

**PORT OF HOOD RIVER COMMISSION**  
**Tuesday, February 16, 2016**  
**Marina Center Boardroom**  
**5:00 p.m.**

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**Regular Session Agenda**

1. Call to Order
  - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
  - a. Approve Minutes of January 26, 2016 Regular Session (*Laurie – Page 3*)
  - b. Ratify Amendment No. 3 with Key Development at Expo Building (*Anne – Page 9*)
  - c. Approve Appointment of Judy Newman to the Budget Committee to Fill Term Expiring June 30, 2018 (*Fred – Page 13*)
  - d. Approve Amendment No. 2 with Hitch Source at Maritime Building (*Anne – Page 17*)
4. Reports, Presentations and Discussion Items
  - a. Audit Review – Tara Kamp, Pauly-Rogers (*Fred – Page 21*)
5. Executive Session under ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to Be Filed: 5:30 p.m. – 6:00 p.m.
6. Reports, Presentations and Discussion Items (Continued)
  - a. Toll System Update (*Fred – Page 23*)
  - b. Lower Mill Utilities Update (*Anne – Page 25*)
7. Director’s Report (*Michael – Page 27*)
8. Commissioner, Committee Reports
  - a. Marina Ad-hoc Committee (January 21)
  - b. Airport Advisory Committee – Commissioner Duckwall (January 27)
  - c. SDAO Annual Conference – Commissioner Davies (February 5-7)
  - d. Urban Renewal Agency – Commissioners Davies and Streich (February 8)
9. Action Items
  - a. Approve Audit for Fiscal Year Ending June 30, 2015 (*Fred – Page 67*)
  - b. Approve Contract with Emery & Sons Construction Group for Hook Waterfront Trail Amenities Not to Exceed \$75,024 (*Liz – Page 69*)
  - c. Approve Task Order No. 7 with HDR Engineering for Skew Adjustor Assessment and Repair (*Michael – Page 73*)
  - d. Approve Contract with Advanced American Construction, Inc. for Span Guide Repair Not to Exceed \$62,000 (*Michael – Page 75*)
  - e. Approve Resolution Adopting Diversity Hiring Policy (*Michael – Page 83*)
10. Commission Call

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11. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to Be Filed
12. Possible Action

### 13. Adjourn

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

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

**Port of Hood River Commission  
 Meeting Minutes of January 26, 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 Lesley Haskell; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, and Laurie Borton

**Absent:** Commissioners Brian Shortt and Hoby Streich; Legal Counsel Jerry Jaques

**Media:** None

**1. CALL TO ORDER:** Vice President Fred Duckwall called the meeting to order at 5:00 p.m.

**a) Modifications, Additions to Agenda:** A correction to an accounts payable item was noted.

**2. PUBLIC COMMENT:** Abby Capovilla and Sean Couvreur spoke in support of the Hood River Yacht Club proposal for a term lease of the South Basin Dock stating that small watercraft storage on the dock would provide easier and safer water access rather than launching from the boat launch ramp. Linda Maddox spoke about the draft Waterfront Parking Plan and commented on inconsistencies between the Plan and the City-Port Intergovernmental Agreement for City Enforcement of Parking Restrictions. Maddox recommended a wide ranging discussion among various user groups to reach solutions for all community members; e.g. types of passes and honoring passes at pay station meters.

**3. CONSENT AGENDA:**

- Approve minutes of January 12, 2016 Regular Session
- Approve appointment of Steve Carlson to Marina Ad-hoc Committee for a term expiring June 30, 2016
- Approve accounts payable to Mid-Columbia Marine & Motor Sports in the amount of ~~\$9,520.00~~ \$9,523.00
- Approve contract with Asset Protection Partnership, Inc. for main entrance door replacement at Big 7 Building not to exceed \$11, 260.00

**Motion:** Move to approve Consent Agenda, as amended.

**Move:** Davies

**Second:** McBride

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

**Absent:** Shortt and Streich

**MOTION CARRIED**

**4. Reports, Presentations and Discussion Items:**

**a. City of Hood River Parks Working Group, Mark Zanmiller and Susan Johnson, Hood River City Councilors:** Zanmiller noted this group would be a multi-jurisdictional, research-based working group tasked with the goal of inventorying existing parks, trails, and open space areas within or bordering the Urban Growth boundary; develop a needs assessment for future parks; and recommend a long term development outline for the City and the Parks & Recreation Department to prioritize and acquire needed land moving forward. Zanmiller anticipates data compilation will take six months and at the 80% completion point progress would be presented to participant organizations for feedback and to ensure the

Group in on the right track. McElwee commented that Waterfront Coordinator Liz Whitmore will represent the Port in this Parks Working Group.

**b. South Basin Dock Concept Plan:** The needs and demands of this dock have transitioned away from floatplanes to youth sailing, outrigger canoes, school jet skis, and seasonal moorage use. With growing demand for small watercraft storage, the Hood River Yacht Club has expressed interest in leasing slips from the Port for this purpose. The youth and high school sailing programs, and the outrigger canoe club have expressed their preference in continuing the current arrangement of coordinating their uses through Port staff. Executive Director Michael McElwee introduced Jaime Mack (GORGE Junior Sailing) and Lance Staughton (Hood River Yacht Club). Mack provided a conceptual drawing that illustrated alternative uses for the dock, including space for the one remaining floatplane tenant. Staughton also reviewed current uses of the dock and the potential for annual versus seasonal revenue and a future goal of having a watercraft center within the Marina Park. Commissioners Davies and McBride stated the South Basin Dock Concept Plan was worth exploring; staff will continue work on developing a plan for the dock's use.

**c. Waterfront Parking Management:** McElwee commented the discussion draft represented a first attempt to lay out a parking plan for various Port waterfront locations and that additional work would be needed before implementation of any parking plan is possible. It was also noted that any plan will require an enforcement mechanism. The Port and City of Hood River have worked together on a draft Intergovernmental Agreement (IGA) that would allow the City to enforce parking limits on Port property. This IGA would require a funding commitment from the Port ensuring a proportionate share of a new fulltime City Parking Enforcement Officer is paid. McElwee then briefly reviewed each parking area, all of which have different dynamics. The following comments were offered:

- Nichols Basin- roll this area into the plan but demand may not be seen for a year or two;
- Event Site- assumption is booth will continue to be staff by Port seasonal employees; honor Event Site pass for all on-street parking on all Port properties; should there be different price points for different areas?; will visitors be confused as to what area is Port parking and what is City parking?; the Port won't have control over lost passes purchased through a parking station;
- Jensen- City would like Port to consider overnight RV parking on the gravel portion of the west Jensen lot but not sure of management issues or insurance requirements;
- Portway West- parking agreements need to be in place for all companies that drop trailers;
- Hook- consider a drive-up pay station; consider for overnight RV parking as this location is less visible than the Jensen lot; continue to not charge fees as the location is unimproved.

McElwee said he would welcome further input from the Commission at any time. Davies said he believed more pay stations will be needed, and that a joint City/Port public meeting for user input should be considered.

**d. Financial Review Ending December 31, 2015:** Chief Financial Officer Fred Kowell reviewed the financials for the six months ending December 31. Kowell said he will be closely monitoring expenditures and revenues with respect to any budget transfers that might be necessary and for projects that may need to be postponed until a later date. With respect to the allision repairs, Kowell noted there would be a clearer picture of the bridge outcome when the March 31 financial review is completed.

**e. Audit Preview:** Tara Kamp, auditor and partner with Pauly, Rogers and Co., P.C. will attend the February 16 meeting to review the Audited Annual Financial Report for the Fiscal Year Ended June 30, 2015. A copy of the audit along with a 'Communications to the Governing Body' letter summarizing the audit, management's role with regard to financial statements, internal controls and the Port's interactions with

the auditing firm was provided for review in advance of Kamp's attendance at the February 16 meeting. Kowell commented on a new pension reporting requirement that illustrates the Port has a net liability as pension assets do not generate the return on investment initially estimated and the actuarial valuation of those assets over time as compared to distribution of pension benefits over the lives of its members.

**5. DIRECTOR'S REPORT:** McElwee provided the following highlights: A single Commission meeting will be held in February on the 16. Reservations have been made for the Pacific Northwest Waterways Association "Mission to Washington, D.C." event in March; depending on where the FAST Act (Fixing America's Surface Transportation) rollout is, Summit Strategies will assist staff in considering if attendance makes sense. Hearings continue in Salem on SB 1510; sections of the bill would stipulate that a new bridge spanning the Columbia River would be an extension of Highway 35 and therefore qualify for federal funding. Construction traffic associated with the Nichols Basin hotel has caused the Spit road to be in disrepair; staff has been discussing restoration approaches with the construction superintendent. Closing of the Expo sale to Key Development is expected in two weeks. The request for competitive quotes for replacement of the Hood River Bridge span guides has been issued and contractor selection is expected to occur at the February 16 meeting. McElwee reported that staff continues to be very involved in various efforts related to the recent vessel strike on the Bridge and the U.S. Coast Guard is still being informed that the earliest a lift will occur is April.

**6. COMMISSIONER, COMMITTEE REPORTS:**

- a. **Marina Ad-hoc:** This report was held over to the February 16 Commission meeting.

**7. ACTION ITEMS:**

a. **Approve Port Website Privacy and Social Media Public Policies:** The official full launch of the redesigned website will be occurring shortly and one component of the upgrade is the creation and integration of social media platforms. The Port's online Privacy Policy was found to be in need of updating, and a Social Media Terms of Use, Prohibited Content and Disclaimer Policy has been created. Genevieve Scholl, Communications & Special Projects Manager, stated the policies align with best practices and Commission approval is required and will apply to all users of the Port's website and any social media accounts established by the Port. Scholl noted the Port's personnel policies will be revised later in the year to ensure employees have an adequate understanding of Oregon public records and retention laws and how they apply to this new media.

**Motion:** Move to approve Port Website Privacy and Social Media Public Policies.

**Move:** Davies

**Second:** McBride

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

**Absent:** Shortt and Streich

**MOTION CARRIED**

b. **Approve Marina Moorage Rules & Regulations Effective January 26, 2016:** Marina Manager Laurie Borton reviewed proposed changes to the Marina Moorage Rules & Regulations ("Rules") that were last revised in May 2015. The revisions, which have been vetted with the Marina Ad-hoc Committee, are intended to provide more clarity for both staff and tenants. If approved, tenants will be notified when the revised Rules have been posted to the Port's website and a notice will also be posted on the Marina bulletin board.

**Motion:** Move to approve Marina Moorage Rules & Regulations Effective January 26, 2016.  
**Move:** McBride  
**Second:** Davies  
**Vote:** **Aye:** Davies, Duckwall, and McBride  
**Absent:** Shortt and Streich

**MOTION CARRIED**

**c. Approve Amendment to HDR Engineering Task 4 Scope of Work for Tolling Oversight Not to Exceed \$25,000:** Kowell noted that Task Order 04 provides professional oversight for the tolling system upgrade as well as support on the business rules that need to be developed for the new system that will take into account the future functionality of the new system. Kowell reported that he has been very satisfied with the tolling system application that has been provided by Dennis Switaj of HDR Engineering and with PSquare, the company that provides tolling support services.

**Motion:** Move to approve amendment to HDR Engineering Task Order 04 Scope of Work for Tolling Oversight not to exceed \$25,000.  
**Move:** McBride  
**Second:** Davies  
**Vote:** **Aye:** Davies, Duckwall, and McBride  
**Absent:** Shortt and Streich

**MOTION CARRIED**

**d. Approve Contract with Haglund Kelley LLP for Bridge Allision Investigation:** The Port engaged the services of Haglund Kelley, LLP in October 2015 to initiate the investigation into the vessel strike as the U.S. Coast Guard was unable to pursue their investigation without a named vessel and allision date. Further work will be needed with regard to a continuing investigation and possible insurance claim. Because it is not certain how long the services of Haglund will be needed, a not-to-exceed contract amount is difficult to determine at this time. McElwee said that he would keep the Commission advised with monthly monitoring.

**Motion:** Move to approve contract with Haglund Kelley LLP for bridge allision investigation.  
**Move:** Davies, citing potential conflict of interest  
**Second:** McBride  
**Vote:** **Aye:** Davies, Duckwall, and McBride  
**Absent:** Shortt and Streich

**MOTION CARRIED**

**8. COMMISSION CALL:** In his Commission tenure, Davies commented that he believed this was only the second time in which Duckwall has chaired a meeting (good job!). McBride stated that he had put his name in for a County Commission seat and if elected he would be sworn in in January 2017 and would need to resign his Port Commission position. McBride also commented that he would not be available to attend the February 16 meeting.

**9. EXECUTIVE SESSION:** The Commission was called into Executive Session at 7:21 p.m. under ORS 192.660(2)(e) Real Estate and ORS 192.660(2)(h) Legal Counsel. The Commission was called back into Regular Session at 8:05 p.m. No action was taken as a result of Executive Session.

**10. ADJOURN:** At 8:05 p.m. Vice President Duckwall entertained a motion to adjourn the meeting.

**Motion:** Move to adjourn

**Move:** Davies

**Second:** McBride

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

**Absent:** Shortt and Streich

**MOTION CARRIED**

Respectfully submitted,

\_\_\_\_\_  
Laurie Borton

ATTEST:

\_\_\_\_\_  
Fred Duckwall, Vice President, Port Commission

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Jon Davies, Secretary, Port Commission

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# Commission Memo



Prepared by: Anne Medenbach  
Date: February 16, 2016  
Re: Key Development - Amendment #3

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Key Development has leased a portion of the Expo Center since May of 2015. Since that time, they have subleased this space out to three tenants who needed waterfront warehousing.

On January 26<sup>th</sup>, the Board approved Amendment #2 to the lease which reduced the original 9,000 sf down to 4,000 sf, as one of the tenants was leaving. Since that time, the tenants have instead decided to stay until the lease ends (anticipated to be March 1, 2016).

Therefore, the lease needed to be amended to bring the square footage back up to 9,000 sf. Staff has executed Amendment #3 and is asking the Board to ratify that execution.

**RECOMMENDATION:** Ratify Amendment #3 to lease with Key Development for the Expo Building.

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### THIRD AMENDMENT TO LEASE

Whereas: On May 11, 2015, Port of Hood River, an Oregon municipal corporation, as Lessor, and Key Development and Asset Management, Inc., an Oregon corporation, as Lessee, entered a lease of 5,000 square feet in premises known as the Expo Building, located at 405 Portway Avenue, Hood River, Oregon ("Lease") on a month to month basis; and

Whereas, on September 10, 2015, Key Development and the Port executed Lease Amendment #1 which increased the leased premises by 4,000 square feet for a total rental area of 9,000 square feet; and

Whereas, Lessor and Lessee executed Lease Amendment #2, which reduced the leased premises by 5,000 sf, effective February 1, 2016; and

Whereas, Lessor and Lessee would like to cancel the reduction of leased space; and

Therefore, the parties agree to revert back to the Amendment #1 leased premises square footage which is as follows.

<u>Space</u>	<u>Square Footage</u>	<u>Rate per s.f. per month</u>	<u>Monthly Base Rate</u>
Warehouse area	9,000	\$0.35	\$ 3,150

Except as modified by this <sup>Third</sup> ~~Second~~ Amendment To Lease, all terms and conditions of the Lease shall remain in full force and effect.

Dated, this 1 day of Feb, 2016.

