview a minimum of five businesses.

Results

Freight Company Interviews

MCEDD staff contacted and interviewed four freight companies - FedEx, YRC Freight, Peninsula Trucking, and Oak Harbor Freight Lines. The remainder of the companies were not contacted as part of this study.

In general, most interviewees could not provide specific details for all of the questions on the survey. They did not have knowledge of areas used for parking or route details, as that tended to be knowledge at the driver level. Interviewees were asked to follow up with drivers and send additional details via email. Most did not respond to the request.

Based on responses, freight companies have been using the waterfront area for parking for a number of years, with 24 years being the longest reported. Interviewees indicated that the

locations chosen for parking were dictated by the lease agreements with the Port. All of the companies stated that trucks come from Portland on I-84 and use local roads for deliveries.

The four companies reported bringing out product for delivery anywhere from three to five days per week, with the majority making trips five days per week. They all use the waterfront area for parking trailers, including hooking and unhooking trailers from trucks. There are two main scenarios companies use for parking and delivery of products:

Freight companies have been using the waterfront area for parking for years and a majority report bringing out loads for delivery on a daily basis.

1. A driver hauls two full trailers to Hood River from Portland, drops one of the trailers at the waterfront, delivers products in the other trailer, goes back to the waterfront and swaps trailers, delivers products from the second trailer, goes back to the waterfront and picks up the first trailer and drives back to Portland.
2. A driver brings a full trailer to Hood River from Portland, drops the trailer at the waterfront, and picks up an empty trailer that was brought out the day before. A local driver will pick up the full trailer, make deliveries, and drop the empty trailer back at the waterfront.

The freight companies reported delivering to a variety of businesses in Hood River, Odell/Parkdale, The Dalles, and to cities on the Washington side as far as Goldendale. The largest percentage of deliveries (70%+) are made to businesses in Hood River (Figure 1).

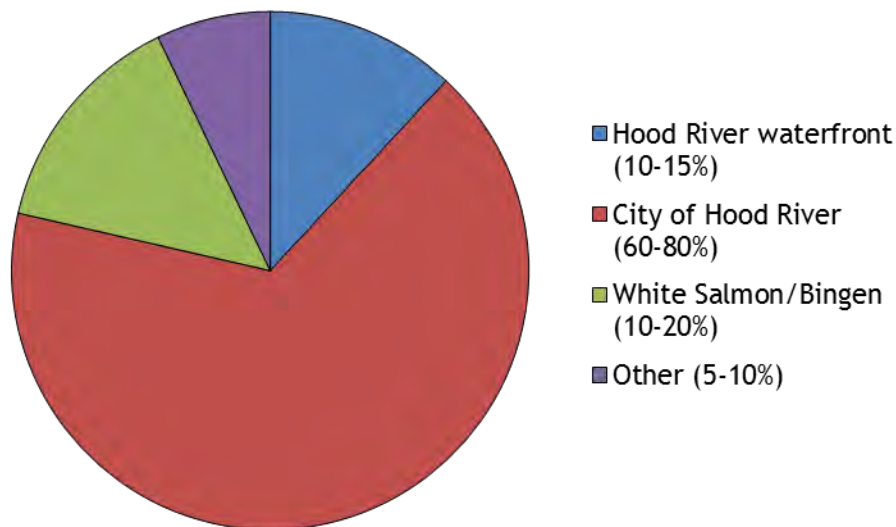


Figure 1. Average percentage of deliveries to locations in the local area.

Types of businesses that interviewees reported making deliveries to included food and drink manufacturers, the City of Hood River, medical/health organizations, parts stores, grocery stores, other retailers, and agriculture producers.

All freight companies highlighted the importance of the waterfront area for parking for local deliveries. They cited an increasing lack of truck/trailer parking in most areas they deliver to in the state despite their willingness to pay parking fees. The waterfront parking location is beneficial because it is centrally located and allows room for hooking/unhooking trailers. If parking were not available, all stated they would need to find an alternate location in the area or they would have to suspend/cancel services or use more drivers/make more trips from the Portland area, which would increase costs. Companies responded that any alternate parking locations would need to have the same parameters (access, security, space and cost) as current parking location. YRC Freight mentioned that their local driver had participated in an effort about a year ago to look for acceptable parking locations and the waterfront area was the best choice.

Freight companies indicated that the waterfront area is an ideal location for parking because it is centrally located and has adequate space for maneuvering.

There were various responses to whether or not each company would be willing to work with a collaborative to build a parking/transfer facility. Most indicated that the issue would need to be discussed with a different department or management. One company was not interested as they could not absorb the cost.

Local Business Interviews

MCEDD staff contacted nine local businesses and was able to get a response to interview requests from five (Table 1).

Table 1. List of local businesses contacted for interviews.

Business	Result	Location	Sector
Diamond Fruit Growers	Interviewed	Upper Valley	Agriculture
Full Sail Brewery	Interviewed	Hood River – downtown	Manufacturing
Hood River Distillers	No response	Hood River - waterfront	Manufacturing
Hood River Supply	No response	Hood River Heights	Retail
Indian Creek Golf Course	No response	Hood River Heights	Recreation
Klickitat Valley Health	No response	Washington	Health Care
Mid-Columbia Center for Living	Interviewed	Hood River Heights	Health Care
pFriem Family Brewers	Interviewed	Hood River - waterfront	Manufacturing
Rosauers Supermarkets	Interviewed	Hood River Heights	Retail

In the course of the business interviews, it became clear that local businesses who receive freight deliveries do not choose the freight company making the delivery. With the exception of Rosauers, local businesses get deliveries from the freight company that is selected by the shipper (i.e., the supplier they purchased from) and may include FedEx, YRC Freight, Oak Harbor and Peninsula Trucking. Rosauers gets most of its deliveries from its parent company, URM, but will occasionally receive shipments from a different freight company for items not for sale in the store (i.e., displays, freezer cases). Again, those deliveries are made by the company that is selected by the shipper.

Most of the businesses typically receive freight one or two times a week and deliveries include supplies necessary to the operation of the business – office supplies, furniture, medical equipment and supplies, box liners, paper products, maintenance supplies, brewery supplies, glassware. Businesses reported receiving freight deliveries at their locations for the last several decades, but could not say it was always delivered by any one particular company.

Most businesses interviewed either do not ship anything out via freight or ship very rarely. The two breweries mentioned do have product that is shipped via freight on a daily basis, but contracting for shipments is handled by brokers or distributors and not directly by the business interviewed.

Businesses reported typical challenges with respect to current freight deliveries – delay in shipments, miscommunications, deliveries being made when no one is there to receive them (unsecured shipments), weather affecting delivery times. One business reported it can take more than a day to get orders coming out of Yakima, WA, because the orders are first sent to Portland, OR. Another reported it can be difficult to coordinate specific times for delivery. If they are unsure if staff will be available on a day a shipment is expected to arrive, they will have their shipments delivered to a local moving company and pay to have the moving company deliver to their office.

Businesses were asked about the impact to their operations if their current freight deliveries stopped, changed or increased in cost. Since they do not contract for delivery services – that is decided by the shipper- they indicated they would look for suppliers that could make the deliveries as ordered, perhaps requiring additional planning time. None of them have the capacity to store additional inventory and cannot make less frequent orders because of this. If costs increased, it

Local businesses rely on regular freight deliveries because they don't have the capacity to store more in inventory and make less frequent, larger orders.

would drive up operating costs, which could affect the profits of the business or be passed on to the customers or suppliers.

