

# COLUMBIA COUNTY ROAD DEPARTMENT

## PUBLIC ROAD APPLICATION AND CONSTRUCTION PERMIT

COUNTY ROADMASTER  
1054 OREGON ST.  
ST. HELENS, OR 97051

PHONE: 503-397-5090 FAX: 503-397-7215

PERMIT NO. 26-005

DISTRICT 1

APPLICANTS NAME AND MAILING ADDRESS:

Steve Niemela, Oregon Dept. of Fish and Wildlife  
  
17330 SE Evelyn Street  
  
Clackamas, OR 97015

PHONE: 503-312-7394 FAX: 971-673-6070

CONTRACTOR NAME AND ADDRESS: (IF DIFFERENT)

Kainoa Pang - Coast to Coast Event Services  
1631 NE Broadway #156  
Portland, OR 97232

PHONE: 503-235-2585 FAX: \_\_\_\_\_

Kainoa.Pang@coasttocoastevents.com

**SIGNATURE OF CONTRACTOR/APPLICANT:**

CONTRACTOR/APPLICANT HEREBY APPLIES TO THE BOARD OF COMMISSIONERS THROUGH THE ROAD DEPARTMENT FOR PERMISSION TO PERFORM CERTAIN OPERATIONS UPON THE RIGHT-OF-WAY OF A COUNTY ROAD OR PUBLIC ROAD UNDER COUNTY JURISDICTION AS SHOWN ON THE MAP OR PLAN ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

*Steven Niemela* *John Proulx* *Loise*

Construct, operate and maintain a \_\_\_\_\_ utility line.

Construct a public or County Road.

Miscellaneous operations and/or facilities as described.

Description of miscellaneous operations and/or facilities: See attached

See attached documents, which constitute this permit.

Road Name Reeder Road (ATTACH VICINITY MAP, IF NOT A COUNTY ROAD)

Address of work (or other description): Intersection of Reeder Road and Rentenaar Road

Side of Road (N,S,E,W) NA Distance from centerline of pavement NA

Distance from travel edge of road NA

Buried pipe or cable depth NA Size and kind NA

Method of installation:  Trench  Plow  Bore

Estimated starting date 7/4/2025 Estimated completion date 9/1/2025

**ATTACH PLANS (IF APPLICABLE)**

THIS PERMIT IS ISSUED BY THE COUNTY ROAD DEPARTMENT SUBJECT TO THE "SPECIFICATIONS FOR FACILITIES OR OPERATIONS UPON A PUBLIC ROAD" ATTACHED HERETO AND IS ACCEPTED AND APPROVED BY CONTRACTOR/APPLICANT SUBJECT TO SAID TERMS AND PROVISIONS. CONTRACTOR/APPLICANT CERTIFIES THAT ALL INFORMATION SUPPLIED ON THIS APPLICATION IS CORRECT AND AGREES TO ABIDE BY ALL APPLICABLE FEDERAL, STATE AND COUNTY LAWS, RULES AND REGULATIONS WITH REGARD TO PERFORMANCE UNDER THE PERMIT.

APPROVED BY: *M. Bell*, Public Works Director

DATE: 7/3/25

BOND REQ'D PRIOR TO CONSTRUCTION:  YES  NO

NOTE: CALL ROAD DEPT. AT LEAST 12 HOURS BEFORE COMMENCING WORK. COPY OF PERMIT TO BE KEPT AT JOB SITE.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

In the Matter of Authorizing a Pilot Project  
Limiting Access to Reeder Road North of  
Retenaar Road

ORDER NO. 41-2025

WHEREAS, the Oregon Vehicle Code defines a "Highway" to include every public way, road, street, thoroughfare and place within the boundaries of this state, intended for use by the general public for vehicles or vehicular traffic; and

WHEREAS, The Columbia County Board of Commissioners ("Board") is the Road Authority for all non-state highways within the County that are located outside of an incorporated city; and