**Lessee**  
**Key Development and**

**Lessor**  
**Port of Hood River**

**Asset Management, Inc.**

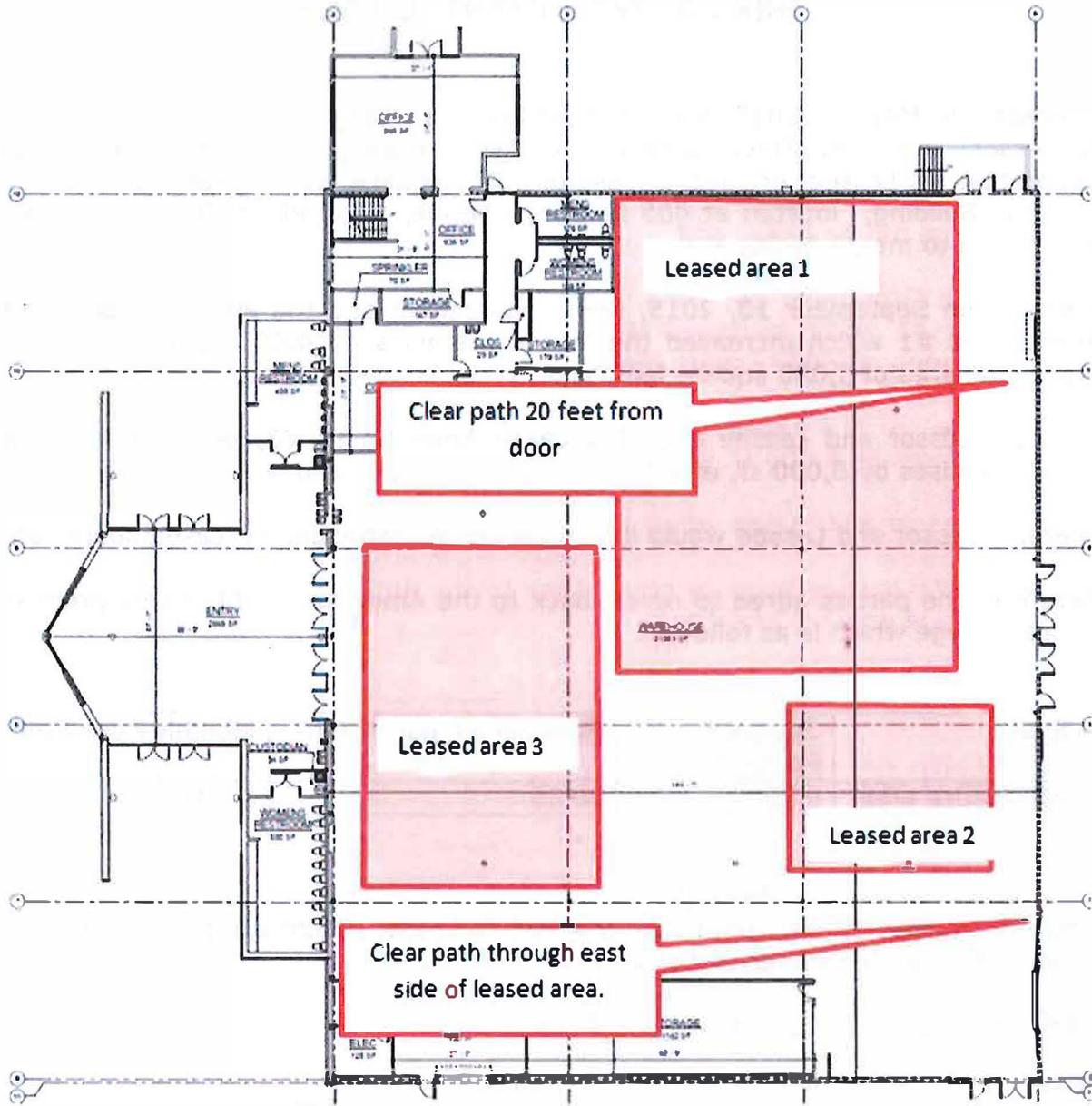
By:   
Jeff Pickhardt  
President

By:   
Michael S. McElwee  
Executive Director

Date 2-1-16

Date 2/1/16

EXHIBIT A



# Commission Memo



Prepared by: Fred Kowell  
Date: February 16, 2016  
Re: Budget Committee Membership

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One vacancy on the Budget Committee was created when Jeff Nicol stepped down when his term expired June 30, 2015. Judy Newman was approached about the vacancy and her Budget Committee Application is attached. No responses were received from the Hood River News or Port website advertisements.

Newman currently serves on the Airport Advisory Committee; she has been an active member providing valuable input and the expectation that her participation on the Budget Committee would be valued as well.

Unexpired terms on the Committee include members John Benton (2016), Larry Brown (2016), John Everitt (2017), and Rich Truax (2018).

Staff recommends waiving the interview process and appointing Newman to fill the vacancy for the three-year term that expires on June 30, 2018.

**RECOMMENDATION:** Appoint Judy Newman to the Port of Hood River Budget Committee for a three-year term expiring June 30, 2018.

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RECEIVED  
FEB 01 2016  
BY: \_\_\_\_\_

**PORT OF HOOD RIVER  
BUDGET COMMITTEE APPLICATION**

Please print – use back if needed

**NAME:** Judith M. Newman (Judy)

**ADDRESS:** 1730 Tucker Rd.  
Hood River, OR 97031

**Email** judynewman010@gmail.com

**PHONE:** 503-550-6766 (Cell) Work: WAAAM 541-308-1600  
**FAX:** 541-308-1601

**(You must be a registered voter residing in the Port District.)**

**Government committees/commissions/boards/civic/service organizations on which you have served:**

**Hood River Airport Advisory Committee; McMinnville Airport Board; Advisory Committee to Yamhill County Budget Committee for Airport & Parks; Yamhill Pilots Association advisory board to save and improve airports in Oregon; Evergreen Aviation Advisory Committee & Scholarship Committee; 99's (Women in Aviation). Early years of my life while raising children involved Boy Scouts, Camp Fire Girls and 4-H; PTA's and advisory committee for schools and education.**

**Please state in concise terms any relevant experience you may have and explain why you would like to serve on the Port of Hood River Budget Committee:**

**I have always had small businesses that have grown to larger ones. I feel like my experience has been in making good decisions for the best use of finances and money that has been available to expand and increase the volume of business. I like working with people and groups of like interests for a purpose. My Education was actually for Nursing. I was an R.N. for a number of years until I earned my Commercial Pilots License. Business that I have run or help operate include: Cooper Spur Ski Area 1976-2000; Hood River Golf & Country Club (1980's) North Slope Ski & Sports 1976-1984; Mac Air Fixed Base operation 1985-2005; McMinnville Airport Manager for City of**

**McMinville, 1993-2009, Cascade Soaring 1983-2013. In 2009 I moved back to Hood River to take on the project of Director of the Western Antique Aeroplane & Automobile Museum**

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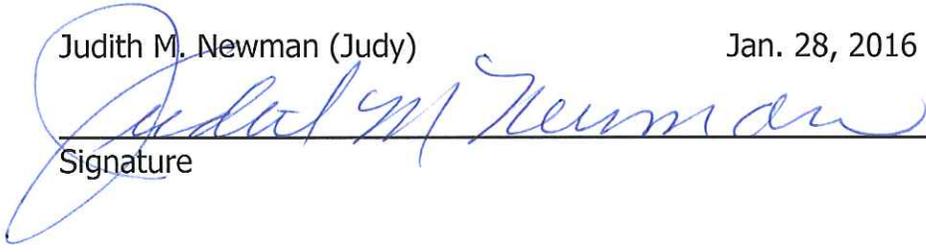
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Judith M. Newman (Judy)

Jan. 28, 2016



Signature

Date

# Commission Memo



Prepared by: Anne Medenbach  
Date: February 16, 2016  
Re: Hitch Source LLC – Second Amendment

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Hitch Source , LLC has been a tenant in the Maritime Building since 2012. They currently lease 1,286 sf. They would like to take over one of the vacant offices on the 2<sup>nd</sup> floor which will add 135 sf to their current lease.

Lease Second Amendment adds the 135 sf at the same rate and term as the rest of the premises, \$0.61/sf +NNN fees.

**RECOMMENDATION:** Approve Second Amendment to lease with Hitch Source LLC at the Maritime Building.

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## SECOND AMENDMENT TO LEASE

*Whereas:* On September 6, 2012, the Port of Hood River, an Oregon municipal corporation, as Lessor, and Hitch Source, LLC an Oregon Limited Liability Company, as Lessee, entered a lease of 1,286 SF at the Maritime Building, located at 910 Portway Avenue, Hood River, Oregon ("Lease") for a one year term expiring September 30, 2013; and

*Whereas,* Lessee exercised Lessee's options to extend the Lease for two (1) year extension terms, through September 30, 2015; and

*Whereas,* Lessor and Lessee extended the Lease term on September 30, 2015, and to occupy the Leased Premises thereafter on a month to month basis; and

Whereas, Lessee wishes to add 135 square feet of office space to the leased premises;

*Therefore,* the parties agree to amend the Lease as follows:

As of March 1, 2016, the upstairs units square footage increases from 1,046 square feet per month to 1,181 square feet. Total square footage of the leased premises is now 1,421 square feet.

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**Hitch Source, LLC**

**Lessor, Port of Hood River**

By: \_\_\_\_\_  
Ken Whiteman  
Member

By: \_\_\_\_\_  
Michael S. McElwee  
Executive Director

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# Commission Memo



Prepared by: Fred Kowell  
Date: February 16, 2016  
Re: Audit Review as of June 30, 2015

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Please bring your Annual Financial Report and the Communication to the Governing Body for the Year Ended June 30, 2015 to the meeting. Tara Kamp from Pauly, Rogers and Company CPAs will be at the meeting to discuss the Annual Financial Report and the Communication to the Governing Body. The latter is a good read regarding the audit and the considerations therein, as well as important topics for Board discussion.

The Port received a clean opinion from the auditor regarding our financial statements and their review of our procedures and compliance with applicable laws and policies.

In the Communication to the Governing Body on page 3 of 5, there was emphasis placed on the audit in the area of pension reporting which was a new requirement promulgated from the Governmental Accounting Standards Board. This was a technical accounting requirement that in the end shows on the face of the financial statements our net pension asset and deferred net pension asset (liability section), or \$201,797 versus \$299,968, respectively. Based upon the latest information from PERS, the deferred net pension asset might grow faster than the net pension asset.

Our Port continues to grow financially as our Net Position grew \$1,099,150 to \$37,732,377. Our cash and investments have grown to \$3,623,771 from \$3,347,442.

The fiscal year ended June 30, 2015 was financially a sound fiscal year, which should bode well for the current fiscal year 2015-16.

**RECOMMENDATION:** Discussion

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# Commission Memo



Prepared by: Fred Kowell  
Date: February 16, 2016  
Re: Tolling System Update

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P-Square is finishing up Phase 1 of the project, replacing the Windows XP boxes with a new platform, Windows 7. They are constructing new boxes to test the live lane activity. They are scheduled to come out in early March to run parallel with our production system which will see how the lane controllers perform under a different operating system.

P-Square has also completed tasks within Phase 2, taking our existing system functionality and dissecting the business rules applied to how we do business today. We are now going through the business rules to determine what comes across to the new system and what does not due to the difference in performing a transaction (ie. batch vs real time).

Some policy issues will be whether to provide smaller discounts to trucks that use electronic tolling or keep their discounts the same as cars. The system will be able to use multiple discounts tied to a Class of vehicle.

In addition, when they come out they will review in detail the operations at the toll booth and front office.

**RECOMMENDATION:** Discussion

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# Commission Memo



Prepared by: Anne Medenbach  
Date: February 16, 2016  
Re: Lower Mill Site Update

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## On-site Utilities

Staff has received the final cost estimates for the on-site utility work at the Lower Mill. The original budget was \$300,000 hard costs + \$20,000 for engineering and survey work based on estimates received in early 2015. Since then, Staff and Vista (Engineer) have redesigned both the utility plan and the clean-up/grading plans. The grading is now being completed during the clean-up as we harvested on-site for the fill. These factors contributed to a much lower cost estimate (exact numbers will be provided at the meeting) for the on-site utility installation.

## Off-site Utilities

Staff has been working with Crystal Springs Water District (CSWD) to determine what, if any, off-site improvement costs will exist for this project. The site is currently served by 6" and 10" water lines. While the water lines feeding the property are sufficient to provide domestic and manufacturing water to the site, the design of the water system both in the industrial park and westward down Stadelman Drive is insufficient to provide pressures needed to meet fire flow requirements for maximum build out for both the Port site and the industrial park.

CSWD initially required the Port to increase the line size from 6" to 10" on Neal Mill Creek, from Lower Mill Drive to Stadelman, a run of about 300 feet, with a total cost of under \$60,000. The District then informed the Port that they would be taking care of this improvement and that the Port would not be required to pay for off-site costs.

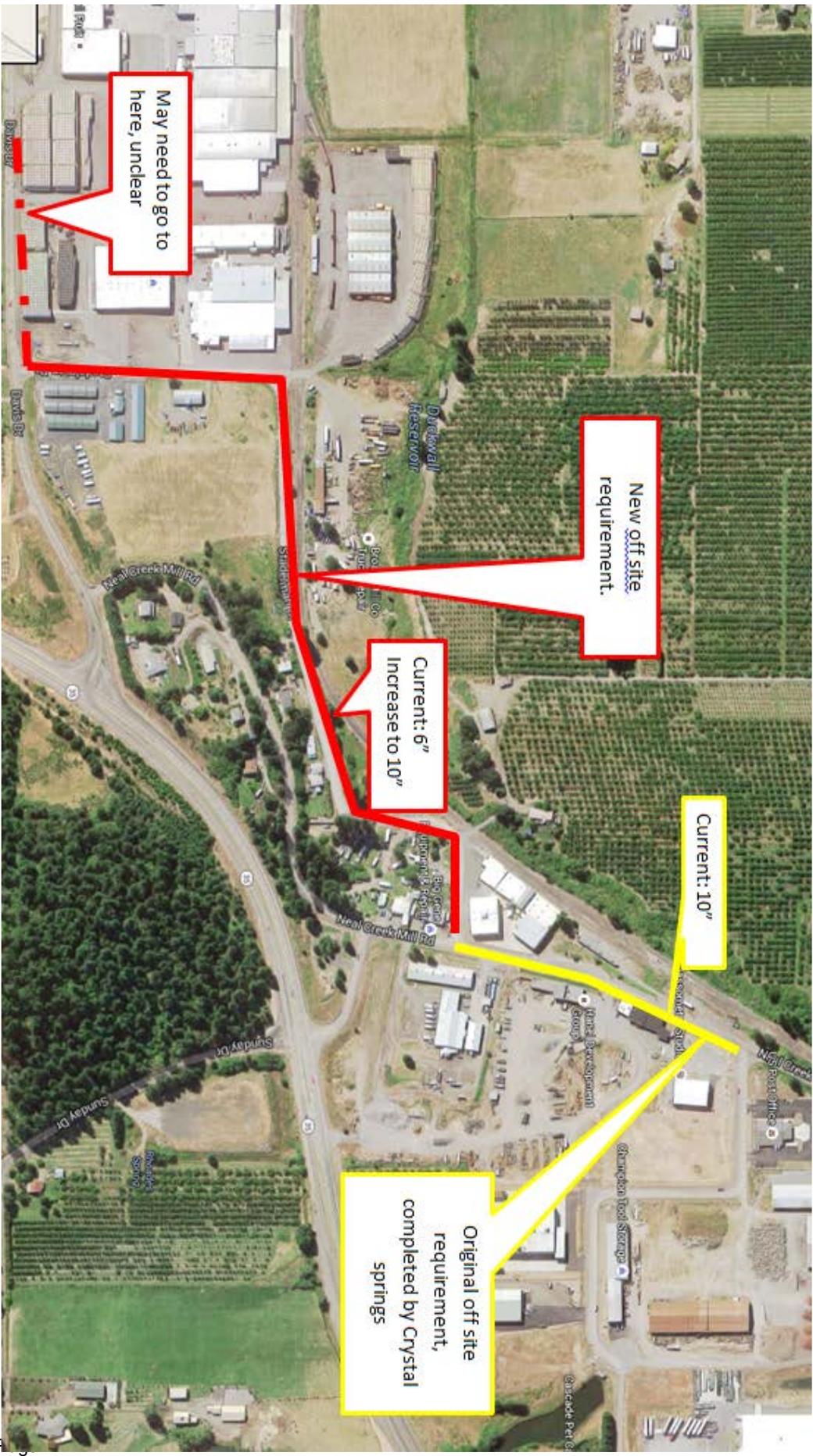
CSWD recently completed a comprehensive plan which confirmed that the line from Stadelman Drive to Graves Road (2,500-3,200LF) will need to be increased from 6" to 10." Total project cost will be \$275-350,000. This project is identified in the master plan as a Capital Improvement.

Staff has attended three CSWD board meetings and met with the Executive Director multiple times since December when the master plan was completed. At this point, there is a dispute regarding how the ORS is interpreted regarding:

1. How SDC (System Development Charges) need to be used
2. What constitutes as a "System" improvement
3. How much of that system improvement cost can the Port be required to shoulder

At CSWD's request, staff will be working with legal counsel to prepare a position paper regarding ORS interpretation and potential options for the work.

**RECOMMENDATION:** Discussion.



## Executive Director's Report

February 16, 2016

### Staff & Administrative

- A reminder that two Commission meetings will be held next month but on different days than our usual schedule. Commissioners should confirm to Laurie whether their schedules allow a regular meeting on March 8 at 5:00 p.m. and our annual spring planning session on March 29 beginning at noon, with a regular meeting to follow.
- Our legislation to add the Oregon portion of a future bridge as part of SR-35 was the subject of a Senate Committee hearing on February 8. Representative Johnson and I testified in support. ODOT testified in opposition but stated that they were committed to seeking NHS designation through administrative means. We subsequently received a letter from ODOT affirming their commitment. At this point, it appears our proposed legislation will be removed from SB 1510. ODOT has already prepared a draft application for NHS designation for the Bridge and received concurrence from WSDOT. *(See page 51)*
- I do not yet have a final recommendation whether to attend the PNWA “Mission to Washington” March 13-17. The Secretary of Transportation has recently stated that the USDOT will issue a Notice of Funds Availability in the next few weeks. This may provide an opportunity to discuss a potential application for funds under the Nationally Significant Freight & Highway Program.
- The 2016 SDAO annual conference was held in Sunriver February 4-7. Commissioner Davies, Fred Kowell and I attended. As usual, the conference provided a lot of useful, practical information and opportunities for networking.
- OneGorge “Gorgeous Night” legislative receptions were held in Salem on February 3 and Olympia on February 9. A big thank you to Genevieve for all the work she put into these two very successful events. Both receptions were very well attended by legislators and staff and helped raise awareness of our regional issues and priorities.