Summary

While there are limitations to the data collected and how it informs this report, it is valuable in understanding the current use of Port of Hood River properties for commercial truck and trailer parking. There are challenges for freight companies in finding safe and secure parking for trucks and trailers, despite their willingness to pay for space. Most of the companies interviewed bring goods out and deliver to the Hood River area five days a week, indicating that local deliveries would likely be impacted, whether that be an increase in costs, less frequent deliveries, or fewer companies that can deliver, if parking were not available in the Hood River area. Companies are unaware of alternate parking locations in the area, but are open to new locations as long as they meet their needs in terms of proximity to the freeway, accessibility, space, and security.

Freight companies are increasingly facing challenges in finding suitable locations for parking in places like Hood River where companies use the area as a base point for sending out final deliveries.

On the local business side, they wouldn't notice impacts in contracting for freight services as it seems most don't directly contract for freight services for shipping and don't choose how deliveries arrive. However, they would likely see impacts related to limited availability of products that could be shipped directly to their business and/or increased shipping costs.

As this study was a brief first-phase exploration to identify key concerns, impacts, and possible solutions, this report does not provide recommendations to the Port regarding actions to take based on the results. The Port may want to consider collecting additional data, including details on alternate parking locations that companies have considered, if any, input from drivers using local areas for parking and making deliveries, and input from shippers/suppliers that use freight companies for local deliveries of their products.

Appendix A. List of interview questions for freight trucking companies.

Functionality:

Please describe the activities of your business at the Hood River waterfront.

- How long has your company used the waterfront for truck/trailer parking?
- Which streets are being used (and why those streets and not others)?
- What specific activities occur there?
- How are transfers occurring? (i.e., smaller truck grabbing a trailer, materials being unloaded/loaded into smaller trucks/delivery vehicles, etc.)

Deliveries:

- Identify the routes most frequently used – both routes for bringing freight to the waterfront and routes to deliver freight to local businesses.
- What types of local businesses do you deliver to? Do you pick up from any businesses?
- Can you list some of your business customers in the area?
- About what percentage of your deliveries are to:
 - Businesses on the Hood River waterfront
 - Businesses in Hood River
 - Businesses in Washington – White Salmon/Bingen
 - Other
- Does freight dropped off at the Hood River waterfront get delivered outside the immediate area and if so, where?
- Overall, how important is the Hood River waterfront for your company's local deliveries? For regional deliveries? Why?

Impact if restricted in the future:

- What impact would it have to your local deliveries if the Hood River waterfront was no longer available for your use?
- If there was an alternative parking location proposed, what criteria would be necessary for that site to work for your company? (proximity to freeway, turning radius, lighting, security, cost, etc.)
- If an acceptable site were available, would you be interested in working with a collaborative to build a parking/transfer facility?

Appendix B. List of interview questions for local businesses.

- What freight company do you use?
- How often do you get freight deliveries to your business (i.e., daily, a few times a week, not on a regular schedule)? What about shipping items out – how often?
- What types of products do you have delivered via freight?
- How long has your business used [company] for freight delivery?
- Are you encountering any challenges/limitations with your current freight delivery/shipping?
- How would it affect your business if the current freight deliveries were to:
 - Stop
 - Change schedules – either different delivery times or less frequent deliveries
 - Increase in cost
- Do you have alternate options for delivery or shipping? i.e., different company, capacity to store more inventory and get freight deliveries on a less frequent schedule.

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Executive Director's Report

January 22, 2019

Staff & Administrative

- Congressman Greg Walden's Town Hall scheduled for January 24 has been postponed due to legislative activities in Washington, D.C. It is expected to be re-scheduled next month.
- Senator Ron Wyden's Town Hall is scheduled for Monday, January 21 at 3:30PM at the Hood River Middle School Auditorium.
- The meeting to present the draft Multi-Jurisdictional Parks Master Plan to the Parks District, City Council, and County Commission has been re-scheduled to 5:30-7:00 on February 28, 2019. The location has not yet been determined.
- Attached is a modified draft of the proposed agenda for the Strategic Planning Retreat scheduled for February 13, 2019. Changes were made based on input from Commissioners Everitt and Shortt. The tentative location is the Columbia Gorge Hotel.
- Port of Cascade Locks Special Projects Manager Brittany Berge has returned from maternity leave and re-assumed the coordinator position for OneGorge from Genevieve. They are working together and with Tammara Toppel, the Executive Director of the Mt. Adams Chamber of Commerce and Mark Johnson, Lobbyist for the Port of Cascade Locks to organize this year's Gorgeous Nights legislative receptions in Salem and Olympia. Tentative dates for the events are March 6 in Salem and March 19 in Olympia.

Recreation/Marina

- After experiencing multiple trips in the electrical circuit that serves the boathouses, the problem was isolated to a single boathouse. It was determined that a faulty appliance was causing the trips.
- Approximately 12 slips in the Marina have new tenants since the beginning of the year. Daryl has been working to complete the significant paperwork required.
- The Slider Project group, headed by Rich Sabo of Liquid Force, has agreed to remove the two large structures on the bank of the Spit.
- Staff has determined that it will not be reasonably possible to obtain a Corp of Engineer's permit for the extension of the light watercraft dock in the Nichols Basin. The Port had obtained a \$9,000 commitment from HRVP&R for this project and those funds will likely not be available. Staff will continue to develop a plan to replace the existing ramp for safety and accessibility reasons.
- As mentioned during the last meeting, Daryl has received a proposal from Freshies in Hood River to cite a food truck business at the Jensen Beach parking lot location that was

occupied last summer by Big Man Roasters. Commission input is sought on the attached proposal.

Development/Property

- Groat Brothers is nearing substantial completion on the project to move the stored soil/wood stockpile from the Lower Mill site to the Airport. They will need to return in the Spring, once conditions have dried somewhat, to complete compaction and seeding tasks. This is included in the contract.
- Pfriem has nearly finished Phase 1 of their tenant improvement project and poured their new floors in Suite 104.
- The Facilities Dept. is scheduling key project tasks for the last half of the current fiscal year. The current working task list schedule is attached.
- The application for a Fee in Lieu of mitigation for the wetland at the Lower Mill was denied on January 4th. The reasons for the denial had to do with DSL wanting more information regarding the speculative nature of the development. Staff had a conference call with DSL and Schott and Associates on January 11th. Staff has clear direction and DSL has agreed to pre-review the revised application which staff will submit the week of January 21st.
- The Port's application for funding from Pacific Power to install a solar vehicle charging station in front of the Port Office Building was not successful. This may be, in part, because our application did not include any contribution of local funds. Pacific Power will have other grant funding rounds later this year.
- Staff has engaged Terra Surveying to compile a Minor Partition application for the two remnant parcels at the Lower Mill which host the truck scales. There will be a deed note that explains that these are publicly owned parcels and can have no additional structures constructed.