WHEREAS, Reeder Road is a Highway over which the Board is the Road Authority to the extent it is located in Columbia County; and

WHEREAS, ORS 810.030 authorizes a Road Authority to place restrictions on the use of a Highway when necessary to protect the interest and safety of the public or to protect the highway from damage; and

WHEREAS, on weekends and holidays during the summer Reeder Road North of Retenaar Road becomes over crowded with vehicles seeking to access beaches on the Columbia River; and

WHEREAS, this overcrowding seriously impairs the ability of Law Enforcement, Fire Services and Ambulance Providers to respond to emergency situations; and

WHEREAS, this overcrowding further leads to illegal parking on the road right of way and trespassing on private property;

WHEREAS, this overcrowding interferes with landowners' enjoyment of their property and the ability to restrict its use by the general public; and

WHEREAS, the Oregon Department of Fish and Wildlife (ODFW) has requested, at its own cost, to conduct an Access Control Pilot Project ("Pilot Project") for Reeder Road North of Retenaar Road.

NOW, THEREFORE, IT IS HEREBY ORDERED as follows:

1. The Board adopts the above recitations as findings.
2. Based on these findings the Board concludes that restrictions on access to Reeder Road North of Retenaar Road during periods of high demand are appropriate to protect the interest and safety of the public.

3. To address these concerns ODFW is authorized to conduct Pilot Project for Reeder Road. The Pilot Project shall be limited to a 30-day period starting on the date the roadway is posted by ODFW in a manner that meets the requirements of ORS 810.030(3).
4. During the Pilot Project an ODFW issued access permit shall be required for any vehicle traveling on Reeder Road north of its intersection with Retenaar Road on any Saturday, Sunday or State Holiday. This restriction does not apply to any of the following:
  - a. Public safety vehicles including police, fire or ambulances.
  - b. Vehicles driven by public employees engaged in work activities.
  - c. Vehicles registered with ODFW that are driven by individuals owning property abutting Reeder Road north of its intersection with Retenaar Road, their family, and their guests.
  - d. Business visitors delivering to or providing services to properties abutting Reeder Road north of its intersection with Retenaar Road.
5. Prior to starting the Pilot Project ODFW shall obtain a Road Construction Permit from the County Public Works Department authorizing the activities they wish to conduct in the public right of way.
6. The County Public Works Director shall report back to the Board on the outcomes of the Pilot Project along with a recommendation on if these restrictions should continue in place.

DATED this 25 day of June 2025.

BOARD OF COUNTY COMMISSIONERS  
FOR COLUMBIA COUNTY, OREGON

Approved as to form.

By: [Signature]  
Office of County Counsel

By: [Signature]  
Kellie Jo Smith, Chair

By: [Signature]  
Casey Garrett, Commissioner

By: Not Present  
Margaret Magruder, Commissioner

Strikethroughs are intended by the parties to be deleted in their entirety.

Initials: ABL Initials: SM

## SPECIFICATION FOR FACILITIES OR OPERATIONS UPON A PUBLIC ROAD

This specification includes the terms and conditions set forth in Attachment A (ODFW Sauvie Island Beach Access Pass and Reeder Road Traffic Control) and Attachment B (Contribution) and is entered into between the State of Oregon acting by and through its Oregon Department of Fish and Wildlife ("Applicant," "Permittee" or "ODFW"), and Columbia County ("County"), each a "Party" and, together, the "Parties." See Attachment A for description of operations.

### PLAN REQUIREMENTS

#### A) UTILITY CONSTRUCTION

1. Two (2) sets of plans are required.
2. Plans shall state roads involved and give approximate dimensional location or provide staking of proposed facilities in relationship to centerline of road and edge of existing pavement.
3. Materials and sizes of facilities shall be stated on plans.
4. If other utilities or facilities may be in conflict with proposed project they shall be shown on the plans.
5. Traffic plan if required. (Minimum OSHA standards)

#### B) ROAD CONSTRUCTION

Comply with requirements in Columbia County Road Standards Document.

