

PORT OF HOOD RIVER COMMISSION
Tuesday, August 19, 2014
Marina Center Boardroom
5:00 p.m.

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
 - Approve Minutes of August 5, 2014 Regular Session
 - Ratify Contract Amendment with Coles Environmental Consulting for Industrial Property in Odell in an Amount Not to Exceed \$773.80
 - Approve Change Order No. 2 with Wildish Standard Paving in an Amount Not to Exceed \$7,944 for the Bridge Approach Overlay and Joint Rehabilitation Project
 - Ratify Change Order No. 3 with Wildish Standard Paving Co. to Modify Schedule for the Bridge Approach Overlay and Joint Rehabilitation Project
 - Authorize Accounts Payable to Jaques Sharp Attorneys in the Amount of \$5,738.00
4. Reports, Presentations and Discussion Items
 - Event Site Host Report – Sharon and John Chow
 - 2014 Capital Improvement Projects and Action Plan – Anne Medenbach/John Mann
 - Waterfront Commercial Update
5. Director's Report/Informational Items
6. Commissioner, Committee Reports
 - Urban Renewal – Commissioner Streich
7. Action Items
 - a. Approve contract with Eaton for Marina Electrical GFI Work in an Amount Not to Exceed \$19,319.00
8. Commission Call

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

10. Possible Action

11. Adjourn

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

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

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: August 19, 2014
Re: 2014 Event Site Host Report

John and Sharon Chow will present a summary of the 2014 summer season at the Event Site, including their "bucket list" of recommendations for the future.

RECOMMENDATION: For discussion.

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: August 19, 2014
Re: Annual Capital Improvements and Maintenance Plan

The attached project plan includes both capital improvements and maintenance projects. Capital improvements are any project over \$5,000 that increases the useful life of the asset. Maintenance items are everything else.

The attached spreadsheet is a way for us to track status, expenditures and timelines of large projects beyond our everyday maintenance items. This is in lieu of a property management program. Our hope is to create a workable tracking system that we can easily transfer to the new financial software. The programs that Fred Kowell is looking into all have integrated property management and project tracking components.

Progress and Strategy

Since the beginning of this fiscal year, we have knocked out and/or initiated a number of the projects in our CIP. The maintenance staff has been working hard to complete long outstanding maintenance items in order to focus on the project list. We made headway on our grounds this summer including installation and improvement of water access points (slack water beach and swim beach). Now that the summer season is coming to an end, we can attack the project list.

Building Condition Assessment

Steve Burdick did a Building Condition Assessment in 2012. This Assessment created a baseline of our building systems, exterior and interior condition and projected when large capital expenditures would need to be made. This Assessment was based on maintaining the current condition of most of our buildings with redevelopment and major improvements scheduled when appropriate. We are proposing to go through each building in the fall and in the spring to reassess the conditions. This will enable us to check on any new installs or improvements that were done and keep tabs on future maintenance and capital items that need to be wrapped into the next years CIP budget.

In-house Work and Training

John Mann has determined that our skill level in the Maintenance Department is high enough to take on some of the larger maintenance projects. He would like to use these projects as both skill development for the Maintenance staff and as a

cost saving measure. He will determine what portion staff can do and then we can bid out the remainder of the work that is either lower level or specialized. This will save the Port money and improve the base skill level of staff.

Maintenance Contracts - HVAC, Bridge

HVAC-- Our goal is to do everything we can do in house. However, certain items are beyond the ability of our staff. One of these items is annual and quarterly HVAC maintenance. We will be bidding out the portions of this work that our staff is not trained to do, i.e. fluid levels and fluid life tests, static pressure tests, belt and physical system checks. We will present these to the Commission as a way to extend the life and lower big ticket item maintenance costs to our current and new HVAC units. Our staff will still do base maintenance such as filter changes.

Bridge-- A new bridge maintenance strategy has been prompted by the latest E & M report from HNTB. We are in the process of outlining the specific actions identified in the report.

Building Updates/Safety/Guidelines

The building key systems are being evaluated to be more efficient. This is a laborious process that will result in a streamlined key system that ensures access to all units. We are also updating our emergency protocols for each building. This includes electrical/mechanical room labeling, evacuation plan posting and ensuring that fire/safety personnel have updated access procedures to each of our buildings.

Thanks to Fred Kowell for putting together the new phone system for the maintenance staff. Now, John can easily locate and communicate with each of his guys as well as communicate with all of them simultaneously. This has saved him a considerable amount of time.

RECOMMENDATION: For discussion.

	A	B	C	D	E	F	G	H	I	J	K
1	2014 projects list-All building assets				Define specific scope	need bid	have bid need contract	scheduled	complete		
2											
3	Property	Tenant	Improvement	Details	Contractor	Status	2014 Budget	Proposed Price	Date scheduled	Project center	Actual Cost
4	Airport	FBO	Paint building				move to 2015			Capital	
5	Airport	FBO		Add north of FBO lot to asphalt project list			\$0				
6	Airport	A & B Hangar	sand and paint building beams	Sand and paint building beams	PORT	Oct	\$10,000				
7	Airport		Landscaping				\$5,000				
8	Airport Road		Asphalt	Crack & Slurry Seal		Bid in February	\$2,488			Capital	
9	All buildings	All	Window Washing		Gorge Window Cleaning	COMPLETE	\$2,745	\$2,745	6/26/2014	M & S	\$2,745
10	All buildings	All	Window Washing		Gorge Window Cleaning	Schedule in August	\$2,745		9/1/2014	M & S	
11	All buildings	All	Window Washing		Gorge Window Cleaning	Schedule in April	\$2,745		5/1/2015	M & S	
12	All buildings	All	Landscaping	Bed maintenance/grounds/Paint	The Next door	COMPLETE	\$16,500	\$16,500	7/1/2014	M & S	
13	All buildings	All	HVAC maintenance	Annual maintenance by professional		Bid August	\$5,000			M & S	
14	All buildings	All	Landscape designer	Hire to deterine suitable plants for target areas.	PORT	COMPLETE- IN HOUSE	\$2,000	\$2,000		PS	\$0
15	All buildings	All	Key assessment	Check all keys for all doors. Asses for Knox box and rekeys for FY 2015.	PORT	Oct	\$0			M & S	
16	All Buildings	All	Safety labels	Create and install evacuation plans on each exit, each floor. Label all doors. Update all floor plans with shut off, evac locations	PORT	Oct	\$0	\$200		M & S	
17	All Buildings	All	Condition Assessment		PORT	Oct	\$0				
18	Asphalt work		Overlay and patch	DMV, Visitor, Port marina Dr.	Granite Construction		\$97,000		Sept. 1, 2014	Capital	
19	Big 7	All	Lighting upgrades	Move lighting to more efficient T-8s. Incentives used from Energy Trust	Energy Trust/Gorge Elec	Approve contract-schedule	\$15,000			Capital	
20	Big 7		HVAC unit	Evaluate HVAC units for replacement. Replace E. unit		Bid in August	\$12,000			Capital	
21	Big 7	All	Rekey	Cardless key system	SecurePro		\$5,000			Capital	
22	Big 7		Water heater	One on floor 4, one in mens room		Bid in August	\$1,000			Capital	
23	Big 7	All	Landscaping	Prep & Clean up- install native plants on south side, explore low maintenance ground cover options,	Port/Next door	Sept	\$13,000			Capital	
24	Big 7	All	Landscaping	improve path on east side of building	Port	Sept	\$2,000			M & S	
25	Big 7	All	Landscaping	Extend irrigation	Chinook Plumbing	Bid August	\$3,000			Capital	
26	Big 7	All	Landscaping	install irrigation box-wire	Gorge electric	Bid August	\$1,000			Capital	
27	Boat Launch Lot		Asphalt	Crack & Slurry Seal		Bid in February	\$27,280			Capital	
28	Boat Launch Rd		Asphalt	Crack & Slurry Seal		Bid in February	\$2,973			Capital	
29	Bridge		Power Wash	Power wash fracture critical beams.	ODOT	Not needed this year	\$60,000			M & S	\$0
30	Bridge		Maintenance program	Finalize items from E&M report	PORT/CONTRACTOR	Bid August	\$55,000			M & S	
31	Chamber	Chamber	hatch door	Access under building	PORT		\$3,000			M & S	
32	Chamber		HVAC replacement	Replace one unit		Bid August	\$12,000			M & S	
33	Chamber		landscaping	improve landscaping	PORT	COMPLETE	\$1,200			M & S	
34	Chamber	CRA	TI's	Replace interior door, patch & paint	PORT	Sept	\$0			TI	
35	Chamber		Paint	Deck, posts, facia, railings	PORT	Sept	\$0			Capital	
36	DMV	West side	Take out elm		Port	Oct	\$1,200			M & S	
37	DMV		Paint	facia, window trim, railings	PORT	Sept	\$2,500			Capital	
38	DMV		Roof	Fix flashing, condensate drain pipe, add gutters		Bid August	\$17,500			Capital	
39	Event Center 1st Street		Asphalt	Medium Overlay & Crack Seal and grind out		Bid in February	\$84,846			Capital	