Airport

- ConnectOregon VI plans have been submitted to all utilities except for the sewer plan which is a deferred submittal. Staff met with engineers, the City, and Tac Aero on the 4th to discuss airport-wide sewer design. The system for the north side will be sized for currently planned development with the ability to increase capacity if needed in the future. This project is on track to bid in February.
- Submittal of the wetlands fill application to DSL and USACE has been delayed from the 16th to the 22nd. Staff will be reviewing the application the 15-16th. This will be the third submittal of the application and comments from both agencies should be received within 30 days of the submittal.
- The north ramp rehabilitation project using FAA grant funds is beginning its design phase. Staff and Century West have been coordinating with the FAA for the kick off meeting and staff has reviewed the scope and fee. Once the FAA meeting is held, staff can move forward with a third-party fee estimate, then if that coincides with Century West's proposal, the contract for design will be brought to the Commission, likely in March.

- Preliminary 1200-C permits have been received for both the Airport and the Lower Mill removal and fill sites for the transfer of the dirt.
- One T-Hangar has turned over in the New Year and the #1 position on the waitlist has accepted the opening.

Bridge/Transportation

- The project schedule for the Skew System and Span Drive Motor Rehabilitation project has been clarified. The contractor, Hage Electric, expects Panatrol to be complete with testing of all system components by 3/15/19 with an additional two weeks for delivery. That means installation on the bridge will commence 4/1/19.
- Clip lines have now been installed on both bridge tower ladders. This will provide an additional measure of safety for contractors climbing the towers to install the lift span motors.

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Port of Hood River
Strategic Planning Retreat
 February 13, 2019
 9:00 a.m. - 3:00 p.m.
 Columbia Gorge Hotel

Attendees: Commissioners Everitt, Meriwether, Sheppard, Shortt, and Streich. **Staff:** Michael McElwee, Exec. Dir., Fred Kowell, C.F.O., John Mann, Facilities Manager, Anne Medenbach, Property Manager; Genevieve Scholl, Communications and Special Projects Manager; Jana Scoggins, Finance Specialist; Daryl Stafford, Waterfront Manager; Jerry Jaques, General Counsel.

Facilitator: Heidi Venture

AGENDA

I.	Call to Order	(5 Min.)		Streich
II.	Overview & Objectives	(10 min.)		Facilitator
III.	Background (Warm-up)	(45 Min.)		Staff
	<ul style="list-style-type: none"> <i>a. Primary Port Roles/Responsibilities</i> <i>b. 2013-2018 Strategic Plan (Key Sections)</i> <i>c. 2017 Future Planning Retreat</i> <i>d. ORS 777</i> 			
IV.	Current Conditions/Future Trends	(60 Min.)		Commission
	<ul style="list-style-type: none"> <i>a. Economic</i> <i>d. Regulatory</i> <i>b. Political</i> <i>e. Academic</i> <i>c. Demographic</i> <i>f. Industrial/Commercial</i> <i>g. Technological</i> <i>h. Agriculture</i> 			
V.	Alternative Futures			
	A. Maintain Existing Bridge 20+ yrs.	(90 min.)		Commission
	<ul style="list-style-type: none"> <i>○ What are the Port's primary roles/responsibilities?</i> <i>○ What is the financial structure of the Port?</i> <i>○ What strategic partnerships should be pursued?</i> <i>○ What organizational/policy changes would be envisioned?</i> 			
	LUNCH	(45Min.)		
	B. Bridge is Replaced 6-10 yrs.	(51) (90 min.)		Commission

- What are the Port’s primary roles/responsibilities?
- What is the financial structure of the Port?
- *What strategic partnerships should be pursued?*
- What organizational/policy changes would be envisioned?

VI. Summary Discussion/Observations (30 Min.) All

VII. Next Steps – Priority Tasks (30 Min.)

Adjourn

DRAFT



To Whom It May Concern,

My name is Matthew Joyce, owner of Freshies Bagels and Juice, located downtown Hood River. I am writing because I would like to propose a food truck at the "waterfront".

To give a brief rundown about myself, and my business: In 2012 my brother and myself started "Juice Bros" food truck and was the first food truck parked downtown Hood River. We also attended the Hood River Farmers Market, and many local events such as the Kiteboarding for Cancer. We quickly gained a following and after 3 years I was able to purchase the bagel shop. Now 4 years later the bagel shop has more than doubled sales and is successful enough to where I am looking to pull the food truck out of storage and expand my business again.

The food truck is a 1973 Winnebago "canned ham" which has been described as cute and vintage. It was class 4 certified with the Oregon Health Dept and had all required insurances. It is completely self contained with fresh water tanks, grey water tanks, hand washing sinks etc. It needs no power outlet (small honda generator is it), or water lines as it can be filled as needed. It can be moved easily and quickly and takes up a small footprint (14 ft X 7ft). Please See attached Photos.

The location I am proposing is where Big Mans was last summer for his trial run, located at the W.Jensen lot. (Marked site A on attachment). The other spot that I was considering due to the recent growth as a popular launch site and no food options is at the marina beach area near the wind surfing shacks. (Marked site B on attachment). The third spot which should be considered is where the indian food truck was located (Marked site C on attachment).

My menu would be simple grab and go items like wraps, fresh juice, bagels, and other snacks. All items would be prepped and made at the bagel shop with no cooking taking place in the food truck. I believe this would work great because a.) With no tables customers could easily grab their food and be on there way without a messy meal. b.) With no cooking in the food truck it would be bearable and not overwhelmingly hot. c.) We would not be directly competing with any of the established businesses at the waterfront.

To finalize, I think I would be strong and trust worthy addition to the waterfront and bring a unique, quick, and easy food option that people and other businesses could benefit from. Thank you for your consideration and please feel free to stop in the bagel shop, call or email any time.

Sincerely,
Matthew Joyce
509-860-5934
freshiesbagelsandjuice@gmail.com



Freshies



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Port of Hood River Facilities Dept.

Winter/Spring 2019

Key Tasks

Capital Projects

Marina Park rock work and clean-up.	1/7/19 Complete
Nichols Basin Sand	1/1/19-1/15/19 Complete
Airport Fence	1/1/19 – 1/3/19 Complete
Owens Marina Shed porch repair	1/8/19-1/16/19 Complete
Ladder Safety System (for contractor must happen ASAP)	1/8/19 – 1/11/19 Complete
Emergency floor repair Big 7 Electronic Assemblers.	1/14/19 Complete
Airport Signage for east roads and gates	1/11/19 Complete
Bollards Port-Wide	1/1/19 -1/25/19 In progress
Parking Kiosks @ Event Site	1/1/19-1/25/19
Event Site Stone Wall Clean-up	2/4/19 – 2/15/19
Asphalt/Fence Repairs @ Marina	2/15/19 - 3/15/19
Asphalt repairs @ 1 st Street	2/15/19 – 3/15/19
ADA Path from Trail to Port Office	3/15/19 -4 /1
Marina Punch list	3/1/19 – 6/1/19
C-Dock Power Line Replacement	4/1/19 – 4/10/19
Nichols Basin SUP/Kayak Racks	4/15/19 – 6/1/19
Asphalt Grindings placed at Hook and Spit	5/1/19 - 5/15/19
Waterfront Path Bench Repairs and Replacement	5/1/19 - 6/1/19

Winter Punch List

Clean out area between Sandbar and fence. Wild flower seed, stair to pump, hog fence lower dock to keep people out who keep climbing on our water supply lines and breaking them.