- We have received a positive letter from MCEEDD describing their view of the OneGorge Advocacy group. Our annual dues payment to MCEEDD has been sent. The City and County have both joined OneGorge.
- The Oregon Ethics Commission is no longer utilizing paper filing for the required Annual Statement of Economic Interest. Laurie has sent Commissioners an e-mail with details about this change.
- I believe the Commission should consider a specific hiring policy that the demographic diversity of Port employees should match the demographic diversity of Hood River County. Our current makeup is 56% male, 44% female, with 78% Caucasian, 15% Hispanic, and 7% Asian. Overall Hood River County 65% Caucasian, 30% Hispanic, 2% Asian.
- The City is moving forward with a feedstock analysis of FOG and high bio-solid waste as a potential for feeding a Co-gen operation at the waste water treatment plant. Anne brought together the Energy Trust and the City last year and assisted in the pre-feasibility study for this project. A Co-gen operation has the potential to increase efficiencies at the plant, thereby reducing costs for businesses producing bio-solids and increasing revenues for the plant.
- Anne attended the Spring Oregon Airport Management Association (OAMA) conference on Tuesday the 16<sup>th</sup>. She will have a report at the board meeting if appropriate.
- Hood River Valley High School senior Payton Rigert has begun an internship at the Port, under Genevieve's direct supervision. Payton is an exceptional student and will have a diverse set of tasks assigned including writing articles, research, digital filing system implementation tasks, and data entry.
- The Port's new website will launch this month. Dee Holzman and Genevieve have a short list of remaining tasks to complete in the next week before the site goes live, and then Dee will provide technical support for a 30 day troubleshooting period. The project is on time, under budget, and on target.




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## Recreation/Marina

- Significant progress is being made on the City's Hook Sewer project. Liz is attending weekly construction meetings. Civil engineer Stu Cato has provided occasional site

inspections to ensure conformance with the City/Port agreement. The asphalt cut has occurred and the line installed across the cul-de-sac has been completed.

- The Spit Road is now open and accessible to the public. The road itself remains in very poor shape, and we will work with the contractor to seek assistance for repairs.
- Staff has met with PacifiCorp and identified a way to remove the live-front cabinet and direct burial power lines on Marina Green. In the next few weeks, PacifiCorp will consider funding about half of the effort; estimated to be \$35,000-\$40,000. The attached letter constitutes the formal request for this funding partnership. The Port has \$20,000 in the FY 16 budget for this work which is close to the direct, non-salary costs that would be incurred. If approved, work would likely occur this spring. *(Please see pages 49-50.)*
- Staff will be working over the next several weeks to refine a concept plan for the South Basin Dock with various user groups.

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### Development/Property

- The Lot #1 concept plan prepared by Walker/Macy is now complete. A copy is attached *(beginning on page 33)* for Commission review and as a topic for future Commission discussion. I am seeking proposals from a consultant to assist with preparation of a subdivision application this spring.
- The second portion of the Expo property has not yet closed. Most closing documents have been prepared but because the City will not issue a permit for a new building until the current building is demolished, and for other reasons, an additional DDA amendment will be required. This will be presented to the Commission in March.
- Sheppard's is beginning to bring fill material onto the property at 2<sup>nd</sup>/Riverside that was purchased from the Port in January. I will keep the Commission apprised as to construction progress.
- We have received comments from a few waterfront tenants and the public about the potential for parking meters on the waterfront. We will need to decide the approach to obtain public input about this matter.
- Staff is working with a wetlands specialist to determine whether there is a suitable site within Port ownership for a wetland mitigation bank. As the Lower Mill site and the Airport have wetlands that may need to be mitigated, we are looking into cost and process.
- Staff is beginning spring season maintenance tasks on all of our properties. Weed and feeding will occur on all grass areas to try and recover from the drought conditions of summer.

- Surround Architecture is working with staff on a conceptual design drawing for the Lower Mill site. This will assist in design guidelines creation and visualization of the developed site.

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### **Airport/Marina**

- Weekly, and often more frequent, contact with the owner of the Esperanza initially appears promising about removal of the boat from Port property; however, she remains in the Marina parking lot.
- An Airport Advisory Committee meeting was held on January 27. The primary focus of discussion was final comments on the Airport Master Plan. We expect that plan to be presented to the Commission in March, prior to submittal to the FAA. The AAC is supportive of the transition to only one float plane slip at the South Basin Dock. The FAA has moved up the South Taxiway funding from 2019 to 2016-2017 for Phase I. In addition, the north ramp funding has moved up from 2020 to 2018-2020. Due to changes in other regional projects the Port was moved up from its designated 2019 slot for funding. CenturyWest will be starting on a scope of work for planning/design so that we can file for the funding before the end of May. This will allow the FAA to approve the plan before their fiscal year ends. Construction will be slated for their FY 2017. However, the FAA did NOT put in funding for Phase II of the South Taxiway of \$722,000. This will hopefully be remedied in future submittals.
- The ConnectOregon VI Aviation Modal Review Committee will meet March 1<sup>st</sup> to hear presentations from applicants. I will attend, along with Jeremy Young, to make a presentation to the review committee.

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### **Bridge/Transportation**

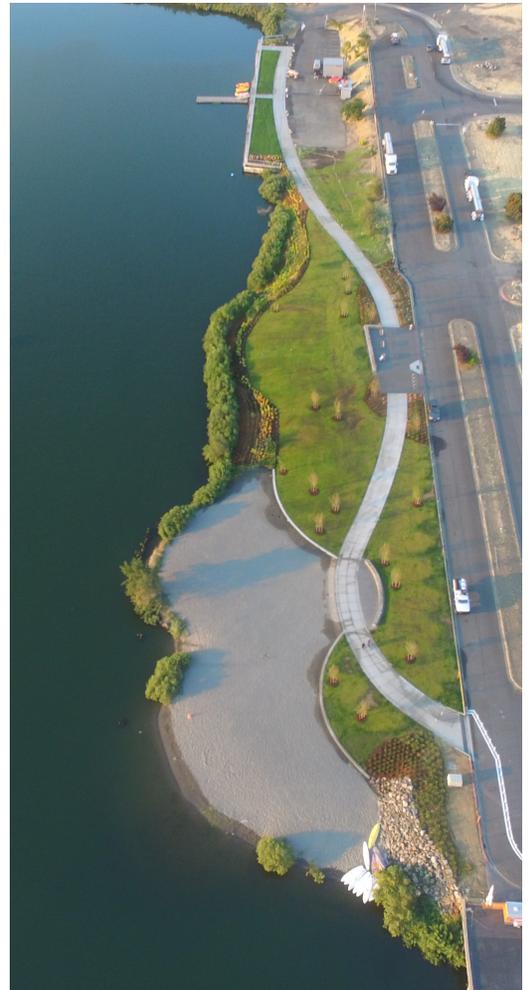
- Staff continues to be very involved in various efforts related to the potential vessel strike on the Bridge and recent lift span damage. ACE insurance executives and their subrogation team will be at the Port on February 16 for a meeting to discuss the investigation and potential insurance claim. On February 17 the subrogation engineers will inspect the lift span via rope access. Staff will provide a complete update at the meeting.
- The replacement deck panels have been delivered. Our current plan is to install them after repair of the span guides.
- I have executed the contract with Advanced American Construction (AAC) for the span guide repairs. After going through a final quote process, the best value for the Port was for \$62,000. The Commission has already authorized \$53,000. The additional amount would allow for night construction and will require Commission approval.
- Six street light fixtures on the Bridge have been replaced in the last two weeks. The replacement required single lane closures.

- The tolling system continues to progress with P-Square finishing up a “sandbox” or TEST platform to migrate from our existing Microsoft XP to our new platform. No changes to the tolling system back office application called BreezeBy. P-Square is looking at coming out March 1<sup>st</sup> to implement the test system and run actual data through it.
- MCEDD has initiated a planning process to identify key, regional transportation projects called “Connect Mid-Columbia.” It is expected to approximately track the annual CEDS process. There has been some disagreement among local entities about the role that the Columbia Gorge Commission (CGC) should play in this effort. I testified to the CGC on February 9 about this issue, specifically, that they should take a role particularly due to the inclusion of the NSA in the FAST Act. Please see various information attached about this issue. *(Please see pages 55-64.)*

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# LOT 1 - DEVELOPMENT PLAN

Port of Hood River, Oregon  
FEBRUARY 2016



## INTRODUCTION

The Port of Hood River has been revitalizing the Columbia Riverfront into a vital mix of industry and recreational uses that is uniquely tailored to its location. Lot 1 represents the largest remaining parcel available for development. Given its location at the entry point to the waterfront and its size of almost 9 acres, Lot 1's development will be a signature piece of the waterfront area. The following summarizes the preferred approach to development of Lot 1.

## CHANGES AT THE RIVERFRONT

Over the past decade, the riverfront has transformed from open yards and industrial uses to a vital mix of industry and recreation that is rarely found in waterfront locations. The Port of Hood River has taken the lead in accommodating the community's desire to be connected to the waterfront while fulfilling its own aspirations to provide economic and light industrial development. The two uses have been seamlessly connected to establish a mutually beneficial development plan. Businesses operate in contemporary facilities that have good vehicular access to I-84 and the surrounding region while providing their employees the benefits of being on the waterfront. The community has an unparalleled connection to the world famous Columbia River Gorge wind and water. Through a series of public open spaces, visitors and residents can directly access the river and its shores.

In order to determine a preferred approach for its development, the Port undertook a planning effort to identify priorities and the best potential use for the site. The work presented here is based on previous studies, most notably the Lot 1 - Preliminary Concept Plan by Group Mackenzie (February 2013).



PORTWAY AVE.

## OPPORTUNITIES AND CONSTRAINTS

Lot 1's size and location on the waterfront creates significant opportunities to establish a signature development meeting the community's and Port's aspirations. Its picturesque setting within the world class Columbia River Gorge makes it a desirable destination with convenient access to the waterfront amenities and the downtown business district. There are clear lines of visibility into the site, and convenient access from the adjacent I-84. Based on the Port's Strategic Business Plan and prior successful efforts in the Waterfront Business Park, consideration of the primary public objectives is necessary to guide development of Lot 1. The following goals were identified through discussion with the Port Commission:

- Target competitive wage jobs
- Attain high-quality design and construction
- Complement Hood River's downtown core
- Seek waterfront-compatible businesses
- Create a superior pedestrian environment with broad public access
- Emphasize environmental sustainability

In addition, the community places high priority on continued access to the riverfront and improving its amenities. The following elements were requested:

- Sufficient parking primarily for summer use. Parking is at a premium during peak summer hours especially during weekends and events.
- Additional access for pedestrians and bicyclists. There are on-going efforts to establish connections to the riverfront. Access to the waterfront through Lot 1 is desirable.
- Views from the I-84 crossing to the river and hillsides to the north should be preserved.
- Lot 1 buildings should be of the same visual quality as those located along Portway Ave. The community expressed the strong desire for continuity with existing development.

While filled with tremendous opportunity, the site also presents potential constraints. Site access is limited to the entry at N 2nd St. and I-84. This area is challenged with limited vehicular access to the riverfront and downtown at peak times. Transportation upgrades would increase use to Lot 1, but come with significant cost. While the site is open and expansive, it is essentially flat, a characteristic which presents challenges when dealing with stormwater management.

**OBJECTIVES**

Lot 1 represents more than 50% of the developable industrial land in the Port’s current portfolio. This limited resource will be developed in a way that helps sustain the Port over the long term and meets its business goals. The following Port objectives have been identified:

- Maximize long-term revenue
- Consider current market needs vs. future opportunities
- Adhere to the Port’s financial policies
- Be consistent with articulated disposition policy
- Maintain design and development control
- Contribute to maintenance costs for public infrastructure
- Leverage other resources and seek financial partners



SITE CONTEXT

**PROCESS**

The Walker Macy team was selected to engage in a study of Lot 1 and develop a scenario that enables the Port to move forward with development. Through an interactive process with the Port and the community, the site was analyzed, scenarios developed and a final approach determined. The team included KPFF civil engineers, Surround Architecture and DKS transportation consultants. During the process, there were three meetings in which the Port Commission and the public participated in a dialogue with the Port about the development. There were productive dialogues with the community and the Port Commission on June 16, August 4, and September 15, 2015 in which the merits of the the site and plan were discussed. There were also discussions with the City to determine the best methods of review and approval of the final plan. Lot 1 will be developed in consideration of the input from the stakeholders and with the requirements and framework established in the City’s recent Waterfront Refinement



WATERFRONT REFINEMENT PLAN DESIGNATIONS

**URBAN FORM**

The team evaluated the site’s physical and contextual aspects in order to establish recommendations for the form of development. Through the study of adjacent development, lot sizes and circulation patterns, the team arrived at a recommended urban form for the lot that would support the high quality of the waterfront. Given Lot 1’s importance, these urban form elements should be included in all discussions with potential developers and the City.

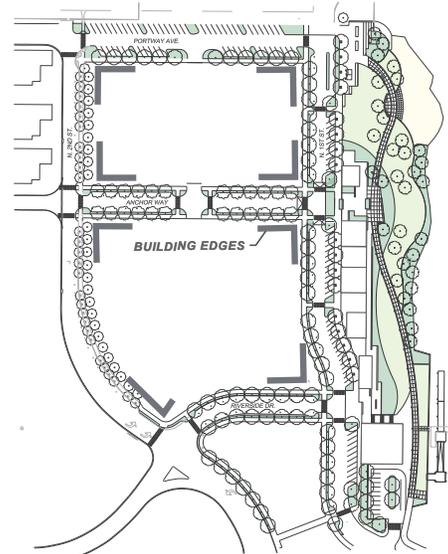
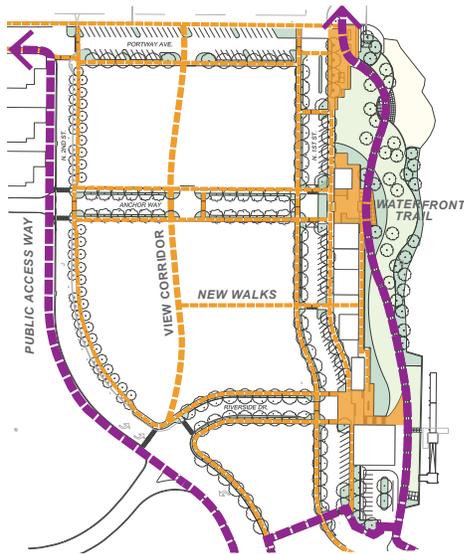
The following provides the Port with definable elements that will contribute to the success of future development.

**Urban Blocks:** The Lot 1 parcels will continue the urban configuration found along Portway with the buildings located along the street frontage to provide visual definition of the street and a clear delineation of public and private uses. Streets will have an interconnected system of walks to encourage pedestrian use and establish a lively public realm.



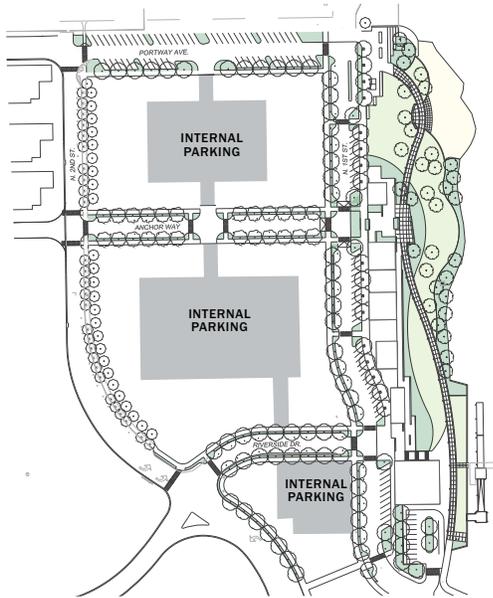
VIEW OF SITE

**View Corridor:** Lot 1’s location serves as an important connection to the waterfront. Views to and through the site from the I-84 bridge serve as a direct visual and physical connection. A primary pedestrian corridor will be tree-lined and include facilities for stormwater treatment. It will provide a convenient and inviting access through the site and the waterfront.



**Pedestrian Network:** A multi-modal circulation system will provide a clear and convenient access for pedestrians and bicyclists to travel to and from buildings as well as through the site. Site development should establish safe and easily accessed connections along the parcel edges, to primary building entries, and most importantly, through Lot 1 to facilitate district wide circulation.