### LIABILITY AND CONTROL

Applicant shall be responsible and liable for all damage or injury to any person or property resulting from the physical location, installation, construction, maintenance operation or use of the facility or operation for which the Applicant has been granted a permit. ~~Applicant shall indemnify and hold harmless the County of Columbia, its officers, agents and employees against any and all damages, claims, demands, actions, causes of action, costs and expenses of whatsoever nature which they or any of them may sustain by reasons or acts, conduct, or operation of Applicant, its officers agents or employees in connection with locating the physical location, installation, construction, maintenance, repair, operation or use of said facility or in conducting an operation. See Attachment B, Contribution.~~ The Applicant shall file with the Road Department evidence of insurance in the following minimum amounts:

- (a) \$50,000 to any claimant for any number of claims for damage to or destruction of property, including consequential damages, arising out of a single accident or occurrence.
- (b) \$100,000 to any claimant as general and special damages for all other

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claims arising out of a single accident or occurrence unless those damages exceed \$100,000, in which case the claimant may recover additional special damages, but in no event shall the total award of special damages exceed \$100,000.

- (c) \$500,000 for any number of claims arising out of a single accident or occurrence.

The work area during any construction or maintenance performed under the permit provisions shall be protected in accordance with the current "Manual on Uniform Traffic Control Devices for Street and Highways" as amended or supplemented by the State Highway Commission. Necessary signs shall be furnished by the Applicant unless otherwise specified in the permit.

All signs, barricades, lights, cones and other such devices, and all flag-persons, pilot cars, pilot car operators and other such labor and equipment required for the safe directing and guiding of public traffic shall be provided, furnished and maintained by the Applicant. These protective and directional measures shall be undertaken beyond and outside the limits of the project, as well as within the project limits, when they have a direct bearing on or reference to the project.

~~During suspension of work, for any reason, the Applicant shall continue to be responsible for and shall maintain all temporary and protective and directional devices throughout the period of suspension in the same manner as when work is being performed.~~

Applicant is liable for any and all losses incurred due to deficiencies in traffic control or signing.

To insure compliance with the terms and conditions of the permit, the Road Department reserves the right to inspect the work during such periods as the Roadmaster deems necessary, to check compliance with the terms of the permit by Applicant and to require Applicant to correct all deviations from those terms and conditions.

Any supervision and/or control exercised by the Road Department personnel shall in no way relieve the Applicant of any duty or responsibility to the general public nor shall such supervision and/or control relieve Applicant from any liability for loss, damage or

injury to persons or property.

If the highway surface or highway facilities are damaged by the Applicant, Applicant shall replace or restore highway surface or highway facilities to a condition satisfactory to the Roadmaster, whether discovered at the time of installation or at a later date.

#### **PERFORMANCE BOND**

The County may require a performance bond for completion of the work in accordance with the approved plans and specs in an amount up to 100% of the cost of construction.

#### **CONSTRUCTION AND LOCATION**

Applicant or its contractor shall advise the Road Department office at 397-5090 at least 12 hours prior to commencing construction of a facility for which a permit has been issued.

Applicant's completed facility shall be in substantial conformance with the drawings or sketches required unless special permission is obtained from the Roadmaster to vary from same during installation. When such permission is obtained, Applicant shall furnish the Roadmaster a set of "as constructed" drawings or sketches detailing any such variances.

#### **TRENCHES**

No trench shall be excavated with a top width in excess of eighteen (18) inches more than the outside diameter of the pipe, conduit or cable to be installed with our permission is first obtained from the Roadmaster.

Trenched edges in paved areas shall be sawed or cut to neat lines by methods satisfactory by the Roadmaster to a depth sufficient to permit removal of the pavement without damage to the pavement to be left in place.