	A	B	C	D	E	F	G	H	I	J	K
3	Property	Tenant	Improvement	Details	Contractor	Status	2014 Budget	Proposed Price	Date scheduled	Project center	Actual Cost
40	Event Center Parking Lot		Asphalt	Crack & Slurry Seal		Bid in February	\$45,447			Capital	
41	1st and Portway		Parking development	Remove a portion of the median	Port		\$0			Capital	
42	Halyard	Roof	Roof	Fix warrenty items	Arrow	Schedule	\$9,000	\$9,055		Capital	
43	Halyard	Pfriem	HVAC-Bottle Room	Take off main system-add unit	McDowell	COMPLETE	\$8,000	\$7,265	7/1/2014	TI	\$7,265
44					Gorge Electric	COMPLETE	\$0	\$0	7/6/2014	TI	\$3,178
45	Halyard	Pfriem	Ramp	Cement pad extension	Scheupbach		\$0	\$2,490		M & S	
46	Jensen	Entire building	Lighting Upgrades	Upgrade to efficient T-8s. T-12s are very expensive. Using incentives.	Energy Trust/	Follow up with Gorge Elec	\$20,000			Capital	
47	Jensen		HVAC	Replace 1-2 units		Bid August	\$35,000			M & S	
48	Jensen	Restrooms	Remodel	Remodel restrooms, some new fixtures, flooring	Port/contractor	Bid October	\$15,000			Capital	
49	Jensen	Restrooms	Waterheater	replace 2		Bid August	\$3,000			Capital	
50	Jensen		landscaping				\$10,000			Capital	
51	Jensen		Other				\$17,000			Capital	
52	Jensen		Exterior walls	repair joints		Create scope	\$10,000			Capital	
53	Marina Restrooms		Paint	Facia board	PORT	Schedule	\$1,200			Capital	
54	Marina Schools		Paint	Exterior	PORT	Schedule	\$1,200			Capital	
55	Maritime	Entire Building	Water movement	Install gutter drains, tie into new stormwater system		Create scope	\$15,000			Capital	
56	Martitime	Dbl Mnt	Ramp	Cement pad extension	Scheupbach		\$3,500	\$1,570		M & S	
57	Maritime		Landscaping	Improve south side landscaping and drainage	Port		\$15,000			Capital	
58	Picnic Shelter		Paint	exterior	PORT	Schedule	\$3,000			Capital	
59	Picnic Shelter		Reside	with hardi plank	PORT	Schedule	\$3,000			Capital	
60	Port Marina Office	Chamber	HVAC unit	Unit that serves Chamber is failing.		Bid in August	\$20,000			Capital	
61	Pedestrian Bridge		Inspection	Inspection and assessment		Oct	\$4,500			M & S	
62	Port Office		Siding	Replace siding on south side	Port	Aug	\$5,000			Capital	
63	Port Office		HVAC	Clean ducts	Red Carpet		\$1,850			M & S	
64	Timber incubator		New gutters		PORT	schedule	\$3,000			Capital	
65	Timber Incubator		Lighting upgrades	Incentives and replacement	Energy Trust/	Folow up and schedule	\$8,000			M & S	
66	Timber Incubator		Upgrades	Paving grass area, potential storage		Nov.	\$32,000			Capital	
67	Waterfront		Art installation	one site	Community Art	COMPLETE	\$1,500			Capital	
68	yacht club/restrooms		New HVAC unit			Bid August	\$25,000			Capital	
69	yachtclub/restrooms		Bathroom upgrades	new floor, walls, plumbing upgrade, lighting upgrade	PORT/?	Oct	\$100,000			Capital	
70	Wasco	Exterior	Grounds improvement	West side xeroscape, east side barrier install	PORT/NEXT DOOR	COMPLETE	\$5,000			Capital	
71	Wasco	All	Card access	All public doors	SEcurePRo	Bid in progress	\$5,000			Capital	
72	Wasco						\$20,000				
73							\$910,918	\$41,825			\$13,188
74	Contingency						\$260,000				

Commission Memo

To: Commissioners
From: Michael McElwee
Date: August 19, 2014
Re: Waterfront Commercial Impact

During the August 5 meeting the Commission discussed public testimony that waterfront development could create a negative impact on Hood River's downtown. Each Commission meeting presents an opportunity to continue to discuss these issues.

The following are potential staff actions that the Commission discussed on August 5 with a brief update:

- **Discuss issues with downtown business/property owners**

Both Port staff and Jeff Pickhardt of Key Development have met with each individual who testified at the July 15 meeting and with various other property and business owners. Additional meetings are scheduled for September. Staff will attend the August 19 meeting of the Downtown Business Association.