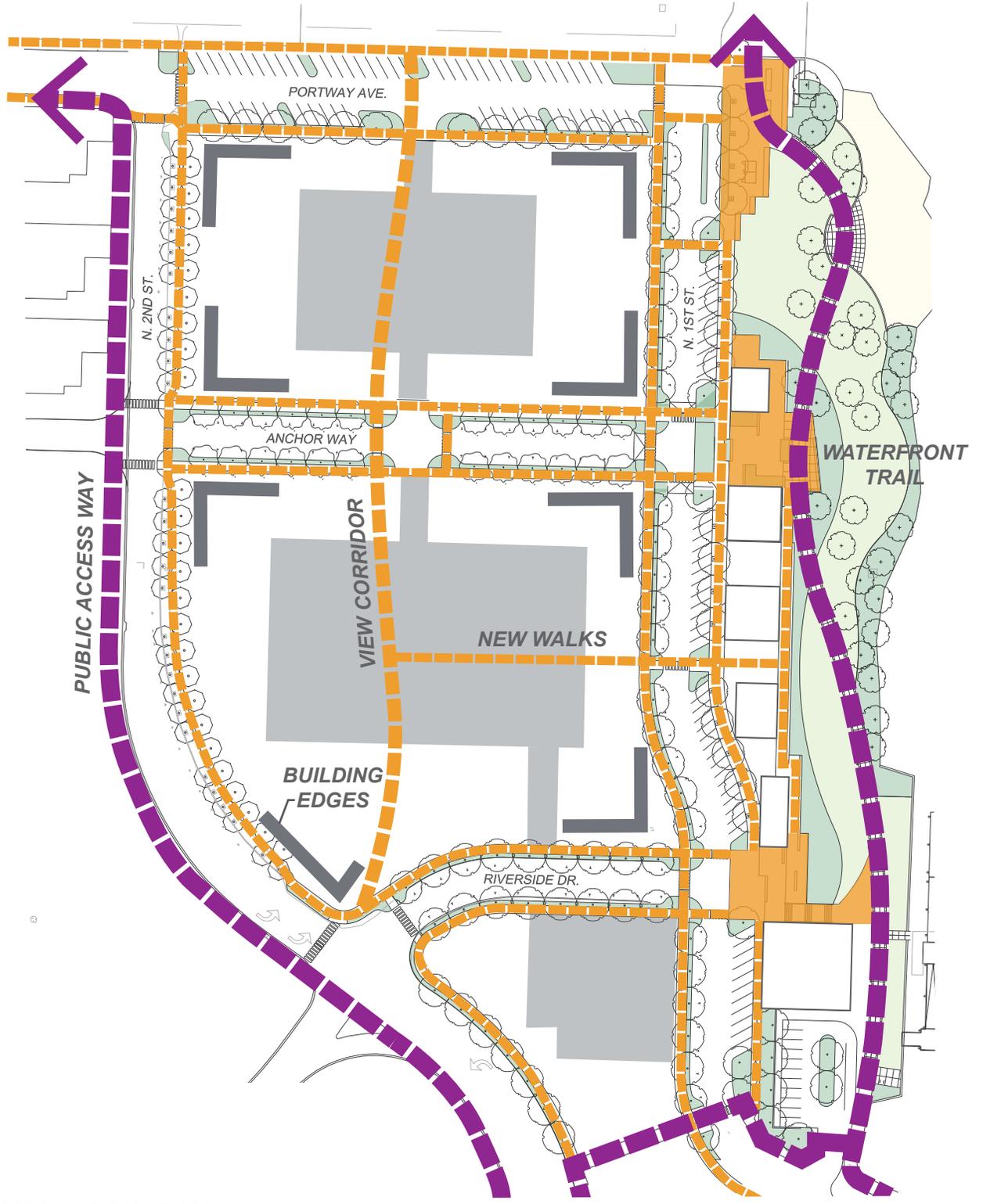
**Significant Edges:** Buildings can define edges to the streets that serve as an organizing feature on the site. The interface of building and street together with landscaped areas and screening of vehicular areas, will establish a neighborhood-like level of visual quality to the site and create a high quality pedestrian environment. Given the limitations on the size of buildings, it is important that new buildings are positioned to support the street edge. Locating buildings on corners provides a clear edge for those looking down street. Openings between buildings should be visually continued with plant material or masonry walls to reinforce the edge condition of the street and to screen service and parking areas.



**Internal Parking:** On-site circulation and parking is intended to be conveniently located to facilitate site functions. Parking configurations will be constructed to city standards. Access driveways will be located and configured for safe access, easy to locate and provide direct routing to buildings. Parking lots will be screened to minimize their visual impact, but while still providing safe access and egress and allowing good surveillance and monitoring.

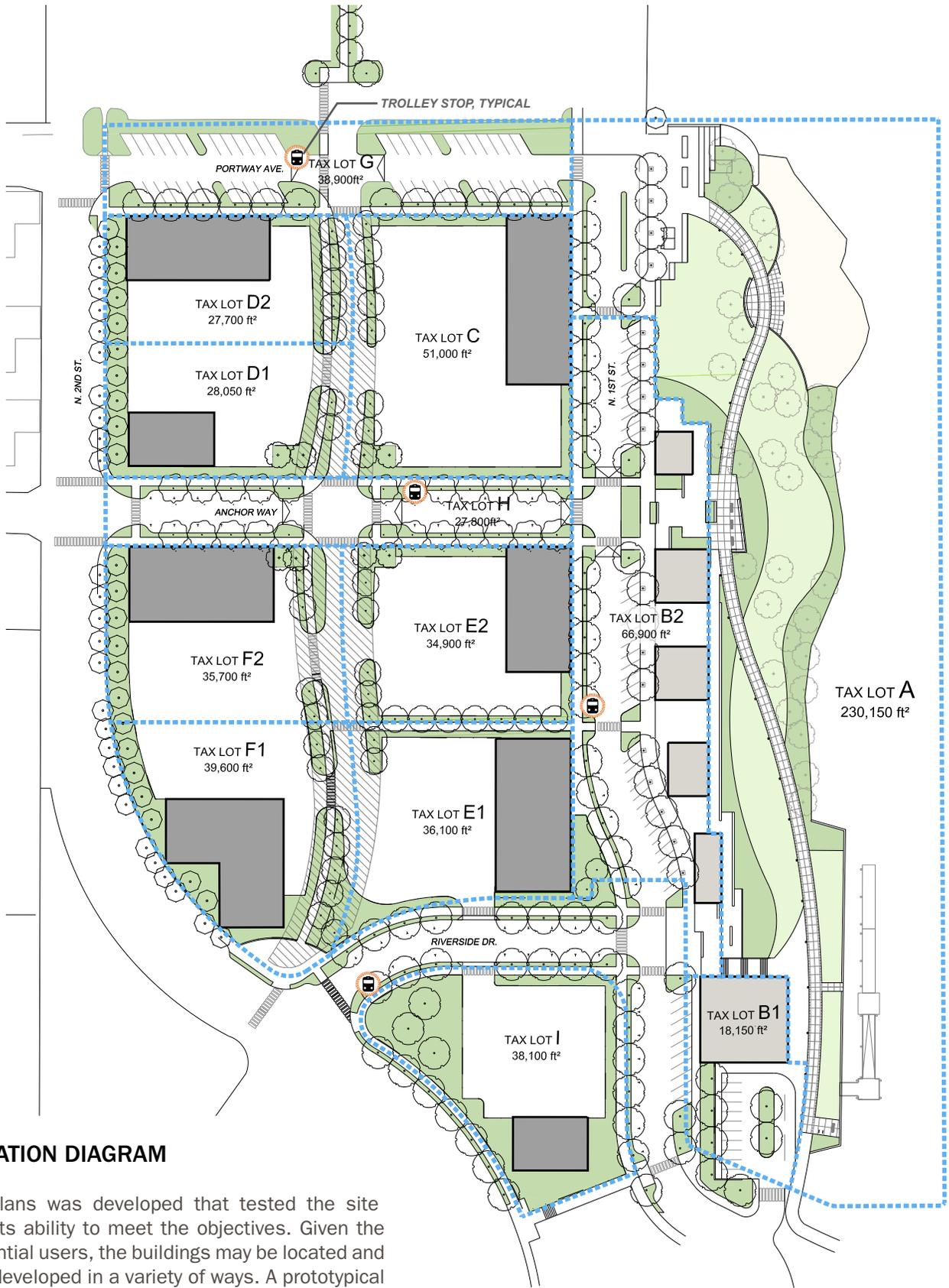
Lot 1's parking will be developed to facilitate use by the public during non-work hours. This parking will provide an important benefit to the waterfront's accessibility during peak use times. Monitoring and collection of revenue should be carefully assessed to establish a viable parking system.

**Sustainability:** The Port and the community have a commitment to support sustainable development. New buildings and facilities will be designed, built and maintained "to create conditions under which humans and nature can co-exist in productive harmony, and that permit fulfilling the social, economic, and other requirements of present and future generations" (Environmental Protection Agency, 2009). Stormwater facilities and possibly other services can be jointly developed to provide mutually beneficial development incentives while conserving resources.



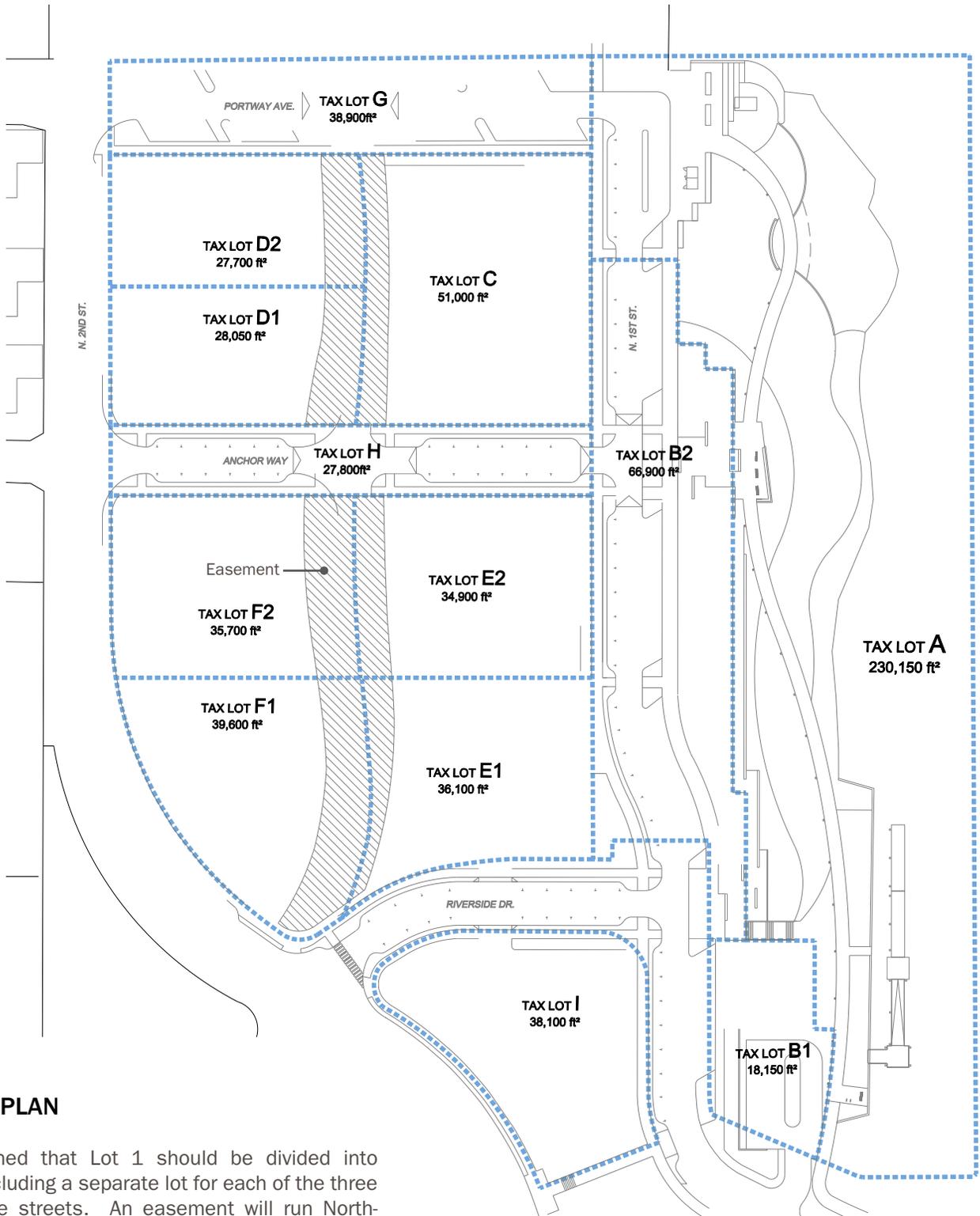
**URBAN FORM COMPOSITE DIAGRAM**

This diagram illustrates a conceptual framework for the site. It identifies the spatial configuration and is consistent with the objectives prioritized by the Port and the community.



**DEMONSTRATION DIAGRAM**

A series of plans was developed that tested the site capacity and its ability to meet the objectives. Given the variety of potential users, the buildings may be located and sites may be developed in a variety of ways. A prototypical approach was taken in developing a demonstration diagram that meets the objectives of the Port and community and remains consistent with the urban form guidelines. This diagram depicts one possible scenario of site development. See the Demonstration Development Plan Calculations and Parking Requirements for additional information.



### SUBDIVISION PLAN

It was determined that Lot 1 should be divided into multiple lots, including a separate lot for each of the three proposed private streets. An easement will run North-South, allowing the phased development of an additional access route through the site. This layout allows for lots to be developed individually while maintaining a cohesive overall plan.

### DEMONSTRATION DIAGRAM CALCULATIONS

The following tables indicate the development potential of the proposed taxlots based on City of Hood River zoning code, development standards, and the Demonstration Diagram.

TAXLOT	TOTAL AREA(SF)	BUILDING FOOTPRINT(SF)	BUILD-OUT(SF) (FOOTPRINT)(# OF FLOORS)	REQUIRED LANDSCAPE AREA(SF) (10% TAX LOT)	LANDSCAPE AREA SHOWN(SF)	REQUIRED STORMWATER TREATMENT AREA(SF) (TAXLOT-LAND.)(8% IMPERVIOUS)	ADDITIONAL LANDSCAPE AREA NEEDED TO MEET 10% (SF) (REQ. LAND. - REQ. SW)	AREA REMAINING(SF) (TAXLOT-(REQ. LAND. + REQ. SW))
A	230,150	N/A	N/A	N/A	N/A	N/A	N/A	N/A
B1	18,150	6,580	6,580	1,815	1,994	1,307	508	16,335
B2	66,900	9,925	9,925	6,690	7,520	4,817	1,873	60,210
C	51,000	9,480	23,700	5,100	6,132	3,672	1,428	45,900
D1	28,050	4,000	10,000	2,805	6,346	2,020	785	25,245
D2	27,700	8,040	20,100	2,770	4,838	1,994	776	24,930
E1	36,100	10,010	25,025	3,610	4,881	2,599	1,011	32,490
E2	34,900	7,020	17,550	3,490	4,899	2,513	977	31,410
F1	39,600	10,200	25,500	3,960	8,575	2,851	1,109	35,640
F2	35,700	9,450	23,625	3,570	5,936	2,570	1,000	32,130
G	38,900	N/A	N/A	3,890	8,888	2,801	1,089	35,010
H	27,800	N/A	N/A	2,780	4261	2,002	778	25,020
I	38,100	3,500	8,750	3,810	14,721	2,743	1,067	34,290

### PARKING REQUIREMENTS

TAXLOT	INDUSTRIAL PARKING (1 STALL/1000 SF)	INDUSTRIAL PARKING (3 STALLS/1000 SF)	COMMERCIAL PARKING (1 STALL/200 SF)	COMMERCIAL PARKING (1 STALL/300 SF)
A	N/A	N/A	N/A	N/A
B1	N/A	N/A	33	22
B2	N/A	N/A	50	33
C	24	71	N/A	N/A
D1	10	30	N/A	N/A
D2	20	60	N/A	N/A
E1	25	75	N/A	N/A
E2	18	53	N/A	N/A
F1	26	77	N/A	N/A
F2	24	71	N/A	N/A
G	N/A	N/A	N/A	N/A
H	N/A	N/A	N/A	N/A
I	9	26	N/A	N/A

### SUMMARY

Total Potential Buildout: 145,000 SF to +200,000 SF

Subtotals:

Taxlots (A + B1+ B2) = 85,050 SF

Taxlot (I) = 38,100 SF

Taxlots (Other) = 47,605 SF

### ASSUMPTIONS:

1. Building Footprint and Build-Out Areas are based on the Demonstration Diagram.
2. Required Landscape Area as per section 17.17.040 General Landscaping Standards, City of Hood River Municipal Code.
3. Required Stormwater Treatment is based on estimate provided by Civil.
4. Parking Standards as per requirements described in the Waterfront Refinement Plan Section 17.03.130 E. 7. and Section 17.03.060.G. Light Industrial Zone, City of Hood River Municipal Code.

## UTILITIES

The site is generally well served by utilities for the anticipated development (See Phased Utility Concept Plan). The following summarizes the development needs for utility services.

**Sanitary:** Based on available survey data, the downstream reaches of the existing sanitary sewer lines are laid at minimal slopes and cannot be lowered to accommodate gravity flow from the new development. Therefore, a lift station is required to manage sanitary flows. The concept plan suggests locating the lift station to the north along Portway Avenue or within the Event Site parking lot to allow easy access for maintenance. Sanitary service connections for each lot can tie into a new gravity line flowing north to the lift station; the size and System Development Charges (SDC) fees associated with each service will be coordinated through City of Hood River Public Works as each development applies for a building permit. The current SDC fee schedule is included with the Preliminary Construction Cost Estimate.

**Water:** There is an existing public water main that loops Lot 1. The Lot 1 - Preliminary Concept Plan indicates this main provides adequate capacity to support redevelopment. These mains will be preserved and new fire hydrants installed in coordination with the reconstruction of the roadways. New domestic and fire services can be provided to each proposed lot from these mains. The size and SDC fees associated with each service will be coordinated through City of Hood River Public Works as each development applies for a building permit. The current SDC fee schedule is included with the Preliminary Construction Cost Estimate.

**Franchise Utilities:** The proposed concept plan for Lot 1 will align the new east-west roadway with Anchor Way. As a result, it may be necessary to realign the franchise utilities that were constructed with the North 2nd Street improvements to clear the area for redevelopment of proposed Lots E2 and F2. Terra Surveying has indicated that there is no easement recorded at the City for these lines. See the Phased Utility Concept Plan for additional information.