The depth of the trench shall be such that the top of the pipe or cable or other facility shall not be less than twenty-four (24) inches lower than of ground cover or the adjoining road surface, whichever is lower. In addition, the side of the pipe or cable or other facility shall be buried at a lateral distance not less than twenty-four (24) inches from any vertical or sloping surface such as the side of a ditch or a bank. In cases where the ground material makes placement at twenty-four (24) inches at

depth impossible or impractical, the Roadmaster may approve adequate mechanical protection in lieu of such burial by such methods as are satisfactory to the Roadmaster. Any uneven ground surfaces adjacent to the trench shall be leveled off or the depth of the trench increased.

Maximum length of the open trench shall not be greater than 500 feet and no trench shall be left in an open condition overnight.

Excavated material shall be piled in a manner as to cause the least possible restriction to traffic.

Immediately after the facility authorized by the permit has been placed in the trench, the trench shall be backfilled. If the trench is in the roadbed (surface or shoulder) the trench must be backfilled with Controlled Density Fill (CDF), commonly designated as flowable fill.

Specifications are as follows:

- 1) Less than 300 psi in 28 days.
- 2) 10 psi required before opening to traffic.
- 3) Must be non-segregating which requires air entrainment less than 15%.
- 4) Slump less than 4 inches will require backhoe tamping or vibrator.
- 5) Accelerators recommended for high early strength to allow for traffic.

The surface material shall be asphalt concrete placed to a compacted thickness of four (4) inches or the thickness of the removed pavement, whichever is greater.

The surface grade of any trench shall not deviate from the existing grade by more than  $\frac{1}{2}$  inch nor shall it create any noticeable bump or otherwise objectionable ride for motorists.

**JACKING, DRIVING AND BORING (Move in front of trenching)**

Utility crossings under paved roadways shall be jacked, driven or bored where possible. When the jacking, driving or boring method is used it shall be by approved means which will hold disturbances of surrounding material to a minimum. Sluicing and jetting is not permitted. Void or displacement outside the outside perimeter of the pipe, conduit or cable where greater than 0.1, shall be filled with sand or cement grout packed in place.

### PLOWING

Unless special permission is first obtained from the Roadmaster, direct burial of cable placed by the plowing method shall be limited to areas outside the surfaced and shoulder portion of the roadway.

### WATER LINES

Water lines crossing public roads shall be encased in casing pipe. Casing pipe shall be constructed to prevent leakage throughout its entire length under the road surfacing. Casing shall be installed so as to prevent the formation of a waterway under the road grade. The casing shall be not less than ten (10) gauge welded steel pipe or approved PVC pressure pipe. The ends of the casing shall extend three (3) feet from each edge of the road surface.

### CLEANUP

All debris, refuse and waste of all kinds which may have accumulate upon the public road by reason of the activity of the Applicant shall be removed immediately upon completion of the said activity, or as require by the Roadmaster, and the said public road must be restored to a condition as good as better than it was prior to such activity.

The contractor shall at all times so conduct his or her work as to insure the least possible obstruction or hazard to traffic. The convenience of the general public and the residents along the highway and the protection of persons and property is of prime importance and shall be provided for by the Contractor in an adequate and satisfactory manner.

Construction equipment shall not be parked on the traveled way, shoulder area, narrow median areas, gore areas, sidewalk or other such areas of the highway or street open to public traffic except as necessary for the work. Equipment so parked shall be adequately protected. Construction materials shall not be stockpiled on the traveled way, shoulder area, gore areas, sidewalks or other such areas unless permitted by the Roadmaster for temporary storage and is adequately marked and protected. Other

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locations within the project areas where parked equipment and stockpile material present a hazard to the public as determined by the Roadmaster shall be adequately protected by barrier or other means.

