

PORT OF HOOD RIVER COMMISSION
Tuesday, August 16, 2016
Marina Center Boardroom

Work Session Agenda
5:00 – 6:00 P.M.

1. Hood River Bridge Replacement Project – Work Session #3: Guests Steve Siegel, Siegel Consulting and Dan Bates, Thorn Run Partners

Regular Session Agenda
6:00 P.M.

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 August 2, 2016 Regular Session (*Laurie – Page 7*)
 - b. Approve Lease with M/Y Pastime for Use of Commercial Dock (*Laurie – Page 11*)
 - c. Approve Lease Agreement with Columbia Room, Inc. for Marina Fuel Operations (*Michael – Page 15*)
 - d. Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$7,438.50 (*Fred – Page 35*)
 4. Reports, Presentations and Discussion Items
 - a. Overview of Oil Transportation Issues in the Columbia River Gorge – Michael Lang, Friends of the Gorge
 - b. Lot 1 Subdivision (*Michael – Page 41*)
 - c. Year End Financial Summary (*Fred*)
 5. Director’s Report (*Michael – Page 47*)
 6. Commissioner, Committee Reports
 - Urban Renewal – Commissioner Davies (August 8)
 7. Action Items
 - a. Approve FAA Grant Acceptance for South Taxiway Improvements in the Amount of \$166,815 (*Anne - Page 73*)
 - b. Approve HDR Engineering Contract Amendment for Task Order No. 1 for Bridge Engineering Flexible Services Not to Exceed \$35,000 (*Michael – Page 75*)
 - c. Approve HDR Engineering Contract Amendment for Task Order No. 4 for Tolling System Support Not to Exceed \$50,000 (*Fred – Page 81*)
 - d. Approve Amendment to Task Order No. 4 with HDR Engineering for Auxiliary Truss Construction Period Services Not to Exceed \$65,000 (*Michael – Page 87*)
 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.*

Port of Hood River
Bridge Replacement Work Session #3

Discussion Outline

August 16, 2016

A. Steve Siegel: Exploring project financing alternatives

1. Public Private Partnership (P3) models
2. Public Funding models

B. Daniel Bates: State advocacy and strategic approach to the 2017 session

1. State transportation funding package
2. Local legislative support for bridge project inclusion
3. ODOT, Administration involvement
4. Next steps

C. Genevieve Scholl: Upcoming key dates and Bridge Summit planning

1. List of key dates (attached)
2. Bridge Summit

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Hood River Bridge Replacement Project

Key Dates

Prepared: August 10, 2016

2016

August 11: Strategy Meeting with Thorn Run Partners, Steve Siegel

August 16: Commission Bridge Replacement Work Session #3

August 18: ODOT Coordination Meeting (Rep. Johnson, Rian Windsheimer, Kelly Brooks, Dan Bates, Steve Siegel attendees)

August 18-19: Oregon Transportation Commission Meeting in Klamath Falls

August TBD: Meeting with Hood River County Region 1 ACT Representatives

August 24: OneGorge Legislative Team Huddle Meeting in Stevenson

September 15: Bridge Summit (unconfirmed)

September 15-16: Oregon Transportation Commission Meeting in Newport

September 20-23: Oregon Legislative Committee Days

September 20: Associated Oregon Industries Manufacturers Roundtable in Salem

September 26: Oregon Bill Draft Request Deadline

September 28: OneGorge Meeting

October 3: Region 1 ACT Meeting

October 12: PNWA Fall Conference in Vancouver, WA

October 13-14: Oregon Transportation Commission Annual Workshop and Meeting in Silverton

October 26: OneGorge Meeting

November 7: Region 1 ACT Meeting

November 8: Election Day

November 16: Oregon Revenue Forecast

November 18: Oregon Transportation Commission Meeting in Eugene

December 5: Region 1 ACT Meeting

December 7: Oregon Bill Draft Return Deadline (from Leg. Counsel)

December 12-14: Oregon Legislative Committee Days

December 15: Oregon Transportation Commission Meeting in Salem at ODOT HQ

December 21: Oregon Pre-session Filing Closes

2017

January 2: Region 1 ACT Meeting

January 9: Washington Legislative Session Convenes (105 Days)

January 9-11: Oregon Legislative Organizational Days

January: FASTLane Letter of Intent with Project Description Due

February 1: Oregon Legislative Session Convenes (160 Days)

February 6: Region 1 ACT Meeting

April: FASTLane Applications Due

April: TIGER Applications Due

July 10: Oregon Constitutional Sine Die

**Port of Hood River Commission
 Meeting Minutes of August 2, 2016 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.

Present: Commissioners Jon Davies, Fred Duckwall, and Rich McBride; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, Andrew Porter (excused at 6:00 p.m.), and Laurie Borton

Absent: Commissioners Brian Shortt and Hoby Streich

Media: None

1. **CALL TO ORDER:** Vice President Fred Duckwall called the Regular Session meeting to order at 5:00 p.m.
 - a. **Modifications, Additions to Agenda:** Consent Agenda items related to the marina fueling equipment and the David Meriwether Proclamation were moved to Action Items; a new agenda item related to a Federal Aviation Administration grant submittal was added as an Action Item; and the Executive Director Review under ORS 192.660(2)(i) Performance Evaluations of Public Officers and Employees was tabled to the August 16 meeting due to the absence of two Commissioners.
2. **PUBLIC COMMENT:** None.
3. **CONSENT AGENDA:**
 - a. Approve minutes of July 19, 2016 Work Session and Regular Session
 - b. Approve Lease Amendment No. 3 with Hood River Yacht Club for Moorage Shell Dock Through June 30, 2017

Motion: Move to approve Consent Agenda as modified.

Move: McBride

Second: Davies, who cited a potential conflict of interest due to his client relationship with Hood River Yacht Club

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

Absent: Shortt, and Streich

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

a. **Storm Water Treatment Plan for Lot #1:** Engineering intern Andrew Porter provided a PowerPoint presentation on his work this summer. Porter’s conclusions for a Lot 1 Storm Water Treatment Plan were based on Group Mackenzie and Walker Macy concept plans and input he had received from former Hood River City Engineer Dave Bick, KPFF Consulting Engineers, Bell Design, and City Engineering Project Manager Gary Lindemyer. In terms of moving forward as Lot 1 develops, Porter recommended more research with regard to investigating the area to confirm that on-site storm water quality and quantity control measures for runoff treatment will meet City and DEQ design standards and further exploration of implementing bioswale and vegetated management systems if soil conditions are suitable.

b. **Tolling Revenue Forecast:** Chief Financial Officer Fred Kowell responded to the Commission’s request to develop various scenarios related to toll rate increases to fund local match requirements for a bridge replacement. Kowell stated customer behavior in how tolls are paid with respect to cash versus BreezeBy was an important factor and the Port’s history on cash tolls versus BreezeBy was a consideration in the scenarios. Although there are variables, Kowell reported the outcome was the Port keeping rates close to \$2 per crossing if federal and/or state funding is secured but that a scenario with private investment would be harder to model since their rate of return is unknown. Kowell also provided a scenario depicting what the rates would need to be to replace the bridge if funding assistance was not received. The rate tolling discussion will continue to evolve as the Commission moves forward with the bridge replacement project process.

c. **FY 2016-17 Executive Director’s Work Plan:** Executive Director Michael McElwee provided a draft of his 2016-17 Work Plan for review. The Plan is based on Strategic Business Plan priorities, Board direction embodied in the budget, and an assessment of expected project and policy needs. Commission input was requested so that McElwee could finalize his Work Plan.

5. **DIRECTOR’S REPORT:** McElwee thanked Andrew Porter for his hard work on a Lot 1 storm water treatment plan, stating he was a welcome addition to the office this summer and wished Porter well as he continues his education at the University of Pennsylvania. Stafford Bandlow Engineers, Gorge Electric electricians, and Port staff commenced work on wiring changes to the Bridge lift span in preparation for live testing in early August. McElwee reported the U.S. Coast Guard had been updated and was pleased with the progress. [Staff note: it was Port summer employee and volunteer fire fighter Robert Riggelman who responded to an injured kiter on the Sandbar July 26 providing first aid until Hood River EMTs arrived.]

6. **COMMISSIONER, COMMITTEE REPORTS:**

a. **Urban Renewal Agency [agenda addition]:** Davies reported the URA board would meet August 8 with agenda items discussing the Nichols Basin path connection and a City-owned and commissioned art piece that will be located at the State Street public restroom.

7. **ACTION ITEMS:**

a. **Approve Task Order No. 2 with Century West Engineering Corporation for South Taxiway Design Services Not to Exceed \$175,349.35:** Anne Medenbach, Development & Property Manager, stated this task order for Century West Engineering, the current engineer of record for all Airport Improvement Projects (AIP) funded through the Federal Aviation Administration, includes design work for the south taxiway reconfiguration. A grant application was submitted to the FAA last week and a quick turnaround is expected. Construction for the south taxiway reconfiguration is anticipated to begin spring of 2017.

- Motion:** Move to approve Task Order No. 2 with Century West Engineering Corporation for south taxiway design services at the Ken Jernstedt Airfield in an amount not to exceed \$175,349.35 subject to FAA grant acceptance.
- Move:** McBride
- Second:** Davies
- Vote:** **Aye:** Davies, Duckwall, and McBride
Absent: Shortt, and Streich

MOTION CARRIED

b. **Ratify Submittal of Grant Application to Federal Aviation Administration for South Taxiway Reconfiguration [agenda addition]:** Medenbach reiterated an application was submitted to the FAA last week in the amount of \$1,150,000 for the south taxiway reconfiguration. This project is eligible for a 90/10 split and a quick approval process is anticipated without issue.

- Motion:** Move to ratify submittal of grant application to Federal Aviation Administration for South Taxiway Reconfiguration in the amount of \$1,150,000.
- Move:** McBride
- Second:** Davies
- Vote:** **Aye:** Davies, Duckwall, and McBride
Absent: Shortt, and Streich

MOTION CARRIED

c. **Approve Contract with Vaisala Inc. for AWOS Ceilometer Upgrade Not to Exceed \$25,026.00:** Medenbach reported that AWOS inspector, Bill Kelsey, has recommended an upgrade to the Automated Weather Observing System that will measure the height of clouds. Kelsey will do the kit installation and testing of upgrades. The ceilometers installation cost is \$2,500, which is under the limit requiring Commission approval.

Motion: Move to approve contract with Vaisala Inc. for AWOS ceilometer upgrade kit for an amount not to exceed \$25,026.00 subject to legal counsel review.

Move: Davies

Second: McBride

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

MOTION CARRIED

d. Approve Contract with SME for Marina Fueling Equipment Not to Exceed \$13,992.05: Genevieve Scholl, Communications & Special Projects Manager, reported an equipment replacement will bring the Marina fueling pump up to code. A Small Grants application will be submitted to the Oregon State Marine Board for 50% of the project cost and a notice of grant award is expected within 14 days. The Port’s cost is \$6,996. Upon the advice of Legal Counsel Jerry Jaques this item was pulled from the Consent Agenda to inform the Commission that the SME contract language needed further review and it was his recommendation that the SME indemnification and hold harmless paragraph should be stricken from the contract.

Motion: Move to approve contract with SME Solutions, LLC for fuel dispenser replacement in the Hood River Marina not to exceed \$13,992.05 contingent upon grant approval from the Oregon State Marine Board and subject to legal counsel review.

Move: McBride

Second: Davies

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

MOTION CARRIED

e. Approve Proclamation of Appreciation for David Ray Meriwether: Commissioner Davies commented this action deserved comment and more acknowledgment of Meriwether’s public service upon his retirement as Hood River County’s Administrator for the past 15 years, and was the reason for his request to pull this item from the Consent Agenda.

Motion: Move to approve retirement Proclamation of Commendation and Appreciation for David Meriwether.

Move: Davies

Second: McBride

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

MOTION CARRIED

8. COMMISSION CALL: Davies commented he understood the building planned for the Expo site would be used largely for warehousing purposes and he believed this was a big diversion from the Key Development DDA. Davies missed this discussion at the July 19 meeting and stated he would contact Arthur Babitz of Key Development.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:35 p.m. The Commission was called into Executive Session under ORS 192.660(2)(e) Real Property Transactions and ORS 192.660(2)(f) Exempt Public Records.

10. POSSIBLE ACTION: The Commission was called back into Regular Session at 7:55 p.m. The following action was taken as a result of Executive Session.

Motion: Move to approve lease termination agreement with Mid-Columbia Council of Governments subject to legal counsel review.

Move: Davies

Second: McBride

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

Absent: Shortt, and Streich

MOTION CARRIED

Motion: Move to approve lease with PacificSource Health Plans at the Wasco Building for 895 square feet of Suite 101, subject to legal counsel review and subject to execution of the lease termination agreement with Mid-Columbia Council of Governments.

Move: Davies

Second: McBride

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

Absent: Shortt, and Streich

MOTION CARRIED

Motion: Move to approve lease with Mid-Columbia Community Action Council at Wasco Building for 310 square feet of Suite 101, subject to legal counsel review and subject to execution of the lease termination agreement with Mid-Columbia Council of Governments.

Move: Davies

Second: McBride

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

Absent: Shortt, and Streich

MOTION CARRIED

Motion: Move to authorize execution and presentation of Purchase and Sale Agreement and Promissory Note with Joyce A. Reinig Trust.

Move: McBride

Second: Davies

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

Absent: Shortt, and Streich

MOTION CARRIED

11. ADJOURN: At 7:58 p.m. there was unanimous approval for a motion from Commissioner Davies to adjourn the meeting.

Respectfully submitted,

 Laurie Borton

ATTEST:

 Brian Shortt, President, Port Commission

 Jon Davies, Secretary, Port Commission

Commission Memo



Prepared by: Laurie Borton
Date: August 16, 2016
Re: Winter Dockage at Commercial Dock – M/Y Pastime

The privately-owned motor yacht Pastime, captained by Gorge resident Mike Petty, has requested to use the Port's commercial dock inside the Marina Basin for another winter layover.

Last year the Port benefited from the Pastime's layover with a monthly docking fee of \$800 and an upgraded electrical hookup on the dock. The vessel vacated the dock to accommodate the overnight stops of the cruise ships and has agreed to make this accommodation again this year. The vessel can produce its own potable water once the Port's water source is turned off for the winter, and the vessel has a Coast Guard approved sewage treatment plant that processes both gray and black water, which is not discharged inside the Marina Basin.

Staff recommends approval of this winter dockage request. The monthly fee for this layover will be \$800 per month, from approximately September 2016 through early spring of 2017.

RECOMMENDATION: Approve lease with Stephen Cushman for moorage of the M/Y Pastime at the Commercial Dock from September 1, 2016 through April 15, 2017.

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DOCKAGE PERMIT

TERM: The PORT OF HOOD RIVER (hereafter "Port") hereby permits **Stephen P. Cushman/Cush Enterprises** (hereinafter "Permittee") the right to use the Port's Commercial Dock ("Commercial Dock") located on the north side of the Port Marina Basin for the purpose of berthing the M/Y Pastime ("Vessel") from September 1, 2016 through April 15, 2017 ("Term"). This Permit shall be valid during the specified dates unless earlier revoked or terminated by the Port, or unless terminated by mutual agreement, as provided below. At the expiration or termination of the Term of the Permit, Permittee shall remove the Vessel from the Commercial Dock, promptly remove all personal property, and return the vacated Commercial Dock and dock area to the Port in good, clean condition.

AUTOMATIC RENEWAL: None.

FEE: Permittee will pay a docking fee of \$800.00 per month in advance on the first day of each month for use of the Commercial Dock. Permittee will also be billed monthly by the Port and shall pay the Port monthly electric charges based on Vessel metered use as charged monthly by Pacific Power (one 50amp standard RV service is available). The Port shall not be liable for injury, loss or damage resulting from any failure or curtailment of electric service. Water is not available between approximately October 15 and March 15.

NON-EXCLUSIVE USE: The Commercial Dock is used for cruise ship dockage in the fall; by the U.S. Coast Guard Cutter Bluebell for overnight layovers; and for paid events in the Marina basin. These uses take priority over Permittee's right to use the Commercial Dock during the term of this Permit. Permittee must promptly move the Vessel to the Transient Dock or to an anchored location outside of the Marina upon notice from the Port. Permittee will not be entitled to a rent rebate as a result of being required to move the Vessel. Port will give Permittee advance notice when necessary to move Permittee's Vessel; however, notice may be less than 24 hours. Permittee agrees to promptly move the Vessel upon demand by the Port. This notice will be made by phone call to the Permittee's onboard crew or sent to Permittee's email address listed below. Known dates that other users will need access to and use the Commercial Dock are listed below:

- The Cruise Ship schedule for 2016 overnight stops is attached.
- The schedule is unknown for the USCGC Bluebell. The Port has requested the USCG to provide a 24-hr. notification of arrival for overnight stops.

The Oregon Department of Environmental Quality requires that any liveaboard vessel must have a sewage connection when it is in use as a stationary residence, however, a continuous connection is not required and the pumpout station will meet this requirement. Vessel will need to make arrangements 24 hours in advance when a water connection is required during the period of approximately October 15-March 15 to access water from the Fuel Dock. The water depth at this dock is approximately 9 feet.

USE: Permittee shall not do anything which damages the Commercial Dock or other Port property and shall keep the Commercial Dock and adjacent area in at least as good condition as it was in at the outset of the Term. Permittee understands and agrees that the Commercial Dock area is unsecured and that the Port assumes no liability for loss or damage to the Vessel or any persons or property. Permittee agrees to use the Port's Commercial Dock and dock facilities and equipment entirely at their own risk, regardless of conditions. The Port makes no warranty, either expressed or implied, as to the suitability of the Commercial Dock or available depths of water alongside. Water depth will vary continually because of the volume of river flow and weather conditions. Permittee agrees to take soundings on a regular basis to ensure the safety of the Vessel. Permittee acknowledges responsibility for damages arising out of Vessel moorage at the Commercial Dock and for Vessel fires. Permittee shall hold the Port harmless from and indemnify the Port for any and all damage, liability, settlements, loss, costs and expenses in connection with damages arising out of Vessel moorage at the Commercial Dock or a Vessel fire, and for all expenses of any action, suit, or claim resulting or allegedly resulting therefrom.

Port agrees to a variance of the current Marina Moorage Rules and Regulations by allowing up to four crew members to live aboard the Vessel during the term of this Permit. Discharge of any waste into waters within the Port Marina that does not comply with USGS regulations is strictly prohibited.

DEFAULT: If Permittee violates any terms of this Permit, Permittee shall be in default hereunder and at its option the Port may terminate Permittee's right to use the Commercial Dock, all without prejudice to the right of the Port to

collect fees, rental and utility charges payable under this Permit before or after Permittee’s Vessel is removed from the Port Marina. The remedies provided herein are in addition to and shall not be deemed in lieu of any other rights which the Port may have by virtue of federal and State laws and local ordinances, including any Port ordinance. In any action or proceeding for the collection of any sums or charges which may be payable hereunder, or to enforce Port rights, Permittee agrees to pay, in addition to any damages assessed, or to taking any actions required, a reasonable sum for Port’s attorney fees and court costs before suit, at suit or on appeal.