- **Seek outside expert opinion**

No action has been taken yet to engage consultant Eric Hovee on answering market demand and impact questions. The following questions are some that the Commission may wish to consider sooner or later:

- *Does new commercial development on the waterfront negatively affect downtown businesses and properties?*
- *How much retail and/or office development is supportive of existing/future industrial and recreational uses on the waterfront?*
- *How much and what types of commercial development can be absorbed in the Hood River market at one time without negatively impacting existing downtown activity?*

- **Characterize and summarize all existing businesses on the waterfront to provide an accurate baseline for understanding current build-out**

A draft summary is complete and attached.

- **Update the underlying development concept for the waterfront**

Underway.

- **Discuss possible amendments to the DDA with Key Development**

Underway.

- **Seek inclusion of the Expo commercial lots in the Waterfront Refinement Plan**

A consultant has been hired and work on the Refinement Plan will begin shortly. The City is willing to consider amending the Plan area, if necessary, but not at this time.

RECOMMENDATION: For discussion.

Waterfront Land Use Summary

Prepared: August 15, 2014

		Total Sf	Use Type							Owner	Jobs (Est.)
			IR	FMR	IO	FMO	IL	R			
C2 ZONING											
Existing Development											
501 Portway Ave.	20,000				200				Key Development	55	
Solstice			2,866							25	
Inter-fluve						7,566				5	
Waterfront Endontics						1,500				6	
Hood River Chiropractic						2,332				3	
Key Development						625				1	
Colt Realty Group						200				5	
Celilo Contracting						200				2	
BKB Investments						400				1	
Simon Investments LLC						200				5	
Camp 1805			2,239		200						
Totals	20,000		5,105		400	13,023				108	
Proposed Development											
Expo North	30,000		4,000			26,000			"	26	
Expo East	40,000		4,000			36,000			"	36	
Totals	90,000		18,210		800	88,046				170	

		Total Sf	Use Type							Owner	Jobs (Est.)
			IR	FMR	IO	FMO	IL	R			
LI ZONING											
Existing Development											
707 Portway	20,000		2,000		500		7,500			38	
Pfriem										5	
Real Carbon							4,500			6	
Pocket Fuel					1,250		3,750				
Vacant											
489 N. 8th St.	30,000		-		5,000		25,000		Hood Tech	30	

IR	Industrial Retail- for building based industrial users
FMR	Free market retail" C-2 retail not associated with an industrial user
IO	Industrial Office- for building based industrial users
FMO	Free market office- C-2 office not associated with an industrial user
IL	Industrial use
R	Residential

**Port of Hood River Commission
Meeting Minutes of August 5, 2014
Marina Center Boardroom
5:00 P.M.**

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

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

Absent: Commissioner Brian Shortt

Media: None

1. Call to Order: President Rich McBride called the meeting to order at 5:00 p.m.
a. Modification, Additions to Agenda: Staff requested deferring Action Item D to another meeting.

2. Public Comment: None.

3. Consent Agenda:

- o Approve minutes of July 15, 2014 regular session

Motion: Move to approve Consent Agenda

Move: Duckwall

Second: Davies

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

Absent: Shortt

MOTION CARRIED

4. Reports, Presentations and Discussion Items:

- Nichols Basin West Edge Trail Project Update – Christopher Miller, Walker|Macy: Miller reviewed for the Commission the PowerPoint presentation made at the July 30 Project Advisory Committee (PAC) meeting. Two different beach options were presented; the preferred alternative for water access was the layout without “formal” steps. The bulkhead area at the southern portion of the Basin was also highlighted with illustrations of safety rails for the area adjacent to the 12-foot wide concrete trail. There was a mixture of opinions expressed by the PAC regarding an architectural railing (crisp, clean, straight lines), industrial railing (more stout railing that lends a sense of heritage by reusing the existing I-beams); or an artistic railing (unique and distinctive). The following comments were offered by the Commission: provide for vehicular access on the trail for Port maintenance purposes; a “feet friendly” beach will be a key to success; consider how the beach area will co-exist with school SUP areas; consider angle of beach to reduce erosion of sand; and a future phase should consider jet ski tie-ups for school concessions and enhance riparian areas and viability of shade plantings. Executive Director Michael McElwee commented that the next drawings will incorporate an overlay of parking options and that drop-off options will also need to be identified. A date has not been set for the next PAC meeting but it will likely occur mid-September.

- Executive Director Work Plan: McElwee commented on his draft Work Plan for FY 2014-15 that represents both director and staff projects. He requested input from the Commission on any additions or revisions. McElwee stated a final document would be included in packet materials for the August 19 meeting.

- Downtown/Waterfront Commercial Issues: As a follow-up to public comment at the July 15 meeting from downtown business owners expressing concern about the potential for

commercial development on the waterfront having a negative impact on downtown's core, McElwee reported that he had been in contact with the speakers to better understand their concerns. McElwee also noted that Jeff Pickhardt of Key Development had also been reaching out to downtown business owners. Anne Medenbach, Development/Property Manager, is working on a characterization of existing businesses on the waterfront to provide baseline information on business type, number of employees, square footage, etc. that will aid in understanding issues and for public discussion. As an option, which McElwee said he is not proposing at this time, the Port could consider engaging outside expert opinion to evaluate the commercial use approach. President McBride offered a summary of the discussion saying an education of what the Port is trying to do should be laid out, that commercial does not mean it's all retail, and when looking at the waterfront as a whole the scale of retail should be identified.

5. Director's Report/Informational Items: McElwee reported the bridge overlay project is nearing completion but noted there were traffic challenges the previous Friday with the contractor and equipment moving off the bridge later than anticipated. A meeting was held this morning with Port staff, an electrical contractor and electrical engineer regarding GFCI issues in the marina; it was identified that the system was correctly installed and that individual boathouse wiring is the cause for tripping problems. Each boathouse will be scheduled for testing to determine if the owner needs to rewire their boathouse. If action is taken to isolate breakers on individual docks, McBride stated that he would endorse this decision. The Commissioner's Cup Regatta is scheduled for Sunday, August 17. Commissioners Davies and McBride stated they would participate, as would McElwee, Kowell, and Medenbach from Port staff.

6. Commissioner, Committee Reports:

- Urban Renewal Agency-- Commissioner Streich reported on the July 28 special meeting. Construction issues and a budget adjustment were discussed. He also noted the City's finance manager has left and the replacement will absorb the URA function.
- NBWE Trail Pac--Commissioner Streich. There were no additional comments on the July 30 meeting following the presentation by Christopher Miller.

7. Action Items:

a. Approve Committee Assignments for FY 2014-15 and Reauthorize Marina Ad-hoc Committee Through June 30, 2016:

Motion: Move to Approve Committee Assignments for FY 2014-15 and Reauthorize Marina Ad-hoc Committee Through June 30, 2016

Move: Duckwall

Second: Davies

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

Absent: Shortt

MOTION CARRIED

b. Authorize Contract with Ball Janik, LLC for FY 2014-15 Not to Exceed \$83,000 Plus Reasonable Reimbursable Expenses: McElwee noted that one line item reflected in the draft contract was for advice and counsel on the formation of a Columbia Gorge Economic Development Coalition, which some agencies have already set budget monies aside for this service.