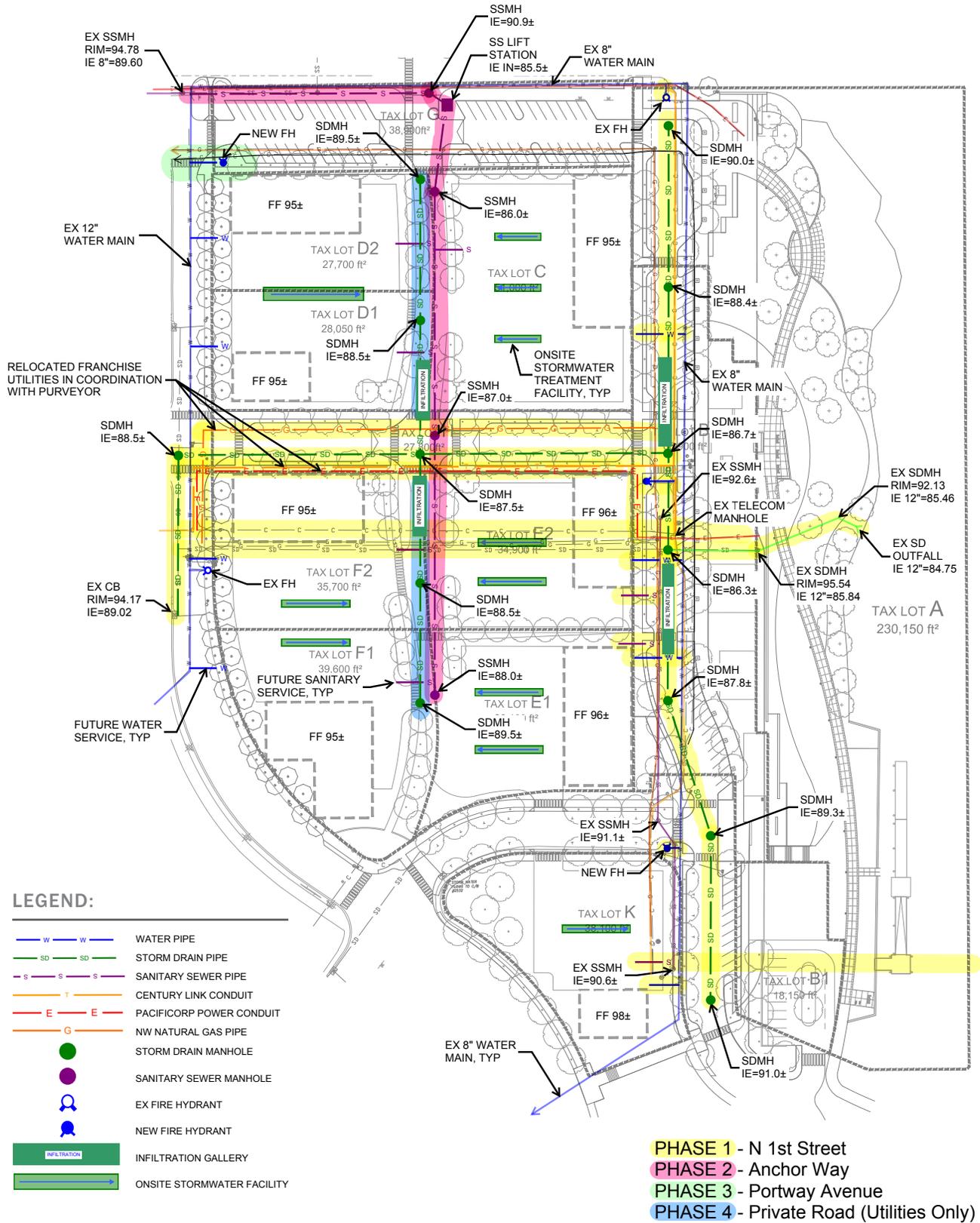
**Stormwater:** All stormwater runoff from new impervious surfaces will be managed in accordance with City of Hood River requirements. New development will include fine grading the site to capture, convey and treat surface runoff before it is released to an acceptable discharge location. Site design will accommodate the capture, treatment and infiltration of all runoff from the new development for the 100-year modeled storm event, with an emergency overflow to the existing 12-inch outfall to Nichols Basin.

Prior to final design, additional soil investigations and infiltration testing will be required to verify infiltration rates at proposed facility locations. The new public and private roadways will be designed with vegetated stormwater infiltration facilities that discharge to a new conveyance system. Supplemental below grade infiltration facilities will manage flows up to the 100-year modeled storm event with an overflow that ties into the relocated storm main. Each lot will be required to manage their own drainage for water quality and infiltration before tying any overflow to the Port's storm system.

See the Preliminary Construction Cost Estimate for initial cost evaluation, and the Stormwater Management Concept Plan for additional information.

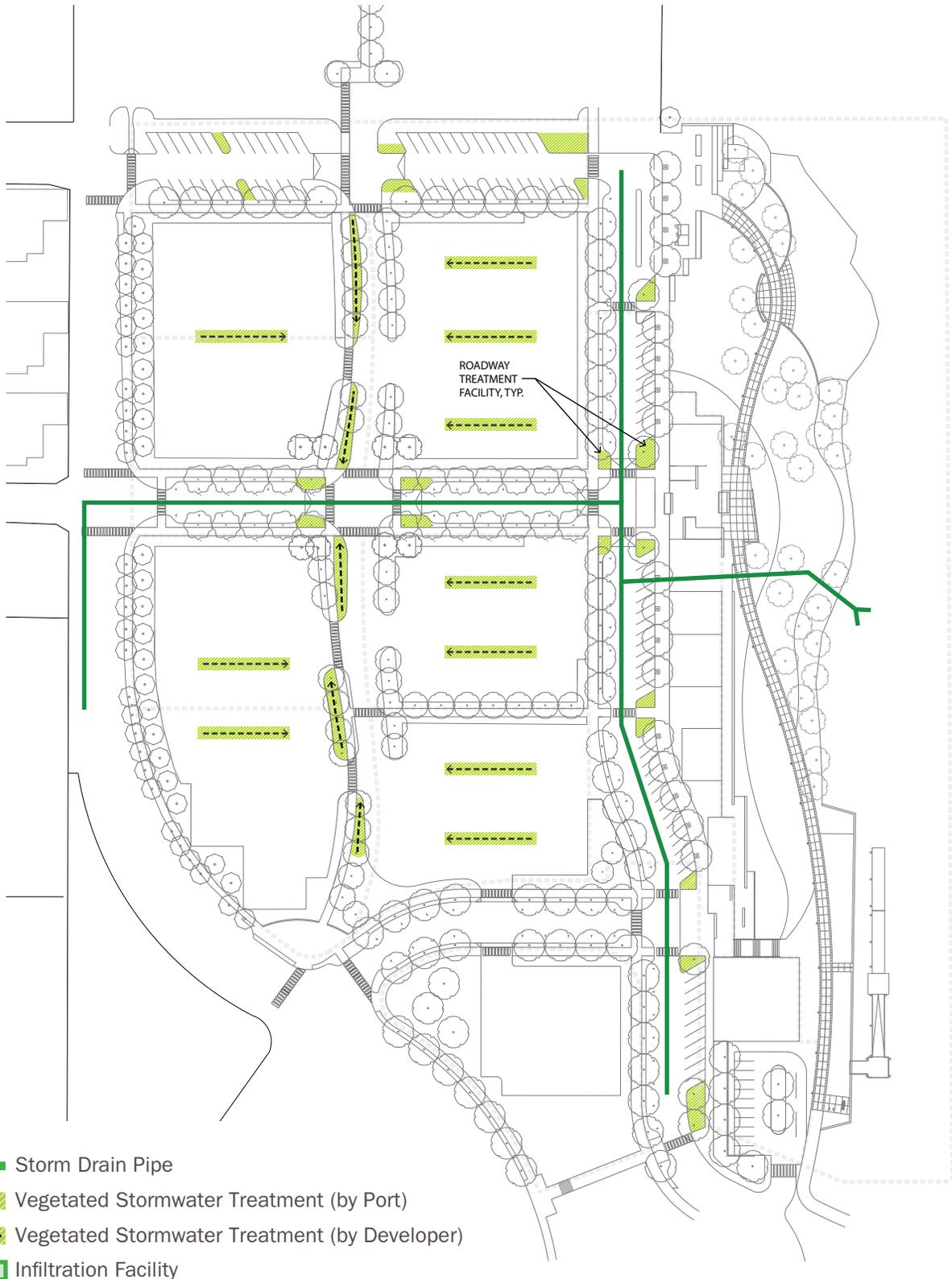
# PHASED UTILITY CONCEPT PLAN

This diagram depicts the proposed utility improvements to serve the new roadways and future development. The colored highlights depict the potential phasing of infrastructure as each roadway is constructed.



### STORMWATER MANAGEMENT CONCEPT PLAN

This diagram indicates the strategy to maximize onsite cleaning, detention and infiltration of stormwater. Runoff from the new improvements releases to the outfall in an overflow condition.



**PRELIMINARY CONSTRUCTION COST ESTIMATE**

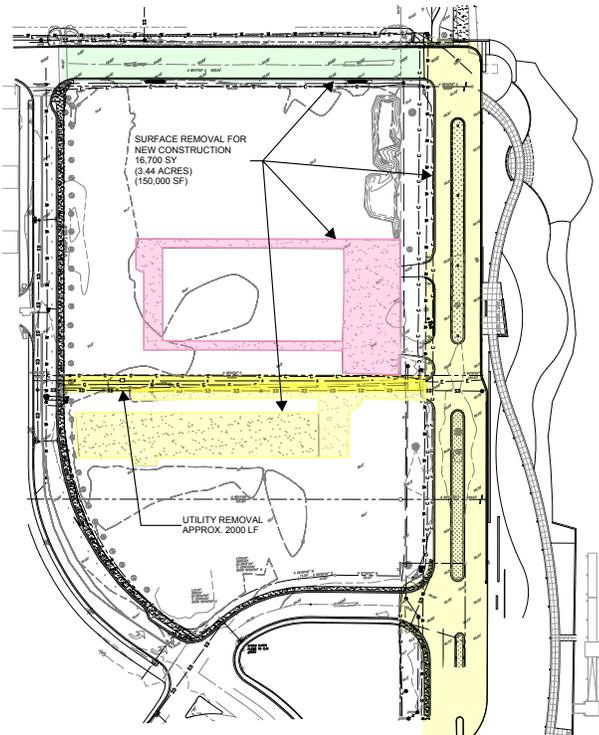
The following estimate is provided to establish order of magnitude costs for primary development elements. It is understood that the Port intends to develop and maintain the streets as privately owned. Utility relocation cost allowances are planning level estimates developed in coordination with franchise utility representatives.

CATEGORY	ITEM	UNIT	UNIT PRICE	PHASE 1: 1ST STREET		PHASE 2: ANCHOR WAY		PHASE 3: PORTWAY AVE		PHASE 4: PRIVATE ROAD		TOTAL COST
				QTY	SUBTOTAL	QTY	SUBTOTAL	QTY	SUBTOTAL	QTY	SUBTOTAL	
Demolition	Erosion Control	ALLOW	\$ 2,000	1	\$ 2,000	1	\$ 2,000	1	\$ 2,000		\$ -	\$ 6,000
	Surface Removal	SY	\$ 6	12000	\$ 72,000	2800	\$ 16,800	2800	\$ 16,800		\$ -	\$ 105,600
	Rough Grading (1'/SF)	ACRE	\$16,000	1.75	\$ 28,000	0.75	\$ 12,000	1	\$ 16,000		\$ -	\$ 56,000
Streets	N 1st Street	LF	\$ 1,000	1000	\$1,000,000		\$ -		\$ -		\$ -	\$ 1,000,000
	Anchor Way	LF	\$ 850		\$ -	436	\$ 370,600		\$ -		\$ -	\$ 370,600
	Portway Avenue	LF	\$ 1,050		\$ -		\$ -	436	\$ 457,800		\$ -	\$ 457,800
Utilities	Water- Fire Hydrants	EA	\$ 5,000	2	\$ 10,000		\$ -	1	\$ 5,000		\$ -	\$ 15,000
	Storm - 12" pipe	LF	\$ 60	835	\$ 50,100		\$ -		\$ -	540	\$ 32,400	\$ 82,500
	Storm - manholes	EA	\$ 4,000	5	\$ 20,000		\$ -		\$ -	4	\$ 16,000	\$ 36,000
	Storm - infiltration	EA	\$25,000	2	\$ 50,000		\$ -		\$ -	2	\$ 50,000	\$ 100,000
	Sewer - 8" pipe	LF	\$ 70		\$ -	900	\$ 63,000		\$ -		\$ -	\$ 63,000
	Sewer - manholes	EA	\$ 4,000		\$ -	4	\$ 16,000		\$ -		\$ -	\$ 16,000
	Sewer - lift station	ALLOW	\$75,000		\$ -	1	\$ 75,000		\$ -		\$ -	\$ 75,000
Utility Relocation	Existing Utility Removal	LF	\$ 15	2000	\$ 30,000		\$ -		\$ -		\$ -	\$ 30,000
	Storm Main Relocation	ALLOW	\$75,000	1	\$ 75,000		\$ -		\$ -		\$ -	\$ 75,000
	Gas Main Relocation	ALLOW	\$30,000	1	\$ 30,000		\$ -		\$ -		\$ -	\$ 30,000
	Power Relocation	ALLOW	\$35,000	1	\$ 35,000		\$ -		\$ -		\$ -	\$ 35,000
	Telecom Relocation	ALLOW	\$25,000	1	\$ 25,000		\$ -		\$ -		\$ -	\$ 25,000

Subtotal:	\$ 1,427,100	\$ 555,400	\$ 497,600	\$ 98,400
30% Estimating Contingency:	\$ 428,130	\$ 166,620	\$ 149,280	\$ 29,520
Subtotal:	\$ 1,855,230	\$ 722,020	\$ 646,880	\$ 127,920
12% Overhead & Profit:	\$ 222,628	\$ 86,642	\$ 77,626	\$ 15,350
Phase Subtotals:	\$ 2,077,858	\$ 808,662	\$ 724,506	\$ 143,270
30% Permitting & Design Fees:	\$ 623,357	\$ 242,599	\$ 217,352	\$ 42,981
Phase Totals:	\$ 2,701,215	\$ 1,051,261	\$ 941,857	\$ 186,252

**GRAND TOTAL: \$ 4,880,585**

Note: Cost Estimate is based on 2015 unit pricing and does not account for cost escalation.



**PHASED DEMOLITION PLAN**

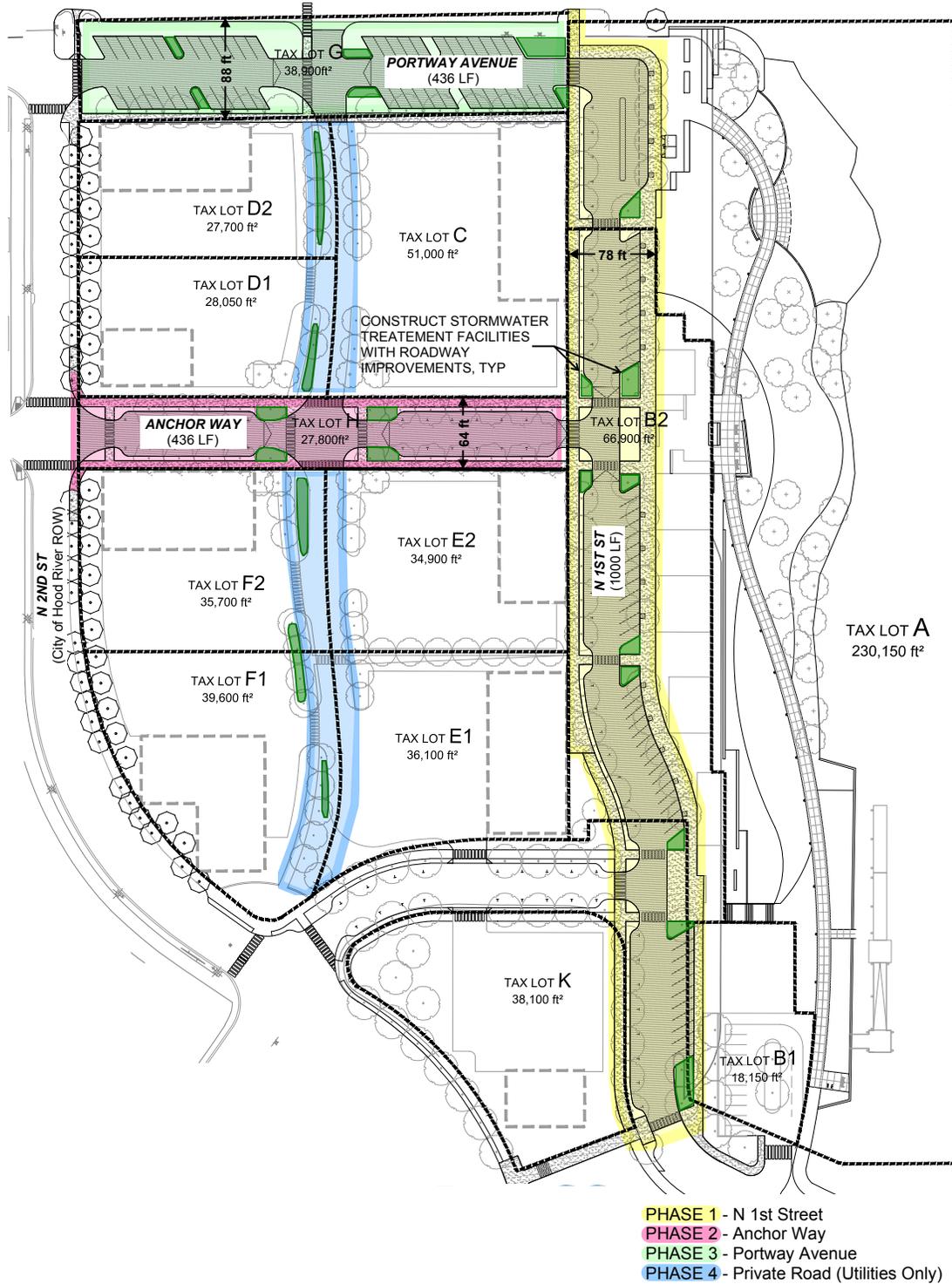
PHASE 1 - N 1st Street  
 PHASE 2 - Anchor Way  
 PHASE 3 - Portway Avenue  
 PHASE 4 - Onsite Work

**Hood River Utility SDC and Connection Fees**  
 (per Resolution 2003-11, Water and Wastewater System Development Charges)

Water - Domestic & Fire Services	Size	SDC	Connection
	3/4"	\$2,585	\$1,298
1"	\$4,309	\$1,358	
1-1/2"	\$8,616	\$1,642	
2"	\$13,786	\$2,717	
3"	\$30,159	Actual cost + 10%	
4"	\$51,700	Actual cost + 10%	
6"	\$107,709	Actual cost + 10%	
8"	\$155,100	Actual cost + 10%	
Wastewater	Size	SDC	Connection
	3/4"	\$1,408	n/a
	1"	\$2,347	n/a
	1-1/2"	\$4,692	n/a
	2"	\$7,507	n/a
	3"	\$16,424	n/a
	4"	\$28,154	n/a
6"	\$58,655	n/a	
8"	\$84,463	n/a	

### PHASED ROADWAY IMPROVEMENTS PLAN

This diagram depicts the phasing of the proposed roadway improvements. The interior private road denoted as Phase 4 will be constructed as part of future lot development and is not included in the the Preliminary Construction Cost Estimate.