TERMINATION: The Dockage Permit may be terminated by the Port at any time if Permittee is in default. Termination may occur immediately if Permittee fails to move Permittee’s Vessel from the Commercial Dock on a date required by the Port after being notified by the Port to do so, or for other defaults 10 days after the date the Port sends a default notice to Permittee, unless Permittee cures the default to the Port’s satisfaction within the ten-day period after the notice is sent.

This Dockage Permit may be terminated on a specific date other than the end of the Permit term on terms and conditions agreed to in writing by the Port and Permittee. Termination shall not relieve Permittee from obligations arising under this Agreement, until fully cured. Notice of termination will be deemed given on the date emailed or sent by U.S. Mail by the Port to the Permittee’s mailing or email address below; and deemed given by Permittee when a written notice from Permittee is received by the Port.

The Port may immediately revoke this permit if Permittee fails to comply with any conditions of this Permit. In addition, notwithstanding any other terms of this Permit, the Port may terminate the Permit, in its complete discretion, after giving Permittee at least 30 days’ prior written notice of the Port’s intent to do so.

ACCEPTANCE OF ABOVE-NOTED CONDITIONS AND OF FINANCIAL RESPONSIBILITY FOR PAYMENT:

DATED: _____, 2016.

DATED: _____, 2016.

PERMITTEE: **STEPHEN P. CUSHMAN/CUSH ENTERPRISES**

APPROVED: **PORT OF HOOD RIVER**

Stephen P. Cushman
10620 Treena Street #110
San Diego CA 92131

Michael S. McElwee, Executive Director
1000 E. Port Marina Drive
Hood River OR 97031
(541) 386-1645
marina@portofhoodriver.com

Emergency Contacts - Local Crew Information:

- Name: Mike Petty, Captain, M/Y Pastime, (805) 320-7234
- Willie Bibbo, Mate, (843) 206-4101
- J. J. Bach, Chef, (530) 867-6696
- Lindsay Remanar, Steward, (623) 999-7464

Pastime Crew Vehicles:

- Silver VW Passat Wagon, California plate 6RKW318, owner Lindsay Remanar (623) 999-7464
 - Gray Dodge Ram 1500, California plate 7C70188, JJ Bach (530) 867-6696
- [If parked in the boat launch parking lot, please use single vehicle stall vs. longer boat-trailer stall]*

Commission Memo

Prepared by: Michael McElwee
Date: August 16, 2016
Re: Marina Fuel Dispensing



On August 5, 2005 a Marina Fuel Operations and Lease Agreement (“Agreement”) was executed between the Port and Columbia Room, Inc. doing business as Hood River Shell and Marina Mart. The Agreement was subsequently extended via an amendment to terminate on July 31, 2016 and therefore has expired.

The availability of fuel is a valuable service in the Hood River Marina. The proposed Agreement with the nearby Shell Station (attached) continues the quick response for boaters seeking to refuel and avoids the need for Port staff to do this work. The Agreement is very similar to the prior arrangement but does have some differences: the fuel charge to the Port is 20 cents per gallon instead of 6 cents; the Port will assume weekly and monthly tank/pump inspections and the emergency response plan is incorporated to clarify roles of both parties.

There are no other business entities that would reasonably consider entering into an agreement except Columbia Room, Inc. since that is the ownership entity for both nearby service stations, and the total volume of fuel dispensed is low and highly seasonal.

RECOMMENDATION: Approve the Marina Fuel Operations and Lease Agreement with Columbia Room, Inc.

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**PORT OF HOOD RIVER
MARINA FUEL OPERATIONS LEASE AGREEMENT**

THIS AGREEMENT is made and entered into this ____ day of August, 2016, by and between the **Port of Hood River**, an Oregon Municipal Corporation, hereinafter referred to as “PORT”, and **Columbia Room, Inc.** dba Hood River Shell and Marina Mart, an Oregon Corporation, hereinafter referred to as “LESSEE”, to lease the spaces and areas now situated in the Port of Hood River Marina containing one combination above-ground gasoline-diesel storage tank, gasoline pump and pump house and related pumps, pipes and piping relating thereto (said equipment being owned by PORT) in the location shown on the map attached as **Exhibit A (“fuel pumping facility”)**.

1. **TERM.** This Agreement will commence August 1, 2016 and end July 31, 2021. During the term either party may terminate this Agreement at any time by serving upon the other a written notice of such intent to terminate not less than ninety (90) days prior to the termination date.

2. **COMPENSATION.** PORT gives and grants to LESSEE the exclusive right to operate the fuel pumping facility for the sum payable by LESSEE to Port of \$25 per month as a use fee plus a fuel flowage fee of **20 cents** per gallon of all fuel pumped at the fuel pumping facility based on monthly fuel flowage reports, which shall be provided by LESSEE to PORT at the time of payment. Payments shall be sent to the Port of Hood River, 1000 E. Port Marina Drive, Hood River, Oregon 97031, by LESSEE on the first day of each month beginning September 1, 2016.

3. **RESPONSIBILITIES.**
 - a. LESSEE shall pay for all fuel placed in tanks.
 - b. LESSEE will be available to dispense fuel for the PORT during normal business hours (8:00 a.m. – 6:00 p.m.), including weekends and holidays. Response time shall be within fifteen (15) minutes.
 - c. All personnel of LESSEE shall be adequately trained to operate fuel-dispensing equipment in accordance with all applicable local, state and federal laws.
 - d. LESSEE shall pump fuel in accordance with the requirements of the State of Oregon Fire Code Chapter 23, Section 2310 Marine Motor Fuel Dispensing Facilities and all amendments and revisions, and shall obtain and keep current all permits and inspections.
 - e. During the lease term, LESSEE shall comply with all provisions of the Spill Prevention Control & Counter Measures Plan attached as **Exhibit B**.
 - f. LESSEE will ensure LESSEE’s personnel will be fully aware of the operation, mechanics and hazards inherent to fueling of boats and who know how to control fuel spills, eliminate possible ignition sources, operate emergency shutoff equipment, and notify emergency responders.
 - g. LESSEE will require LESSEE’s personnel to be trained in emergency shutdown of the system.
 - h. LESSEE will secure the leased area and equipment when not in use by appropriate shut-down devices and security locks.
 - i. LESSEE will inspect containment devices weekly for their physical integrity and maintain them in good condition. Signs of leakage or spillage of contained material shall be investigated and cleaned up immediately by LESSEE and reported to PORT.
 - j. LESSEE will keep records of fueling including deliveries, dispensing, collections, and reconciling collections against fuel dispensed, which PORT shall have the right to inspect.

- LESSEE shall also monitor all deliveries of fuel by distributor and immediately notify PORT any discrepancy or spillage.
- k. LESSEE will perform all inspections and tests in accordance with all legal requirements, and as may be requested by PORT.
 - l. LESSEE shall immediately advise PORT of any fuel spillage or the malfunction, breakage, potential damage to, or any deviation from normal operation of fueling equipment. A Spill Contingency Plan shall be developed for all fuel storage and dispensing areas by LESSEE. Such plan must specify the quantities and types of fuels stored and dispensed on-site, prevention measures, and spill emergency procedures, including health and safety, notification, and spill containment and control measures, including a drainage plan. Any spill or release MUST BE reported by LESSEE immediately to the Oregon Emergency Response System (OERS) (800-452-0311) or the National Response Center (800-424-8802).
 - m. PORT will provide appropriate containment and control materials which will be stored in a clearly marked location, readily accessible to work and storage areas. Emergency phone numbers shall be posted in a conspicuous location.
 - n. PORT will provide routine maintenance on all fuel equipment and will supply parts and materials for routine maintenance, spill containment, and fire suppression, including fire extinguishers and signage.

4. STANDARD TERMS.

- a. COMPLETE AGREEMENT. This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communication between the parties relating to the subject matter of this Agreement.
- b. WRITTEN NOTICE. Any notice of termination or other communication having a material effect on this Agreement shall be served by U.S. Mail on the signatories listed below.
- c. GOVERNING LAW/VENUE. This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Hood River County. The prevailing party shall be entitled to reasonable attorney fees and costs, including an appeal. All rights and remedies of PORT shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to or waiver of any other rights or remedies of PORT according to law.
- d. COMPLIANCE. LESSEE shall comply with all applicable federal, state, and local laws, rules and regulations.
- e. JUDICIAL RULINGS. If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity of enforceability of the Agreement.
- f. INDEMNIFICATION. LESSEE shall save harmless, indemnify, and defend PORT, its commissioners, employees and agents from any and all claims, damages, losses and expenses including but not limited to reasonable attorney's fees arising out of or resulting from LESSEE's performance of or failure to perform the obligations of this Agreement, to the extent same are caused by the negligence or misconduct of LESSEE or its employees or agents.
- g. INSURANCE. LESSEE shall purchase and maintain at LESSEE's expense, general liability insurance. This insurance will provide coverage at a minimum of \$1,000,000 combined single limit. The policy of insurance shall name PORT, its commissioners, employees and

agents as an additional insured. Coverage shall not be altered or cancelled without at least 10 days prior notice to PORT. A copy of the certificate of insurance acceptable to PORT shall be submitted to PORT prior to commencement of work.

h. LESSEE shall not sell, assign, or transfer its interest in this Agreement.

COLUMBIA ROOM INC.,
dba Hood River Shell and Marina Mart
1108 E. Marina Way
Hood River OR 97031

PORT OF HOOD RIVER
1000 E Port Marina Drive
Hood River OR 97031

By: _____
_Chuck Hinman, General Manager

By: _____
Michael S. McElwee, Executive Director

Exhibit 'B'

SPILL PREVENTION, CONTROL & COUNTERMEASURES (SPCC) PLAN at the HOOD RIVER MARINA

Date of Facility's First Plan: March 2012

Updated Plan: July 2016

Designated staff person responsible for spill prevention: *John Mann, Facilities Manager*

EMERGENCY TELEPHONE NUMBERS:

Notification Contacts:

- | | |
|--|----------------------------------|
| 1. Marina Owner: Port of Hood River | (541) 386-1645 |
| 2. Marina Manager | (541) 386-7263 |
| 2. Fuel Station Owner: Shell | (541) 387-5544 |
| 3. National Response Center | (800) 424-8802 |
| 4. State of Oregon Emergency Response System | (800) OILS-911
(800) 452-0311 |

Clean-up Contractors:

- | | |
|-------------------------|--------------|
| 1. Belfor Environmental | 503-408-7404 |
| 24-hour Emergency | 800-930-0011 |
| 2. NRC Environmental | 503-283-1150 |
| 3. DEQ | 866-803-6668 |

Supplies and Equipment

- | | |
|------------|--------------|
| 1. New Pig | 800-468-4647 |
|------------|--------------|

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ATTACHMENTS:

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PROFESSIONAL ENGINEER CERTIFICATION

December 2006 Update: If a facility has 10,000 gallons or less in aggregate aboveground oil storage capacity, then the Professional Engineer certification is no longer required. This means that the owner/operator of a facility can prepare a self-certified SPCC plan.

**SPILL PREVENTION, CONTROL AND COUNTERMEASURE PLAN
MANAGEMENT APPROVAL**

I hereby certify that the necessary resources to implement this Plan have been committed.

Michael S. McElwee, Executive Director
Port of Hood River

Date

Maintenance Supervisor

Date

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA CHECKLIST

Please see Attachment A.

**SPILL PREVENTION, CONTROL AND COUNTERMEASURE PLAN
COMPLIANCE REVIEW PAGE**

In accordance with 40 CFR 112.5(b), a review and evaluation of this SPCC Plan is conducted at least once every three years. These reviews and evaluations are recorded below:

<u>Reviewer (signature)</u>	<u>Reviewer (print)</u>	<u>Date</u>	<u>Comments</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			

INTRODUCTION

Spill Prevention, Control, and Countermeasure (SPCC) plans for facilities are prepared and implemented as required by the U.S. Environmental Protection Agency (U.S. EPA) Regulation contained in Title 40, Code of Federal Regulations, Part 112, (40 CFR 112). A non-transportation related facility is subject to SPCC regulations if: the total aboveground storage capacity exceeds 1,320 gallons; or the underground storage (UST) capacity exceeds 42,000 gallons; and if, due to its location, the facility could reasonably be expected to discharge oil into or upon the navigable waters or adjoining shorelines of the United States.

An SPCC plan is not required to be filed with the US EPA, but a copy must be available for on-site review by the Regional Administrator (RA) during normal working hours. The SPCC plan must be submitted to the US EPA Region 1 RA and the state agency along with the other information specified in Section 112.4 if either of the following occurs:

1. The facility discharges more than 1,000 gallons of oil into or upon the navigable waters of the United States or adjoining shorelines in a single spill event; **or**
2. The facility discharges oil in quantities that may be harmful in two spill events within any twelve month period.

The following spill information must be reported within 60 days if either of the above thresholds is reached. This report is to contain the following information:

1. Name of the facility.
2. Name(s) of the owner or operator of the facility.
3. Location of the facility.
4. Date and year of initial facility operation.
5. Maximum storage or handling capacity of the facility and normal daily throughput.
6. Description of the facility including maps, flow diagrams, and topographical map.
7. A complete copy of the SPCC plan with any amendments.
8. The cause(s) of such spill(s), including a failure analysis of system or subsystem in which failure occurred.
9. The corrective actions and/or countermeasures taken, including adequate description of equipment repairs and/or replacements.
10. Additional preventive measures taken or contemplated to minimize the possibility of recurrence.
11. Such other information as the Regional Administrator may reasonably require that is pertinent to the plan or spill event(s).

The SPCC plan must be amended within 6 months whenever there is a change in facility design, construction, operation, or maintenance that materially affects the facility's spill potential. The SPCC plan must be **reviewed at least once every 3 years** and amended to include more effective prevention and control technology, if such technology will significantly reduce the likelihood of a spill event and has been proven in the field. All such amendments must be re-certified by a registered professional engineer (PE).

Owners and operators failing or refusing to comply with this federal regulation are liable to a civil administrative penalty of up to \$11,000 per day (up to a maximum of \$ 127,500) or judicial civil penalties of up to \$ 27,500 per day.

If the owners and operators of a facility required to prepare an SPCC plan are not required to submit a Facility Response Plan, the SPCC plan should include a signed certification form, Attachment A (source is Appendix C to 40 CFR 112).

FACILITY INFORMATION

Name: Port of Hood River

Mailing Address: 1000 E. Port Marina Drive, Hood River, OR 97031

Physical Address: 1000 E. Port Marina Drive, Hood River, OR 97031

Phone Number: (541) 386-1645

Facility Owner: Port of Hood River

Facility Contact: Laurie Borton (2015), Marina Manager

Fuel Station Operator: Columbia Room, Inc. dba Hood River Shell & Marina Mart

Fuel Station Contact: Station Manager, 541-490-7162
 Chuck Hinman, General Manager, 541-386-8906

Location: Columbia River Mile 169.5

Facility Description: Marina with boat houses, moorage, float plane docks, transient moorage with power, one fuel pump with gasoline and diesel fuels and a pump out station with boat pump-out. Port buildings include administration buildings, yacht club, shop and restrooms. There are five fingers with an interconnecting walkway. There is one gangway that gives access to the docks. There are 11 boat houses and 158 moorage spaces. There is power through out the moorage area with main shutoffs. The Hood River Yacht Club has a club house for gatherings and dry storage for approximately 9 boats.

Fixed Storage:

Tank 1 (AST) 3,680 gallons gasoline

Tank 2 (AST) 2,200 gallons diesel

Total oil storage capacity: 5,880 gallons

See Attachment B – Facility Map

PAST FUEL STORAGE SPILL EXPERIENCE- 40 CFR 112.7 (a)

<u>Description of Spill</u>	<u>Corrective Actions Taken</u>	<u>Plan for Preventing Recurrence</u>
NONE		

POTENTIAL EQUIPMENT FAILURES- 40 CFR 112.7(b).
 (See Attachment B for tank arrangements and spill flow patterns)

<u>Potential Failure</u>	<u>Spill Direction</u>	<u>Volume Released</u>	<u>Spill Rate</u>
Tank overflow	South into landscaping eventually into Marina	Up to several gallons	Up to 50 gallons / minute
Pipe failure-Leaking pipe	Into Marina	Up to several gallons	Up to 50 gallons / minute
Leaking pipe or valve packing	Into Marina	Up to several gallons	Minimal
Tank truck leak or failure	South into landscaping eventually into Marina	Up to 3,500 gallons	Gradual to instantaneous
Hose leak during transfer	South into landscaping eventually into Marina	Up to 50 gallons	Up to 50 gallons / minute

CONTAINMENT AND DIVERSIONARY STRUCTURES- 40 CFR 112.7(c)(1)

The fuel tanks are contained in a concrete above ground structure. It is located east of the fuel dock. The pumps are to the west of the tanks at water level. The power panel is located at the top of the fuel dock ramp. In the pump house are spill containment booms, pads, plastic bags and vent spill containers. There are extra booms at the moorage slips across the Marina.

DEMONSTRATION OF PRACTICABILITY- 40 CFR 112.7(d)

Facility management has determined that use of the containment and diversionary structures and the use of readily available spill equipment to prevent discharged oil from reaching navigable water, is practical and effective at this facility.

FACILITY DRAINAGE- 40 CFR 112.7(e)(1)

Spills from the fuel tank during transfer operations will be controlled by containment booms available at the facility and on the fuel trucks themselves.

BULK STORAGE TANKS- 40 CFR 112.7(e)(2)

Above ground fuel tanks are contained on a concrete pad. There are no partially buried storage tanks at this facility.

TRANSFER OPERATIONS - 40 CFR 112.7(e)(3)

Fuel leaves tanks 1 and 2 through an electric shut off valve to the pumps that move the fuel to the piping. The piping leaves the pumps, next to the storage tanks, into the ground under the walkways and down along the access ramp. The piping then goes into the fuel dock to the dispensing pump. There are manual shut off valves at the top of the ramp. There is appropriate flex hose at areas where movement can happen.

TRUCK UNLOADING - 40 CFR 112.7(e)(4)

The fuel trucks meet the minimum requirements of the U.S. Department of Transportation in their loading and unloading procedures.

INSPECTIONS AND RECORDS- 40 CFR 112.7(e)(8)

Facility owner/operator, conduct weekly inspections of fuel line piping from the pumps to the dispensing pump during summer months and monthly inspections of the fuel tanks. **A record keeping procedure is being developed.**

SECURITY- 40 CFR 112.7(e)(9)

The fuel station is locked and only Marina Shell employees have keys to unlock the pump. The fuel station has necessary lighting at the top of the fuel dock ramp.

PERSONNEL TRAINING AND SPILL PREVENTION PROCEDURES- 40CFR 112.7 (e)(10)

A partnership between facility owner, Port of Hood River, and fuel station owner, Marina Shell, are accountable for oil spill prevention at this facility. Staff from both organizations are instructed in spill prevention procedures as needed.

Attachment A

CERTIFICATION OF THE APPLICABILITY OF THE SUBSTANTIAL HARM CRITERIA CHECKLIST

FACILITY NAME: Port of Hood River FACILITY ADDRESS: 1000 E. Port Marina Drive, Hood River, OR

1. Does the facility transfer oil over water to or from vessels and does the facility have a total oil storage capacity greater than or equal to 42,000 gallons?