Irrigation start up (one month)

Clean up South side of Jensen Bldg.

Clean up entry to Jensen lot

Finish grade spit/hook. Additional rock parking area @ Spit

Prune pines at Event Site. Bring up off the ground.

Event Site entry clean up east side

Moorage water egress ladders ends of main docks. (5)

Weed abatement port wide (one month)

Contract striping with Asphalts complete. Spring 1) Event site 2) Boat ramp lot. Fall, Wasco, Big 7

Weed & Feed all lawns. This must take place this year.



Prepared by: Michael McElwee
Date: January 22, 2019
Re: HDR Contract - Task Order No.
1, Amendment No. 5

On June 16, 2015, the Commission approved a master services agreement (“Contract”) with HDR Engineering (“HDR”) for a variety of bridge engineering tasks. The Contract term runs through June 30, 2019.

Task Order No. 1 of the Contract, for On-Call Services, makes HDR technical expertise available to assist staff with both miscellaneous and un-foreseen tasks associated with the bridge on an as-needed basis. Efforts under this Task Order have included regular updates to the 30-year model and preparation of the annual work plan, review of ODOT bridge inspection reports and un-expected bridge engineering tasks such as evaluation of the lift span after the vandalism that occurred in 2017.

Task Order No. 1 is amended prior to each new fiscal year and as new bridge activities and demands warrant. This Amendment No. 5 to the Task Order is necessary to provide additional funds for HDR to complete plans and specs for the Portal Truss Repair and other miscellaneous steel repair projects that were identified in the 2018 Fracture Critical Inspection, and to evaluate underwater survey data obtained by Solmar Hydro last August.

RECOMMENDATION: Approve Amendment No. 5 to Task Order No. 1 of the Master Services Agreement with HDR Engineering, Inc. for bridge engineering services not to exceed \$18,000 plus reasonable reimbursable expenses.

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TASK ORDER 01

SCOPE OF SERVICES for ON-CALL ENGINEERING

Amendment No. 5

January 4, 2019

This Task Order Amendment No. 5 pertains to a **Personal Services Master Service Agreement**, (“Agreement”) by and between **Port of Hood River**, (“Port”), and **HDR Engineering, Inc.** (“Consultant”), dated June 17, 2015 (“the Agreement”). Engineer shall perform Services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the Services described below.

PART 1.0 PROJECT DESCRIPTION & PURPOSE

The Port of Hood River has prioritized immediate and long-term action plans for the goal of maintaining the safety and functionality of their various infrastructure assets, including the Hood River Bridge crossing the Columbia River. As part of this effort, the Port requires technical expertise to assist their staff in assessing, analyzing, and designing various repairs and projects. This on-call contract will allow the Consultant to provide these services throughout the course of the fiscal year, up to but not over the not-to-exceed amount listed herein. This amendment gives the Port continued access to specialized expertise.

PART 2.0 SCOPE OF SERVICES

Task 1: Technical Services & Professional Advice

This Amendment is providing additional funds intended to complete the following tasks:

- Update plans, specifications, and contract documents for the Portal Frame Repairs project to include additional repairs identified in the 2018 Inspection Report Summary for Maintenance and Repairs Memo and as agreed to by Port staff. Additional repairs include replacing damaged guardrail posts, relieving bound rocker bearings, stringer to floorbeam connections, and floorbeam knee brace repairs. Work is continuation of services begun under Amendment 4.
- Review and evaluate underwater sonar scanning data provided by others. Address scoping of potential repair projects and changes to maintenance plan due to inspection report findings.

Assumptions

The following assumptions are made:

- All deliverables shall be electronic in MS Word, MS Excel, MS Project, and/or PDF format.
- Items listed above are specific to this on-call engineering task. Major professional service items may require a separate Task Order to execute.
- Port will provide existing documents such as plans, reports, and letters stating decisions impacting the task order to aid the Consultant's efforts.

- Expenses for printing, shipping, and travel mileage for this Task Order are reimbursable at cost. Any specific expenses over \$100 require prior approval.
- This on-call Task Order is intended to cover fees and costs not explicitly covered by other Task Orders. The total level of effort for this Task Order is those services requested by the Port for the efforts shown herein, up to the not-to-exceed budget, after which the Port and Consultant may agree on the need for additional support. All services listed herein may not be part of the services provided up to the not-to-exceed budget.

Deliverables

The following items will be delivered to the Port:

- Draft and Final bid package for Miscellaneous Repairs Project including plans, specifications, and contract documents.
- Technical Memo summarizing the review of sonar scan point cloud data, comparison with underwater inspection reports, and recommendations for repairs.

Task 2: Project Management & Administration

The Consultant will provide project management and contract administration for the services provided by the Consultant including project setup, invoicing and progress reports, client coordination, and quality control reviews of deliverables. Consultant will:

- Provide monthly progress reports to the Port and identify budget status and tasks performed to date during the billing period.
- Correspond with Port regarding contracts, billing, expenses, earned value, deliverables;
- Perform Quality Control (QC) reviews on all deliverables prior to submitting to Port;

Deliverables:

The following items will be delivered to the Port:

- Invoices and progress reports

PART 3.0 PORT'S RESPONSIBILITIES:

Port shall provide the documents noted above, provide access to Port properties as needed, and be available for mutually agreed upon times for site visits.

PART 4.0 PERIODS OF SERVICE:

All work shall be completed by June 30, 2019.

PART 5.0 PAYMENTS TO CONSULTANT:

The total fees for labor and expenses for this Task Order Amendment No. 5 shall be a not-to-exceed amount of \$18,000, increasing the total fees for labor and expenses for this Task Order to \$158,000, billed monthly based on actual staff hours expended, actual staff hourly rates times a multiplier of 2.95. Expenses billable to the project and in conformance with the Agreement will be reimbursed at cost and are included in the total not-to-exceed amount.

PART 6.0 OTHER:

None

This Task Order is executed this _____ day of _____, 2019.

PORT OF HOOD RIVER
"Port"

HDR ENGINEERING, INC.
"Consultant"

BY: _____

BY: 

NAME: Michael S. McElwee

NAME: Zachary Toledo

TITLE: Executive Director

TITLE: Vice President

ADDRESS: 2000 E. Port Marina Drive
Hood River, Oregon 97031

ADDRESS: 1001 SW 5th Ave
Suite 1800
Portland, OR 97204

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EXHIBIT 'B'
 Port of Hood River - T01 On Call, Amendment No. 5
 HDR Engineering, Inc. - Fee Estimate (2018-19)

Tasks	Project Resource											Labor Hours	Labor Dollars	Telephone/ Printing/ Shipping	Travel/ Mileage/ Equipment Rental	Total Labor & Expenses	
	Principal-in-Charge	Project Manager	Bridge Engineer IV	Bridge Engineer II	Bridge EIT	Cad Technician	Project Admin. Asst	Project Accountant									
	\$256.95	\$235.85	\$213.11	\$124.46	\$108.03	\$122.37	\$77.44	\$76.70									
1.0 Technical Services & Professional Advice																	
Misc Repairs bid package		24		26	8												
Review sonar scan data		16		24													
Subtotal	0	40	0	50	8	0	0	0	0	0	0	0	0	68	104	\$15,986	\$15,986
2.0 Project Management & Administration																	
Project coordination							2	2									
Project invoicing and reporting			8														
Quality reviews and management																	
Subtotal	0	0	8	0	0	0	2	2	0	0	0	2	2	12	110	\$2,013	\$2,013
Total Hours	0	40	8	0	50	8	2	2	8	8	2	2	2	110	110	\$17,828	\$17,828
Total Dollars	\$0	\$9,434	\$1,705	\$0	\$5,401	\$979	\$155	\$153	\$0	\$5,401	\$979	\$155	\$153	\$68	\$104	\$17,828	\$18,000

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Prepared by: Daryl Stafford
 Date: January 22, 2019
 Re: Hood River Yacht Club Lease

The Hood River Yacht Club (“HRYC”) has been a tenant of the Port since 2012. HRYC leases the south half of the building (839 sq.ft.) for club activities, and the fenced storage yard (6,340 sq.ft.) for boat storage.