## PHASING

Based on capital investment costs, it is anticipated that the Port will proceed with a phased plan for development. Street improvements and utility modifications should precede parcel development to establish the desired configuration for full build-out of the site, and allow for access and utility connections for each parcel. The order of street development is anticipated as follows:

- Phase 1. N. 1st Street
- Phase 2. Anchor Way
- Phase 3. Portway Avenue
- Phase 4. Private Road

Refer to the Preliminary Construction Cost Estimate and the Phased Road Improvements Plan for additional information.

## SUBDIVISION APPLICATION PROCESS

After review of the draft Development Plan by the City Manager and Senior Planner for the City of Hood River, it was recommended that the Port pursue a Subdivision application to establish the street and developable area layout. Following Subdivision approval, site plans for the parcels can be submitted for review when building locations and elevations have been established. Adherence to existing codes and the Waterfront Refinement Plan will be incorporated. The following summarizes the steps in the process.

1. Pre-Application Conference. This requires materials to be submitted in advance (see Pre-App Form)
2. Neighborhood Meeting (17.09.130). This is required for subdivisions, and required before an Application is submitted. This is not the same as a Hearing.
3. Prepare Application for Preliminary Plat (see Hood River Zoning Code Chapter 16.08)
4. The Planning Dept. prepares a written staff report which includes a recommendation for approval, approval with conditions, or denial. Criteria are described in zoning code Chapter 16.08.
5. All subdivisions must conform to design standards in Chapter 16.12. This includes an Access Permit, with ODOT review due to proximity to interchange and a Traffic Impact Analysis.

6. Public Hearings. At least twenty (20) days before a scheduled quasi-judicial public hearing (Planning Commission), notice of the hearing shall be mailed to owners of property within 250 feet of the subject property and any affected governmental agency, department, or public district.
7. Planning Commission to issue a Notice of Decision following Hearing.
8. Planning Commission decisions may be appealed to the City Council. Preliminary Plat is valid for 2 years.
9. Prepare Application for Final Plat (Ministerial Review). This decision can be appealed to the Planning Commission.

Refer to the Subdivision Plan for additional information.

## SITE PLAN REVIEW

Once a subdivision Final Plat is approved, development on each new lot must go through Site Plan Review. Requirements are listed in 17.16.030 and criteria are in 17.16.040. The Planning Director reviews all site plan review applications (Administrative Review).

- Site Plan Review includes a Pre-Application Conference.
- Site Plan Review triggers the standards of the Waterfront Overlay (17.03.130).
- Site Plan Review requires a Traffic Impact Analysis. Access to streets and roads within the IAMP Overlay Zone are subject to joint review by the City and ODOT.
- Approval is valid for 2 years.
- Site Plan Review is followed by submittal of Building and Site Development (Grading) Permits to the Building Department.

## SCHEDULE

Pre-application conferences are typically scheduled three-to four weeks after required application materials are submitted. The planning department has up to 30 days to determine if the application is complete. After a land use application is deemed complete, the City has up to 120 days to render a final decision. Verify with the City for current timelines. This suggests a total timeline of about 1.5 years for a project to complete Subdivision and Site Plan Review.

## FEES

Pre-application Conference = \$675.00

Subdivision = \$3,007.00  
(+ Per Lot fee in addition to Subdivision fee = \$99.00)

Final Plat Approval (Subdivisions) = \$843.00

Site Plan Review (Administrative/Planning Director) = \$1,253.00

> 5 acres (Quasi-judicial/Planning Commission) = \$4,303.00



Port of Hood River

*Providing for the region's economic future.***INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA**1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • [www.portofhoodriver.com](http://www.portofhoodriver.com) • Email: [porthr@gorge.net](mailto:porthr@gorge.net)

February 10, 2016

Milton Buker, Distribution Manager  
PacifiCorp  
Hood River Service Center  
1290 Tucker Road  
Hood River, OR 97031

Dear Mr. Buker:

I want to express my sincere thanks to PacifiCorp for helping the Port of Hood River assess safety issues and identify a solution to remove the live front electrical transformer on Marina Green in Hood River. Please consider this letter a formal request for PacifiCorp assistance to complete this project.

Marina Green is the signature lawn area near I-84 used extensively for youth soccer, lacrosse, rugby and other events and recreational activities throughout the year. The live front transformer and direct burial cables that exist there now have presented safety concerns to the Port for many years. A new electrical supply in this area would significantly improve recreational safety and system reliability.

Based on the new electrical concept plan we discussed on January 27, John Mann, the Port's Facilities Manager, has estimated the labor and direct costs associated with trenching, conduit, vaults, backfill, demolition, and other miscellaneous work to be about \$30,000 (see attached). The Port of Hood River will carry out all those work tasks to meet PacifiCorp specifications and fund all associated material purchases. We request that PacifiCorp install the wire, transformers and other electrification steps to implement the new system. The Port is ready to commence our work this spring.

We very much hope that PacifiCorp will approve this financial partnership to eliminate a longstanding safety and obstruction issue on a well-loved public asset in Hood River. It would be an extremely valuable and visible contribution to this community. If I can provide any further support or information, please don't hesitate to contact me directly at (541) 386-1138 or via email at [mmcelwee@portofhoodriver.com](mailto:mmcelwee@portofhoodriver.com).

Respectfully,

Michael S. McElwee  
Executive Director  
Port of Hood River

cc: John Mann, Facilities Manager  
Anne Medenbach, Development Manager  
Port of Hood River Commissioners

**Project Summary:**

The proposed project will remove a live burial wire and live front transformer from the middle of a heavily used recreational field and event space, and reroute the lines. This project will: improve safety, increase dependability of the system, and increase capacity.



**Marina Green Electrical Project  
Cost Estimate**

*Prepared: January 29, 2106 by John Mann, Facilities Manager*

**Trenching & Labor**

- 1,195 l.f. (5 days, 5 men 200 hrs. (allocated labor @ \$35 per hr.) \$7,000.00
- Equipment rental (Excavator, plate compactor) \$3,500.00

**Materials**

- 1,680 l.f. 4" conduit (two runs, same trench) \$6,720.00
- 490 l.f. 2" conduit (two runs, same trench) \$ 400.00
- Sweeps and connections \$ 450.00
- Tracer wire \$ 150.00
- 2 Vault + delivery \$3,600.00
- Backfill gravel + delivery \$1,200.00

**Demolition & Repairs**

- Vault demolition & removal \$2,000.00
- Asphalt Repair \$2,700.00
- Lawn repairs \$ 400.00

Contingency @ 10% \$2,812.00

**Total \$30,932.00**



# Oregon

Kate Brown, Governor

## Department of Transportati

Director's Office  
355 Capitol St. NE, MS 11  
Salem, OR 97301

**DATE:** February 10, 2016

**TO:** Senate Committee on Business and Transportation

**FROM:** Paul Mather, Administrator  
ODOT Highway Division

**SUBJECT:** Senate Bill 1510-3

### INTRODUCTION

The -3 amendment to SB 1510 would remove the provision directing the Oregon Department of Transportation to designate a future Hood River Bridge as a part of Oregon Route 35.

### DISCUSSION

The Oregon Department of Transportation has committed to pursuing National Highway System designation for the Hood River Bridge (owned by the Port of Hood River); National Highway System routes are designated by the Federal Highway Administration. We have begun an expedited internal review process, and have reached out and received support from the Port of Hood River and Washington state; one criterion FHWA considers is whether there is support from affected parties. We expect to submit the completed application, including ODOT's recommended approval, to the Federal Highway Administration by early next week. Washington state is also initiating an NHS designation for the portion of the route in Washington. The decision is ultimately up to the Federal Highway Administration.

The Port of Hood River is pursuing National Highway System designation to be eligible for a new funding opportunity. The federal FAST Act, passed by Congress late last year, includes a new competitive grant program named the Nationally Significant Freight and Highway Projects program. The main purpose of this program is to fund large (\$100 million or more) surface transportation projects that facilitate the movement of freight. Within this broader competitive grant program, a special eligibility exists for freight-related highway and bridge projects located within National Scenic Areas. In order to take advantage of this special eligibility, highway and bridge projects within National Scenic Areas must also be located on the federally designated National Highway System. The Hood River Bridge is located within the Columbia River Gorge National Scenic Area, but it is not currently designated as a part of the National Highway System.

### SUMMARY

The -3 amendment would remove the provision of the bill that makes a future Hood River Bridge part of OR 35. ODOT is committed to pursuing NHS designation for the Hood River Bridge on behalf of the Port of Hood River.

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## Memorandum

**Date:** February 2, 2016  
**To:** MCEDD Board of Directors  
**From:** Amanda Hoey, Executive Director  
**Re:** Connect Mid-Columbia

### Overview

In September the MCEDD Board approved a process to bring together individuals and entities in the region in order to enhance our coordinated approach to regional transportation issues and opportunities. The process was designated as “**Connect Mid-Columbia.**” With an established regional framework through the Comprehensive Economic Development Strategy to coordinate on issues of regional economic concern, we proposed using the Strategy as a starting point to work within an existing structure to convene regional conversations in order to:

- Inventory and prioritize transportation project needs and regional issues;
- Develop regional consensus and provide a mechanism to jointly advocate for regional priorities;
- Provide a space to inform and educate about projects, funding options and upcoming issues;
- Enhance the regional Comprehensive Economic Development Strategy as a tool to promote high priority transportation projects or issues to state/federal funders

MCEDD works with transportation providers and systems through the Gorge TransLink Alliance, the two Area Commissions on Transportation (ACTs) in Oregon covering our region, the Southwest Washington Regional Transportation Council (RTC) and the Oregon and Washington Departments of Transportation (DOT). Connect Mid-Columbia leverages from these relationships to create a venue for collaboration on projects and issues for the purposes listed above. In addition to transportation partners, invitations were extended to representatives from counties, cities, ports, chambers, Gorge Commission, private sector and additional agencies connected to MCEDD.

### Status

MCEDD staff met with representatives from the Washington and Oregon DOTs and the SW Washington RTC to ensure collective understanding of the purpose of Connect Mid-Columbia and secure commitment from their staff to identify plans and projects already underway and participate in Connect Mid-Columbia meetings.

On January 7, 2016, we hosted the first Connect Mid-Columbia collaborative meeting. A summary is available at <http://mcedd.org/services/events.htm> (click meeting summary). Overall, the meeting was a vibrant and engaged discussion, covering the following:

- Taking the first steps in the inventory by developing a better understanding of existing transportation efforts, plans, issues and projects. Kelly Brooks (ODOT Region 1), Michael Williams (WSDOT), Kristen Stallman (ODOT, Historic Hwy), Dale Robins (SW Washington RTC) and Brad DeHart (ODOT Region 4) presented current plans and projects. MCEDD staff has compiled these existing projects in preparation for the CEDS and next Connect Mid-Columbia meeting.



*Connect Mid-Columbia Meeting*

- Developing an understanding of the basics of the Comprehensive Economic Strategy, the process, how transportation currently ties into the strategy and updates needed to better reflect transportation issues.
- Engaging stakeholders across the region, with all participants providing input on transportation projects and priorities, advocacy options and modifications to the strategy.

There were a number of themes from the January meeting. First, there is a long history of collaboration within and between Oregon and Washington, particularly in relation to transportation issues. However, having the region clarify its regional transportation **priorities**, working from established lists, will provide additional value. The statements appear to validate the purpose of engaging in this process. Second, MCEDD has a mechanism in place to coordinate the effort and there is a desire for **ongoing communication** through Connect Mid-Columbia. Third, the discussion on transportation (like economic development) can broaden quickly and a **focus**, differentiating between infrastructure projects, transit projects, and policy issues, is important. Finally, there are some **immediate actions** that can be taken in relation to projects under consideration. During and subsequent to the meeting, the issue of the National Scenic Area arises, particularly in relation to incorporating projects and issues outside of MCEDD’s five counties.

**Next Steps:**

The September to January meetings were the first step in an iterative, long term process. We have an opportunity to build from this solid foundation and partnership through additional Connect Mid-Columbia forums, thereby providing a venue to continue to collaborate on projects and issues in order to make progress in meeting the purpose described above.

In direct relation to the themes highlighted above, the following are proposed as next steps:

Theme	Status	Next Step/Timeline
<b>Finalizing priorities</b>	We have completed step 1: an initial inventory of projects on current lists and submitted through current funding cycles; developed through consultation with the transportation partners and from the Connect Mid-Columbia meeting. Step 2 in the inventory is conducting a review to identify additional projects in advance of the March 17 board meeting.	<ul style="list-style-type: none"> <li>a. Inventory, step 2: Using the CEDS solicitation mechanism, we have a request for projects to be submitted by <b>March 1, 2016</b>.</li> <li>b. Ideally, we would like to host the next Connect Mid-Columbia meeting prior to the board meeting to further inform the process (<i>potentially March 9th or 10th</i>)</li> <li>c. <b>March 17, 2016</b> MCEDD board meeting, including prioritization of projects, using established criteria but transportation separated as its own category.</li> </ul>

<p><b>Ongoing Communication:</b>  <b>Convene additional Connect Mid-Columbia Forums</b></p>	<p>Moving into this process, we set an expectation that we would continue convening the conversations and the process was long term. There is a high level of interest in continuing the forum for communication on these topics.</p>	<p>Continue to convene Connect Mid-Columbia forums, with the intention of quarterly discussions, but leaving an option open for greater initial frequency, if needed. Rotate around the region.</p> <p><i>Additional invitations: feedback is requested on participating entities and if any are missing from the process.</i></p>
<p><b>Focus Areas</b></p>	<p>We currently differentiate between:</p> <ul style="list-style-type: none"> <li>- Transportation infrastructure projects to include all physical infrastructure such as air, rail and hwy/bridge/road.</li> <li>- Bike/ped/public transit projects.</li> </ul> <p>Further, we differentiate between projects and policy issues.</p>	<p>Use these categories as the framework and focus for meeting discussions and to update our regional strategy. For Bike/ped/transit, use the TransLink Alliance and our Mobility Management work to inform. On the policy side, use ongoing Connect Mid-Columbia meetings to identify issues (clarifying state vs federal vs local policy concerns) and incorporate to 2017 CEDS.</p>
<p><b>Immediate Action</b></p>	<p>A few advocacy options were identified at the January Connect Mid-Columbia meeting and are included in the meeting summary on the website. Advocacy can occur concurrently to the items listed above.</p>	<p>Define message for Oregon Governor’s vision forums and clarify which advocacy items noted at Connect Mid-Columbia MCEDD and/or individual board members would like to pursue. Share information through Connect Mid-Columbia meetings, on the website and through an email forum.</p>
<p><b>Geographic boundaries</b></p>	<p>Particularly in transportation, borders are porous. While we do not seek to prioritize infrastructure outside of our boundaries, we do engage with issues across boundaries, such as participation in the 1-84 congestion studies and helping design public transportation solutions to address transit and safety options along Highway 14 into Vancouver.</p>	<p>Focus on our five counties as the core, but remain informed by and account for the surrounding area. Designate which projects overlay with the NSA on priority lists. Continue to engage in transit projects that impact the area but extend to surrounding communities.</p>

**Recommendation**

Recommendation: Establish an informal workgroup for continuation of the Connect Mid-Columbia process, to inform the region and MCEDD board. Rotate meetings on a quarterly basis around the region and request local host support (see draft calendar attached). Discuss participation in the process to ensure relevant agencies are invited to participate. *Note: This would extend the process approved by the Board in September.*

Alternative A: Formalize the workgroup.

Alternative B: End Connect Mid-Columbia meetings after completion of the CEDS update.