Yes ____ No X

2. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and does the facility lack secondary containment that is sufficiently large to contain the capacity of the largest aboveground oil storage tank plus sufficient freeboard to allow for precipitation within any aboveground oil storage tank area?

Yes ____ No X

3. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the formula in Attachment C-III, Appendix C, 40 CFR 112 or a comparable formula¹) such that a discharge from the facility could cause injury to fish and wildlife and sensitive environments? For further description of fish and wildlife and sensitive environments, see Appendices I, II, and III to DOC/NOAA's "Guidance for Facility and Vessel Response Environments" (Section 10, Appendix E, 40 CFR 112 for availability) and the applicable Area Contingency Plan.

Yes ____ No X

4. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and is the facility located at a distance (as calculated using the appropriate formula (Attachment C-III, Appendix C, 40 CFR 112 or a comparable formula¹) such that a discharge from the facility would shut down a public drinking water intake²?

Yes ____ No X

5. Does the facility have a total oil storage capacity greater than or equal to 1 million gallons and has the facility experienced a reportable oil spill in an amount greater than or equal to 10,000 gallons within the last 5 years?

Yes ____ No X

CERTIFICATION

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document, and that based on my inquiry of those individuals responsible for obtaining this information, I believe that the submitted information is true, accurate, and complete.

Michael S. McElwee _____
Name (please type or print name of Facility Representative) Signature

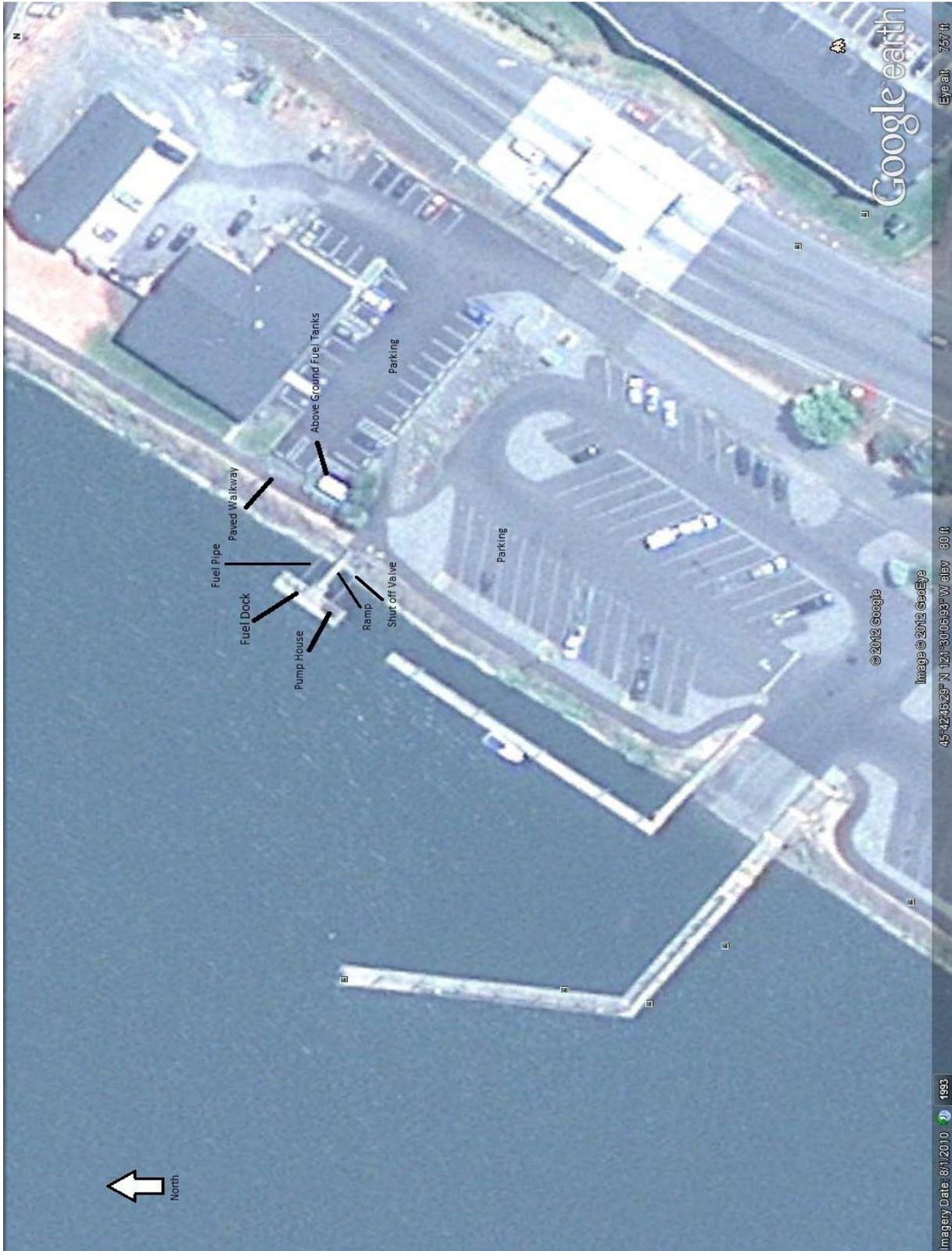
Executive Director, Port of Hood River _____
Title Date

¹If a comparable formula is used, documentation of the reliability and analytical soundness of the comparable formula must be attached to this form.

²For the purposes of 40 CFR part 112, public drinking water intakes are analogous to public water systems as described at 40 CFR 143.2(c).(from 40 CFR 112 Appendix C, Attachment C-II)

Attachment B

FACILITY MAP



Attachment C **QUARTERLY FACILITY INSPECTION CHECKLIST**

<p>Date: _____</p> <p>Time: _____</p> <p>Inspector: _____</p>	<p>X = Satisfactory</p> <p>NA = Not Applicable</p> <p>0 = Repair or Adjustment Required</p> <p>C = Comment under Remarks/Recommendation</p>

AST's	
	Tank condition good (no rusting, corrosion, pitting)
	Bolts, rivets, or seams not damaged
	Tank foundation intact
	Level gauges and alarms working properly
	Vents not obstructed
	Valves, flanges, and gaskets free from leaks
	Containment walls intact
	Tank and ground surfaces checked for signs of leakage

PIPES	
	Buried pipelines not exposed
	Out-of-service pipes capped
	Signs/barriers to protect pipelines from vehicles in place
	No leaks at valves, flanges, or other fittings
	No signs of corrosion damage to pipelines or supports

TRUCK	LOADING / UNLOADING AREAS
	Warning signs posted
	No leaks in hoses
	Drip pans not overflowing
	Catch basins free of contamination
	Containment curbing or trenches intact
	Connections capped or blank-flanged

SECURITY	
	Gates have locks
	ASTs locked when not in use
	Starter controls for pumps locked when not in use
	Lighting is working properly
	Security Cameras are working properly

TRAINING	
	Training records are in order
	Spill prevention briefing held

MISCELLANEOUS	
	Spill kits inventory replenishment

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Commission Memo



Prepared by: Fred Kowell
Date: August 16, 2016
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$7,438.50
---------------------	-------------------

Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$7,438.50</u>
--	--------------------------

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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

RECEIVED
AUG 10 2016
BY: _____

CREDIT CARDS ACCEPTED

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

Page: 1
August 08, 2016
Account No: PORTOHAM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
MCELWEE EMPLOYMENT CONTRACT					
0.00	114.00	0.00	0.00	0.00	\$114.00
MISCELLANEOUS MATTERS					
JJ					
494.00	323.00	0.00	0.00	-494.00	\$323.00
TRANSPORTATION ISSUES					
209.00	0.00	0.00	0.00	-209.00	\$0.00
LEASE (Pfriem Brewing)					
1,862.00	0.00	0.00	0.00	-1,862.00	\$0.00
PROPERTY SALE (Bob Naito; NBW Hood River)					
266.00	0.00	0.00	0.00	-266.00	\$0.00
LEASE (Hood River Distillers)					
19.00	0.00	0.00	0.00	-19.00	\$0.00
EXPO SITE DEVELOPMENT (Key Development; Pickhardt)					
0.00	38.00	0.00	0.00	0.00	\$38.00
AGREEMENT (NAITO/NBW, LLC)					
0.00	228.00	0.00	0.00	0.00	\$228.00
CONTRACT (H.D.R. ENGINEERING)					
0.00	779.00	0.00	0.00	0.00	\$779.00
DOG PARK					
76.00	0.00	0.00	0.00	-76.00	\$0.00

HOOD RIVER, PORT OF

Account No: Aug
F

Previous Balance	Fees	Expenses	Advances	Payments	Balance
BARGE BRIDGE DAMAGE 684.00	0.00	0.00	0.00	-684.00	\$0.00
BRANDT LAND TRADE AIRPORT AREA 190.00	76.00	0.00	0.00	-190.00	\$76.00
WATER ISSUES ODELL (Crystal Springs Water District) 2,945.00	0.00	0.00	0.00	-2,945.00	\$0.00
LOT 1 PRELIMINARY SUBDIVISION (Berger ABAM) 741.00	313.50	0.00	0.00	-741.00	\$313.50
TRANSPORTATION ISSUES - PART C 95.00	0.00	0.00	0.00	-95.00	\$0.00
FIBRE OPTIC EASEMENT - WATERFRONT (HR Electric Co) 247.00	0.00	0.00	0.00	-247.00	\$0.00
BRIDGE CAMERA 152.00	0.00	0.00	0.00	-152.00	\$0.00
PUBLIC RECORDS 152.00	0.00	0.00	0.00	-152.00	\$0.00
GLIDER CONCESSION -AIRPORT 418.00	0.00	0.00	0.00	-418.00	\$0.00
BRIDGE REPLACEMENT 2016 (ODOT/WDOT) 209.00	4,807.00	0.00	0.00	-209.00	\$4,807.00
PROPERTY PURCHASE/JOYCE REINIG 0.00	760.00	0.00	0.00	0.00	\$760.00
<u>8,759.00</u>	<u>7,438.50</u>	<u>0.00</u>	<u>0.00</u>	<u>-8,759.00</u>	<u>\$7,438.50</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31st OF JULY UNLESS OTHERWISE STATED
(38)

Commission Memo



Prepared by: Michael McElwee
Date: August 16, 2016
Re: Oil Transportation in the Gorge

Michael Lang, Conservation Director of the Friends of the Columbia Gorge will attend the meeting to provide information about the transport of petroleum products in the Columbia River Gorge.

RECOMMENDATION: Information.

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Commission Memo



Prepared by: Michael McElwee
 Date: August 16, 2016
 Re: Lot #1 Preliminary Subdivision Status

On March 10, 2016 the Commission approved a contract with Berger Abam to prepare an application for a Preliminary Subdivision Plan (PSP) for Lot #1. The work has been underway for several months. Two pre-application conferences have been held with the City. In those meetings, a number of issues were identified that will have a bearing on the future development of Lot #1. Some of these issues are as follows:

- Lot #1 is situated at the center of waterfront activity and will serve tourists, workers and visitors. Creating public dedicated streets takes 2.5 acres with a land value of \$1.4 million. Cost to construct streets is estimated at \$4.9 million. It will be challenging for LI development to capitalize these costs.
- Subdivisions require public streets for frontage on new lots, and there will be a fair amount of LI traffic but also hotel, commercial, and recreational traffic to the Spit using these new streets when Riverside Ave. becomes no left turn, or is otherwise backed up.
- To address Port and City concerns, the Port could apply for a phased subdivision and build streets as needed for the phase or contiguity.
- The Port could also start Phase 1 on existing public streets (2nd) without having to build the extension of Anchor Way or other streets.
- In order to help recoup the money to develop the streets, the Port might keep revenue for parking on dedicated streets along with the private streets through an IGA between the City and the Port.
- A Public Improvement Development Agreement between City and Port governed development of the Waterfront Business Park. Such an agreement for Lot #1 would allow a period of time to complete transportation infrastructure after plat approval but before last building permit could be issued.
- Street size would be an industrial street which does not have parking, but if Port added parking it could likely be a 60' ROW (12' x2 - 8' - 10' - .5 curb + 1' back of sidewalk)

The current draft Preliminary Subdivision Plan is attached. With Commission consensus approval, this would be submitted to the City through a formal PSP application.

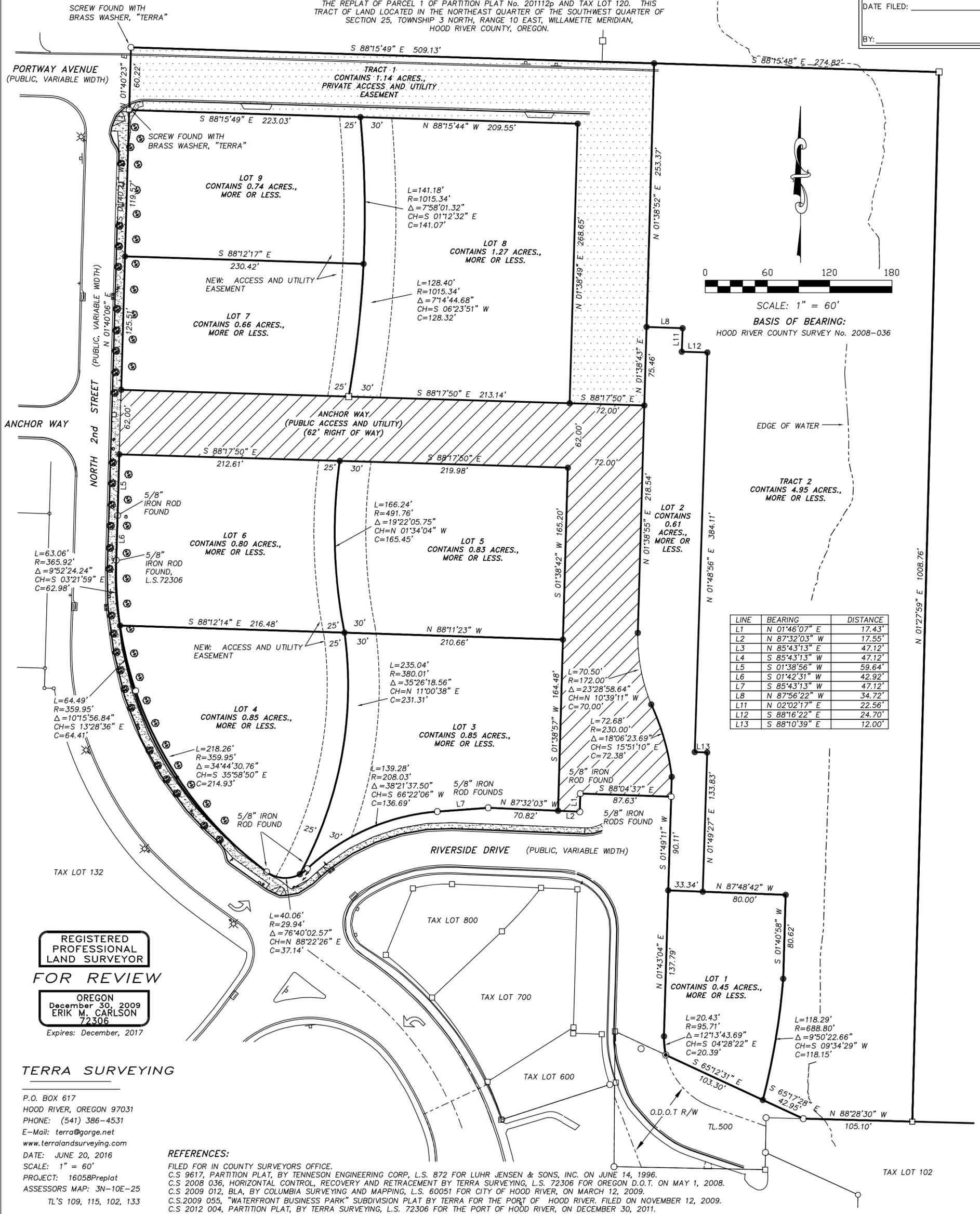
RECOMMENDATION: For Discussion.

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TERRA SURVEYING
PRELIMINARY
"CONFLUENCE BUSINESS PARK" SUBDIVISION PLAT
for
THE PORT OF HOOD RIVER
LOCATION OF SURVEY:

THE REPLAT OF PARCEL 1 OF PARTITION PLAT No. 201112_b AND TAX LOT 120. THIS TRACT OF LAND LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, HOOD RIVER COUNTY, OREGON.

HOOD RIVER C
SURVEYOR'S OFFICE
CS# _____
DATE FILED: _____
BY: _____



SCALE: 1" = 60'
BASIS OF BEARING:
HOOD RIVER COUNTY SURVEY No. 2008-036

LINE	BEARING	DISTANCE
L1	N 01°46'07" E	17.43'
L2	N 87°32'03" W	17.55'
L3	N 85°43'13" E	47.12'
L4	S 85°43'13" W	47.12'
L5	S 01°38'56" W	59.64'
L6	S 01°42'31" W	42.92'
L7	S 85°43'13" W	47.12'
L8	N 87°56'22" W	34.72'
L11	N 02°02'17" E	22.56'
L12	S 88°16'22" E	24.70'
L13	S 88°10'39" E	12.00'

REGISTERED
PROFESSIONAL
LAND SURVEYOR
FOR REVIEW
OREGON
December 30, 2009
ERIK M. CARLSON
72306
Expires: December, 2017