Motion: Move to Authorize Contract with Ball Janik, LLC for FY 2014-15 Not to Exceed \$83,000 Plus Reasonable Reimbursable Expenses

Move: Davies

Second: Duckwall

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

Absent: Shortt

MOTION CARRIED

c. Authorize Intergovernmental Agreement with Hood River County for Reimbursement of Services Performed by Ball Janik, LLC under FY 2014-15 Contract:

Motion: Move to Authorize Intergovernmental Agreement with Hood River County for Reimbursement of Services Performed by Ball Janik, LLC under FY 2014-15 Contract

Move: Davies

Second: Duckwall

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

Absent: Shortt

MOTION CARRIED

d. Approve Contract with Electrical Contractor for Resolution of Marina Power

Issue: The item was removed from the agenda. Action will be considered at a future meeting.

8. Commission Call: Davies thanked staff for the efforts undertaken on the marina electrical issues. McBride reiterated those same thanks, and he inquired on the status of extra porta-potties at the Port's recreational sites.

9. Executive Session: Regular Session was recessed at 7:15 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

10. Possible Action: The Commission was called back into Regular Session at 9:19 p.m. No action was taken as a result of Executive Session.

11. Adjourn: President McBride adjourned the meeting at 9:19 p.m.

Respectfully submitted,

Laurie Borton

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

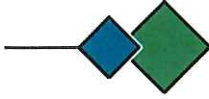
Commission Memo

To: Commissioners
From: Anne Medenbach
Date: August 19, 2014
Re: Phase 1 - Increased Contract Amount

The Commission approved a contract with Coles Environmental Consulting Inc. (CEC) in May of 2014. The contract amount was not to exceed \$7,250.00. The scope of work included a Phase 1 environmental assessment as well as overseeing the decommissioning of the UST's on site by Carson Oil and their contractor 4C's.

4C's and Carson Oil took 1 day longer to do the work than anticipated. This occurred because CEC found that they were not adhering to standard removal and fill practices. This additional day added \$773.80 to the original contract with CEC.

RECOMMENDATION: Ratify Contract Amendment with Coles Environmental Consulting, Inc. in an Amount Not to Exceed \$773.80 for a Revised Contract Amount of \$8,023.80.



Coles Environmental Consulting, Inc.

750 South Rosemont Road, West Linn, OR 97068
503-636-3102, Fax: 503-699-1980

6 August 2014

Accounts Payable (via email to lborton@portofhoodriver.com)
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

CEC Invoice # P4246.1-I001

Re: **Invoice for the Months of May, June and July 2014**, for Professional Services Provided for UST Decommissioning Oversight Activities, Preparation of a Phase I Environmental Site Assessment Report, and Conducting Potential Responsible Party Research: Industrial Property, Tax Lots 902, 1011 and 1015, Odell, Oregon (CEC Project No. P4246.1)

This invoice is for professional services provided during the months of May through July 2014 in support of the above-mentioned project. The effort this period included overseeing the decommissioning of two underground storage tanks (USTs) and contaminated soil removal at the above-referenced property; the completion of a Phase I Environmental Site Assessment (ESA) Report; and research to identify Potential Responsible Parties (PRPs). The ESA and PRP research included reviewing files at local government offices and interviews with government officials and former Hanel Development Group LLC staff.

Our originally estimated budget of \$7,250.00 was exceeded due to the UST decommissioning contractor activities exceeding one business day. The amount exceeded is \$773.80 (nine hours of Ms. Betts's time plus mileage). This was verbally approved by the Port. The following is a cost summary for this invoice:

ORIGINAL SCOPE OF WORK:

Oversee UST Decommissioning Activities	\$1,800.00
Phase I ESA Activities	\$4,000.00
PRP Research	<u>\$1,450.00</u>
Total Cost:	\$7,250.00

AMOUNT EXCEEDED:¹

CEC UST Decommissioning Oversight Activities	\$773.80
Total Amount Exceeded:	<u>\$773.80</u>
Total Due:	\$8,023.80

CEC also exceeded the approved budget for the Phase I ESA due to the larger than anticipated quantity of files available for review in the Hanel office. An extra trip to the Property also was needed to interview a key former employee. In keeping with our continued commitment to the Port, CEC will not bill you for the additional ESA effort. Should you have questions regarding this invoice, please call us at 503-636-3102.

Sincerely yours,

Barbara L. Coles
President

Note: CECs Corporate EIN # is 93-1144693

¹ Exceeded due to decommissioning contractor activities exceeding one business day.

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: August 19, 2014
**Re: Bridge Overlay Project - Wildish Standard Paving Co.
Change Order No. 2**

Change Order No. 2 addresses an unanticipated repair of a rutted section of the south bound lane on the north side of the bridge.

Per the engineer "The specified MPCO...surface is not finished like a concrete surface to a desired elevation. Instead it is applied in multiple uniform layers up to a final thickness of 3/8". The result is that any excessive rutting not removed in the deck preparation (grinding) process will be reflected through MPCO.

The contractor could not remove the excessive rutting because the depth of grinding necessary to do so would have reduced the overall depth of the deck section and they would have run the risk of cutting into deck reinforcing.

The work is complete. With this change order, we are still under the engineer's estimate.

RECOMMENDATION: Ratify Change Order No. 2 with Wildish Standard Paving Co. in an amount not to exceed \$7,944.00.

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: August 19, 2014
**Re: Bridge Overlay Project - Wildish Standard Paving Co.
Change Order No. 3**

Change Order No. 3 addresses the schedule of the Bridge Overlay work, extending the date of the contract to Thursday, August 21. This is a no cost change order. Approximately four hours of striping the Oregon and Washington approaches will complete the project on the morning of August 20 or August 21.

RECOMMENDATION: Approve Change Order No. 3 with Wildish Standard Paving Co.

Commission Memo

To: Commissioners
From: Fred Kowell
Date: August 19, 2014
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp Attorneys at Law	\$5,738.00
Attorney services per attached summary	
TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$5,738.00</u>

JAQUES SHARP

— ATTORNEYS AT LAW —

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

181
RECEIVED
AUG 11 2014

CREDIT CARDS ACCEPTED

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

Page: 1
August 07, 2014
Account No: PORTOHaM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
MCELWEE EMPLOYMENT CONTRACT 378.00	18.00	0.00	0.00	-378.00	\$18.00
ENVIRONMENTAL INSURANCE 18.00	108.00	0.00	0.00	-18.00	\$108.00
LEASE (HR Yacht Club, Inc.) 0.00	102.00	0.00	0.00	0.00	\$102.00
MISCELLANEOUS MATTERS JJ 198.00	180.00	0.00	0.00	-198.00	\$180.00
ORDINANCE #24 18.00	0.00	0.00	0.00	-18.00	\$0.00
ORS 777 CHANGES 1,512.00	0.00	0.00	0.00	-1,512.00	\$0.00
PROPERTY TRANSACTION SALE 0.00	18.00	0.00	0.00	0.00	\$18.00