### APRIL 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
28	29	30	31	1	2	3
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### MARCH 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
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### FEBRUARY 2016

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### JANUARY 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
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### AUGUST 2016

MON	TUE	WEDS	THUR	FRI	SAT	SUN
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### JULY 2016

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### JUNE 2016

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### MAY 2016

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### DECEMBER 2016

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### NOVEMBER 2016

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### OCTOBER 2016

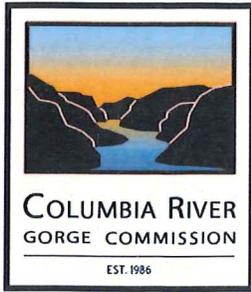
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### SEPTEMBER 2016

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

-  = MCEDD Full Board meeting
-  = Proposed Connect Mid-Columbia Meeting
-  = Oregon Governor's Vision Panel
-  = Gorge TransLink Alliance Meeting
-  = CEDS Submissions Due

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February 3, 2016

To: Columbia River Gorge Commission

From: Krystyna U. Wolniakowski, Executive Director

Subject: Coordination of Transportation Priorities in the National Scenic Area

**Background:**

At the January 12, 2016 Columbia River Gorge Commission meeting, Paul Koch, General Manager, and Jess Groves, President of the Port of Cascade Locks, requested the Commission serve as a facilitator and coordinator to develop a comprehensive list of long range transportation needs and priorities in the National Scenic Area (NSA). They recommended that the Commission be the lead due to the unique bi-state nature of the agency and cooperation across sectors that both protect scenic, cultural, natural, and recreational resources, and support economic development. They suggested that the Commission, along with the five ports in the National Scenic Area, regional offices of WSDOT and ODOT, cities, counties, local businesses, educational institutions, environmental groups, emergency service providers, Mid-Columbia Economic Development (MCEDD), and Forest Service create a steering committee that would assist the Gorge Commission in this prioritization task in the next 6 months. Ultimately, the Port requested the partners create and the Commission approve a final list of priorities in the National Scenic Area consistent with the goals of the management plan that would serve as the basis of regional transportation funding requests to both states and the federal government.

Several transportation partners provided public comment at the January 4, 2016 Executive Committee and January 12, 2016 Commission meetings related to the Port of Cascade Locks request, and mentioned in other conversations with staff, that their agencies are already providing a convening and coordination role, and respected the role of the Commission as an important partner, but that serving as the convener and coordinator would be duplicative of current efforts.

**Staff Follow-up:**

Gorge Commission staff have been involved with transportation planning efforts as they relate to the implementation of the National Scenic Area Management Plan, particularly related to recreation and scenic resources planning. The Commission worked with WSDOT and ODOT several years ago to develop SR-14 and I-84 Corridor plans, and to develop broad Management Plan provisions for Columbia River bridge replacement (M.P. pp. II-7-63). Staff has attended regional transportation meetings in the Gorge for many years, and recently helped marshal additional resources from ODOT to assist with strengthening the Bridge of the Gods in Cascade Locks.

As a follow-up to the January 2016 Commission meeting, staff hosted a meeting of U.S. Forest Service NSA, MCEDD, the ports of The Dalles, Cascade Locks and Hood River, the Regional Transportation Council, ODOT and WSDOT. Two Gorge Commissioners, Commissioners DeKay and Burditt, also attended to further discuss the proposed convening role that was requested at the Commission meeting. A lively discussion resulted and an alternative proposal was developed in recognition of the current lack of staff capacity at the agency.

The meeting participants recommended we build on existing transportation need efforts and include all jurisdictions within the NSA, including a staff person from the Gorge Commission who will be a participant. The U.S. Forest Service is already engaged and staff will work closely with the NSA office as needed. We will review existing lists of transportation projects and long term needs already adopted or prepared by the various jurisdictions within the NSA in both states. **One of the proposed options was to meet to discuss a process for determining the NSA priorities, then collect relevant information and categorize the level of importance (high, medium, low) with the goal of finalizing recommendations within the NSA and presenting their recommendations to the Gorge Commission with a request that the Commission support the transportation priorities based on the needs within the NSA.** This option keeps the Gorge Commission staff engaged, but recognizes that staff from other agencies/transportation entities will provide the necessary regional leadership to move this bi-state effort forward.

### **Staff Recommendation:**

The current reality is that the agency has only 4 FTE and will not be able to fill two of the existing planner vacancies until late spring due to a national recruitment process, thus there is no capacity to take on a convening role at this time. In addition, there are already ongoing regional coordination efforts underway. For this reason, staff does not recommend a significant shift in the approved work plan to accommodate the Port's request that the Commission convene and facilitate a discussion about transportation priorities. The work plan does have a "Special Issues" category and if the Commission approves, staff could include participation in regional transportation planning in the NSA as an added short-term task in this category, with the caveat that other tasks will need to be reduced to accommodate this new category of work.

To be responsive to the partners' request, staff recommends that the current work plan be amended to include .03 FTE as part of "Special Issues" to allow participation in these important discussion with regional partners. This will require reducing time in other categories such as "Gorge-wide partner meetings", or other work with the Vital Signs Indicator Project and initiating the Management Plan review process.



# Port of Klickitat

**Wayne Vinyard**  
*Port Commissioner  
President*

**Bill Schmitt**  
*Port Commissioner  
Vice President*

**Jim Herman**  
*Port Commissioner  
Secretary*

**Marc D. Thornsbury**  
*Executive Director*

**Margie Ziegler**  
*Administrative Assistant  
Port Auditor*

**Josh Mead**  
*Maintenance Supervisor*

**Terry Wroe**  
*Maintenance Technician*

February 3, 2016

Bowen Blair, Chair  
Columbia River Gorge Commission  
PO Box 730  
White Salmon, WA 98672

Mr. Blair:

Under the Columbia River Gorge National Scenic Area Act (16 USC 544), the purpose of the CRGC is "(1) to establish a national scenic area to protect and provide for the enhancement of the scenic, cultural, recreational, and natural resources of the Columbia River Gorge; and (2) to protect and support the economy of the Columbia River Gorge area *by encouraging* growth to occur in existing urban areas and *by allowing* future economic development in a manner that is consistent with [the first purpose]."

Using an exceptionally broad interpretation of the second purpose, the Columbia River Gorge Commission (CRGC) has been encouraged to assert a leading role in various areas outside its mission including, most recently, transportation planning. Meanwhile, urban area boundary adjustments and development permit reviews that are the responsibility of the CRGC (under 16 USC 544[b][f] and 16 USC 544[e]) have languished.

Like many (perhaps most) other public agencies, the CRGC must operate with fewer resources than it prefers—a situation that should give it pause when considering whether to assume new roles and additional obligations. Neither the Scenic Area itself nor those residents that depend on the CRGC's core functions are well-served if it becomes a jack of all trades and master of none.

The CRGC can be an effective and efficient organization that is seen by friend and foe alike as competent, knowledgeable, responsive, and professional, but only if it will:

- Abandon tangential ambitions that distract it from its core mission and scatter its resources;
- Adopt a renewed focus on meeting its current obligations in a timely manner;
- Avoid leadership roles in areas where it lacks a broad mandate, clear need, or specific expertise; and
- Seek to support, rather than supplant, the work of other agencies and organizations.

With this in mind, and on behalf of the Port Commission, I urge the CRGC to remain focused on its existing duties and leave transportation planning to the regional and state agencies already responsible for, and engaged in, such work.

Regards,

**Marc Thornsbury**  
Executive Director

cc: Krystyna Wolniakowski

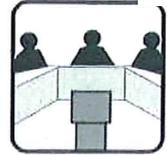
154 E Bingen Pt. Way Ste. A  
Bingen, WA 98605  
Office: 509-493-1655  
Fax: 509-493-4257  
[www.portofklickitat.com](http://www.portofklickitat.com)

*Good for business. Good for life.*

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KLICKITAT COUNTY  
**BOARD OF COUNTY COMMISSIONERS**



205 S. COLUMBUS AVENUE, ROOM 103, MS-CH-04, GOLDENDALE WASHINGTON 98620 • FAX 509 773-6779 • VOICE 509 773-4612  
 REX F. JOHNSTON, DISTRICT #1  
 DAVID M. SAUTER, DISTRICT #2  
 JIM SIZEMORE, DISTRICT #3

February 4, 2016

Bowen Blair, Chairman  
 Columbia River Gorge Commission  
 PO Box 730  
 White Salmon, WA 98672

Dear Chairman Blair:

The Columbia River Gorge National Scenic Area Act (16 USC 544) identifies that the purpose of the Columbia River Gorge Commission (CRGC) is: (1) to establish a national scenic area to protect and provide for the enhancement of the scenic, cultural, recreational, and natural resources of the Columbia River Gorge; and (2) to protect and support the economy of the Columbia River Gorge area *by encouraging growth to occur in existing urban areas and by allowing future economic development in a manner that is consistent with [the first purpose].*"

It appears that the CRGC has been encouraged to assert a leading role through an exceptionally broad interpretation of the second purpose of the Act in various areas which lie outside its mission including, most recently, transportation planning. Meanwhile, urban area boundary adjustments and development permit reviews that are the responsibility of the CRGC (under 16 USC 544[b][f] and 16 USC 544[e]) have languished.

The CRGC, like most other public agencies, must operate with fewer resources than it prefers which should give it pause when considering whether to assume new roles and additional obligations. The Scenic Area and its residents would be better served if the CRGC focused on its core functions.

The CRGC can be an effective and efficient organization that is seen by friend and foe alike as competent, knowledgeable, responsive, and professional, but only if it will:

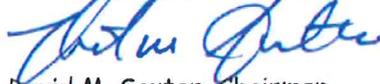
- Abandon tangential ambitions that distract it from its core mission and scatter its resources;
- Adopt a renewed focus on meeting its current obligations in a timely manner;
- Avoid leadership roles in areas where it lacks a broad mandate, clear need, or specific expertise; and

- Seek to support, rather than supplant, the work of other agencies and organizations.

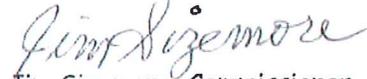
We urge the CRGC to remain focused on its existing duties thereby leaving transportation planning to the regional and state agencies already responsible for, and engaged in, such work.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
Klickitat County, Washington



David M. Sauter, Chairman



Jim Sizemore, Commissioner



Rex F. Johnston, Commissioner

Cc: Senator Curtis King (via email)  
Representative Norm Johnson (via email)  
Representative Gina McCabe (via email)  
Krystyna Wolniakowski, Executive Director  
Carl McNew, Commissioner (Klickitat County appointee)

# MARCH 2016 COMMISSION CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
Gorge Sailing Team South Basin Dock (thru May 15)		1	2	3	4	5																																																																																				
6	7	8 Commission Mtg 5pm	9	10	11	12																																																																																				
13 <b>Daylight Saving</b> PNWA Mission to DC McElwee, Shortt (to be determined)	14 PNWA Mission to DC McElwee, Shortt URA Board: Davies, Streich	15 PNWA Mission to DC McElwee, Shortt	16 PNWA Mission to DC McElwee, Shortt	17 PNWA Mission to DC McElwee, Shortt Marina Ad-hoc (to be reschedule if in DC)	18	19																																																																																				
20	21 KIHR Radio, 8am	22	23 OneGorge, 3pm (Location TBD)	24	25 <b>Good Friday</b>	26																																																																																				
27 <b>Easter</b>	28	29 Spring Planning noon (w/lunch provided) to include Budget Committee members	30	31																																																																																						
<p><b>February 2016</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td></td><td></td><td></td><td></td><td></td></tr> </table> <p><b>April 2016</b></p> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table> <p><b>Notes:</b> Kowell: OMFOA Spring Conference, Mar. 6-9</p>							S	M	T	W	Th	F	Sa		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						S	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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# Commission Memo



Prepared by: Fred Kowell  
Date: February 16, 2016  
Re: Audit for Fiscal Year Ending June 30, 2015

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The Annual Financial Report and the Communication to the Governing Body for the Fiscal Year Ended June 30, 2015 was distributed to all Commissioners in January. Tara Kamp from Pauly, Rogers and Company will present the Audit report during the meeting (see previous memo for details).

**RECOMMENDATION:** Approve Audit for Fiscal Year Ending June 30, 2015.

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# Commission Memo



Prepared by: Liz Whitmore  
Date: February 16, 2016  
Re: Hook Waterfront Trail Amenities

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The Port received three quotes for the Hook Waterfront Trail Amenities project. The project was not required to go through the formal bid process because it is below the \$150,000 threshold for public improvement contracts. The project is located above the Hook Launch and the scope of work includes the construction of a synthetic turf rigging area, stone seat wall, timber vehicle bollards, and solar light bollards lining the asphalt path the City of Hood River will be paving.

The following are the three quotes the Port received:

- Emery & Sons Construction Group \$75,024.00
- Crestline Construction Company \$87,225.00
- Peterson Brothers Construction \$117,449.80

Emery & Sons Construction Group is the apparent low bidder and is currently on site at the Hook as the City of Hood River's contractor for the outfall relocation. Project will commence in early March 2016 and be completed by the end of the month.

Funding for the project includes a \$25,895 grant from Oregon Parks and Recreation Department and a \$20,000 contribution from Hood River Valley Parks and Recreation. The Port has budgeted \$50,000 for the Hook Waterfront Trail Amenities.

**RECOMMENDATION:** Authorize Contract with Emery & Sons Construction Group for the Hook Waterfront Trail Amenities Project in the amount of \$75,024.00, subject to legal counsel review.

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**PORT OF HOOD RIVER  
PUBLIC IMPROVEMENT CONTRACT**

This Contract entered into between the PORT OF HOOD RIVER, an Oregon municipal corporation, ("PORT") and EMERY & SONS CONSTRUCTION GROUP ("CONTRACTOR"), shall become effective when this Contract has been signed by both parties and the Port has issued to CONTRACTOR a Notice to Proceed with the Work.

**WITNESSETH:**

**WHEREAS**, CONTRACTOR, having examined the Work site and become familiar and satisfied with conditions, has submitted an acceptable bid to construct waterfront trail amenities located on the Hook on PORT property in Hood River, Oregon 97031 ("Work"); and,

**WHEREAS**, the parties hereto desire that this Contract be undertaken and completed on the terms and conditions as hereafter set forth;

**THEREFORE, IT IS AGREED AS FOLLOWS:**

**Terms of Performance**

CONTRACTOR agrees to perform the described Work and provide all machinery, tools, apparatus, materials, equipment, labor and other means of construction necessary to complete the Work at the designated location in accordance with all terms specified in the Contract Documents, which by this reference are incorporated herein, including the following:

- A) First-Tier Subcontractor Disclosure Form
- B) Bid Form
- C) Payment Bond
- D) Certificate of Insurance
- E) General Conditions of Public Works Contracts
- F) Notice of Intent to Award
- G) Notice to Proceed
- H) Payment of Prevailing Wages Rates
- I) Drawings prepared for/or issued by PORT
- J) Specifications prepared for/or issued by PORT
- K) All affidavits and certifications submitted by CONTRACTOR as part of CONTRACTOR's Bid Documents, which affidavits and certifications CONTRACTOR agrees will remain effective throughout the term of this Contract.

**Contract Price:**

Subject to the provisions of all Contract Documents and in consideration of the faithful performance of the terms and conditions thereof by the CONTRACTOR, PORT agrees to pay CONTRACTOR the base bid amount of **\$75,024.00**, in the manner and at the times provided in the Contract Documents. The Contract price is for completing the Work.

**Contract Dates:**

Project Start Date: 10 calendar days from issuance of Notice to Proceed.

Substantial Completion: \_\_\_\_\_

Final Completion: \_\_\_\_\_

**Liquidated damages**

If the CONTRACTOR fails to complete the Work within the time specified or within any extension of time agreed to by both parties in writing, CONTRACTOR shall pay liquidated damages of \$250.00, for each day of delay beyond the completion day identified above. (If no dollar amount is specified this paragraph shall not apply to this Contract.)

**Representatives**

Unless otherwise specified in the Contract Documents, the Port designates Michael McElwee, as its Authorized Representative in the administration of this Contract. The above-named

individual shall be the initial point of contact for matters relating to performance, payment, authorization, and to carry out the responsibilities of the Port. Contractor has named Erik Kerr its Authorized Representative to act on its behalf.

**Integration**

The Contract Documents and this Contract constitute the entire agreement between the parties. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no other understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF the parties have executed this Contract on \_\_\_\_\_, 2016.

**CRESTLINE CONSTRUCTION COMPANY, L.L.C.**

**PORT OF HOOD RIVER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

By \_\_\_\_\_

By Michael S. McElwee\_\_\_\_\_

Its \_\_\_\_\_

Its Executive Director\_\_\_\_\_

# Commission Memo



Prepared by: Michael McElwee  
Date: February 16, 2016  
Re: HDR Bridge Engineering Contract  
Task Order 7—Skew Adjustor Evaluation

---

On June 2, 2015, the Commission approved the Master Engineering Contract with HDR Engineers for various engineering tasks to be carried out in FY 15/16.

The attached Task Order #7 describes the work scope and fee to evaluate the skew adjustors on the lift span. These devices tell the operator if the lift span is out of balance when it is being raised. It is important to have them fully operational when repairs to the lift span are completed and limited test lifts begin in April.

The scope of work for this Task Order is focused on evaluating the existing skew control monitors and wiring to determine operability and to clarify the procedures for the operator to follow when raising the span. The Port will have its electrician working closely with HDR engineers during these 'dry run' evaluations. Additional work on the skew adjustors may be required when the test lifts are carried out in April. If so, Commission approval of a contract amendment will be sought.

**RECOMMENDATION:** Approve Task Order #7 to the contract with HDR Engineering, Inc. for evaluation of skew adjustors not to exceed \$\_\_\_\_\_ plus reasonable reimbursable expenses.