**MAINTENANCE OF UTILITIES Reserved.**

~~Permittee shall maintain at least a seven foot radius clear zone around any structure in the County right of way that is less than eight feet in height above the ground. Permittee shall not allow any vegetation to grow within the clear zone. If Permittee applies herbicides in the clear zone, Permittee shall comply with all Oregon laws, rules and regulations with respect to such application. Permittee shall immediately inform the County of the type of herbicides used as well as the amount used and date of application.~~

~~Permittee shall be liable for any and all damage to person or property or environmental liability caused by the application of herbicides. The County shall not be liable and Permittee shall indemnify and hold the County harmless from and against any damage to person or property, and any environmental liability cause by Permittee's failure to maintain the clear zone or caused by Permittee's maintenance of said clear zone, including the use and/or application of herbicides. If Permittee fails to maintain the clear zone, the County may maintain the clear zone and charge the Permittee costs to do so and the County may also immediately revoke this Permit. The County shall not be responsible for any damage done to Permittee's property during the County's maintenance of the clear zone. Permittee shall immediately reimburse the County for any and all damages suffered by the County while maintaining the clear zone, including costs to maintain the clear zone, and costs to repair ditches, road shoulders and County equipment."~~

**REMOVAL, RELOCATION, REPAIR**

- A. If any person fails to place, build, construct, maintain or remove a ditch, structure, facility or utility in accordance with rules and regulations adopted pursuant to this ordinance and the conditions of any construction permit issued pursuant to this ordinance, the Columbia County Roadmaster may, after the expiration of 30 days following the transmittal of a written notice to such person, at the expense of such person, remove the ditch, structure, facility or utility from the right of way or reconstruct, repair or maintain the ditch, structure, facility or utility in accordance with or as required by such

rules and regulations and the conditions of the permit. This expense may be recovered from such person by the County in any court of competent jurisdiction.

- B. Notwithstanding subsection A of this section, if the Roadmaster or his designee determines that a traffic or pedestrian hazard is created by the ditch, structure, facility or utility which causes imminent danger of personal injury, he may:
- 1) Order the ditch, structure, facility or utility removed, repaired or maintained to eliminate the hazard, within 24 hours after delivery of written notice to the person who placed or constructed the ditch, structure, facility or utility, and to the owner of the property on which the non-compliance occurred.
  - 2) If the ditch, structure, facility or utility is not removed, repaired or maintained to eliminate the hazard within the time set under paragraph 1) of this subsection, eliminate the hazard and recover the expenses of any removal, repair or maintenance of the ditch, structure, facility or utility from any such person in any court of competent jurisdiction.

For a period of one (1) year following the completion of work, the Applicant shall be responsible for the condition of the road surface and shoulders where work was done. Upon the request of the Road master, the Applicant shall repair any patches which become settled, cracked, broken or otherwise faulty.

The permit is issued pursuant to the law of the State of Oregon which authorizes the County to subsequently require the Applicant to remove, relocate, or repair the facility covered by the permit at the sole cost of Applicant.

#### **WARRANTIES, OTHER AGENCIES**

The County does not warrant that it has title to the right of way subject to this permit or the process by which it obtained the right of way or granted this permit. The County conveys only such permission as it has right, title and legal authority to convey. Applicant waives any right to damages occasioned by the County having no, or lessor, rights to the right of way or the County having failed to properly grant or administer this permit.

The County does not warrant that the right of way subject to this permit is suitable for any particular purposes and Applicant accepts the same AS IS. Applicant represents that he has inspected the right of way and that he is relying solely upon his inspection, and not upon any representations of the County, in his planning and conduct of operations therein. The County shall not be obligated to repair or maintain the improvements constructed by Applicant and such responsibility shall be Applicant's alone, until such time as the improvements are accepted as a County Road as that term is defined by Oregon law.

Nothing in this permit is intended to grant rights or imply approval in areas not falling within the authority and jurisdiction of the Public Works Department. It is the responsibility of Applicant to determine the need for and to obtain such licenses, permits, or other forms of approval which may be required by other State agencies, federal agencies, cities and/or counties of Oregon, utility companies or railroads.