HOOD RIVER, PORT OF

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance	
REGULAR MEETING FEE						
JJ	0.00	350.00	0.00	0.00	-350.00	\$0.00
LEASE MARINA OFFICE (Locus Interactive, Inc)						
	0.00	90.00	0.00	0.00	0.00	\$90.00
LEASE (Columbia River Acupuncture)						
	0.00	162.00	0.00	0.00	0.00	\$162.00
PROPERTY SALE						
	0.00	36.00	0.00	0.00	0.00	\$36.00
LEASE (CRG Freight)						
	0.00	108.00	0.00	0.00	0.00	\$108.00
TERMINATION						
	0.00	18.00	0.00	0.00	0.00	\$18.00
LEASE (Wyeast Laboratories, Inc.)						
	0.00	90.00	0.00	0.00	0.00	\$90.00
CITY SEWER OUTFALL PROJECT (City of HR)						
	0.00	360.00	0.00	0.00	0.00	\$360.00
ODELL PROPERTY						
	738.00	324.00	0.00	0.00	-738.00	\$324.00
EXPO SITE DEVELOPMENT						
	522.00	3,186.00	0.00	0.00	-522.00	\$3,186.00
TAX AUDIT CLAIM (WA Dept. Of Revenue)						
	0.00	0.00	0.00	20.00	0.00	\$20.00
BRIDGE OVERLAY PAVING CONTRACT						
	144.00	0.00	0.00	0.00	-144.00	\$0.00
SIGN POLICY ISSUES						
	600.00	0.00	0.00	0.00	-600.00	\$0.00
COMMISSION CONFLICTS						
	348.00	0.00	0.00	0.00	-348.00	\$0.00
JUNE 2014 EMPLOYMENT MATTERS						
	774.00	0.00	0.00	0.00	-774.00	\$0.00

HOOD RIVER, PORT OF

Previous Balance	Fees	Expenses	Advances	Payments	Balance
NON DISCLOSURE AGREEMENT 378.00	36.00	0.00	0.00	-378.00	\$36.00
PROPERTY PURCHASE 0.00	630.00	0.00	0.00	0.00	\$630.00
AIRPORT HANGER LEASE (Gorge Leasing Co/SDS Lumber) 0.00	108.00	0.00	0.00	0.00	\$108.00
LEASE (Peterson Brothers Construction) 0.00	144.00	0.00	0.00	0.00	\$144.00
CITY POLICE IGA (City of Hood River) 18.00	0.00	0.00	0.00	-18.00	\$0.00
<u>5,646.00</u>	<u>6,068.00</u>	<u>0.00</u>	<u>20.00</u>	<u>-5,996.00</u>	<u>\$5,738.00</u>

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

Executive Director's Report

August 19, 2014

Staff & Administrative

- The first meeting in September is scheduled for the 2nd. I recommend we move this meeting to September 9 due to the Labor Day holiday.
- I am scheduled to give the "State of the Port" presentation to Hood River Rotary on September 11.
- My final FY 15 work plan is attached.
- The PNWA annual meeting will take place October 15-17 in Vancouver, Washington. We have made two reservations for the conference.
- Columbia River Insurance is sponsoring Board Training on Wednesday September 3 at 1:00-3:00 p.m. for SDAO boards in Hood River and Wasco Counties. All Commission members should attend if possible as it can have a positive effect on our insurance rates.
- The new director of Business Oregon, Sean Robbins, was in Hood River for a brief tour of the waterfront and meeting with staff from local agencies. I attended the morning briefing and Anne attended the longer meeting in The Dalles in the afternoon.
- Congratulations to Port employee Gerardo (Jay) Cruz-Bravo. A driver at the Tollbooth fell out of his pickup truck and the vehicle continued to roll. Jay ran to the truck and was able to stop it before entering the intersection. The driver had scrapes but was otherwise unhurt.
- I thought the attached writing ("One Morning" by Katy McKinney) would be of some interest to the Commission. The authorship date is unknown. It does not reflect current practice or policy.
- Attached is a copy of the Governing Body Questionnaire that is being mailed to each Commissioner for completion and return to auditor Pauly, Rogers, and Co., P.C.

Recreation

- Guzman Towing began enforcement of parking regulations on North 1st St. and Portway Avenue adjacent to the Event Site on August 12. Prior to that Port staff had been posting warning stickers for two weeks on vehicles parked more than 90 minutes. It appears the warnings and enforcement efforts have resulted in much greater turnover of the 90 minute spaces.
- We are looking forward to a successful showing of Port Commissioners and staff at the inaugural Commissioner's Cup on August 17. Or at least a minimum amount of embarrassment to the Port.
- I asked Even Construction for a price to move and install the remaining Maritime finger float in the Nichols Basin. At \$12,000 it is unlikely we can afford it this year.
- Walker|Macy is working toward 60% construction drawings for the Nichols Basin West Edge Trail project. I have asked local artist CJ Rensch to consult

on the bulkhead railings as it is an important visual element and may present an opportunity for a more creative approach.

- As of August 15 power is on to the entire Marina except for three boathouses. Anne will provide a full Marina update.
- E. coli readings at the Waterfront Park exceeded EPA and State standards on August 14. The City has borrowed Port signs to notify the public. Water quality tests at the Event Site were fine.
- Hood River Parks & Recreation has formed a committee to evaluate various locations for a dog park. They asked whether the Port would consider our property between Waterfront Park and the Maritime Building. I declined but request that the Commission give final direction on this decision.
- It is now unlikely that the City will have funding in place to bid the sewer outfall project this year. The Commission will need to decide whether to move ahead on our own to bid and construct the proposed ramp project.

Development

- An update will be provided in Executive Session regarding the Hanel Mill site due diligence.
- The Hood River City Council has approved a contract with the planning firm Angelo Eaton to prepare the Waterfront Refinement Plan. A project advisory committee is being formed and an initial meeting with the consultant is scheduled for August 21.
- The zone change application related to removing the C2 condition on the Expo property is still suspended. At this time, the City has not agreed to include this property in the Waterfront Refinement Plan area. Key Development is in agreement with the decision to suspend; however, since this does not conform specifically to the conditions of the DDA, Port counsel has recommended that Key sign an acknowledgement letter. The other zone change application (C2 to LI) is proceeding and a Planning Commission hearing is scheduled for September 15.

Airport

- Century West Engineering has finalized the list of Advisory Committee members for the Master Plan Update, and Anne has provided them with requested background items. The proposed schedule for the upcoming master plan process is attached.
 - A half-day "Aviation Summit" to discuss aviation museums and airports within the state has been scheduled for October 9 at WAAAM. I do not know many details but the Commission will be invited and will receive invitations soon.
-

Bridge/Transportation

- Wildish Construction has completed the approach ramp repaving project except for striping, which will occur between August 20 and August 21.
- I am considering retaining HDR Engineers to conduct a second evaluation of the lift span to provide greater assurance about next steps regarding the repair and long term maintenance.
- Fred has prepared the attached summary of the types of payment received by users of the Bridge. It indicates that there is reduced use of cash as a payment method and increasing use of BreezeBy and tickets.
- Mt. Adams Transit has confirmed installation of two bike racks on their vans. The cost was \$400.00. The Port has agreed to pay for these racks. Paige Rouse is now finalizing advertising steps to increase ridership.