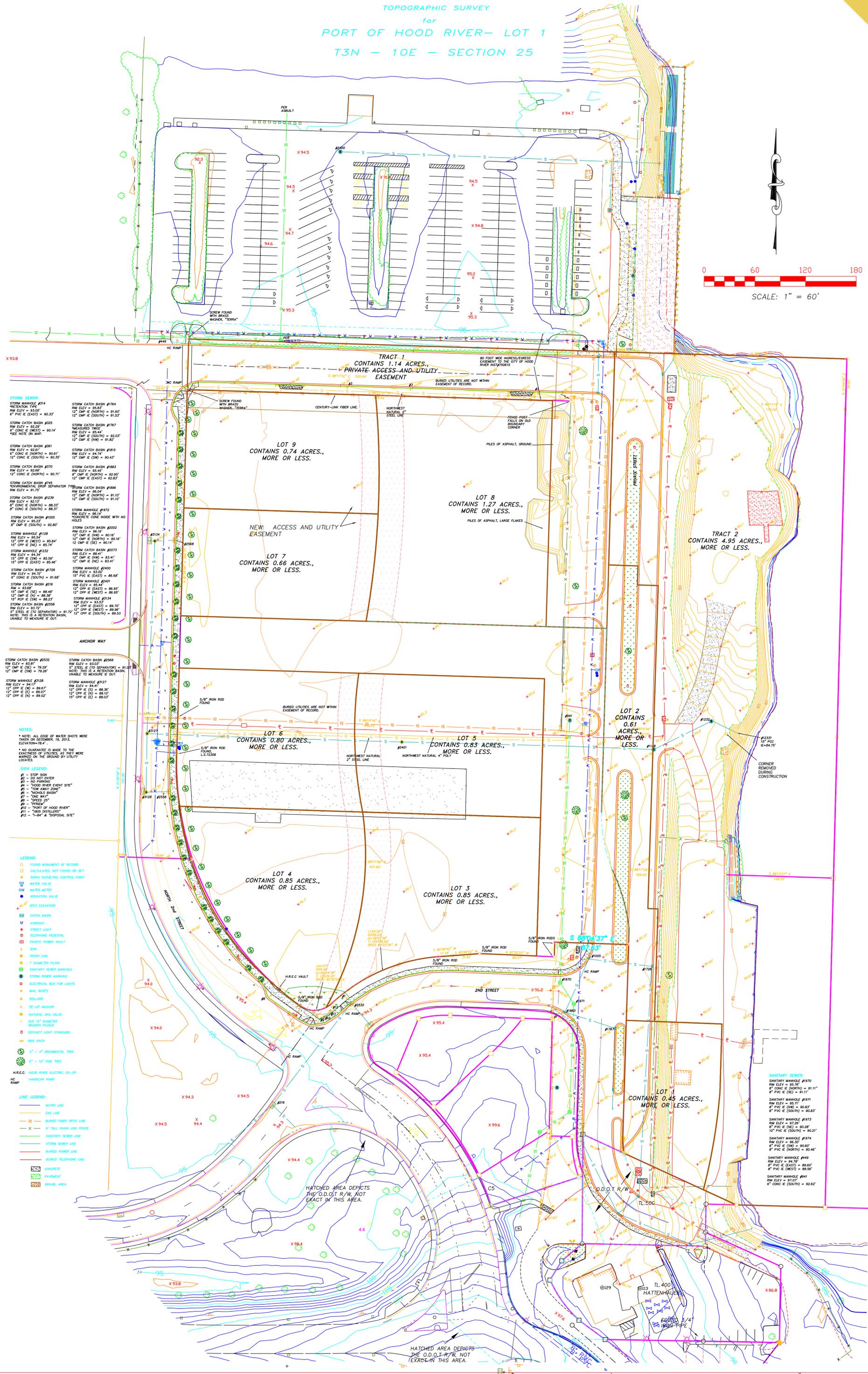
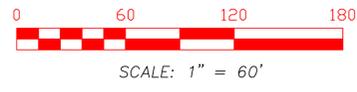
TERRA SURVEYING
P.O. BOX 617
HOOD RIVER, OREGON 97031
PHONE: (541) 386-4531
E-Mail: terra@gorge.net
www.terralandsurveying.com
DATE: JUNE 20, 2016
SCALE: 1" = 60'
PROJECT: 16058Preplat
ASSESSORS MAP: 3N-10E-25
TL'S 109, 115, 102, 133

REFERENCES:
FILED FOR IN COUNTY SURVEYORS OFFICE.
C.S 9617, PARTITION PLAT, BY TENNESON ENGINEERING CORP, L.S. 872 FOR LUHR JENSEN & SONS, INC. ON JUNE 14, 1996.
C.S 2008 036, HORIZONTAL CONTROL, RECOVERY AND RETRACEMENT BY TERRA SURVEYING, L.S. 72306 FOR OREGON D.O.T. ON MAY 1, 2008.
C.S 2009 012, B.L.A. BY COLUMBIA SURVEYING AND MAPPING, L.S. 60051 FOR CITY OF HOOD RIVER, ON MARCH 12, 2009.
C.S.2009 055, "WATERFRONT BUSINESS PARK" SUBDIVISION PLAT BY TERRA FOR THE PORT OF HOOD RIVER, FILED ON NOVEMBER 12, 2009.
C.S 2012 004, PARTITION PLAT, BY TERRA SURVEYING, L.S. 72306 FOR THE PORT OF HOOD RIVER, ON DECEMBER 30, 2011.

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TOPOGRAPHIC SURVEY

for
PORT OF HOOD RIVER— LOT 1
T3N — 10E — SECTION 25



- STORM SEWER:**
- STORM MANHOLE #314
RM ELEV = 93.05'
6" PVC E (EAST) = 90.33'
12" CONCRETE (SOUTH) = 90.33'
 - STORM CATCH BASIN #305
RM ELEV = 92.29'
6" CONCRETE (WEST) = 90.14'
12" CONCRETE (SOUTH) = 90.33'
 - STORM CATCH BASIN #361
RM ELEV = 92.61'
6" CONCRETE (NORTH) = 90.81'
12" CONCRETE (SOUTH) = 90.33'
 - STORM CATCH BASIN #370
RM ELEV = 92.66'
6" CONCRETE (NORTH) = 90.71'
12" CONCRETE (EAST) = 90.71'
 - STORM CATCH BASIN #345
ENVIRONMENTAL DUMP SEPARATOR
RM ELEV = 91.75'
 - STORM CATCH BASIN #239
RM ELEV = 92.13'
6" CONCRETE (NORTH) = 88.33'
12" CONCRETE (SOUTH) = 88.33'
 - STORM CATCH BASIN #1005
RM ELEV = 92.23'
6" CONCRETE (SOUTH) = 92.80'
 - STORM MANHOLE #1728
RM ELEV = 92.54'
12" CONCRETE (WEST) = 85.84'
15" CONCRETE (EAST) = 85.74'
 - STORM MANHOLE #1332
RM ELEV = 94.34'
12" CONCRETE (EAST) = 85.59'
 - STORM CATCH BASIN #1726
RM ELEV = 94.72'
6" CONCRETE (SOUTH) = 91.68'
 - STORM CATCH BASIN #216
RM ELEV = 93.88'
15" CONCRETE (EAST) = 88.48'
12" CONCRETE (SOUTH) = 88.38'
 - STORM CATCH BASIN #2558
RM ELEV = 93.72'
6" CONCRETE (SOUTH) = 89.70'
 - STORM CATCH BASIN #2552
RM ELEV = 83.81'
12" CONCRETE (EAST) = 79.29'
12" CONCRETE (SOUTH) = 79.29'
 - STORM MANHOLE #1328
RM ELEV = 94.14'
12" CONCRETE (EAST) = 88.67'
12" CONCRETE (SOUTH) = 88.02'
 - STORM CATCH BASIN #2556
RM ELEV = 93.03'
6" CONCRETE (SOUTH) = 91.01'
 - STORM MANHOLE #1327
RM ELEV = 94.41'
12" CONCRETE (EAST) = 88.38'
12" CONCRETE (SOUTH) = 88.02'

- NOTES:**
- * ALL EDGE OF WATER SHOTS WERE TAKEN ON DECEMBER, 18, 2013. ELEVATION = 84.1'
 - * NO GUARANTEE IS MADE TO THE EXACTNESS OF UTILITIES, AS THEY WERE MARKED ON THE GROUND BY UTILITY LOCATES.

- SIGN LEGEND:**
- #1 - STOP SIGN
 - #2 - NO ENTRY SIGN
 - #3 - ONE WAY SIGN
 - #4 - HOOD RIVER EVENT SITE
 - #5 - TRUCK STOP SIGN
 - #6 - "NICHOLS BASIN"
 - #7 - "SPEED 25"
 - #8 - "SPEED 30"
 - #9 - "SPEED 35"
 - #10 - "PORT OF HOOD RIVER"
 - #11 - "HOOD RIVER"
 - #12 - "84" DISPOSAL SITE

- LEGEND:**
- FOUND MONUMENT OF RECORD
 - CALCULATED; NOT FOUND OR SET
 - TERRA SURVEYING CONTROL POINT
 - WATER VALVE
 - WATER METER
 - IRRIGATION VALVE
 - SPOT ELEVATION
 - CATCH BASIN
 - HYDRANT
 - STREET LIGHT
 - TELEPHONE PEDESTAL
 - PACIFIC POWER VAULT
 - SIGN
 - TRASH CAN
 - 1" DIAMETER PILING
 - SANITARY SEWER MANHOLE
 - STORM SEWER MANHOLE
 - ELECTRICAL BOX FOR LIGHTS
 - MAIL BOXES
 - BOLLARD
 - TIE-UP ANCHOR
 - NATURAL GAS VALVE
 - 12" DIAMETER WOODEN PILING
 - DEFUNCT LIGHT STANDARD
 - BIKE RACK
 - 2" - 4" ORNAMENTAL TREE
 - 6" - 12" PINE TREE

- LINE LEGEND:**
- WATER LINE
 - GAS LINE
 - BURIED FIBER OPTIC LINE
 - 6" TALL CHAIN LINK FENCE
 - SANITARY SEWER LINE
 - STORM SEWER LINE
 - BURIED POWER LINE
 - BURIED TELEPHONE LINE
 - CONCRETE
 - PAVEMENT
 - GRAVEL AREA

- STANITARY SEWER:**
- SANITARY MANHOLE #1970
RM ELEV = 95.78'
6" PVC E (NORTH) = 91.11'
6" PVC E (SOUTH) = 91.11'
 - SANITARY MANHOLE #1971
RM ELEV = 95.77'
6" PVC E (EAST) = 90.83'
6" PVC E (SOUTH) = 90.83'
 - SANITARY MANHOLE #1973
RM ELEV = 95.77'
6" PVC E (EAST) = 90.21'
6" PVC E (SOUTH) = 90.21'
 - SANITARY MANHOLE #1974
RM ELEV = 95.30'
6" PVC E (EAST) = 90.60'
6" PVC E (NORTH) = 90.44'
 - SANITARY MANHOLE #449
RM ELEV = 94.78'
6" PVC E (EAST) = 89.60'
6" PVC E (SOUTH) = 89.50'
 - SANITARY MANHOLE #41
RM ELEV = 97.07'
6" CONCRETE (SOUTH) = 92.62'

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Commission Memo

To: Commissioners
From: Fred Kowell
Date: August 16, 2016
Re: Financial Review–Year Ended June 30, 2016

The Budget laws are based upon appropriation levels such that I will first focus on the financial expenditure schedule which depicts budget versus actual activity for the fiscal year.

Expenditures

In my discussion below I separate the four major cost categories of Personnel Services, Materials & Services, Capital Outlay and Debt Service.

With respect to *Personnel Services* the Port was well within its appropriation for Personnel Services by 10% within the Revenue Fund's budget. This was mainly due to some turnover in staff related to retirements and their replacements coming in lower on the pay scale.

Overall, *Materials & Services (M&S)* is under budget by 15%, 9% and 20% respectively for the Revenue Fund, Bridge R&R Fund and the General Fund. With respect to the Revenue Fund this variance was due mostly to the timing of professional services being deferred a little as the Port looked closely at the bridge claim process with its underwriter. There was concern if the Port needed to infuse more capital to repair the bridge that it might be necessary to wait a little on other projects to see what the outcome on the claim with the underwriter and the ultimate repairs that would be necessary from the damage to the bridge.

The Bridge R&R Fund had a budget transfer from CIP to reflect the necessary legal costs concerning the claim process with our underwriter and the necessary repairs that were needed to repair the bridge.

The General Fund is under budget due mostly to fewer policy or public concerns that in prior years caused more financial resources (ie. Rate increase, Nichols play park, etc.) to be incurred

Capital Improvement Projects

Overall, CIP is under budget even with the budget transfers that occurred in June. As discussed above, there was a pause that was due to the bridge allision

that caused CIP to be lower due to the uncertainty of what the outcome would be.

The Hook Launch was completed as well as the Nichols Basin West Edge Trail which greatly enhanced our waterfront. The Bridge R&R fund needed to shift its focus to bridge repairs with the lift span and related legal activities versus moving forward on the auxiliary truss. Other CIP completions were the Airport Master Plan, and the Pedestrian Bridge trail. The removal of the Marina Green electrical transformer is almost complete by year end which will provide a heightened level of safety and enhanced open field for our community. The toll system improvements took longer than anticipated to get started but the first phase was completed by year end.

Revenues

Bridge revenues tracked according to bridge traffic. The budget has inputted a slight flattening of the growth in traffic while actual crossing continue to increase at a 5% rate. Our Industrial and Commercial leased properties taken as a whole are in line with the budget. This year the MCCOG note receivable was written-off as agreed to under the original lease agreement. The Marina lease revenues came on budget. The Marina's utility reimbursements were implemented this year, with the hope that the extra funds will curb the net operating loss. The Airport revenues will exceed budget with regard to reimbursed utility costs, as lease revenues were on target. Grant revenues are over budget due the Master plan taking longer than anticipated.

Overall, the Port is in line with its budget for the FY 20145-16. It is anticipated that there will be some audit and year-end adjustments to the financial statements of the Port. I do not believe these adjustments will be material in nature.

I am available at your convenience to discuss this matter further.

RECOMMENDATION: Discussion

PORT OF HOOD RIVER
STATEMENT OF OPERATING REVENUES, EXPENDITURES AND OTHER SOURCES AND USES OF FUNDS
AND BUDGET VS ACTUAL PERFORMANCE
FOR THE YEAR ENDED JUNE 30, 2016

	REVENUE FUND								GENERAL	BRIDGE REPAIR & REPLACEMENT	TOTAL
	Bridge	Industrial Buildings	Commercial Buildings	Waterfront Land	Waterfront Recreation	Marina	Airport	Administration Maintenance	FUND	FUND	
OPERATING REVENUES											
Tolls	\$ 3,960,164										\$ 3,960,164
Leases		\$ 1,161,599	\$ 158,513	\$ 1,200	\$ 6,532	\$ 262,372	\$ 169,124				1,759,340
Reimbursements		512,933	22,396	3,850	1,934	41,727	15,344				598,184
Fees, Events, Passes and Concessions					140,327						140,327
Property taxes									65,242		65,242
<i>Total Operating Revenues</i>	<u>3,960,164</u>	<u>1,674,531</u>	<u>180,909</u>	<u>5,050</u>	<u>148,793</u>	<u>304,099</u>	<u>184,468</u>	<u>-</u>	<u>65,242</u>	<u>-</u>	<u>6,523,257</u>
Operating Expenses											
Personnel Services	741,979	284,492	73,189	43,720	312,634	123,837	75,020	13,143	88,452	26,007	1,782,471
Materials & Services	458,953	774,300	85,133	94,887	106,043	89,475	121,935	153,991	297,107	259,874	2,441,699
<i>Total Operating Expenses</i>	<u>1,200,932</u>	<u>1,058,792</u>	<u>158,322</u>	<u>138,607</u>	<u>418,677</u>	<u>213,312</u>	<u>196,955</u>	<u>167,133</u>	<u>385,559</u>	<u>285,881</u>	<u>4,224,170</u>
<i>Operating income/(Loss)</i>	<u>2,759,232</u>	<u>615,740</u>	<u>22,587</u>	<u>(133,557)</u>	<u>(269,884)</u>	<u>90,787</u>	<u>(12,487)</u>	<u>(167,133)</u>	<u>(320,317)</u>	<u>(285,881)</u>	<u>2,299,087</u>
Other Resources											
Income from other sources	-	1,993,000		3,800	-	-	-	52,120	579	5,483	2,054,982
Grants	-	-		106,248	42,161	7,050	61,377				216,836
Sale of land	-	994,649		376,780	-	-	-				1,371,429
Note receivables	-	(68,881)		153,988	-	-	-				85,107
<i>Total Other Resources</i>	<u>-</u>	<u>2,918,768</u>	<u>-</u>	<u>640,816</u>	<u>42,161</u>	<u>7,050</u>	<u>61,377</u>	<u>52,120</u>	<u>579</u>	<u>5,483</u>	<u>3,728,354</u>
Other (Uses)											
Capital projects	(132,018)	(1,558,889)	-	(173,744)	(138,761)	(10,823)	(76,139)	(89,185)	-	(150,805)	(2,330,364)
Debt service	-	(215,295)	-	-	-	(98,536)	-	-	-	(703,898)	(1,017,730)
<i>Total Other (Uses)</i>	<u>(132,018)</u>	<u>(1,774,184)</u>	<u>-</u>	<u>(173,744)</u>	<u>(138,761)</u>	<u>(109,360)</u>	<u>(76,139)</u>	<u>(89,185)</u>	<u>-</u>	<u>(854,703)</u>	<u>(3,348,094)</u>
Transfers In/(Out)	(1,311,855)							(384,148)	384,148	1,311,855	-
Net Cashflow	<u>\$ 1,315,360</u>	<u>\$ 1,760,323</u>	<u>\$ 22,587</u>	<u>\$ 333,515</u>	<u>\$ (366,484)</u>	<u>\$ (11,522)</u>	<u>\$ (27,249)</u>	<u>\$ (588,347)</u>	<u>\$ 64,409</u>	<u>\$ 176,754</u>	<u>\$ 2,679,347</u>
BUDGET VS ACTUAL PERFORMANCE											
FY 2015-16 Budget											
Operating revenues - Budget	\$ 3,585,500	\$ 1,551,600	\$ 178,550	\$ 1,000	\$ 137,900	\$ 269,900	\$ 173,200	\$ -	\$ 61,700	\$ -	\$ 5,959,350
Operating revenues - Actuals	3,958,986	1,674,531	180,909	5,050	148,793	304,099	184,468	-	65,242	-	6,522,079
Actuals greater/(Less) than budget	373,486	122,931	2,359	4,050	10,893	34,199	11,268	-	3,542	-	562,729
	110%	108%	101%	505%	108%	113%	107%		106%	#DIV/0!	109%
Operating expenses - Budget	1,328,000	1,190,900	163,600	242,500	496,500	238,200	206,000	220,000	467,500	314,900	4,868,100
Operating expenses - Actuals	1,200,932	1,058,792	158,322	138,607	418,677	213,312	196,955	167,133	385,559	285,881	4,224,170
Actuals (greater)/Less than budget	127,068	132,108	5,278	103,893	77,823	24,888	9,045	52,867	81,941	29,019	643,930
	90%	89%	97%	57%	84%	90%	96%		82%	91%	87%
Other Resources - Budget	5,000	3,553,680	-	813,500	125,000	6,100	800	10,000	100	5,000	4,519,180
Other Resources - Actuals	1,178	2,918,768	-	640,816	42,161	7,050	61,377	52,120	579	5,483	3,729,532
Actuals greater/(Less) than budget	(3,822)	(634,912)	-	(172,684)	(82,839)	950	60,577	42,120	479	483	(789,648)
Other (Uses) - Budget	160,000	2,526,750	38,500	237,500	280,000	124,350	148,000	105,300	-	1,039,800	4,660,200
Other (Uses) - Actuals	132,018	1,774,184	-	173,744	138,761	109,360	76,139	89,185	-	854,703	3,348,094
Actuals (greater)/Less than budget	27,982	752,566	38,500	63,756	141,239	14,990	71,861	16,115	-	185,097	1,312,106
	83%	70%	0%	73%	50%	88%	51%	85%	#DIV/0!	82%	72%
Net Position - Budget vs Actuals @ 83%	<u>\$ 524,715</u>	<u>\$ 372,693</u>	<u>\$ 46,137</u>	<u>\$ (985)</u>	<u>\$ 147,116</u>	<u>\$ 75,028</u>	<u>\$ 152,751</u>	<u>\$ 111,101</u>	<u>\$ 85,961</u>	<u>\$ 214,599</u>	<u>\$ 1,729,117</u>

PORT OF HOOD RIVER
SCHEDULE OF EXPENDITURES BY COST CENTER BY FUND
BUDGET AND ACTUAL - 100% THROUGH THE BUDGET
FOR THE YEAR ENDED JUNE 30, 2016