In September 2018, the Commission approved an Addendum to extend the lease through January 15, 2019. The previous lease had expired on June 30, 2017 and had been in holdover status per Section 19 of the lease since that date.

Since July 2015 the Port has made capital investments in the building including painting the exterior and interior and replacement of the gutters.

Staff has reviewed expenses for the portion of the building that the HRYC rents (839 sq.ft.) and suggests the following increases:

HRYP- 839 sq. ft.	2015-2017	2019-2020
Rate per Sq ft	\$0.62	\$.072
Rate per Month	\$520	\$600.94
Electric / Water per month	\$50	\$95

RECOMMENDATION. Approve Lease with Hood River Yacht Club for the HRYC Building in Marina Park, subject to legal counsel review.

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LEASE

THIS LEASE is entered into at Hood River, Oregon by and between **PORT OF HOOD RIVER**, an Oregon municipal corporation, hereinafter referred to as "Lessor," and **HOOD RIVER YACHT CLUB, INC.**, hereinafter referred to as "Lessee."

1. **Description.** In consideration of the covenants of the parties, Lessor leases to Lessee approximately 839 square feet of space in Lessor's building commonly known as the Port Maintenance ("Building") and adjoining 6,340 square feet of fenced yard, located at the Hood River Marina (collectively, "Leased Premises").

Building Address: Port Maintenance Building
Hood River Marina
Hood River, OR 97031

Approximate Square footage: 839 f. building + 6,340 s.f. yard area

The Leased Premises are identified in the attached "Exhibit A."

2. **Term:** Lease
Commencement Date: January 15, 2019
Lease Expiration Date: January 15, 2021

The lease term shall be for the period commencing on **January 15, 2019** and continuing through **January 15, 2021**.

3. **Rental Rate**
Monthly Rent for the Leased Premises will be the following Monthly Base Rates, plus the applicable Consumer Price Index (CPI) Rate Adjustment, as set forth below:

<u>Space</u>	<u>Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly: Base Rate</u>
Building	839	\$0.72	\$600.94

All rental amounts are payable in advance on the first day of each month, beginning on the date Lessee is entitled to occupy the Leased Premises. However, if the lease does not begin on the first day of a month, rental for the first month shall be prorated to reflect the actual number of days in that month that the lease is in effect and shall be payable immediately.

Starting on January 15, 2020 and occurring annually thereafter, including any extensions of this lease, monthly rent will be adjusted by adding to the monthly rental amount payable during the previous 12-month period a percentage

increase equal to the percentage change in the Consumer Price Index (CPI) for the most recent 12-month period for which a published CPI is available. The CPI figure will be taken from the index entitled CPI-U for Portland, OR - all items and major group figures for all urban consumers, or, if such index is unavailable, will be taken from a similar index published by the United States Bureau of Labor Statistics. However, in no event will the annual increase be less than 1 percent or more than 5 percent.

4. **Use.** Lessee shall use the Leased Premises for yacht club and other community-based club's membership meetings, marine and safety instruction, dry land vessel storage, and for activity reasonably related thereto. The Leased Premises shall not be used for any other purposes without the written consent of Lessor.
5. **Taxes.** Lessee shall pay all taxes on its personal property located on the Leased Premises. Lessee shall pay all real property taxes of governmental units assessed against the Leased Premises, and all real property taxes assessed against all inside and outside common areas of the building based on the amount of lease space occupied by Lessee as a percentage of the total lease space in the building. Lessee shall pay all such real property taxes which have been assessed and are payable during Lessee's occupancy. Lessee shall also pay all such taxes which arise during a tax year as a result of Lessee's occupancy, even if the lease term has ended, or if Lessee has vacated the Leased Premises. However, if another tenant occupies the Leased Premises and agrees to pay any portion of the real property taxes otherwise payable by Lessee, Lessee shall not be required to pay those taxes which the new tenant pays. Under current law, Port real property is exempt from property taxation during an upcoming fiscal tax year (July 1 through June 30) unless a private party occupies such Port property on June 30. If a private party is in possession of Port property on June 30, that Port property is taxed for the entire subsequent fiscal tax year "as a result of Lessee's occupancy." Although Lessee is responsible to pay real property taxes, Lessor will pay the real property taxes to the taxing authority when due and send a bill to Lessee for the amount of taxes Lessor has paid, which will be payable by Lessee to Lessor within ten days after the date of Lessor's bill.
6. **Utilities.** Lessee shall pay a \$95 monthly fee for utility usage, payable in advance on the first day of each month. Lessor shall provide and pay for sewer, water and garbage service for domestic purposes. In no event shall Lessor be liable for an interruption or failure in the supply of any utilities to the leased premises.
7. **Liability Insurance and Hold Harmless Agreement.** Lessee agrees to indemnify and save Lessor, Lessor's Port Commissioners, officers, employees and agents harmless from any claims by any persons, firms, or corporations arising from business conducted on the Leased Premises or from anything done by Lessee at the Leased Premises, and will further indemnify and save

Lessor harmless from all claims arising as a result of any breach or default on the part of Lessee under the terms of this lease, or arising from any willful or negligent act or omission of Lessee's agents, contractors, employees, or licensees in or about the Leased Premises, and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon; and in case any action or proceeding is brought against Lessor by reason of any such claim, Lessee, upon notice from Lessor, covenants to resist and defend such action or proceeding by counsel.

Lessee agrees during the term hereof to keep a policy of general commercial liability insurance in effect with respect to the Leased Premises with minimum coverage of one million dollars (\$1 million) combined single limits. The policy shall name Lessor as additional insured, and expressly include Lessor's Port Commissioners, officers, employees, and agents as additional named insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving Lessor at least fourteen days prior written notice. The insurance shall be provided by an insurance company registered to do business in the State of Oregon, or by a company approved by Lessor. A copy of the policy or certificate of insurance shall be delivered to Lessor no later than three days after Lessee occupies the Leased Premises.