**EXECUTIVE DIRECTOR
WORK PLAN
FY 14/15**

Final: August 19, 2014

I. FINANCIAL MANAGEMENT

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

Action:	Expected Completion	Complete
1. Install new tolling software and hardware	12/30/14	
2. Recommend new financial software	03/01/15	

II. REAL ESTATE DEVELOPMENT & PLANNING

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

1. Evaluate impact of waterfront commercial development on downtown and make recommendations	12/15/14	
2. Implement & monitor DDA with Key Development	06/30/15	
3. Complete key Lot #1 planning tasks:		
• Prepare options for funding infrastructure	04/01/15	
• Draft Policies	04/15/15	
• Prepare subdivision Plan Application assuming current concept plan	05/15/15	
4. Update assessment of Port facilities & buildings	04/01/15	
5. Prepare final MOU & DDA for Riverside Lot	02/21/15	
6. Hanel Mill property:		
• Complete site characterization	09/15/14	
• Purchase recommendation	10/01/14	
• Leasing & disposition strategy	11/01/14	
• Infrastructure financing alternatives	12/20/14	
• Subdivision Application	03/01/15	

III. WATERFRONT RECREATION

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

1. Complete Nichols Basin West Edge Project	06/01/15	
2. Complete Pedestrian Bridge Path Project	05/18/15	

- | | |
|---|-----------------|
| 3. Complete Hook Access Project | 04/01/15 |
| 4. Resolve Marina Electrical GFCI—complete project | 09/15/14 |
| 5. Prepare Marina Master Plan for Commission review | 04/01/15 |
| 6. Prepare Plans and permit application for new
Transient Boat Dock | 06/15/15 |
| 7. Prepare fee-based parking & enforcement plan for
Port waterfront properties | 03/15/15 |

IV. TRANSPORTATION/AIRPORT

Goal: Complete significant transportation improvements to enhance development objectives.

- | | |
|--|-----------------|
| 1. Complete paving of OR & WA approach ramps | 08/30/14 |
| 2. Complete engineering for repairs to Lift Span | 05/01/15 |
| 3. Complete paving of Marina Way | 05/15/15 |
| 4. Draft Airport Master Plan | 06/30/15 |

V. ECONOMIC DEVELOPMENT

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

- | | |
|--|-----------------|
| 1. Determine viability of Columbia Gorge Economic
Development Coalition | 10/31/14 |
| 2. Assess the Port's regional economic development
efforts and prepare a the work plan and budget | 03/15/15 |

VI. COMMUNICATIONS & COMMUNITY RELATIONS

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

- | | |
|--|-----------------|
| 1. Upgrade the Port's web site | 06/15/15 |
| 2. Prepare a summary of recent waterfront
development for marketing Port properties | 01/30/15 |

VII. GOVERNANCE & BOARD COMMUNICATIONS

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

<u>Action Description:</u>	Expected Completion	Date Complete
1. Update board & staff training policy	04/15/15	
2. Update LCRB rules & Port contracting practices.	03/01/15	

VII. PERSONNEL MANAGEMENT

Goal: Ensure that appropriate personnel policies are in place.

1. Update staff job descriptions.	09/30/14	
2. Complete hiring process for Marina Manager	11/15/14	
3. Recommend updated Exec. Dir. Evaluation Process	04/30/15	

VII. MAJOR NEW OR UNPLANNED INITIATIVES

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

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

**Attend a complimentary SDAO board member training
and earn best practices credit for your district!**

presented by George Dunkel,
Consulting Services Administrator, SDAO

Sponsored by:



COLUMBIA RIVER
INSURANCE

Date: **Wednesday, September 3, 2014**

Time: **1:00–3:00 pm**

Location: **Ty Taylor Hood River Fire Station**
1785 Meyer Parkway, Hood River

Cost: **FREE** for SDAO members
Snacks and beverages included
Pre-registration required

RSVP to Laurie

Be sure to share information about this opportunity with other SDAO members in the Hood River and Wasco Counties who may be interested in attending!

Register online at

www.sdao.com/EventDetail?EventKey=14BMHRIVER



SDIS Special Districts
Insurance Services

The new Best Practices Program provides districts the opportunity to receive up to a 10% credit on their SDIS contributions.

Board Training – Credit: 2%

To receive this credit, your district must submit a form signed by the Board President certifying that each board member has taken at least one board training during the current policy year (2014). These trainings can be accessed by attending regional board training seminars, annual conference sessions, or by watching board training videos available by DVD or on the website.

Approved trainings include:

- Confidence in the Face of Confusion
- Duties, Responsibilities, and Liabilities
- Governance 101
- The Board as a Supervisor
- Equivalent board training seminar provided by one of our affiliate organizations

To receive a copy of any training by DVD or a copy of the form necessary for credit, please contact SDAO's Member Services Department at MemberServices@sdao.com or 800-285-5461.

To learn more visit <http://ref.sdao.com/BestPractices/new-best-practices-program.pdf>.

One Morning

KATY MCKINNEY

You will wake before dawn,
slip into your car,
and leave your mountain home
while the stars are still out.

So early you share the road
only with log trucks,
you will travel downhill
all the way to the Columbia
to cross the bridge at Hood River.

At the tollbooth
when you hold out coin or ticket,
the tollbooth operator will shake his head,
beckon you close, look both ways.
"There's a new rule," he will say, eyes on your face.
"When you cross the river in the hour before dawn,
when the hillside town is still asleep,
when there are no other cars on the bridge behind you
and only one barge cruising beneath;
when the sky is not blue, but gold and pink
above the rocky, forested walls of the gorge;
when these colors and mountains perfectly reflect
on a river so still it hasn't yet dreamt
of the colorful sails that will leap and fly
through this afternoon's wind pouring in from the east . . ."

He will pause, again looking both ways.
"It's free," he will whisper, waving you on. "It's free."



PAULY, ROGERS, AND CO., P.C.
12700 SW 72nd Ave. ♦ Tigard, OR 97223
(503) 620-2632 ♦ (503) 684-7523 FAX
www.paulyrogersandcocpas.com

August 15, 2014

To the Board of Commissioners
Port of Hood River
Hood River, OR

We are in the planning stages of the audit of Port of Hood River for the year ended June 30, 2014. Professional Standards require that we make certain communications with you both during the audit and subsequent to the issuance of our opinions on the basic financial statements.

This auditing standard stresses the importance of two-way communication. We have included with this letter a questionnaire for you to complete, and we encourage you to contact us with any questions you may have about the audit process, anything in this letter, or areas of concern you may have.