EXPENDITURES	Cost Centers	Personal Services				Materials & Services				Capital Outlay					Debt Service				Total Appropriation		
		Budget	Actual	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Total	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Unspent
<i>Toll Bridge</i>	100	799,000	741,979	57,021	93%	529,000	458,953	70,047	87%	160,000	132,018	132,018	27,982	83%	-	-	-	-	1,488,000	1,332,949	155,051
<i>Industrial Facilities</i>																					
Big 7	200/205	40,800	38,863	1,937	95%	163,900	146,523	17,377	89%	48,550	23,047	23,047	25,503	47%	-	-	-	-	253,250	208,433	44,817
Jensen Property	302	60,900	56,448	4,452	93%	186,000	161,196	24,804	87%	43,200	16,900	16,900	26,300	39%	145,000	144,942	58	100%	435,100	379,485	55,615
Maritime Building	303	33,500	31,010	2,490	93%	85,300	67,355	17,945	79%	10,000	-	-	10,000	0%	-	-	-	-	128,800	98,364	30,436
Halyard Building	307	57,400	53,453	3,947	93%	209,800	203,036	6,764	97%	57,000	33,560	33,560	23,440	59%	-	-	-	-	324,200	290,049	34,151
Expo Center	401	9,500	7,222	2,278	76%	53,600	51,128	2,472	95%	0	-	-	0	0%	-	-	-	-	63,100	58,350	4,750
Timberline Incubator Building	702	31,400	28,763	2,637	92%	27,400	22,357	5,043	82%	20,000	13,567	13,567	6,433	-	-	-	-	-	78,800	64,688	14,112
Wasco Building	800	50,400	48,635	1,765	96%	99,700	85,254	14,446	86%	8,000	-	-	8,000	-	-	-	-	-	158,100	133,890	24,210
Hanel Site		23,300	20,098	3,202	86%	58,000	37,451	20,549	65%	2,124,000	1,471,815	1,471,815	652,185	69%	71,000	70,354	646	99%	2,276,300	1,599,717	676,583
		307,200	284,492	22,708	93%	883,700	774,300	109,400	88%	2,310,750	1,558,889	1,558,889	751,861	67%	216,000	215,295	705	100%	3,717,650	2,832,976	208,092
<i>Commercial Facilities</i>																					
State Office (DMV) Building	501	23,900	22,002	1,898	92%	26,400	30,423	(4,023)	115%	5,000	-	-	5,000	-	-	-	-	-	55,300	52,425	2,875
Marina Office Building	506	34,300	32,280	2,020	94%	37,500	36,668	832	98%	11,500	-	-	11,500	0%	-	-	-	-	83,300	68,948	14,352
Port Office Building	502	21,100	18,907	2,193	90%	20,400	18,041	2,359	88%	22,000	-	-	22,000	0%	-	-	-	-	63,500	36,949	26,552
		79,300	73,189	6,111	92%	84,300	85,133	(833)	101%	38,500	-	-	38,500	0%	-	-	-	-	202,100	158,322	43,778
<i>Waterfront Industrial Land</i>	300/301	46,100	43,720	2,380	95%	196,400	94,887	101,513	48%	237,500	173,744	173,744	63,756	73%	-	-	-	-	480,000	312,351	167,649
<i>Waterfront Recreation</i>																					
Eventsite	402	138,600	91,343	47,257	66%	39,800	31,057	8,743	78%	67,000	4,000	4,000	63,000	6%	-	-	-	-	245,400	126,401	118,999
Hook/Spit	306/505	45,700	39,499	6,201	86%	9,000	5,293	3,707	59%	88,000	87,949	87,949	51	100%	-	-	-	-	142,700	132,741	9,959
Marina Park	504	192,200	181,791	10,409	95%	71,200	69,693	1,507	98%	125,000	46,811	46,811	78,189	37%	-	-	-	-	388,400	298,296	90,104
		376,500	312,634	63,866	83%	120,000	106,043	13,957	88%	280,000	138,761	138,761	141,239	50%	-	-	-	-	776,500	557,438	219,062
<i>Marina</i>	503	144,200	123,837	20,363	86%	94,000	89,475	4,525	95%	24,000	10,823	10,823	13,177	45%	100,350	98,536	1,814	98%	362,550	322,672	39,878
<i>Airport</i>	600	81,000	75,020	5,980	93%	125,000	121,935	104,680	98%	148,000	76,139	76,139	71,861	51%	-	-	-	-	354,000	273,094	80,906
Administration		24,000	13,143	10,857	55%	108,000	75,039	32,961	69%	35,000	23,181	23,181	11,819	66%	-	-	-	-	167,000	111,363	55,637
Maintenance		-	-	-	-	88,000	78,952	9,048	90%	70,300	66,004	66,004	4,296	94%	-	-	-	-	158,300	144,956	13,344
<i>Total Expenditures</i>		1,857,300	1,668,013	189,287	90%	2,228,400	1,884,717	445,298	85%	3,304,050	2,179,559	2,179,559	1,124,491	66%	316,350	313,832	2,518	99%	7,706,100	6,046,121	983,397
Bridge Repair & Replacement Fund		28,400	26,007	2,393	92%	286,500	259,874	26,626	91%	330,000	150,805	150,805	179,195	46%	709,800	703,898	5,902	99%	1,354,700	1,140,584	214,116
General Fund		94,300	88,452	5,848	94%	373,200	297,107	76,093	80%										467,500	385,559	81,941

Unfavorable Variance - Expenditures

DMV Building exceeded the M&S budget due repair work that could not be capitalized.

PORT OF HOOD RIVER
Schedule of Revenues by Cost Center By Fund
Budget to Actuals - 100% Through Budget
For the Year Ended June 30, 2016

		REVENUES			
Budget	Actual	Total	Variance	%	
REVENUE FUND					
<i>Toll Bridge</i>					
Bridge Tolls	3,575,500	3,948,986	3,948,986	373,486	110%
Cable Crossing Leases	10,000	10,000	10,000	-	100%
Other	5,000	1,178	1,178	(3,822)	24%
	3,590,500	3,960,164	3,960,164	369,664	110%
<i>Industrial Facilities</i>					
<i>Big 7</i>					
Lease Revenues	147,000	160,736	160,736	13,736	109%
Reimbursements/Other	62,000	81,101	81,101	19,101	131%
Jensen Property	337,200	332,447	332,447	(4,753)	99%
Reimbursements/Other	124,700	128,182	128,182	3,482	103%
Maritime Building	232,000	226,608	226,608	(5,392)	98%
Reimbursements/Other	45,700	47,668	47,668	1,968	104%
Halvard Building	195,000	195,692	195,692	692	100%
Lease Revenues	115,500	177,276	177,276	61,776	153%
Reimbursements/Other	19,550	19,550	19,550	0	100%
Note Receivable					
Other					
Expo Center	4,000	24,095	24,095	20,095	602%
Lease Revenues	-	24,409	24,409	24,409	#DIV/0!
Reimbursements/Other	2,099,700	994,649	994,649	(1,105,051)	
Other Financing Sources					
Timberline Incubator Building	66,000	66,837	66,837	837	101%
Lease Revenues	14,300	14,041	14,041	(260)	98%
Reimbursements	155,000	155,184	155,184	184	100%
Wasco Building	53,200	40,257	40,257	(12,943)	76%
Lease Revenues	14,430	(88,431)	(88,431)	(102,861)	-613%
Note Receivable					
Hanel	250,000	260,000		(250,000)	104%
Grants					
Reimbursements	1,170,000	1,993,000	1,993,000	823,000	170%
Other Financing Sources	5,105,280	4,853,299	2,600,299	(511,981)	95%
Commercial Facilities					
<i>State Office (DMV) Building</i>					
Lease Revenues	40,000	40,125	40,125	125	100%
Reimbursements	-			-	#DIV/0!
Marina Office Building	66,000	65,859	65,859	(141)	100%
Lease Revenues	19,500	21,219	21,219	1,719	109%
Reimbursements	52,050	52,529	52,529	479	101%
Port Office Building	1,000	1,177	1,177	177	118%
Lease Revenues	178,550	180,909	180,909	2,359	101%
Reimbursements					
Waterfront Industrial Land					
Lease Revenues	600	1,200	1,200	600	200%
Land Sale	689,300	376,780	376,780	(312,520)	55%
Reimbursements	-	3,850	3,850	3,850	0%
Other Income	400	3,800	3,800	3,400	950%
Nichols Grant	124,200	106,248	106,248	(17,952)	86%
URA Payments	814,500	645,866	645,866	(274,882)	79%
Waterfront Recreation					
<i>Eventsite, Hook and Spit</i>					
Events, Passes, Permits and Concessions	121,000	133,645	133,645	12,645	110%
Grant	25,000	42,161	42,161	17,161	169%
<i>Marina Park</i>					
Sailing Schools, Showers and Events	8,800	6,682	6,682	(2,118)	76%
Lease Revenues	6,200	6,532	6,532	332	105%
Reimbursements	1,900	1,934	1,934	34	102%
Grant	100,000	-	-	(100,000)	0%
Other Financing Sources	262,900	190,954	190,954	(71,946)	73%
Marina					
Lease Revenues	175,900	175,341	175,341	(559)	100%
Moorage Assessment	83,200	87,031	87,031	3,831	105%
Reimbursements/Other	10,800	41,727	41,727	30,927	386%
Grant	6,100	7,050	7,050	950	116%
Other Financing Sources	276,000	311,149	311,149	31,318	113%
Airport					
Lease Revenues	156,000	169,124	169,124	13,124	108%
Reimbursements	17,200	15,344	15,344	(1,856)	89%
Grants/Miscellaneous	800	61,377	61,377	60,577	7672%
	174,000	245,845	245,845	71,845	141%
	10,401,730	10,388,187	7,489,321	(108,740)	100%
	5,922,650	6,609,046	7,977,853	(275,476)	112%
GENERAL FUND					
Property taxes	61,700	65,242	65,242	3,542	106%
Transfers from other funds	405,800	384,148	384,148	(21,652)	95%
	467,500	449,390	449,390	(18,110)	96%
	1,854,700	1,311,855	1,311,855	(542,845)	71%

BRIDGE REPAIR & REPLACEMENT FUND
 Transfers from other funds

PORT OF HOOD RIVER
Bridge Traffic and Revenue Report - Quarterly
Exhibit B
Columbia State Bank Loan - Covenant - 3.9 (g)

	2011-12		2012-13		2013-14		2014-15		2015-16		Change from Prior year	
	Traffic	Revenue	Traffic	Revenue								
JUL	361,074	\$265,574	355,233	\$297,432	372,181	\$ 339,743	379,536	\$ 341,480	375,517	\$ 375,145	0.99	1.10
AUG	355,868	\$261,248	364,506	\$318,526	372,950	\$ 344,140	380,914	\$ 348,030	391,499	\$ 369,349	1.03	1.06
SEPT	318,316	\$238,794	328,071	\$380,237	330,147	\$ 304,490	344,693	\$ 317,989	364,125	\$ 343,217	1.06	1.08
OCT	309,883	\$231,842	317,197	\$287,740	326,995	\$ 299,209	336,623	\$ 303,073	353,313	\$ 332,239	1.05	1.10
NOV	269,853	\$197,401	277,328	\$249,148	281,772	\$ 252,702	274,601	\$ 244,065	312,731	\$ 291,210	1.14	1.19
DEC	274,203	\$195,532	265,925	\$233,136	272,528	\$ 237,524	290,855	\$ 249,793	289,296	\$ 264,262	0.99	1.06
Calendar Year Total	3,622,901	\$2,646,090	3,617,141	\$3,300,132	3,749,551	\$3,384,542	3,829,791	\$3,424,449	4,039,200	\$3,774,905	1.05	1.10
JAN	236,015	\$208,412	257,781	\$240,242	274,253	\$ 244,374	286,390	\$ 259,626	291,674	\$ 282,828	1.02	1.09
FEB	256,567	\$225,906	259,626	\$241,084	248,373	\$ 219,088	281,351	\$ 259,207	305,800	\$ 286,071	1.09	1.10
MAR	282,592	\$251,099	320,340	\$269,257	297,531	\$ 265,325	324,912	\$ 299,162	342,162	\$ 317,959	1.05	1.06
APR	292,315	\$263,709	300,672	\$268,777	317,218	\$ 282,097	334,016	\$ 307,643	365,654	\$ 344,093	1.09	1.12
MAY	320,953	\$291,884	325,314	\$290,897	343,575	\$ 301,985	360,643	\$ 341,172	381,248	\$ 357,119	1.06	1.05
JUN	320,439	\$292,903	329,245	\$296,477	341,619	\$ 307,150	365,407	\$ 332,673	383,267	\$ 362,425	1.05	1.09
Fiscal Year Total	3,598,078	\$2,924,305	3,701,238	\$3,372,952	3,779,142	\$3,397,826	3,959,941	\$3,603,914	4,156,286	\$3,925,917	1.05	1.09

Executive Director's Report

August 16, 2016

Staff & Administrative

- The Port Commission calendar for September is attached. Although it is not optimal to schedule a Commission meeting the Tuesday after Labor Day, moving it ahead a week would cause other schedule challenges later in September. Please advise if you are not available for a meeting on September 6.
- Engineering intern Andrew Porter worked his last day on Thursday, August 11. I was very impressed by the caliber of Andrew's work on Lot #1 and his ability to collaborate effectively but work independently.
- Attached is my FY 16/17 final draft Work Plan. This was discussed briefly at the meeting on August 2 but two Commissioners were absent. I would ask the Commission to identify any changes so that the Work Plan can be finalized on August 16.

Recreation/Marina

- We are waiting for Pacific Power to schedule the installation of wire and transformers for the Marina Green project. All Port work is complete.
- SME Solutions, LLC deleted the language as recommended by General Counsel and I have signed the contract for installation of a new fuel dispenser at the Fuel Dock. The parts will arrive in about four weeks and installation will occur in September.
- The owner of the M/Y Pastime would like to return for a winter layover and may be here the end of August. This layover worked well for all parties. Last year they were charged \$800 per month and I believe the same rate for 2016-17 is appropriate given the electrical upgrades that the ship's owners carried out last year. This is a Consent Agenda item for August 16.

Development/Property

- The on-site utility work contractor at the Lower Mill site received his substantial completion notice last week. Final inspections and project close-out will happen within the next 1-2 weeks. Staff reports that Beam Excavating has done a great job and has been very accommodating throughout the project.
- Attached is a letter sent to Naito Development regarding the substandard concrete path. We have not heard back from any company representative. Bollards and handrails have not yet been completed on Port property. The formal grand opening for the new hotel was August 11.
- MCCOG has vacated the Wasco Building and terminated their lease. PacificSource and Mid-Columbia Community Action Council are now occupying. Staff is working on a plan

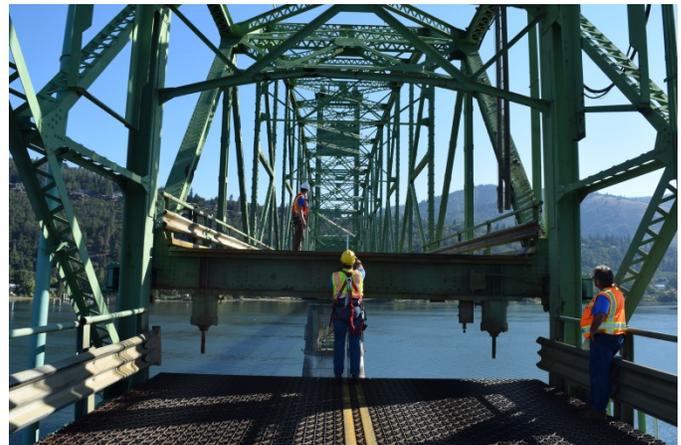
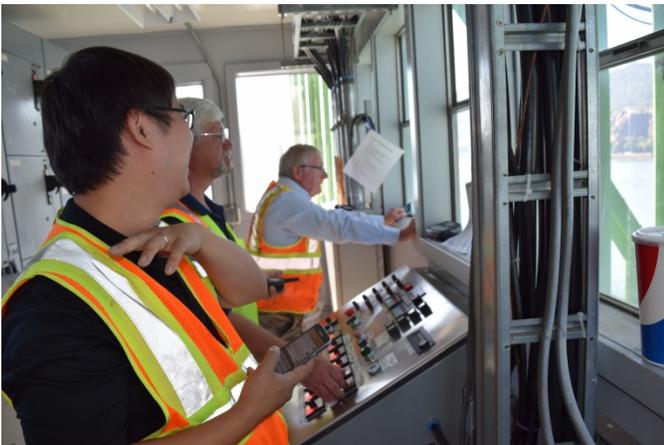
for shared work space in a portion of the large common area and continues to have a medium level of interest in the smaller office spaces.

Airport

- There is staff level support for URA funds to support utility work for the North Ramp project. The County would need assurances that the Port would cover debt service if the FBO project private investment does not occur.
- The Oregon Transportation Commission will meet August 18-19 for final approval action on the Connect VI projects.

Bridge/Transportation

- The Draft Master Signing Plan for the Bridge has been received from DKS Associates and is attached to this report for your review.
- Stafford Bandlow engineers, Gorge Electric electricians, and Port staff completed the live testing of the lift span August 10-11. The lift span operated smoothly and the new skew monitoring fail/stop system functioned as designed. The lift span was successfully raised as high as 45 ft. and was a successful test. I have notified the U.S. Coast Guard that our lift span is operational.



- The initial work session with Thorn Run to discuss state legislative strategy occurred on August 11. Dan Bates will attend the August 16 meeting to participate in the bridge replacement work session.
- A list of expected meetings to discuss Bridge replacement is included in the work session portion of your packet, and some important near term meetings are attached here. One of these involves initial discussions with ODOT Region 1. Recent letters sent and received from ODOT are also attached.

SEPTEMBER 2016

Commission Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
				1	2 Picnic Shelter resv.	3																																																																																											
4 CGWA Swap Meet Jenson Lot	5 Labor Day OFFICE CLOSED Event Site Booth open (last day)	6 Commission Mtg 5pm Queen of the West	7	8	9	10																																																																																											
11	12 URA Board Welding on Bridge all week	13 Queen of the West Welding on Bridge all week	14 Welding on Bridge all week	15 Welding on Bridge all week	16 Finance conference (Kowell, Child, Lerner) Welding on Bridge all week	17 Picnic Shelter resv.																																																																																											
18	19 KIHR Radio, 8am Queen of the West	20 Commission Mtg 5pm	21 Sea Bird	22 Autumnal equinox Sea Lion	23 Picnic Shelter resv.	24																																																																																											
25 Queen of the West	26	27	28 OneGorge, 3pm (Location TBD) Sea Bird	29 OPPA Conference (McElwee) Sea Lion	30 OPPA Conference (McElwee)																																																																																												
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EXECUTIVE DIRECTOR
WORK PLAN
FY 16/17

DRAFT
For Commission Review
August 16, 2016

Action:	Expected Completion	Actual Completion
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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.