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# Commission Memo



Prepared by: Michael McElwee  
Date: February 16, 2016  
Re: Span Guide Replacement

---

At the December 15, 2015 meeting the Commission approved a contract with Advanced American Construction (AAC) of Portland to replace two damaged span guides on the lift span based on quotes received from three contractors. The approved contract authority was \$53,000.

Staff and HDR determined it was necessary to obtain new quotes based on more complete specifications and the request that installation be carried out at night to limit impacts to bridge traffic. Three quotes were received as follows:

Advanced American Construction --	<b>\$ 62,000.00</b>
HP Civil --	<b>\$ 63,350.00</b>
Mohawk Construction --	<b>\$ 52,670.00</b>

Staff believes that Mohawk missed details contained in the quote package and was not aware of the required night work. As a result, the most responsive and the best value for the Port was AAC. Given the need to complete this work quickly and meet the commitments to the Coast Guard for lift span operability, I signed the Notice to Proceed on February 10, 2016.

As a reminder, HDR will cover the cost of engineering associated with the span guides and reimburse the Port for half of the materials, fabrication, delivery and installation except for the roller addition.

**RECOMMENDATION:** Ratify contract with Advanced American Construction, Inc. for fabrication and installation of two Lift Span Guides not to exceed \$62,000.

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**CONTRACT**  
**PORT OF HOOD RIVER PUBLIC**  
**IMPROVEMENT CONTRACT**  
**Replace Span Guides on the Hood River Bridge**

This Contract entered into between the PORT OF HOOD RIVER, an Oregon municipal corporation, ("PORT") and \_\_\_\_\_ ("CONTRACTOR"), shall become effective when this Contract has been signed by both parties.

**WITNESSETH:**

**WHEREAS**, CONTRACTOR, having examined the Work site and become familiar and satisfied with conditions, has submitted an acceptable bid to excavate, stockpile and sort the contents of the historical log pond at the location commonly known as the Lower Hanel Mill property in Hood River, Oregon 97031 ("Work"); and,

**WHEREAS**, the parties hereto desire that this Contract be undertaken and completed on the terms and conditions as hereafter set forth;

**THEREFORE, IT IS AGREED AS FOLLOWS:**

**Terms of Performance**

CONTRACTOR agrees to perform the described Work and provide all machinery, tools, apparatus, materials, equipment, labor and other means of construction necessary to complete the Work at the designated location in accordance with all terms specified in the Contract Documents, which by this reference are incorporated herein, including the following:

- A) Request for Quotes
- B) Bidding Instructions
- C) First-Tier Subcontractor Disclosure Form
- D) Quote Form
- E) Performance Bond
- F) Payment Bond
- G) Certificate of Insurance
- H) General Conditions of Public Works Contracts
- I) Notice of Intent to Award
- J) Notice to Proceed
- K) Payment of Prevailing Wages Rates
- L) Specifications prepared for/or issued by PORT
- M) All affidavits and certifications submitted by CONTRACTOR as part of CONTRACTOR's Bid Documents, which affidavits and certifications CONTRACTOR agrees will remain effective throughout the term of this Contract.

**Contract Price:**

Subject to the provisions of all Contract Documents and in consideration of the faithful performance of the terms and conditions thereof by the CONTRACTOR, PORT agrees to pay CONTRACTOR \$\_\_\_\_\_ in the manner and at the times provided in the Contract Documents. The Contract price is for completing the Work. No alternates are included.

**Contract Dates: 40 Working days. Which include fabrication and Installation.**

There are 40 working days associated with this contract for fabrication and installation. Working days begin 10 days after the Contractor has been issued the Notice To Proceed. The completion date will be set according to this schedule received from the awarded contractor with the awarded quote. There will be a maximum of (10) ten days to complete the demolition of existing span guides and installation of the new span guides which require the Port of Hood River staff to provide traffic safety.

Project Start Date: within 10 calendar days from issuance of Notice to Proceed.  
Final Completion: April 15, 2016

**Liquidated damages**

If the CONTRACTOR fails to complete the Work within the time specified or within any extension of time agreed to by both parties in writing, CONTRACTOR shall pay liquidated damages of \$1000.00, for each day of delay beyond the completion day identified above. (If no dollar amount is specified this paragraph shall not apply to this Contract.)

**Representatives**

Unless otherwise specified in the Contract Documents, the Port designates John Mann, as its Authorized Representative in the administration of this Contract. The above-named individual shall be the initial point of contact for matters relating to performance, payment, authorization, and to carry out the responsibilities of the Port. Contractor has named \_\_\_\_\_ its Authorized Representative to act on its behalf.

**Integration**

The Contract Documents and this Contract constitute the entire agreement between the parties. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no other understandings, agreements, or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature below of its authorized representative, hereby acknowledges that it has read this Contract, understands it, and agrees to be bound by its terms and conditions.

IN WITNESS WHEREOF the parties have executed this Contract on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**CONTRACTOR**  
  
By \_\_\_\_\_  
Its: \_\_\_\_\_

\_\_\_\_\_  
**PORT OF HOOD RIVER**  
  
By Michael S. McElwee  
Its: Executive Director

## Construction Specifications and Drawings

All work shall comply with the Contract Plans and the Oregon Standard Specifications for Construction, 2015, as modified by this Contract.

### SECTION 00220 - ACCOMMODATIONS FOR PUBLIC TRAFFIC

Comply with Section 00220 of the Oregon Standard Specifications for Construction, 2015 modified as follows:

- The Port will provide notification to the public for all planned traffic control and pattern changes.
- The Contractor shall provide with the construction bid, a description of the planned traffic control intent and needed support from the Port of Hood River.
  - Contractor to notify the Port at least 21 days in advance of anticipated full bridge closures.
- **The Port will not allow daytime road closures.**
- The Port will allow nighttime single lane closure as follows:
  - a) Flagging, signage and other temporary protection and direction of traffic shall be provided by the Port.
  - b) The Contractor may request a single-lane closure from 9:00pm to 5am Monday night through Friday night.
  - c) Closure shall include one lane on the bridge and cover the lift span(Span 11) and the flanking approach spans (Spans 10 and 12)
  - d) Up to a total of 5 nights.
- The Port will allow full nighttime bridge/road closure as follows
  - a) Flagging, signage and advanced notification shall be provided by the Port
  - b) The Contractor may request up to 1 full closure from 12:01am to 4am Monday night through Friday night.
  - c) Closure shall include the bridge only
- Additional traffic control required by the Contractor to complete the work that falls outside these limitations will be at the Contractor's expense, approved by the Port 21 days in advance, and comply with all requirements of the Contract Documents including the MUTCD as modified by applicable jurisdiction, including ODOT.

#### 00220.02 Public Safety and Mobility

- Construction vehicles leaving the traffic stream and entering the work area shall slow gradually to warn following traffic and provide an opportunity to slow.
- Construction equipment entering or leaving the work area shall yield to public traffic at all times, unless being controlled by flagging.

Span Guide Replacement

**00220.41 Bridge Work** - Before starting any bridge work, arrange so that all equipment, labor, and materials required to complete the work are on hand or are guaranteed to be delivered. Once bridge work begins, vigorously prosecute and complete this work. Complete bridge work in the shortest possible time.

- No lane closures or restriction of the travel lanes will be permitted when, in the opinion of the Port, circumstances exist such that the closure would endanger traffic or the Contractor's operations.
- At the end of each work shift, and when operations are not in progress, remove all obstructions and leave the bridge deck clear and unobstructed for the free passage of traffic. Remove all loose material from the bridge deck before the area is reopened to public traffic.

Add the following subsection:

**00220.45 Load Restrictions on Bridges** - Limit the combined weight of construction vehicles, equipment, and daily material usage to 37,500 pounds for every 1,000 square feet of surface area of the bridge or a total of 125,000 pounds for each span of the bridge, whichever is less. Comply with all load limitations already restricted on the bridge.

#### SECTION 00225 - WORK ZONE TRAFFIC CONTROL

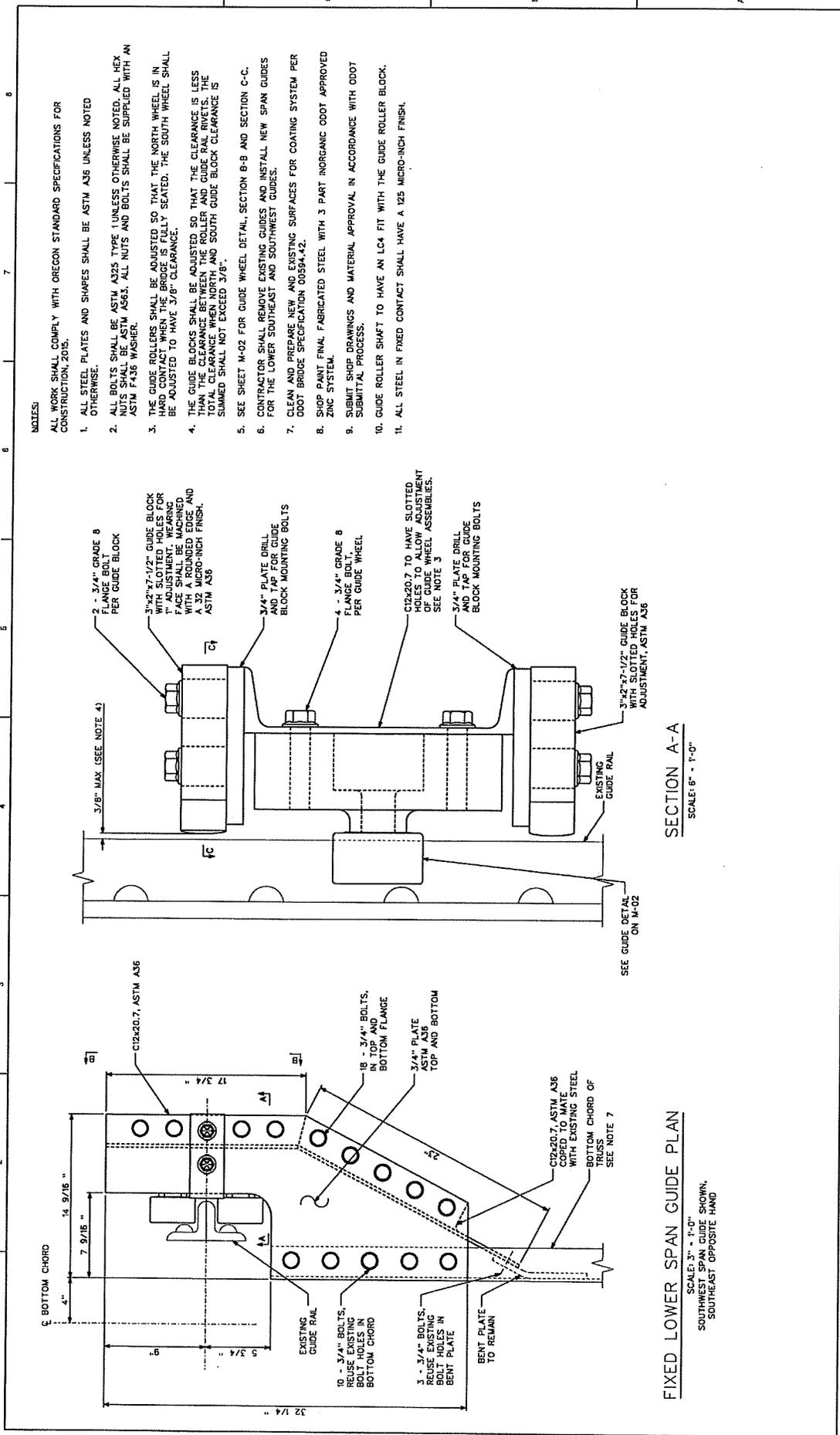
Comply with Section 00225 of the Standard Specifications modified as follows:

**00225.02 General Requirements** - Add the following after the last paragraph of this subsection:

- Provide and maintain a minimum of 9.5 foot clear and unobstructed width in the travel lane.

**00225.05 Contractor Traffic Control Plan** - Replace this subsection, except for the subsection number and title, with the following:

- The Contractor shall submit for approval, 4 weeks before work begins, a Contractor Proposed Traffic Control Plan - Include the following:
  - Contractor proposed work days, lane closures, bridge closures;
  - All traffic control needs required by the Port;
  - Proposed laydown and staging areas;
  - Any deviations from Port provided traffic control.



- NOTES:**
- ALL WORK SHALL COMPLY WITH OREGON STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2015.
  - ALL STEEL PLATES AND SHAPES SHALL BE ASTM A36 UNLESS NOTED OTHERWISE.
  - ALL BOLTS SHALL BE ASTM A325 TYPE UNLESS OTHERWISE NOTED. ALL HEX NUTS SHALL BE ASTM A563. ALL NUTS AND BOLTS SHALL BE SUPPLIED WITH AN ASTM F436 WASHER.
  - THE GUIDE ROLLERS SHALL BE ADJUSTED SO THAT THE NORTH WHEEL IS IN HARD CONTACT WITH THE RAIL FULLY SEATED. THE SOUTH WHEEL SHALL BE ADJUSTED TO HAVE 3/8" CLEARANCE.
  - THE GUIDE BLOCKS SHALL BE ADJUSTED SO THAT THE CLEARANCE IS LESS THAN THE CLEARANCE BETWEEN THE ROLLER AND GUIDE RAIL RIVETS. THE TOTAL CLEARANCE BETWEEN THE NORTH AND SOUTH GUIDE BLOCK CLEARANCE IS SUMMED SHALL NOT EXCEED 3/8".
  - SEE SHEET M-02 FOR GUIDE WHEEL DETAIL, SECTION B-B AND SECTION C-C.
  - CONTRACTOR SHALL REMOVE EXISTING GUIDES AND INSTALL NEW SPAN GUIDES FOR THE LOWER SOUTHEAST AND SOUTHWEST GUIDES.
  - CLEAN AND PREPARE NEW AND EXISTING SURFACES FOR COATING SYSTEM PER SHOP DRAWING SPECIFICATION 00594.42.
  - SHOP PAINT FINAL FABRICATED STEEL WITH 3 PART INORGANIC ODOOT APPROVED ZINC SYSTEM.
  - SUBMIT SHOP DRAWINGS AND MATERIAL APPROVAL IN ACCORDANCE WITH ODOT SUBMITTAL PROCESS.
  - GUIDE ROLLER SHAFT TO HAVE AN LC4 FIT WITH THE GUIDE ROLLER BLOCK.
  - ALL STEEL IN FIXED CONTACT SHALL HAVE A 125 MICRO-INCH FINISH.

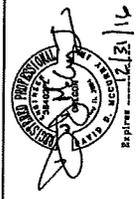
**SECTION A-A**  
SCALE: 6" = 1'-0"

**FIXED LOWER SPAN GUIDE PLAN**  
SCALE: 3" = 1'-0"  
SOUTHWEST SPAN GUIDE SHOWN,  
SOUTHEAST OPPOSITE HAND

PROJECT NUMBER: 270251

REVISION #	DATE	BY	CHK

PROJECT MANAGER: DAVID MCQUIRY



**PORT OF HOOD RIVER  
HOOD RIVER-WHITE SALMON BRIDGE  
PROPOSED SPAN GUIDE REPLACEMENT**

FILE NAME: PORT-M-02.dwg  
SCALE: AS NOTED  
SHEET: M-01





# Commission Memo

Prepared by: Michael McElwee  
Date: February 16, 2016  
Re: Diversity Policy



---

Staff has long been aware of the fact that, as a public agency, the Port has an affirmative obligation to seek a workforce that reflects the diversity of our community. The attached Diversity Policy would make reasonable diversity a clear goal of the Commission.

Affirmative Action (AA), Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), and other legislation and policies are the law and the longstanding foundation for the Port's hiring practices. However, greater awareness of the benefits of a diverse workforce expands the effectiveness of AA and EEO. It also especially emphasizes the need for hiring managers to be more aware of diversity when advertising for job openings, considering applicants for interviews, or making hiring recommendations. Over time, this can help reduce the impact of bias in the workplace.

The proposed Diversity Policy does not establish specific hiring goals and is not intended to discriminate against any individual or group with respect to employment opportunities for which they are qualified.

The Port has made gains in diversifying its workforce over the last few years but a clear diversity policy can achieve greater results in the future and align our workforce with the diversity of the community we serve.

**RECOMMENDATION:** Approve Resolution Adopting Diversity Policy.

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**PORT OF HOOD RIVER  
Resolution No. 2016-2-1**

**RESOLUTION ADOPTING DIVERSITY HIRING POLICY**

**WHEREAS**, the Port is committed to providing an inclusive, respectful workplace that provides all employees with the opportunity to contribute to their full potential; and

**WHEREAS**, Affirmative Action, Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA) and other state and federal laws are the foundation of the Port’s hiring practices; and

**WHEREAS**, the Port believes that general awareness and additional efforts to seek diversity in its workforce and reduce the impact of bias in the workplace are warranted; and

**WHEREAS**, it is reasonable to expect that the ethnic and gender diversity of the Port’s workforce should, over time, generally be expected to mirror that of the local community; now, therefore, be it

**RESOLVED:**

1. It is the policy of the Port of Hood River that the ethnic diversity of its workforce shall be generally consistent with the ethnic and gender diversity of Hood River County, Oregon.

**ADOPTED BY THE BOARD OF COMMISSIONERS** this 16th day of February 2016.

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

\_\_\_\_\_  
Jon Davies

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

\_\_\_\_\_  
Brian Shortt

\_\_\_\_\_  
Hoby Streich