Professional standards require that we provide you with the following information related to our audit:

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Any other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditors' report will not provide an opinion or any assurance.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit we will consider the internal control of the entity. Such considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, and any components and/or component auditors, if applicable, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

We will generally communicate our findings at the conclusion of the audit. However some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Management Representations

Professional standards require that we obtain certain representations from management before we issue our audit report. We will provide you with a copy of the signed management representation letter near the end of the audit process, if you request them.

Additional Requirements

The standards require that the auditors document the adequacy of two-way communication with the governing body. In the wake of well-publicized audit failures and emerging best practices in corporate governance, expectations have increased for auditors to communicate openly and candidly with those charged with governance regarding significant findings and issues related to the audit. We will communicate significant findings from the audit in writing when we believe that oral communication would not be adequate. Additional communications will come from us after we have issued our audit reports.

Request for information from Governing Body

In connection with an audit of your financial statements, please furnish answers to the questions on the enclosed "Governing Body Questionnaire" form, and return the questionnaire directly us, Pauly Rogers and Co., P.C., 12700 S.W. 72nd Avenue, Tigard, Oregon, 97223, or send the completed questionnaire to the email address below. The questionnaire is designed to obtain information in conjunction with the audit of Port of Hood River for the year ended June 30, 2014 in accordance with Professional Standards. If we do not receive a response from you we will assume that you have no issues to report to us. Also, if you submitted a questionnaire to us and other items come to your attention please feel free to send us another questionnaire back before we finish our audit.

Thank you for your involvement and for completing the questionnaire. We believe audit standards will continue to expand and create additional requirements in years to come.

This information is intended solely for the use of the governing body and management and is not intended to be, and should not be, used by anyone other than these specified parties.



Tara M Kamp, CPA
Pauly, Rogers and Co., P.C.
12700 SW 72nd Ave.
Tigard, Oregon 97223
TaraK@rascpas.com

6. Is there anything else we need to know to properly plan this audit? Is there any area you are concerned about where you would like us to focus?

The following questions relate to Related Parties. *If the answer to any question below is "yes," please explain in the space provided.*

Related parties include members of the governing body, administrative officials; immediate families of administrative officials, and members of the governing body; and affiliated governmental units not included in the financial statements, such as a metropolitan water and sewer system.

7. Have you or any related party of yours had any material interest, direct or indirect, in any of the following transactions or pending transactions since the beginning of the year under audit to which the entity was, or is to be, a party?

	<u>Yes</u>	<u>No</u>
Sale, purchase, exchange, or leasing of property?	<input type="checkbox"/>	<input type="checkbox"/>
Receiving or furnishings of goods, services, or facilities?	<input type="checkbox"/>	<input type="checkbox"/>
Transfer of receipt of income or assets?	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance of bank balances as compensating balances for the benefit of another?	<input type="checkbox"/>	<input type="checkbox"/>
Other transactions?	<input type="checkbox"/>	<input type="checkbox"/>

8. Have you or any related party of yours been indebted to or had a receivable from the entity at any time since the beginning of the year under audit? Please exclude amounts due for ordinary travel and expense advances.

<u>Yes</u>	<u>No</u>
<input type="checkbox"/>	<input type="checkbox"/>

Name

Date

PORT OF HOOD RIVER
Schedule of Payment Type by Traffic Count
For Fiscal Years Ended 2014, 2013 and 2012

Fiscal Year - Months	Cash/Checks			Tickets			ETC - BREEZEBY		
	FY 2013-14	FY 2012-13	FY 2011-12	FY 2013-14	FY 2012-13	FY 2011-12	FY 2013-14	FY 2012-13	FY 2011-12
July	152,118	150,601	178,403	59,413	55,474	43,642	156,302	148,704	135,068
August	152,481	149,675	173,481	58,126	56,666	41,641	157,769	152,858	135,079
September	127,287	130,465	152,500	53,899	52,243	38,134	145,101	139,848	127,250
October	118,099	112,325	139,587	56,482	53,729	38,562	148,751	147,068	131,410
November	96,657	96,046	117,101	51,552	48,474	33,802	131,140	130,088	118,691
December	87,314	89,556	111,916	49,251	46,541	35,003	131,432	125,586	122,141
January	86,436	81,674	82,099	51,887	48,048	37,963	133,641	126,091	111,412
February	82,987	86,067	88,667	44,463	47,143	45,560	114,065	123,841	122,035
March	98,856	104,405	97,838	56,257	54,522	51,656	140,446	138,543	132,728
April	109,872	103,396	107,061	58,023	54,034	50,771	146,340	140,477	134,012
May	123,469	117,580	121,987	60,263	56,399	53,581	155,550	148,141	144,912
June	125,769	127,109	124,707	58,664	53,410	53,125	152,669	145,081	141,758
	1,361,345	1,348,899	1,495,347	658,280	626,683	523,440	1,713,206	1,666,326	1,556,496

Percentage of Payment Type:	FY 2013-14	FY 2012-13	FY 2011-12	FY 2010-11
Cash	36%	37%	42%	46%
Tickets	18%	17%	15%	14%
ETC	46%	46%	44%	40%

Analysis and Recommendation:

The Breezeby system over the last few years has shown a change in its use coming from the reduction in cash payments but tickets has shown an increase in use as well. It must be noted that tickets represents the highest cost with regard to a form of payment with ETC (Breezeby) being the cheapest form. The internal controls over tickets, the reporting and analysis on use is very labor intensive and should be replaced with a form of payment that is more efficient.

Commission Calendar

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																
	1 Labor Day OFFICE CLOSED Last Day for ES Booth Cross Channel Swim Marina Beach	2 Commission Mtg: MOVE TO SEP. 9 ??	3 SDAO Board Training 1pm - HR Fire Dept. RSVPs to Laurie	4	5	6 Hood River Fly-In																																																																																																																
7 Hood River Fly-In	8	9	10	11 Rotary (noon) "State of the Port"	12	13																																																																																																																
14	15 KHR Radio, 8am	16 Commission Mtg MOVE TO SEP. 23 ??	17	18	19	20																																																																																																																
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Commission Memo

To: Commissioners
From: Anne Medenbach
Date: August 19, 2014
Re: Boathouse and Marina Electrical Update

Boathouses

1. Physical Connection Status-- All of the boathouse owners have been given a detailed list of what they need to do to connect properly to the new dock. Most of them have retained a contractor to do the work or have completed the work. We hope to have Even Construction back within the next two weeks to connect the rest of the boathouses permanently to the dock. We can then close that project out.
2. Electricity-- Electricity was turned on Friday to all of the boathouses who had cleared their ground faults and run a 6-12 hour test. There were 3 boathouses that could not be connected for various reasons. Our hope is that the system runs through the weekend. We can then work with LaLonde Electric to adjust the system trip settings as low as possible.

Electrical Upgrade

1. Circuit Split-- The current electrical system connects all 5 marina circuits to one main breaker with a GFI trip set of 9 Amps. The proposal we discussed last meeting was to split the system so that each circuit had a breaker that could be turned off as well as have its own GFI setting much closer to the national code of 100miliamps and a built in ground fault monitor. Not only will this split reduce analysis time when a trip occurs, it will allow us to set each circuit trip setting much lower than we could the system as a whole.
2. Proposals-- Both Eaton and LaLonde Electric have provided a cost estimate for this work. LaLonde's estimate was \$32,100. Eaton's estimate is \$19,319.