- | | |
|--|-----------------|
| 1. Prepare a model that estimates tax increment generation and debt capacity within the WURA | 10/15/16 |
| 2. Obtain approval for new financial software | 4/01/17 |

II. REAL ESTATE DEVELOPMENT & PLANNING

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

- | | |
|---|-----------------|
| 1. Ensure successful construction completion and implementation of DDA with Key Development. | 06/30/17 |
| 2. Ensure successful construction completion and implementation of DDA with Key Development. | 03/30/17 |
| 3. Confluence Business Park (Lot #1): | |
| • Submit preliminary subdivision plan application after Commission Approval | 10/10/16 |
| • Prepare a Public Improvement Development Agreement for Commission Consideration | 4/10/17 |
| • Prepare a draft Urban Renewal Infrastructure Plan & Financing Agreement for Commission Review | 5/1/17 |
| 4. Lower Mill Site: | |
| • Complete installation of site utilities | 9/10/16 |
| • Complete wetland permit application and mitigation plan for Lot 300. | 3/15/17 |

III. WATERFRONT RECREATION

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

- | | |
|---|-----------------|
| 1. Prepare Plans and permit application for new Transient Boat Dock | 6/15/16 |
| 2. Prepare and implement fee-based parking & enforcement plan for Port waterfront properties | 5/15/17 |
| 3. Scope alternatives for replenishment of beach areas at Event Site and Nichols Basin and prepare Corp/DSL Permit. | 10/15/16 |
| 4. Determine eligibility of SDC funding for small recreation projects and obtain funding for one. | 11/15/16 |

IV. TRANSPORTATION/AIRPORT

Goal: Complete significant transportation improvements to enhance development objectives.

- | | |
|--|-----------------|
| 1. Ensure a thorough assessment of existing ETC system is complete and adequate technical support is in place. | 03/30/16 |
| 2. Ensure successful design of new tolling system. | 06/30/16 |
| 3. Complete bidding and complete construction of repairs to Aux. Trusses. | 04/01/17 |
| 4. Complete bridge signage plan and complete installation of primary recommended signage. | 5/15/17 |
| 5. Bridge Replacement efforts | |
| A. Prepare assessment of financing scenarios including P3 options. | 10/30/16 |
| B. Prepare and implement a strategy to obtain State funding. | 06/30/17 |
| C. Issue an RFQ and identify a private partner and initiate negotiations. | 02/1/17 |
| D. Organize Bridge "Summit." | 10/31/16 |
| E. Prepare FASTLane Application for Commission review and approval. | 04/01/17 |
| 6. Complete MOU for North Ramp Project for Commission approval. | 10/30/16 |
| 7. Complete engineering for S. Taxi-way Project. | 5/30/17 |

- 8. Complete permitting for the N. Ramp Project 6/30/17

V. ECONOMIC DEVELOPMENT

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

- 1. Increase participation within OneGorge Coalition 02/01/15
- 2. Develop and implement a stakeholder outreach plan and prepare a discussion paper to guide Board discussion the Port’s future economic development efforts. 4/1/17
- 3. Prepare detailed alternatives for implementation of the Port’s “Community Works Initiative”. 12/15/17

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. Prepare an updated Communications Plan for Commission review and approval. 1/15/17

VII. GOVERNANCE & BOARD COMMUNICATIONS

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

- 1. Update board & staff training policy. 04/15/17
- 2. Ensure successful transition and improve participation of Safety Committee. 9/15/16

VII. PERSONNEL MANAGEMENT

Goal: Ensure that appropriate personnel policies are in place.

- 1. Evaluate step ladder and associated staff compensation for personnel and recommend changes. 03/30/17
- 2. Revise & Improve Staff Performance Evaluation Forms 1/15/17

VII. 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.

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ODOT Coordination

August 18 @ 9:00 a.m.

Participants : Rep. Mark Johnson Dan Bates, Thorn Run
 Steve Siegel, SSA Genevieve Scholl, POHR
 Mark Hirota, Parsons Michael McElwee, POHR
 Fred Kowell, POHR
 Rian Windsheimer, ODOT Region 1 & Others

Agenda Introductions
 Financial Overview – Port Operations & Bridge Repair & Replacement Fund
 Summary of Prior Advocacy Steps
 Current Work Underway
 Key Issues: ODOT Support for FAST Lane Application, Freight Corridor Designation
 Conditions for ODOT ownership of new bridge, for support in State
 Transportation funding package, collaboration on P3
 Next Steps

Bridge Summit

September 15 @ 6:00 p.m.

Participants : OneGorge List POHR Staff
 SR35 Study Team TS&L Study Team
 Industry Stakeholders Local Legislators

Agenda Introductions
 Agenda Overview
 Summary of Recent/Expected Bridge Capital Projects
 Bridge Operations Summary
 Bridge Replacement Assumption
 Alternative Bridge Replacement Financing Concepts
 State Legislative Advocacy Strategies
 Key Issues & Challenges
 Support Needs/Opportunities
 Public Comment



Port of
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August 2, 2016

Via E-Mail (bob@naitodev.com)

Mr. Bob Naito
Naito Development LLC
210 SW Morrison St, Suite 600
Portland, Oregon 97204

Re: Concrete Path Demolition Threat

Dear Bob:

In my letter to you dated June 21, 2016 I stated that the Port of Hood River ("Port") did not accept the concrete path that was installed on our property east of the hotel because it was not the specified depth. I also stated that the Port would gladly pay the \$7,627.96 charged for concrete instead of asphalt if the PAW concrete was replaced with 6" concrete and the terms of our EAE agreement were followed.

Your concrete contractor, Bob Breshears of Mission Construction, Inc., contacted Port president Brian Shortt on July 29 and indicated that he was preparing to demolish the existing concrete path. It appeared from Mr. Breshears message that he may not replace the concrete path after demolition.

Mission Construction is not authorized to demolish the concrete at this time. There are potential civil and criminal penalties for entering onto Port property and removing existing improvements without permission. Mission Construction is your subcontractor. I urge you to contact Mr. Breshears immediately and dissuade him from his proposed demolition action. Then I would suggest you contact me to discuss alternative solutions..

Sincerely,

Michael S. McElwee
Executive Director

cc: Liz Whitmore
John Mann
Jerry Jaques

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720 SW Washington St.
Suite 500
Portland, OR 97205
503.243.3500
www.dksassociates.com

DRAFT MEMORANDUM

DATE: August 12, 2016

TO: Michael McElwee, Port of Hood River

FROM: Nate Schroeder, P.E., PTOE
Kate Petak, E.I.T.
Christy Zellmer

SUBJECT: Hood River Bridge – Draft Master Signing Plan

P#16105-000

Introduction

The purpose of this memorandum is to provide recommendations for updated signage on the Hood River – White Salmon Interstate Bridge and its approaches. The strategies and concepts address the issues identified in the needs assessment report.¹ The following sections will discuss these strategies, design standards, agency coordination & next steps, a preliminary cost estimate, and the proposed concept diagrams.

Strategies

The main strategies used to develop the master signing plan were:

- Eliminate signs that are redundant or not applicable
- Replace signs that do not meet current Manual on Uniform Traffic Control Devices (MUTCD)² standards
- Evaluate appropriate sign locations based on their message (advance warning signs, reminder signs)

Each of the key issues identified in the needs assessment are summarized in the following sections, along with the proposed strategies to address the issue.

Narrow Lane Widths

Communicating narrow lane widths in advance of the bridge is one of the highest priorities for the Port. Currently, there are two “narrow bridge” warning signs located on the bridge, but there are no advance warning signs. The MUTCD states that narrow bridge signs (W5-2, 36x36) should be used in advance of a bridge with a width less than the approaching lanes.

¹ *Hood River Bridge Signing Plan – Needs Assessment Report*. DKS Associates, July 2016. See Appendix for full report.

² The MUTCD is a document issued by the Federal Highway Administration (FHWA) to specify the standards by which traffic signs, pavement markings, and traffic signals must legally conform.



It is recommended that the existing signs remain in place, as they provide a reminder to road users that the upcoming bridge is narrower than the approaching roadway. Additionally, advance warning signs should be installed on the roadways approaching the bridge, so drivers have the opportunity to re-route if necessary. As such, “narrow bridge” secondary signs should be installed on the existing Hood River Toll Bridge guide signs along SR-14, and on new guide signs installed along the I-84 and US30 ramps.

Weight Limit Restrictions

Another priority for the Port is communicating weight limit restrictions to truck drivers, so overweight vehicle use is limited, and long-term degradation of the structure is reduced. Currently, the only weight limit restriction signs are posted at the bridge entrances, beyond the point where vehicles can turn around. These signs are also located on the same supports as the tolling rates signs, which may take the focus away from their intended message.

According to Section 2B.59 of the MUTCD, a weight limit sign (R12-1 through R12-5), if used, shall be located in advance of the applicable structure. In addition, weight limit signs with advisory distances, if used, should be placed at approach road intersections, or points where vehicles can detour.

It is recommended that weight limit signs be installed on advance guide signs, so that vehicles can detour as necessary, and the existing weight restriction signs should be removed and reinstalled on a separate post nearby, to keep the message separate from the tolling rates.

In addition to static signing, the Port is interested in implementing a weigh-in-motion system that would automatically track overweight vehicles, and potentially notify and/or fine drivers for the infraction. There are two types of weigh in motion systems: slow and quick. Based on previous studies, the slow weigh in motion system was recommended for this bridge. Signage for such a system would be heavily dependent on the design and type of system involved. Due to this uncertainty, the addition of a weigh in motion system is not included as part of the Master Signing Plan. Additional planning and system details will be needed to provide recommendations for communicating the use of the system to road users.

Appropriate Speeds

There are currently two speed limit 25 miles per hour signs in each direction on the bridge, and two speed limit 10 miles per hour signs on the northbound approach near the toll plaza. Additionally, there is a driver speed feedback sign on the southbound approach to the toll plaza.

According to Oregon Law, regulatory speed limit signs can only be located in places with a designated speed zone orders, which is established and approved by the State Traffic Engineer’s office. A review of the current speed zone orders revealed that there is not a speed zone order of 10 miles per hour near through the toll plaza. Therefore, if a 10 mile per hour speed limit is desired near the toll plaza, an engineering study should be performed, and a speed zone order from the State Traffic Engineer should be obtained. Alternatively, advisory speed signs could be used in place of the regulatory signs.

It is recommended that the two existing 10 miles per hour regulatory signs be removed until a speed zone order is obtained, and the existing 25 mph signs on the bridge be maintained. Since maintaining appropriate speeds is a top priority for the Port, additional speed feedback signs and advisory speed signs should be placed on the bridge if possible. For the northbound direction, a speed feedback sign could be installed on an existing light pole; for the



southbound direction, an existing sign support could be used. A structural evaluation is required to verify whether or not the existing sign support is adequate for the proposed loading.

Tolling Information

There are currently two tolling signs, one on each approach to the bridge, for road users paying cash tolls. The tolling signs have nine lines of information provided, using sub-standard legend height. As mentioned previously, there are also weight limit reduced signs installed on the same posts.

According to Section 2F.05 of the MUTCD, the toll rate sign should be located between the toll plaza and the first advance sign informing road users of the toll plaza, and should not contain more than three lines of legend. An additional toll rate sign with more than three lines of legend can be located adjacent to the payment window, but shouldn't be visible to approaching road users who have not yet entered the toll lane.

It is recommended that the existing toll rate signs be removed and replaced with signs that meet current MUTCD standards, and the tolling categories be reduced to three: 2 axles, each additional axle, and motorcycles. The weight limit signs should be removed from the toll sign support, and installed on separate sign supports as discussed previously.

Lift Span

In order to warn road users in advance of the lift span, there are two "draw bridge" warning signs and two "signal ahead" warning signs, one on each approach.

According to Section 2C.39 of the MUTCD, the "drawbridge ahead" warning sign is required in advance of movable bridge signals and gates, in order to provide warning to road users. Section 2C.36 of the MUTCD states that the "signal ahead" signs are only required when at least two traffic signal faces are not visible from a distance of 215 feet for a 25 mph speed zone. These signs can also be used for additional emphasis even when the visibility distance to the traffic signal is good.

The two existing "draw bridge" warning signs should be removed, and replaced with the current "draw bridge" warning signs that meet MUTCD standards. Both "signal ahead" warning signs can be removed, since there are two signal faces for each bridge approach that are clearly visible from more than 215 feet away, and there are multiple flashing lights and gate to gain the attention of drivers. Furthermore, there is negligible benefit to the "signal ahead" warning signs given the infrequent nature of bridge lift events.

Episodic Events

The Port would like to have standard signing plans for recurring events, which include: single lane closure on the bridge, weather events, and detoured traffic from the state highways. For these episodic events, the Port has expressed interest in obtaining one or two Portable Changeable Message Signs (PCMS) in order to provide advance notice of these events to motorists, and provide flexibility for varying conditions. Additional temporary signage as outlined in the Oregon Department of Transportation (ODOT) standard drawings will also be required. Descriptions for each episodic event concept are outlined below, and figures are provided in the appendix:

- **Single lane closure on the bridge.** Due to ODOT's jurisdiction of the bridge, ODOT standard signing for bridge construction should conform to ODOT Standard Drawing TM870. Additionally, providing advance warning using a PCMS trailer before and during the construction periods would be beneficial



- **Weather events.** For weather events, providing warning on a PCMS trailer located in advance of the bridge may be beneficial in reminding motorists to drive carefully while crossing the bridge. Typical weather events could include ice, snow, or sustained high winds.
- **Detoured traffic from state highways.** In the event of a highway closure on either side of the bridge, PCMS trailers could be used to provide road users with updated information about tolling on the bridge. Additionally, there is a variable message sign (VMS) located on I-84 westbound before exit 64; through coordination with ODOT, messages could be provided on this sign in the event of a westbound detour.

Miscellaneous Signs

Low Clearance Signs

There are currently low clearance signs: two located in advance of the reduced clearance with an “ahead” rider (one in each direction), and two are located on the structure itself at the location of the reduced clearance (one in each direction).

According to Section 2C.27 of the MUTCD, low clearance signs are required when the clearance is less than 12” above the statutory maximum vehicle height, which is 14’-0” in both Oregon and Washington. The available clearance is 14’-7”, so the low clearance signs are required either on or in advance of the structure.

Since the clearance is greater than the statutory maximum vehicle height, it is recommended that the existing low clearance signs currently installed on the structure itself at the location of the reduced clearance remain in place. However, the advance low clearance signs are not required, and should be removed to reduce sign clutter on the bridge.

Bicycle/Pedestrian Signs

There are two existing signs on each bridge approach prohibiting cyclists and pedestrians from using the bridge. Each of the signs are different, and not placed in ideal locations for cyclists and pedestrians to see them.

There are several standard bicycle and pedestrian exclusion signs in the MUTCD, and it is recommended that the “No Pedestrians or Bicycles” sign (R5-10b) be used for this application, because it combines messages to both road users on the same sign. According to Section 2B.39 of the MUTCD, the “No Pedestrians or Bicycles” sign should be installed “in a location where it is clearly visible to any pedestrian or bicyclist attempting to enter the facility.”

All existing bicycle and pedestrian signs should be removed, and replaced with standard “No Pedestrians or Bicycles” (R5-10b) signs. These signs should be installed on both ends of the bridge, and on both sides of the roadway where the sidewalks and/or bike lanes end.

Grated Steel Deck Signs

Currently, there are two “grated bridge deck” signs located on each approach to the bridge, which according to Port staff, are intended to warn motorcyclists to use caution while crossing the bridge.

The MUTCD states that a metal bridge deck sign (W8-16) may be used to provide advance warning, and a motorcycle plaque (W8-15P) can be mounted below or above if the warning is intended primarily for motorcyclists. Therefore, it is recommended that the existing signs be removed because they are non-standard,



and the intended message may not be clear to road users. New “metal bridge deck” signs with motorcycle plaques should be installed in similar locations.

Interstate Guide Signs to the Port of Hood River

At the request of Port staff, the opportunity to install signs along I-84 identifying the Port of Hood River as a destination was explored with ODOT. Based on a conversation with an ODOT Region 1 Sign Designer, ODOT only allows one supplemental destination sign per interchange, and those signs are limited to two destinations. Unfortunately, there is already a supplemental destination sign for the interchange that accesses the Port, and they include two destinations. In order to get the Port of Hood River listed on the signs, one of the other destinations would have to be removed.

Design Standards

All proposed signs should meet current MUTCD and applicable ODOT and Washington Department of Transportation (WSDOT) standards. A list of the ODOT and WSDOT standard drawings pertaining to sign materials, sign supports, and sign guidance is provided in the Appendix. Also included is a summary of the suggested sign dimensions, colors, materials, etc.

Agency Coordination & Next Steps

The Hood River Bridge is owned and operated by the Port of Hood River, but ODOT has jurisdiction regarding the traffic control and signing on the bridge. The approaching roadways are under the jurisdiction of ODOT and WSDOT, for their respective sides of the river. ODOT is also responsible for evaluating the structural integrity of the bridge, and performs inspections every two years. Therefore, proposed changes to the signing on or approaching the bridge will need to be coordinated with each agency.

The following outlines a few of the key next steps in the process for getting the signs upgraded and changed:

- Finalize proposed sign modification concepts
- Submit concepts to ODOT and WSDOT for review and approval
- Determine who’s installing the signs (DOT, Port, or Contractor)
- Have signs removed, relocated, and installed

If a contractor is used to complete this work, it is assumed that development of bid documents and specifications would be required, and permits from the DOT’s would be needed to work within their right-of-way. This process would include formal review by the DOT’s and potentially a bidding process to get a contractor onboard.

If the DOT’s are going to complete the work, the Port will likely be required to develop a formal agreement (e.g. inter-governmental agreement in Oregon) outlining responsibilities for installation and maintenance, and establishing financial obligations.

Preliminary Cost Estimate

Using the proposed concepts as the basis, a preliminary cost estimate was developed for the improvements and changes identified. Assuming that a contractor is completing the work, the estimate for the permanent signing work is between \$160,000 and \$175,000. That cost includes removal of existing signs, fabrication of new signs,

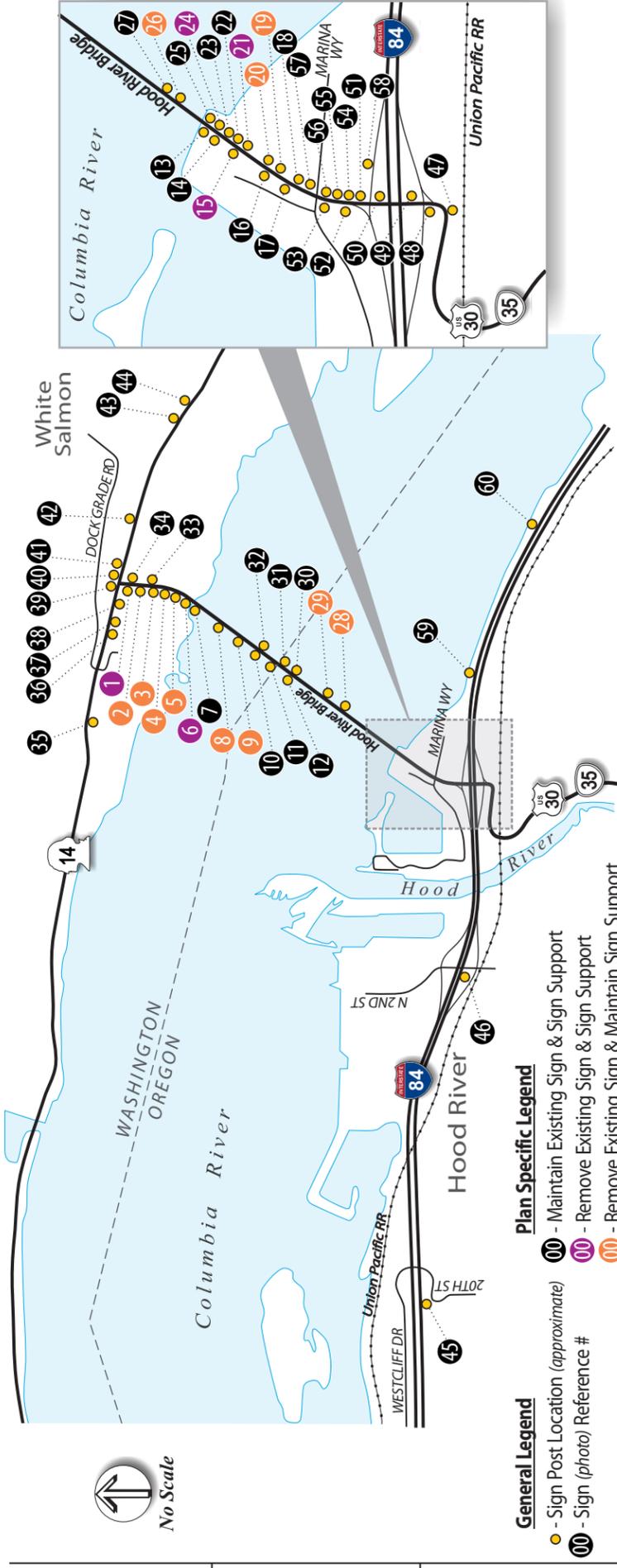


and installation of new permanent signs. The cost of a PCMS trailer is approximately \$16,500 per trailer. The total cost of the PCMS trailers would depend on the number of trailers purchased.