8. **Fire Insurance and Waiver of Subrogation.** If the Leased Premises or building where the Leased Premises are located are partially or totally destroyed by fire or other casualty, Lessor may decide to repair the Leased Premises or building, or not, in Lessor's sole discretion. Lessor shall notify Lessee in writing of Lessor's intent regarding repair within 30 days after the date of the damage. If Lessor notifies Lessee that Lessor does not intend to repair the damage the lease shall terminate effectively at the date of the damage. If Lessor notifies Lessee that Lessor intends to repair the damage the lease shall continue, and Lessor shall return the Leased Premises or building to as good a condition as existed prior to the damage, in a prompt manner reasonable under the circumstances. If Lessee's use of the Leased Premises is disrupted during Lessor's repairs a reasonable portion of the rent shall be abated during the disruption. In no event shall Lessor be required to repair or replace Lessee's property including Lessee's fixtures, furniture, floor coverings or equipment. In no event shall Lessee be entitled to recover damages from Lessor related to destruction of the Leased Premises or building related to repairs undertaken by Lessor. Each party shall provide its own insurance protection at its own expense, and each party shall look to its respective insurance carrier for reimbursement of loss, which may be insured against by a standard form of fire insurance with extended coverage. There shall be no subrogated claim by one party's insurance carrier against the other party arising out of any such loss.
9. **Lessee/Lessor Covenants.** Lessee shall not do anything which may damage the Leased Premises or any systems in the building or other areas surrounding the building. Lessee shall not be a nuisance or a menace to other tenants in the building. Lessee will not create or use hazardous substances, or dispose of hazardous waste of any kind, unless in strict compliance with

environmental laws and regulations. Lessee, at Lessee's expense, shall be responsible to provide improvements and equipment, and to obtain any required permits or approvals necessary for Lessee to engage in activities at the Leased Premises. Lessee promises to comply with all laws, ordinances, and government regulations applicable to the Leased Premises and to Lessee's activities at the Leased Premises, and to comply with reasonable rules adopted by Lessor which apply to all tenants of the building.

Lessee shall not attach any fixtures or make any improvements or alterations to the Leased Premises without describing them in writing and receiving Lessor's prior written consent. Lessee shall not suffer or give cause for the filing of any lien against the Leased Premises.

Lessor shall maintain the building roof, bearing walls, exterior walls, windows and the drainage, plumbing, electrical, and heat and cooling systems installed by Lessor to the point at which they enter the Leased Premises. Lessor shall maintain exterior common areas and landscaping and provide ice and snow removal in the parking area outside the Leased Premises [within a reasonable time after the Lessee requests removal].

10. **Quiet Enjoyment.** From the date the lease commences Lessee will have the right to use the Leased Premises consistent with this lease without hindrance or interruption by Lessor or any other persons claiming by, through or under Lessor, subject, however, to the terms and conditions of this lease. The foregoing notwithstanding, Lessee agrees that Lessor may make improvements to the building and adjacent areas which may cause noise or otherwise temporarily disrupt Lessee's quiet enjoyment of the Leased Premises.
11. **Care of Leased Premises.** Lessee shall at all times keep the Leased Premises in as good condition as they are in at the outset of this lease, or if improvements are made thereafter in at least as good condition as after such improvements and shall surrender the Leased Premises to Lessor in such good condition, reasonable wear and tear, or loss by fire or other casualty covered by insurance excepted.
12. **Fixtures and Personal Property.** Unless otherwise agreed in writing, all permanent improvements now located or hereafter placed on the Leased Premises during the term of the lease, other than Lessee's trade fixtures, equipment, and items related to Lessee's equipment, shall be the property of Lessor, and shall remain on the Leased Premises at the expiration or termination of the lease, provided that Lessor reserves the right within 30 days after the lease term ends to require Lessee to promptly remove any improvements which Lessee has placed on the Leased Premises at Lessee's expense, in a way which does not cause damage to the Leased Premises.

At the expiration or earlier termination of the lease term Lessee shall remove all furnishings, furniture, equipment, goods of any kind and trade fixtures from the Leased Premises in a way that does not cause damage to the Leased Premises. If Lessee fails to remove any this shall be an abandonment of such property, and Lessor may retain Lessee's abandoned property and all rights of Lessee with respect to it shall cease; provided however, that Lessor may give Lessee written notice within 30 days after the lease expiration or termination date electing to hold Lessee to its obligation of removal. If Lessor elects to require Lessee to remove personal property and Lessee fails to promptly do so, Lessor may facilitate a removal and place the property in storage for Lessee's account. Lessee shall be liable to Lessor for the cost of removal, transportation to storage, storage, disposal, and other costs incurred by Lessor with regard to such personal property.

13. **Signs.** Lessee shall not erect or install any signs, flags, lights or advertising media nor window or door lettering or placards visible from outside the Leased Premises or visible from building common areas without the prior written consent of Lessor, which consent shall not be unreasonably withheld. Lessee agrees to maintain in good condition any signs or displays which are allowed.
14. **Lessor's Access to Premises.** Lessor shall have the right to enter upon the Leased Premises at all reasonable hours 24 hours after e-mail or verbal notice to Lessee has been given or the purpose of inspecting the Leased Premises or to make repairs, additions or alterations to the premises or any property owned or controlled by Lessor. . If Lessor deems any repairs reasonably required to be made by Lessee, Lessor may give notice that Lessee shall make the repairs within 30 days or immediately in an emergency involving public health and safety, and if Lessee refuses or neglects to commence such repairs and complete the same in a timely manner, Lessor may make or cause such repairs to be made. If Lessor makes or causes such repairs to be made Lessee agrees that it will, within 30 days, pay to Lessor the cost thereof. No notice for access is necessary to protect public health and safety in an emergency.
1. **Entire Agreement Amendments.** This lease contains the entire agreement of the parties with respect to the Leased Premises. No prior agreement, statement, or promise made by any party to the other not contained herein shall be valid or binding. This lease may not be modified, supplemented or amended in any manner except by written instrument signed by both parties.
2. **Waiver.** One or more waivers of any covenants or conditions by either party shall not be construed as a waiver of a subsequent breach of the same covenant or condition, and the consent or approval by Lessor to any act by Lessee requiring Lessor's consent or approval shall not be construed as consent or approval to any subsequent similar act by Lessee.

15. **Assignment.** Lessee agrees not to assign or in any manner transfer this lease or any estate or interest therein without the previous written consent of Lessor, and not to sublet the premises or part or parts thereof without like consent. Lessor will not unreasonably withhold its consent. This Lease will not be assigned, subleased, or otherwise transferred except with the consent of Lessor, which consent may be granted or denied in Lessor's sole discretion. Any transfer of an ownership interest in Lessee of fifty percent (50%) or more will be deemed an assignment.
16. **Default.** Time is of the essence of performance of all the requirements of this lease. If any rental or other sums payable by Lessee to Lessor shall be and remain unpaid for more than ten (10) days after the same are due and payable, or if Lessee shall fail to comply with any term or condition or fulfill any obligation of the lease (other than the payment of rent or other charges) within fourteen (14) days after written notice to Lessee specifying the nature of the default with reasonable particularity, or if Lessee shall declare bankruptcy or be insolvent according to law or if an assignment of Lessee's property shall be made for the benefit of creditors or if Lessee shall abandon the premises, then in any of said events Lessee shall be deemed in default hereunder. In the event of a default the lease may be terminated at the option of Lessor. If the lease is terminated, Lessee's liability to Lessor for rents and damages shall survive such termination and Lessor may re-enter, take possession of the premises, and remove any persons or property by legal action or by self-help with the use of reasonable force and without liability for damages. The foregoing remedies shall be in addition to and shall not exclude any other remedy available to Lessor under applicable law.
17. **Holdover.** If Lessee does not vacate the Leased Premises when the lease term expires, Lessor shall have the option to treat Lessee as a tenant from month to month, subject to all of the provisions of this lease except the provisions for term and renewal, and at a rental rate equal to the rent last payable by Lessee during the lease term. Failure by Lessee to remove fixtures, furnishings, trade fixtures, or other personal property which Lessee is required to remove under this lease shall constitute a failure to vacate to which this paragraph shall apply. If a month- to-month tenancy results from holdover by Lessee under this paragraph, the tenancy shall be terminable at the end of any monthly rental period on written notice from Lessor given to Lessee not less than 10 days prior to the termination date specified in Lessor's notice. Lessee waives any notice which would otherwise be required by this lease or by law with respect to month-to-month tenancy.
18. **Notices.** Whenever under this lease a provision is made for notice of any kind to Lessee, it shall be deemed sufficient if such notice is made via e-mail. Notices shall be delivered to Lessee's registered agent, to the person signing the lease, or to Lessee's Commodore, who at the date of this lease is:

Brian Douglass douglassbf@gmail.com

or sent by certified mail with postage prepaid to the address indicated on the signature page of this lease; and if such notice is to Lessor, e-mail to the Executive Director is sufficient or delivered personally to the Executive Director, 1000 E. Port Marina Drive, Hood River, OR 97031 or sent by certified mail with postage prepaid to the address indicated on the signature page of this lease. Notice shall be deemed given on the date of personal delivery or if mailed, two business days after the date of mailing.

19. **Dispute Resolution.** Any dispute involving this lease may be resolved by mediation. If the parties agree to use a mediator, they will each pay one half the costs of mediation. If mediation does not occur or does not result in a solution satisfactory to both parties, the dispute shall be resolved by arbitration. Any arbitration shall be in accordance with the rules of the Arbitration Service of Portland then in effect. The parties shall use a single arbitrator mutually agreeable to them. If they are unable to agree on an arbitrator, or a process to select one, either party may apply to the Hood River County Circuit Court to appoint an arbitrator. The award rendered by an arbitrator shall be binding on the parties and may be entered in the Hood River County Circuit Court. The prevailing party in an arbitration proceeding, including any appeal therefrom or enforcement action, shall be entitled to recover their reasonable attorney's fees and costs and disbursements incident thereto.

20. **Authority to Execute.** The persons executing this Lease on behalf of Lessee and Lessor warrant that they have the authority to do so.

DATED this day of: _____, 2019.

Lessee:
Hood River Yacht Club, Inc.
PMB No. 147
2149 Cascade Ave, Ste. 106A
Hood River, OR 97031

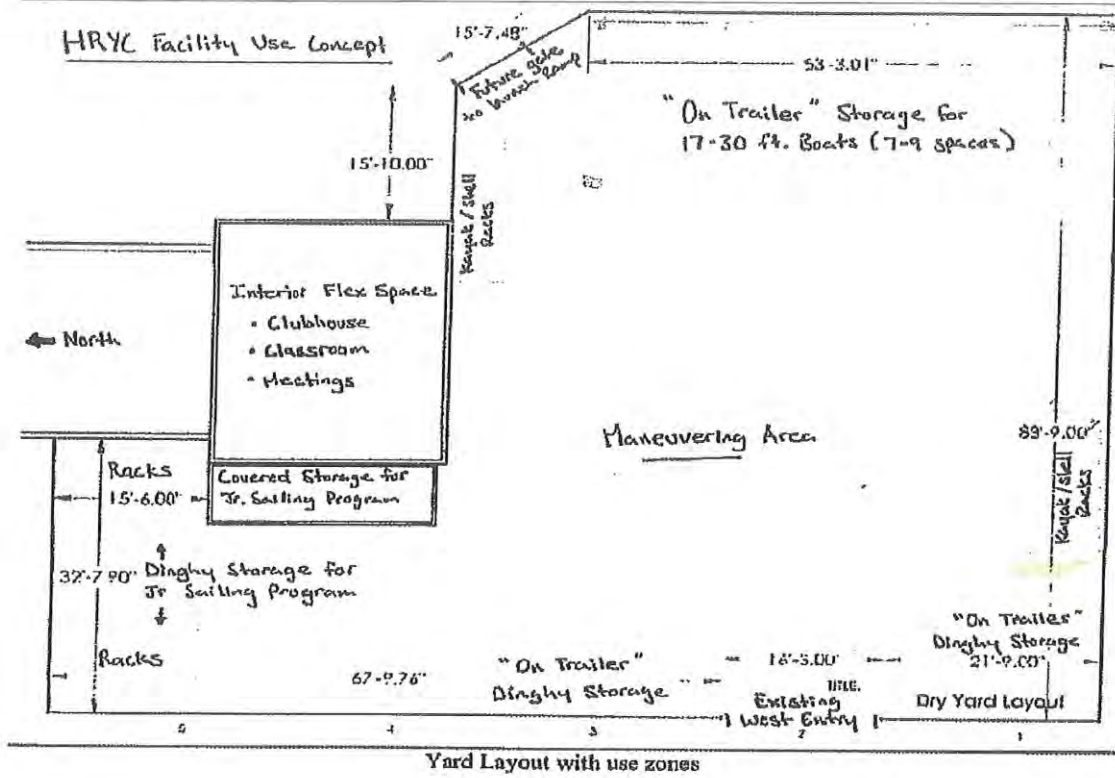
Lessor:
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR, 97031
(541) 386-1645

BY: Brian Douglass
Commodore

BY: Michael McElwee
Executive Director

Exhibit A

"Use zones" are concept only. Facility measurements are correct.





Prepared by: Anne Medenbach
Date: January 22, 2019
Re: Agreement with Farmers Irrigation
District

Utility design work for the ConnectOregon VI (“COVI”) project on the north side of the Ken Jernstedt Airfield is nearly complete. The project impacts Farmers Irrigation District (“FID”) pipes. Staff and Century West Engineering have been working with FID staff to determine the best design and solution for the impacted pipes.

This Agreement outlines generally that the Port will replace any impacted lines as required by FID. This is part of the COVI budget and an anticipated cost. The dates of construction allow for the work to be done outside of the irrigation year.

Additionally, by paving the COVI project area, the Port will take 3.55 acres of water right out of use. This agreement allows the transfer of the water rights from the COVI project area to the south side of the airport where they can be utilized.

RECOMMENDATION: Approve Agreement with Farmers Irrigation District for the replacement of irrigation line and the transfer of water rights location at the Ken Jernstedt Airfield.

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• 1985 Country Club Road, Hood River, OR 97031 Phone (541)-387-5261 Fax (541)-386-9103 www.fidhr.org •

Farmers Irrigation District & Port of Hood River

Farmers Irrigation District (FID) has reviewed the **Aviation Technology & Emergency Response Center Project in Hood River Oregon** at the **Ken Jernstedt Airfield**.