RECOMMENDATION: Approve contract with Eaton for the circuit split and additional GFI monitor/protection equipment in an amount not to exceed \$19,319.00.



Electrical Services and Systems

Eaton Corporation
Electrical Services & Systems
26850 SW Kinsman Road
Wilsonville, OR 97070
Tel.: (503) 582-2730
Fax: (503) 582-2830

August 15, 2014

Port of Hood River

Attn: Anne Medenbach
E-ESS Neg No. POK1081514-01
Distribution: Claire Seim – Coordinator, Portland
Subject: External GF Relay Installation / Design

Dear Ms. Medenbach,

Eaton Electrical Services and Systems (EESS) is pleased to provide the following proposal for the scope of work described herein. Please reference the above negotiation number for future inquiries and correspondence related to this proposal.

Project Scope

E-ESS will provide all tools, personnel, test equipment and project management for the following scope of work:

Procure the correct external ground fault relay (Bender, RCMS460, see attached cutsheet), zero-sequence CTs, and shunt trips (for the 5 circuit breakers called out in the attached one-line diagram) in order to meet NEC 555.3 applicable to marina installations for the Port of Hood River. E-ESS will mobilize to the site to take measurements of the existing switchboard to determine the specific CTs that will fit inside the switchboard. Parts will be ordered after the initial visit and then E-ESS will mobilize back to the site to install and test the new equipment. All material and labor to be included in the E-ESS scope of work.

If E-ESS finds that a system issue (like bond from neutral to ground downstream the new gear) causes the new system to trip earlier than expected it is possible a contractor would need to get involved and any troubleshooting of that issue would have to be covered under a separate order. This quote covers the installation of the new relay and testing to prove that it works as designed.

Pricing

Pricing for the above scope of work is based at **\$19,319** Net Port of Hood River

Above pricing based on straight time rates (M-F 0700-1600, non-holiday).

Any order arising out of this offer will be governed by the conditions contained in Eaton Electrical selling policy 25-000 dated November 2008 (copy enclosed). This offer is valid for 30 days unless otherwise extended, modified, or withdrawn, in writing, by Eaton. Payments are due and payable upon receipt of invoice.

This quotation valid for thirty-days.

Customer Responsibilities

- Make all electrical equipment under workscope available to Eaton Electrical personnel during the mutually agreed upon work schedule.
- Customer to arrange utility outage on line side of breaker being tested (if applicable).
- Provide experienced electrical personnel familiar with the distribution system and an up to date single line diagram of the equipment to be worked upon to assist Eaton Electrical personnel in identifying the system.
- Provide 120 Volt AC power for lighting and test equipment.
- Schedule and perform switching operations to deenergize equipment on which work will be performed.
- Delays or standby time beyond the control of E-ESS will be billed at applicable labor rates.
- Prior to the start of work the customer shall familiarize Eaton Electrical personnel with the customer's safety program. Eaton Electrical shall not be obligated to begin work unless safety practices are acceptable to Eaton Electrical.

Comments

Should the customer request additional work to be performed in addition to the workscope described herein, Eaton Electrical would be pleased to perform such additional work on a Time and Material basis subject to our published rates or under a supplemental lump sum proposal.

Safety Training of Eaton Electrical Field Service Personnel

All Eaton field personnel received training to comply with OSHA CFR1910.269 Electrical Safety Standard, which sets minimum safety rules and practices for the design, operation, and maintenance of high-voltage systems (over 600 volts). Safety standards are in place to meet or exceed NFPA 70E requirements, and appropriate Personal Protective Equipment (PPE) has been issued.

Thank you for the opportunity to provide this proposal. Please contact me with any questions.

Sincerely,

Eaton Electrical Services and Systems

Peter Hogan
Eaton Electrical Services and Systems
Area Services Supervisor



La Londe Electric

ESB#7488

“Quality Service is the Pathway to Success”

DATE: July 21, 2014

Proposal Number: 14-E3129

PROJECT: Hood River Marina Shunt Trip Installation 0 Addenda Acknowledged

BOLI Wage: No

SCOPE OF WORK

La Londe Electric proposes to provide labor and material in a workman like manner for: Electrical work installing shunt trip equipment on 5 breakers feeding marina equipment. Price also includes testing.

Total bid price: \$32,100.00

Clarifications: (See Attached)

Exclusions: (See Attached)

Note: Proposal is void if not accepted in writing within 30 days of this date. No work shall commence until La Londe Electric receives a letter of intent and/or a subcontract signed by your authorized company representative.

Respectfully Submitted,

Michael Gross

Estimator

O: 503.630.5571

C: 503.701.3564

P.O. Box 2220, Estacada, OR 97023
(503) 969-8491 CCB#174854

CLARIFICATIONS

1. Our price is based on straight time hours from 7:00am to 3:30pm weekdays.
2. All primary and secondary utility conductors by Utility.
3. Our price is based on single point feeder connection to mechanical equipment.
4. Our price is based on the utilization of the job site to store materials, tools, equipment and place a job trailer for the duration of the project.
5. Price includes fire caulking of new conduits installed by La Londe Electric that penetrate fire-rated walls.
6. Our price is based on the areas for work will be free from obstructions.
7. La Londe Electric reserves the right to accept or reject contract terms during negotiations.
8. La Londe Electric is not responsible for Architectural and/or Engineering errors or omissions and costs associated to them.
9. Our price includes compiling of our material waste into a central area on the floor that work is performed. Dumpster fees and disposal provided by others.
10. Our price is based on the General Contractor providing survey for the site and building layout from which we can accurately layout our work.
11. Our price is per plans and specifications to include shunt trip equipment.

EXCLUSIONS

1. Temporary power, lights, Utility hook-up fees, fixture bonnets, provision and/or installation of access doors, disposal of material waste, dumpster and/or fees, all painting and/or custom colors, all cutting and/or patching, and repairs.
2. Site work survey and trenching.
3. Arborist fees, landscaping and/or repair.
4. Removal of hard soil conditions.
5. Expenses incurred due to hard soil conditions and delays related to these conditions.
6. Expenses incurred due to archeological delays.
7. Starters/VFD and control wiring for mechanical equipment.
8. Concrete/asphalt cutting, coring, patching, and repair. Bollards required around electrical equipment and saw-cut and patch of concrete floor for floor duct.
9. Fire-rated enclosures over any light fixtures, if required.
10. Premium time or shift work.
11. Engineering or plan check fees.
12. Moving of items hindering our work in our work related areas.
13. Liquidated damages.
14. Programming programmable logic controllers, frequency drives intercom or security.
15. Equipment and appliances other than electrical distribution equipment.
16. All low voltage, Security, Intercom, Sound System and equipment.
17. Excavation.