The cost associated with developing bid documents is not included in the costs presented above.

Proposed Concept Diagrams

The following two figures present the recommendations discussed in previous sections in graphical format. The first shows which signs should be removed, and the second diagram shows the new signs that would be installed. In order to construct these improvements, formalizing these proposed concepts into construction documents would be required.



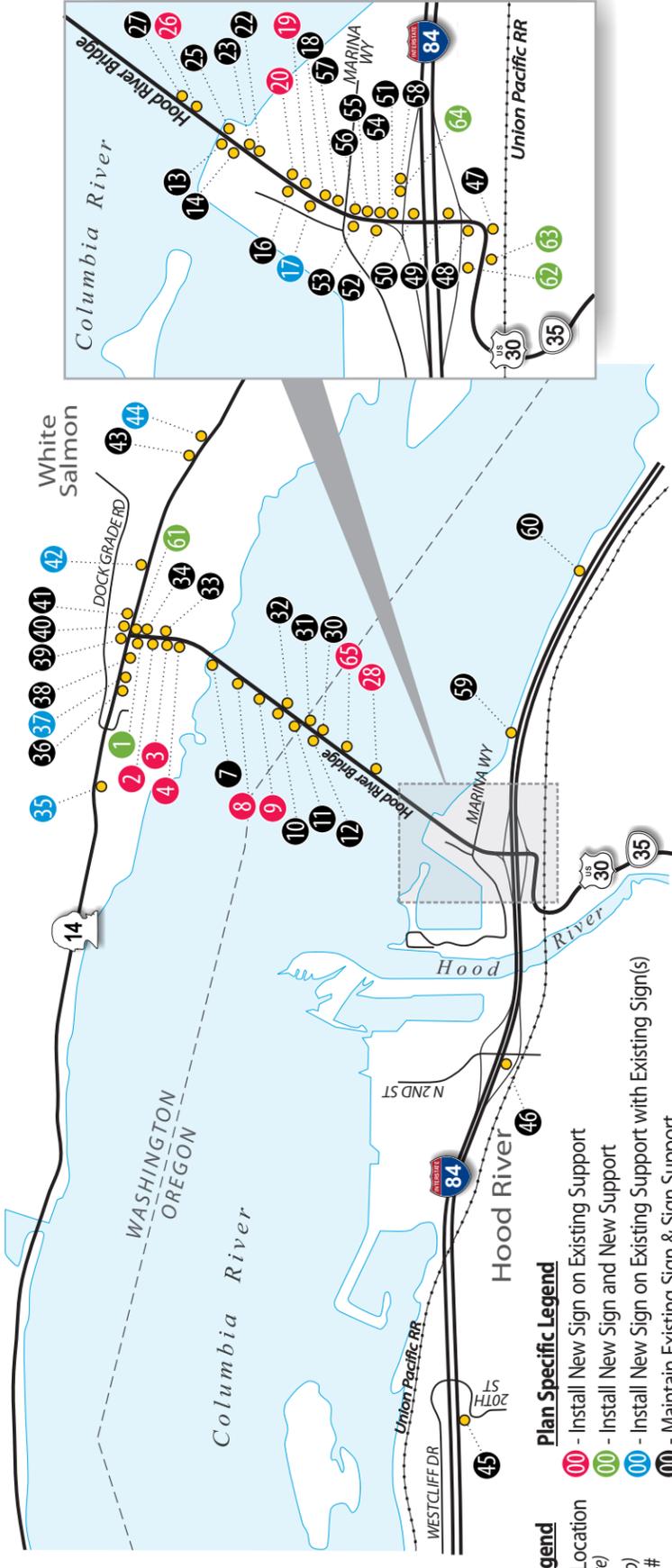
General Legend

- Sign Post Location (approximate)
- Sign (photo) Reference #

Plan Specific Legend

- 00 - Maintain Existing Sign & Sign Support
- 00 - Remove Existing Sign & Sign Support
- 00 - Remove Existing Sign & Maintain Sign Support





General Legend

- Sign Post Location (approximate)
- Sign (photo) Reference #

Plan Specific Legend

- 00 - Install New Sign on Existing Support
- 00 - Install New Sign and New Support
- 00 - Install New Sign on Existing Support with Existing Sign(s)
- 00 - Maintain Existing Sign & Sign Support

1	NO PEDESTRIANS OR BICYCLES	2	Hood River Toll Bridge Rates 2 Axles \$1.00 Each Axle Rate \$1.00 Motorcycles \$0.75	3	METAL BRIDGE DECK NO BICYCLES	4	NARROW BRIDGE
5	Not Used	61	NO PEDESTRIANS OR BICYCLES	7	SPEED LIMIT 25	8	DRAW BRIDGE
9*	SPEED LIMIT 25 YOUR SPEED 26	10	STOP HERE ON RED	11	14-7	12	SPEED LIMIT 25
13	DOCK GRADE RD WEST CLIFF DR	14	STOP HERE ON RED	16	NO PEDESTRIANS OR BICYCLES INSTALL ON BACK OF EXISTING SIGN	17	NO PEDESTRIANS OR BICYCLES
(66)	DOCK GRADE RD WEST CLIFF DR	18	STOP HERE ON RED	19	NO PEDESTRIANS OR BICYCLES	20	Hood River Toll Bridge Rates 2 Axles \$1.00 Each Axle Rate \$1.00 Motorcycles \$0.75
25	NARROW BRIDGE	26	METAL BRIDGE DECK NO BICYCLES	27	SPEED LIMIT 25	28	DRAW BRIDGE
37	Hood River Toll Bridge NARROW LANES	38	RIGHT LANE MUST TURN RIGHT	39	East West Siverston White Salmon Bingen White Salmon Portland	40	Hood River Toll Bridge NARROW LANES
49	DMV	50	US 84 Portland	51	Bingen White Salmon Portland	52	White Salmon Mt. Hood Bingen White Salmon Portland

Sign Locations No Longer in Use

⑤ ⑥ ⑨ ⑮ ⑳ ㉑ ㉒ ㉔ ㉚

Port of Hood River - Bridge Signing Plan



Project Area Sign Installation PI

* Discuss feasibility further with a structural engineer.
 ** Install solar speed feedback sign on existing light pole. Discuss feasibility further with a structural engineer.



Oregon

Kate Brown, Governor

Department of Transportation

Transportation Region 1
123 NW Flanders St
Portland, OR 97209-4012
(503) 731-8200
Fax: (503) 731-8259

July 27th, 2016

File Code:

Dear Mr. McElwee:

Thank you for your recent letter to the Oregon Transportation Commission. They've asked me to respond on their behalf.

I appreciate you taking the time to share some of your thoughts about the bridge replacement process and your acknowledgement that as the public owner, it is the Port of Hood River's responsibility to plan for the future of your bridge, and its future replacement. You are not alone in the need to plan for significant bridge replacement work. ODOT's 2015 Bridge Condition Report calls out a number of facts that demonstrate the scale of needs across Oregon:

- More than half of the bridges in the state's current inventory were built prior to 1970. Fifty-seven percent of those will reach the end of their design lives by 2020. Of those, 18 percent are currently one point away from structural deficiency.
- Each year, about 14 structures deteriorate to the point of becoming structurally deficient. By 2020, that rate is expected to increase to 70 additional structurally deficient bridges each year.
- To replace each state highway bridge on a 100 year cycle would require replacing an average of 27 bridges each year, but ODOT currently only has funding to replace three bridges per year on average.
- At the current rate of replacement (about .1 percent per year) state highway bridges will have to last more than 900 years on average.

Cities and counties across Oregon echo very similar concerns. Even though Oregon provides more federal funding to local bridges than required under federal law, local funding for bridge repairs and replacement is far from adequate. Planning for a bridge replacement is time-consuming and expensive. We are all facing diminishing resources and a growing urgency to invest, particularly in lifeline routes, to ensure they remain operational following a large scale earthquake.

ODOT recently partnered with Multnomah County as they worked through design alternatives, and now construction, of their \$330 million Sellwood Bridge Replacement project. For that project to move forward Multnomah County had to raise their vehicle registration fee and dedicate their share of State Highway Fund revenue; those commitments helped leverage an allocation from the State for improvements to the Highway 43 interchange, and once all these funding sources were in place, the federal government stepped forward to close the small remaining funding gap. That project may serve as a good model for you and your team to consider for the Hood River bridge development process. My team and I can certainly provide more information on the process the County led, and I'd be more than willing to invite some staff from Multnomah County to share experiences and lessons learned from their project with you as well.



You are fortunate to have a steady stream of funding from the bridge itself to fund development and construction of a new structure. According to the Port's proposed budget for Fiscal Year 2016-2017, you will receive \$4,133,800 in toll revenue over the next fiscal year but only \$1,591,300 is being transferred to the bridge repair and replacement fund. In order to fund a new bridge you will likely need to have difficult discussions about raising tolls to pay for the new structure in addition to looking for other potential sources, just as the Portland metro region did during development of the Interstate 5 bridge replacement project.

I look forward to meeting with you and your staff to learn more about the financing scenarios and Public Private Partnership (PPP) delivery options currently being explored as referenced in your letter. In addition, we'd be happy to help you engage transportation financing professionals from the U.S. Department of Transportation, ODOT and other sources to discuss how tolling, a PPP, a loan from the Transportation Infrastructure Finance and Innovation Act (TIFIA) or the Oregon Transportation Infrastructure Bank (OTIB) could serve as pieces of your overall finance plan.

Sincerely,



Rian Windsheimer
ODOT Region 1 Manager

RECEIVED
AUG 01 2016

BY: Michael Genesieve



Port of Hood River

Providing for the region's economic future

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

Rian Windsheimer
Region 1 Office, Highway Division
Oregon Department of Transportation
123 NW Flanders
Portland, OR 97209-4037

August 8, 2016

Transmitted via email

Dear Mr. Windsheimer:

Thank you for your letter dated July 27, 2016. I am pleased that the Oregon Transportation Commission asked you to respond on their behalf.

I understand your concerns about the transportation funding challenges our state faces. Nevertheless, as public agencies, it is our mutual responsibility to seek necessary funding and identify creative methods to finance these critical infrastructure projects when possible. That is why our Port strongly supports a 2017 state transportation funding package and was so involved in the 2015 FAST Act legislation. As you point out, the Port of Hood River is fortunate in that our bridge is a toll facility and this revenue provides a significant financial base to leverage additional bridge replacement funding. However, it is important to understand that toll revenue alone is wholly insufficient to capitalize an estimated \$300 million project.

Your brief description of our Port's bridge operations reflects commonly held misconceptions. An extensive list of costs directly related to bridge operations—maintenance, insurance, utilities, bridge personnel, debt service, and so on, must be deducted from total revenue to determine an amount available for the Bridge Repair & Replacement Fund. I would be happy to go over the details of our tolling operation with you to provide greater understanding.

I very much appreciate your acknowledgement of the important role that ODOT can play in Hood River Bridge replacement efforts. As a vital regional facility connecting I-84 and two state highways across a federal waterway, both ODOT and WSDOT are key partners to our collective efforts, regardless of the actual funding package.

I also appreciate your offer to meet with our team to discuss similar bridge replacement examples and various financing tools. As you know, Representative Mark Johnson has a significant interest in this project and has offered to help convene a meeting with ODOT to facilitate collaborative efforts. Rep. Johnson is available to meet on **August 18 at 10:00 a.m.** Please let me know if you are available on that day and time. If not, please contact me or Genevieve Scholl (541-386-6145) to identify other suitable meeting times. We will coordinate schedules with Rep. Johnson and prepare an advance agenda for your review.

Sincerely,



Michael S. McElwee
Executive Director

CC: Hood River County Region 1 ACT Representatives, Tammy Baney, Chair, Oregon Transportation Commission
Rep. Mark Johnson, Port of Hood River Board of Commissioners

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Chair Tammy Baney
Oregon Transportation Commission
C/O Oregon Department of Transportation Communications Division
355 Capitol Street NE, MS 11
Salem, OR 97301-3871

August 8, 2016
Transmitted via email

Dear Chair Baney:

In my testimony to the Oregon Transportation Commission on June 16, 2016 I made two key points: first, the need for our Port to participate in after-action review following the oil train derailment in Mosier; and second, the need for ODOT to cooperate in replacement planning efforts for the Hood River Interstate Bridge. I am writing to you today to provide a brief status report on both points.

The Port of Hood River was invited to attend a July 13 debrief meeting of emergency responders and various transportation agencies to discuss the transportation challenges and lessons learned from the Mosier derailment and subsequent 12-hour freeway closure. In that meeting we were able to describe the impacts to the Hood River Interstate Bridge when it is needed to accommodate highway traffic, and stress the importance of communication protocols when I-84 is closed. There will be follow-up working group meetings and the Port will, of course, participate.

On August 1, 2016 I received a letter from ODOT Region I Manager Rian Windsheimer on behalf of the Oregon Transportation Commission. The letter expressed interest in meeting with our bridge replacement team and in providing information about successful bridge replacement examples and potential financing sources (attached). We are in the process of scheduling such a meeting and expect to include Representative Mark Johnson, who has previously expressed interest in ensuring that such a collaborative discussion occurs with ODOT.

I wish to express my thanks and that of the Port of Hood River Board of Commissioners for the efforts that you or other Commissioners made to ensure these positive steps were taken. We understand that funding for infrastructure is a challenge in Oregon, but the need to engage in positive collaborative efforts with ODOT to identify a replacement strategy for the Hood River Interstate Bridge is acute.

I would also like to follow up on the interest expressed by some Commissioners after the June 16 OTC meeting in learning more about our Port's tolling operation and particular opportunities and challenges with respect to both the Hood River Interstate Bridge and Bridge of the Gods. Please let me know if that focused discussion is still desired by the Commission or any individual commissioners and I will be pleased to make arrangements to meet at the next opportunity.

Respectfully,

Michael S. McElwee
Executive Director

CC: Hood River County Region 1 ACT Representatives, Rian Windsheimer, Rep. Mark Johnson, Port of Hood River Board of Commissioners

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Commission Memo



Prepared by: Anne Medenbach
Date: August 16, 2016
Re: FAA Grant Acceptance (Design)

The Port works with the FAA for federal entitlement funds on a five year schedule. The Port, the FAA, and Oregon Department of Aviation (ODA) work through the upcoming priority projects that are eligible for these funds and schedule them based on funds availability. CenturyWest is our engineer of record and works with staff to put together the schedule and annual grant applications.

The grant application for this year covers the design of the south taxiway and preparation of bid documents for the construction of the south taxiway improvements scheduled for 2017.

The total grant award amount is \$166,815 with a local match from the Port of \$18,535 for a total project amount of \$185,350. The contract document was not received in time for inclusion in your packets, but will be distributed at the meeting on the 16th.

RECOMMENDATION: Accept FAA grant award of \$166,815 for south taxiway design, and commit \$18,535 of Port matching funds.

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Commission Memo

Prepared by: Michael McElwee
Date: August 16, 2016
Re: Bridge Engineering Contract



On June 16, 2015, the Commission approved a master contract with HDR Engineering (HDR) for a variety of bridge engineering tasks. One aspect of this contract was Task Order No. 1, for On-Call Service, providing HDR technical expertise to assist in assessing, analyzing and designing potential repairs and projects associated with the bridge on an as-needed basis. Expected efforts under this task order include updates to the 30-year Bridge Longevity Model and preparation of the Two-Year Work Plan that is an important part of the Port's annual budget preparation.

Amendment No. 1 to Task Order No. 1 (attached) will allow continued availability of HDR for various known and unexpected tasks during FY 16/17.

RECOMMENDATION: Approve Amendment No. 1 to Task Order No. 1 to the master contract with HDR Engineering, Inc. for bridge engineering services not to exceed \$35,000 plus reasonable reimbursable expenses.

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TASK ORDER 01

SCOPE OF SERVICES for ON-CALL ENGINEERING

Amendment No. 1

July 29, 2016

This Task Order Amendment No. 1 pertains to a **Personal Services Master Service Agreement**, (“Agreement”) by and between **Port of Hood River**, (“Port”), and **HDR Engineering, Inc.** (“Consultant”), dated June 16, 2015 (“the Agreement”). Engineer shall perform Services on the project described below as provided herein and in the Agreement. This Task Order Amendment shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order Amendment shall supplement the original Task Order and 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 engineering 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

The Consultant shall perform any combination of a variety of the following tasks associated with the Port’s facilities:

- Update the short term work plan and long term preservation plan for the Hood River-White Salmon (Columbia River) Bridge;
- Provide expert advice on specific issues associated with bridge inspection, maintenance, repair, rehabilitation, and retrofit;
- Provide minor technical engineering design services as it relates to the Port facilities.
- Serve as a Technical Advisor on applications and forms associated with Port project funding, such as STIP applications;
- Present to the Port Commission regarding any of the above mentioned items;
- Attend meetings, workshops, or other events as requested by the Port at the Port’s office in Hood River;
- Other Port requests specific to engineering as they surface on a limited basis.

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 relevant travel expenses are reimbursable at cost by this task order for the Consultants work on this task order. Any specific expenses over \$100 require prior approval.
- 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 shall be delivered to the Port:

- The format of the deliverable will depend on the specific task but may include technical memoranda, correspondence logs, drawings, calculation, spreadsheets, templates documents, or any combination of these.

Task 2: Project Management & Administration

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

- Provide progress reports to the Port for each activity and identify budget status and tasks performed to date during the billing period. Schedule updates shall be provided with month progress reports;
- Correspond with owner regarding contracts, billing, expenses, earned value, deliverables;
- Perform Quality Control (QC) reviews on all deliverables prior to submitting to Port;

Deliverables

The following items shall be delivered to the Port:

- Invoices and progress reports

PART 3.0 PORT'S RESPONSIBILITIES:

Port shall provide the documents noted above and be available for a mutually agreed upon time for the site visit.