Farmers Irrigation District has the following comments and requirements:

1. The FID pipelines in the project area deliver water for the following uses, Irrigation, Frost water, Cooling water and Spray water. The pipelines may have water in them for the above purposes from approximately February 15th to November 15th depending on weather and the existence of bugs and pests and other variables in orchards.
2. The project construction area includes and impacts the FID pipe line easement. The pipelines were not designed to withstand construction, buildings, asphalt and project related infrastructure in the easement. The Port of Hood River will be responsible for any damage to FID pipes or pipe parts during any construction including repair.
3. The Port of Hood River is required to move or replace, per FID specifications, the existing section of FID pipe that will be impacted by the Port of Hood River’s construction project. This replacement of pipe will meet the requirements and specifications of FID, the plans of such will be approved by FID and periodic inspection during installation will be required by FID to which the Port of Hood River will comply. The location of such pipe will not be under any building and in a location acceptable to FID. All valves, fittings, services, connections and other materials required to connect the impact pipe to the FID existing system will be included in the Port of Hood River Construction Project.
4. FID agrees to provide a design for pipe replacement and a parts list at no cost to the Port of Hood River.
5. Port of Hood River will provide FID a new pipe easement if the irrigation pipe is installed outside the existing easement at no cost to FID.
6. The Port of Hood Rivers agrees to the following timeline for the pipe replacement project, April 4th to April 12th, 2019 or after October 1st, 2019.

Port of Hood River agrees to work with FID to complete a transfer of water rights, moving the water rights out of the project area and onto a new area of Port of Hood River Land and to complete all paperwork and pay any water right transfer fees, and also to beneficially use the water right at least once every 5 years.

Authorized Representative of the Port of Hood River

Date

Manager, Farmers Irrigation District

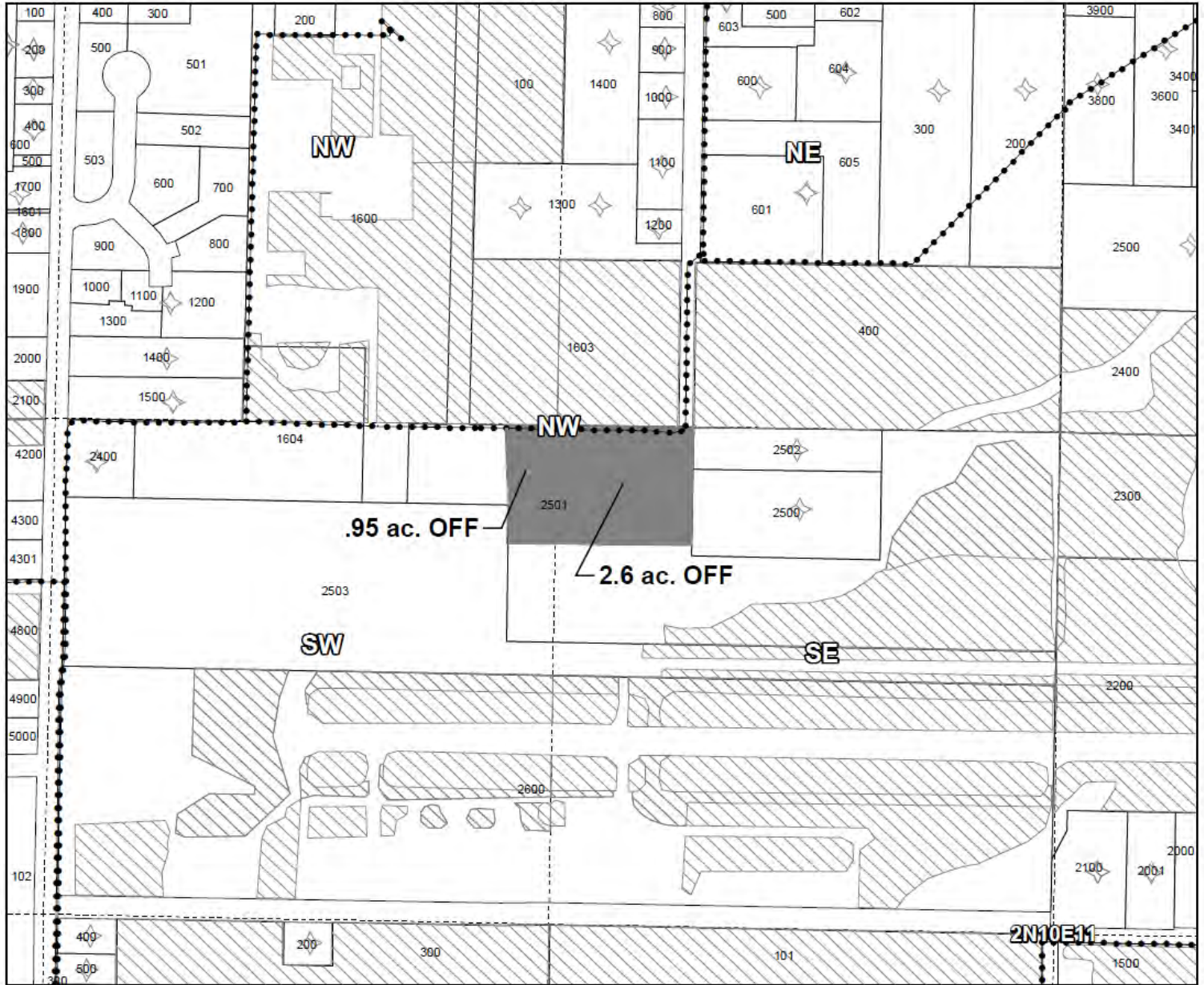
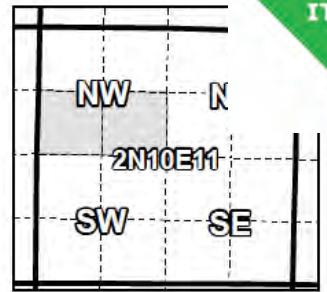
Date

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Farmers Irrigation District

2018 District Transfer Application "Off" Map

Certificates: IR 74306
for Port of Hood River



2N-10E-11-SE/NW-2501, 10.30 ac. Cert 74306.
2.6 ac. OFF, 7.70 ac. Remains.

2N-10E-11-SW/NW-2501, .95 ac, Cert 74306
.95 ac. OFF, 0 ac, Remains

- Pipelines and Canals
- Transfer
- Taxlots
- ▨ Primary Water Right



1 inch = 400 feet

Prepared by Farmers Irrigation District January 2019

Farmers Irrigation District

1985 Country Club Road
Hood River, OR 97031
(541) 387-5261

Port of Hood River

1000 E. Port Marina Dr.
Hood River, OR 97031

Invoice #212411

Account No: PO1512
Invoice Date: 1/7/2019
Due Date: 1/28/2019
Amount Due: \$480.00

Amount Paid: _____

(Major Credit Cards Accepted)

Please Return This Portion With Your Payment

Invoice #212411

Bill To: Port of Hood River
1000 E. Port Marina Dr.
Hood River, OR 97031

Pay To: Farmers Irrigation District
1985 Country Club Road
Hood River, OR 97031
(541) 387-5261

Line Items

#	Item	Description	Unit Cost	Qty / Acres	Total
1	MIS	MISCELLANEOUS	\$480.00	1.00	\$480.00
TOTAL:					\$480.00

Notes

Water Right Transfer fee.