PART 4.0 PERIODS OF SERVICE:

All work shall be completed by June 30, 2017. Notice to proceed to Consultant is assumed to be not later than July 1, 2016.

PART 5.0 PAYMENTS TO CONSULTANT:

The total fees for labor and expenses for this Task Order Amendment No. 1 shall be a not-to-exceed amount of \$35,000, increasing the total fees for labor and expenses for this Task Order as amended by Amendment No. 1 to \$60,000, billed monthly based on actual staff hours expended, actual staff hourly rates times a multiplier of 2.88. 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 _____, 20____.

PORT OF HOOD RIVER "Port" BY: _____ NAME: <u>Michael S. McElwee</u> TITLE: <u>Executive Director</u> <u>1000 E. Port Marina Drive</u> ADDRESS: <u>Hood River, OR 97031</u>	HDR ENGINEERING, INC. "Consultant" BY: _____ NAME: <u>David C. Moyano</u> TITLE: <u>Vice President</u> <u>1001 SW 5th Ave</u> ADDRESS: <u>Suite 1800</u> <u>Portland, OR 97204</u>
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Commission Memo



Prepared by: Fred Kowell
Date: August 16, 2016
Re: HDR Task Order 4 Amendment –
Tolling System Support

Since January 2016, the Port has retained HDR's Dennis Switaj as our tolling system expert in support services and quality assurance oversight as we progress in upgrading our tolling system. Mr. Switaj was integral in procuring PSquare and Kapsch as the Port's software and hardware providers for the new tolling system. HDR, and Mr. Switaj specifically, have been instrumental in acquiring the lowest cost alternatives in software and hardware for the Port as our system is aging and in need of replacement.

Mr. Switaj's support has benefitted the Port in acquiring the right technology and personnel whenever failures have occurred (i.e., IDRIS failures, gate closures, and so on). This amendment will continue his oversight, support, and quality assurance in the development of the Port's tolling system using the best practices in tolling technology. This amendment will allow the continued update to our business rules and system development as we move towards a migration date in early 2017. This amendment is included in our budget and will extend through to December 2017 which will be in line with the timing of the software development from PSquare.

The attached contract with HDR proposes the continued use of his expertise as we migrate into the most difficult part of our software migration. This amendment will increase the contract amount to not exceed \$50,000, but will be billed based upon time and materials as incurred.

RECOMMENDATION: Approve the contract amendment with HDR for professional services related to the upgrade of the tolling system, not to exceed \$50,000.

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TASK ORDER 04
SCOPE OF SERVICES
for
ELECTRONIC TOLLING SYSTEMS UPGRADE SUPPORT

Amendment No. 1

July 29, 2016

This Task Order Amendment No. 1 pertains to a **Personal Services Master Service Agreement**, (“Agreement”) by and between **Port of Hood River**, (“Port”), and **HDR Engineering, Inc.** (“Consultant”), dated June 16, 2015 (“the Agreement”). Engineer shall perform Services on the project described below as provided herein and in the Agreement. This Task Order Amendment shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order Amendment shall supplement the original Task Order and Agreement as it pertains to the Services described below.

PART 1.0 PROJECT DESCRIPTION & PURPOSE

The Port is in the process of upgrading its current toll collection system due to concern that the original developers will soon be unavailable to maintain the software and also due to the obsolescence of the Windows XP operating system which is the foundation of the current system. The upgrade includes system hardware and software similar in functionality to what is in operation today. In addition, over the life of the current system operation, the Port has identified functions and features, such as a transition to multi-protocol sticker-style transponders, a violation processing system, and a web portal, that may be beneficial to include in the next upgrade cycle.

The Port has procured P-Square Solutions LLC to migrate the existing system to a new platform from Windows XP, provide ongoing system support, install a web portal, install lane controllers that will communicate with a multi-protocol transponders/readers, and install functionality for violation processing in the current application that in a later phase can be operational with hardware technology that has yet to be determined. This contract will provide project management when requested to support the next phase of implementation of the new systems. This upgrade support is warranted and continues to be an ongoing benefit to the Port. This amendment gives the Port continued access to specialized expertise for quality control over the project management and business rules to make the efficient transition to the new system.

PART 2.0 SCOPE OF SERVICES

Task 1: Tolling Systems Upgrade Support

The Consultant shall perform additional tasks, within the total authorized fee amount, and as requested by the Port staff:

- Continued quality assurance reviews of the third-party installer of the in-lane equipment and back-office systems.
- Continued assistance for the Port in the development of business rules.

- Continued coordination with third-party vendors for all aspects related to tolling systems and infrastructure.
- Contact and work with equipment manufacturers and Port staff to determine the right equipment for tolling systems and equipment.
- Liaison between the Port and vendor on the project: communicate Port needs and manage project specific risks, changes, and other project issues as they surface.
- Advise the Port on all tolling technology upgrade and compatibility issues.
- Other Port requests specific to tolling as they surface on a limited basis.

Assumptions

The following assumptions are made:

- All deliverables shall be electronic in MS Word and/or PDF format.
- Consultant's tolling expert will not attend additional onsite meetings with the Port and Commissioner's meeting; without specific approval of budgets.
- Meetings will be held via phone conference.
- Electronic copies or hard copies of Tolling Systems Vendor submissions shall be made available by Port.
- 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 support. All services listed herein may not be part of the services provided up to the not-to-exceed budget.

Deliverables

The following items shall be delivered to the Port:

- Summary notes for key correspondence with tolling vendor(s) in e-mail format
- Written deliverables in electronic format as requested

Task 2: Project Management & Administration

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

- Provide progress reports to the Port for each activity and identify budget status and tasks performed to date during the billing period. Schedule updates shall be provided with month progress reports;
- Correspond with owner regarding contracts, billing, expenses, earned value, deliverables;
- Perform Quality Control (QC) reviews on all deliverables prior to submitting to Port;

Deliverables

The following items shall be delivered to the Port:

- Invoices and progress reports

PART 3.0 PORT'S RESPONSIBILITIES:

Port shall provide the documents noted above and be available for a mutually agreed upon time for the site visit.

PART 4.0 PERIODS OF SERVICE:

All work shall be completed by December 31, 2017. Notice to proceed to Consultant is assumed to be not later than August 16, 2016.

PART 5.0 PAYMENTS TO CONSULTANT:

The total fees for labor and expenses for this Task Order Amendment No. 2 shall be a not-to-exceed amount of \$50,000, thereby increasing the total fees for labor and expenses for this Task Order as amended by Amendment No. 1 shall be \$75,000, billed monthly based on actual staff hours expended, actual staff hourly rates times a multiplier of 2.88. 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 _____, 2016.

PORT OF HOOD RIVER
"Port"

HDR ENGINEERING, INC.
"Consultant"

BY: _____

BY: _____

NAME: Michael McElwee

NAME: David C. Moyano

TITLE: Executive Director

TITLE: Vice President

ADDRESS: 1000 E. Port Marina Drive
Hood River, OR 97031

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

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Commission Memo



Prepared by: Michael McElwee
Date: August 16, 2016
Re: HDR Bridge Engineering Contract
Task Order 5, Amendment No.1

On June 2, 2015, the Commission approved the Master Engineering Contract (“Contract”) with HDR Engineers encompassing a number of bridge engineering tasks. On August 18, 2015 the Commission approved Task Order No. 5 to the Contract for engineering analysis, plans and specifications associated with repair of the auxiliary truss connections (“Project”).

HDR is nearly complete with the Project and Port staff anticipates a bid advertisement being issued in late August or September. Construction is anticipated to occur sometime between November 2016 and March 2017. The extended construction period is intended to give maximum flexibility to bidders in order to obtain the most advantageous bids for the Port.

During the bid and construction period various engineering services will be required including assembly and review of construction contracts prior to bidding, engineering consultation during bidding, submittal reviews and inspection during construction, and construction closeout documentation as described in the attached Task Order 5 Amendment No. 1.

RECOMMENDATION: Approve Amendment No. 1 to Task Order 5 to the contract with HDR Engineering, Inc. for services associated with repair of the Hood River Bridge auxiliary trusses not to exceed \$65,000 plus reasonable reimbursable expenses.

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TASK ORDER 05
SCOPE OF SERVICES
for
AUXILIARY TRUSS BRACE CONNECTION REPAIRS

Amendment No.1

August 8, 2016

This Task Order Amendment No. 1 pertains to a **Personal Services Master Service Agreement**, (“**Agreement**”) by and between **Port of Hood River**, (“**Port**”), and **HDR Engineering, Inc.** (“**Consultant**”), dated June 16, 2015 (“the **Agreement**”). Engineer shall perform **Services** on the project described below as provided herein and in the **Agreement**. This Task Order Amendment shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order Amendment shall supplement the original Task Order and **Agreement** as it pertains to the **Services** described below.

PART 1.0 PROJECT DESCRIPTION & PURPOSE

During the recent Fracture Critical Inspections required by the Federal Highway Administration, ODOT Bridge Inspectors re-examined cracked plates at the location of auxiliary truss brace connections. Repair of these connections is a long-standing issue. Since around 2009 the Port has collected data on the connections between the main deck truss and the auxiliary truss in anticipation of future repairs. In the Lower Chord painting Project completed in 2012, the Port was able to collect a complete inventory of all the brace connections, review the connections prior to, during, and after painting. This information and the recent inspection allow the Port to know if changes have occurred since painting.

The issue is fundamentally an incompatibility of movement occurring between the main deck truss, which supports the load of vehicular traffic, and the auxiliary truss, which braces the lift span towers. The braces that are connected between these two trusses are not capable of carrying the loads and movements induced by the two very different trusses. The auxiliary trusses were installed in the 1930’s when the dams on the Columbia River were installed and the lift span was added. Over the decades since, damage has occurred in varying degrees and various attempts have been made to correct the issue. To date no complete solution has been identified or implemented.

This Task Order 5 Amendment No. 1 follows the completion of Task Order 5 original scope for Auxiliary Truss Brace Connection Repairs, which includes the development of a design to fix the incompatibility between the main deck truss and the auxiliary truss of Spans 10 and 12 by. The design was completed and construction is scheduled to begin, which includes replacing the existing rigid connection with a more flexible one. The Port will be issuing documents for construction bid and requires technical support prior to and during bidding, during construction, and in documenting construction, which is anticipated to occur from August 2016 to approximately March 2017. Services include assembly and review of construction contracts prior to bidding, engineering consultation during bidding, submittal reviews and inspection during construction, and construction closeout documentation.

Throughout this document, “**Contractor**” is used to describe the Port-selected construction contractor.

PART 2.0 SCOPE OF SERVICES

This scope of services is in addition to the original Task Order 5 contract. Original Task Order 5 Tasks 1-3 remain unchanged.

Task 4: Project Management & Administration (Extended)

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

- Provide progress reports to the Port for each activity and identify budget status and tasks performed to date during the billing period. Schedule updates shall be provided with month progress reports;
- Correspond with owner regarding contracts, billing, expenses, earned value, deliverables;
- Perform Quality Control (QC) reviews on all deliverables prior to submitting to Port;
- Updated Safety Plan for Consultant site visits.

Deliverables:

The following items will be delivered to the Port:

- Invoices and progress reports
- Safety Plan

Task 5: Construction Engineering & Inspection

Task 5.1: Bid Support

The Consultant shall:

- Assist the Port in assembling a construction contract for bidding purposes;
- Answer inquiries about bid documents;
- Consult the appropriate design and Port staff as necessary for the appropriate response;
- Document decisions and communications with potential bidders;
- Draft addendums as directed by the Port and submit for Port approval;
- Provide assistance in evaluating bids.

Assumptions

The following assumptions are made:

- Construction bid will occur during September 2016.
- The Port shall issue the request for bids.
- Oregon Standard Specifications for Construction, 2015 will be the basis for materials requirements.

Deliverables

The following items will be delivered to the Port:

- Technical Special Provisions for Construction.
- Addendums, RFI responses, and supporting documentation during the bidding process.

Task 5.2: Pre-Construction Conference

The Consultant shall:

- Attend and participate in the pre-construction conference with the Contractor and Port;
- Prepare and distribute meeting agenda and notes.

Assumptions

The following assumptions are made:

- Two Consultant staff will attend the pre-construction conference at Port offices.

Deliverables

The following items will be delivered to the Port:

- Meeting agenda for Pre-Construction Conference;
- Draft meeting notes for review within 3 business days after the Pre-Construction Conference;
- Review comments for Contractor construction schedule;
- Final meeting notes for within 3 business days after receiving Port comments.

Task 5.3: Submittals & RFIs

The Consultant shall provide design services during construction including review of Contractor submittals, Review of RFIs related to Consultants work, and make necessary engineering design revisions. Specifically, Consultant shall:

- Review Contractor Submittals required to complete the work, forwarded by the Port, including:
 - Temporary work platform drawings;
 - Steel shop drawings;
 - Field measurements required to develop shop drawings;
 - Material certifications;
 - Marking reviewed drawings as follows:
 - Submitted drawings that are stamped, signed, and dated by an Engineer will be marked as "reviewed" and either accepted or commented upon.
 - Submitted drawings that are unstamped will be marked as "approved," "approved as noted," "returned for correction," or "rejected" by the Consultant.
- Respond to Requests for Information (RFI) forwarded by the Port during construction. RFI are for clarification on construction contract documents developed by the Consultant.
- Discuss and implement design changes with Port if it is agreed that modifications are necessary and fit within the scope of the Consultants work. Upon request of the Port, Consultant shall prepare detailed engineering design revisions necessitated by conditions encountered during construction. These design changes must be accompanied by the necessary supportive documents to make them part of the construction contract.

Assumptions

The following assumptions are made:

- Port is the point of Contact with the Contractor.
- All correspondence and documents will be delivered in electronic format.
- Consultant will provide preliminary response to RFIs within 3 business days of receipt of inquiry. Responses requiring research, assessment, and analysis shall be returned within 15 business day of receipt of inquiry.

- If an RFI or submittal leads to work or design effort beyond what is covered by this task order, an amendment will be negotiated between Port and Consultant.
- A limit of 150 hours is allocated for this task.

Deliverables

The following items will be delivered to the Port:

- RFI responses
- Submittal responses
- Engineering design changes for appropriate and approved addendums, submitted to Port at a date agreed to when work was requested.

Task 5.4: Construction Inspection

The Consultant shall:

- Provide targeted on-site inspection of select construction activities related to Consultant's engineering for conformance with construction contract documents at the request of the Port.

Assumptions

The following assumptions are made:

- 5 visits made by 2 Consultant staff members.
- Safe and reliable access to Contractor work areas will be provided by the Port and/or Contractor.

Deliverables

The following items will be delivered to the Port:

- Documentation of each site visit: purpose, observations, and conclusions or recommendations as needed.
- If non-compliant work is observed, the Consultant will notify the Port within 1 business day.

Task 5.5: As-Constructed Documentation

The Consultant shall:

- Prepare final As-Constructed drawings in electronic format as modification to the construction bid plans.

Assumptions

The following assumptions are made:

- The Port will maintain throughout construction and provide the Contractor's construction markup set containing all notes and changes made by the Port, Contractor, or Consultant through addendums.

Deliverables

The following items will be delivered to the Port:

- Electronic set of final As-Constructed drawings within 30 days after final markup set is received.

PART 3.0 PORT'S RESPONSIBILITIES:

Port shall provide the documents noted above and be available for communications as described herein. Port shall provide traffic control and access to the bridge for inspections.

PART 4.0 PERIODS OF SERVICE:

All work shall be completed by June 30, 2017. Notice to proceed to Consultant is assumed to be not later than August 16, 2016.

Specific intermediate deliverable dates will be determined in coordination with the Port.

PART 5.0 PAYMENTS TO CONSULTANT:

The total fees for labor and expenses for this Task Order Amendment No. 1 shall be an additional not-to-exceed amount of **\$65,000**, increasing the total fees for labor and expenses for this Task Order. Fees shall be accrued and billed based on actual staff hours and a rate times a net labor multiplier of 2.88. 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 _____, 2016.

PORT OF HOOD RIVER
"Port"

HDR ENGINEERING, INC.
"Consultant"

BY: _____

BY: _____

NAME: Michael S. McElwee

NAME: David C. Moyano

TITLE: Executive Director

TITLE: Vice President

ADDRESS: 100 E. Port Marina Drive
Hood River, Oregon 97031

1001 SW 5th Ave
Suite 1800
Portland, OR 97204

EXHIBIT 'B'
Port of Hood River - TO5 Auxiliary Truss Brace Connection Repairs
HDR Engineering, Inc. - Fee Estimate -- Amendment No 1 (Construction Engineering)

Average Weighted Bill Rate = \$ 135.92

Tasks	Principal-in-Charge	Project Manager	Bridge Engineer III (Designer)	Bridge Engineer III (Checker)	CAD Technician IV	Project Admin. Asst	Project Controller	Labor Hours	Labor Dollars	Telephone/Printing/Shipping	Travel/Mileage/Equipment Rental	Total Labor & Expenses
4.0 Project Management & Administration (Extended)	Bill Rate											
Project coordination and administration	4	20				12		36		\$ 50	\$ 300	
Project invoicing and reporting	1	16				16	16	48		\$ 50		
Safety Plan	2	2	4			4		11		\$ 50		
Subtotal	5	38	4	0	0	32	16	95	\$12,250	\$ 150	\$ 300	\$12,700
5.0 Construction Engineering & Inspection												
5.1 Bid Support												
Answer inquiries	8	8	8					16		\$ 50		
Addendums	8	8	12	2	4	2		28		\$ 15		
Bid Evaluations & Assistance	8	8	4					12		\$ 15		
Subtotal	0	24	24	2	4	2	0	56	\$8,505	\$ 80	\$ -	\$8,585
5.2 Pre-Construction Conference												
Conference prep	2	2	4					6		\$ 50		
Conference	4	4	4					8		\$ 15	\$ 150	
Meeting minutes	1	1	2			2		5		\$ 15		
Subtotal	0	7	10	0	0	2	0	19	\$2,734	\$ 80	\$ 150	\$2,964
5.3 Submittals & RFIs												
RFIs	6	6	40	2		2		50		\$ 50		
Submittal Reviews	6	6	40	2		2		50		\$ 150		
Design changes	6	6	40	2		2		50		\$ 50		
Subtotal	0	18	120	6	0	6	0	150	\$19,603	\$ 250	\$ -	\$19,853
5.4 Construction Inspection												
Construction Inspection Site Visits	32	32	40					72		\$ 50	\$ 400	
Memos and documentations	8	8	16			2		26		\$ 150		
Subtotal	0	40	56	0	0	2	0	98	\$15,014	\$ 200	\$ 400	\$15,614
5.5 As-Constructed Documentation												
Data collection		4	8					8		\$ 25		
Drafting		4	4		24	6		28		\$ 150		
Final submittal		4	4					10		\$ 150		
Subtotal	0	4	12	0	24	6	0	46	\$4,959	\$ 325	\$ -	\$5,284
Total Hours	5	131	226	8	28	50	16	464	\$63,065	\$ 1,085	\$ 850	\$65,000
Total Dollars	\$1,202	\$25,980	\$28,183	\$1,032	\$2,770	\$2,460	\$1,440					

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