#### **COMPLIANCE**

If the Applicant is found to be out of compliance with any of these requirements or specifications, the Road master shall notify the Applicant and request the repairs to be made. If they are not made within the time requested or if an emergency exists, the Road master may restore or replace the highway facilities by contractor or County forces, and the costs incurred shall be paid by the Applicant. No additional permits shall be issued to the Applicant by any department of the County, including the Planning Department, Road Department, or other County Department or Agency until the repairs are made and/or paid for.

#### **SURVEY MONUMENTS**

Applicant shall comply with ORS 209.150 regarding the removal or disturbance of survey monuments. All survey monuments that are disturbed or removed shall be replaced by a registered surveyor.

#### **SEASONAL CONSIDERATIONS**

The Road master may refuse to issue any permit or suspend any permit previously issued when due to weather or ground conditions, or for other important reasons, in the sole discretion of the Road master.

#### **SEVERABILITY**

If, for any reason, any portion of this ordinance is held invalid or unconstitutional by any court of competent jurisdiction, such portion of the ordinance shall be deemed a separate, distinct and independent portion and such holdings shall not affect the validity of the remaining portions hereof.

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## **Attachment A**

### **ODFW Sauvie Island Beach Access Pass and Reeder Road Traffic Control Columbia County Road Department Public Road Application and Construction Permit**

This summer ODFW plans to enact a temporary ODFW rule that limits Sauvie Island Beach parking off Reeder Road on weekends and state holidays this summer through September 1, 2025 (Labor Day). Under this temporary rule, in addition to the normal Wildlife Area parking permit requirements, ODFW will issue a limited number of free entry permits through its [Electronic Licensing System](#) for access to the Sauvie Island Beaches parking areas on those dates. To ensure compliance, ODFW plans to establish a checkpoint at the intersections of Reeder Road and Rentenaar Road to control entry, and hire a third-party vendor to manage traffic and help with crowd control. The traffic control vendor will inform visitors without the proper permits that they do not have a legal parking spot and turn them away at the checkpoint. David Evans and Associates is preparing a traffic management plan to manage the people and vehicles at the checkpoint. Oregon State Police will enforce violations, and illegally parked vehicles will be towed. In some situations, when parking is full or traffic is creating an unsafe condition, ODFW may want to close the road to all northbound traffic by the general public. ODFW staff are talking to neighbors now and are working on plans to limit any traffic delays for local residents and their visitors.

## **Attachment B Contribution**

1. Permittee is responsible for the acts and omissions of its officers, employees, or agents to the extent permitted by, and up to the limits provided by, the Oregon Constitution and the Oregon Tort Claims Act (ORS 30.260–30.300).
2. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 (a “Third Party Claim”) against a Party (the “Notified Party”) with respect to which the other Party (the “Other Party”) may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party, along with the written notice, a copy of the claim, process and all legal pleadings with respect to the Third Party Claim that have been received by the Notified Party. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this Section and a meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party’s contribution obligation under this Exhibit A with respect to the Third Party Claim.
3. With respect to a Third Party Claim for which Permittee is jointly liable with County (or would be if joined in the Third Party Claim ), Permittee shall contribute to the amount of expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by County in such proportion as is appropriate to reflect the relative fault of Permittee on the one hand and of County on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Permittee on the one hand and of County on the other hand shall be determined by reference to, among other things, the Parties’ relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Permittee’s contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.
4. With respect to a Third Party Claim for which County is jointly liable with Permittee (or would be if joined in the Third Party Claim), County shall contribute to the amount of expenses (including attorneys’ fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Permittee in such proportion as is appropriate to reflect the relative fault of County on the one hand and of Permittee on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of County on the one hand and of Permittee on the other hand shall be determined by reference to, among other

things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. County's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

## Michael Russell

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**From:** NIEMELA Steve A \* ODFW <Steve.A.NIEMELA@odfw.oregon.gov>  
**Sent:** Thursday, July 03, 2025 8:02 AM  
**To:** Michael Russell  
**Cc:** NEBEKER Mark A \* ODFW  
**Subject:** TMP  
**Attachments:** Temporary Traffic Control Plan-250702.pdf

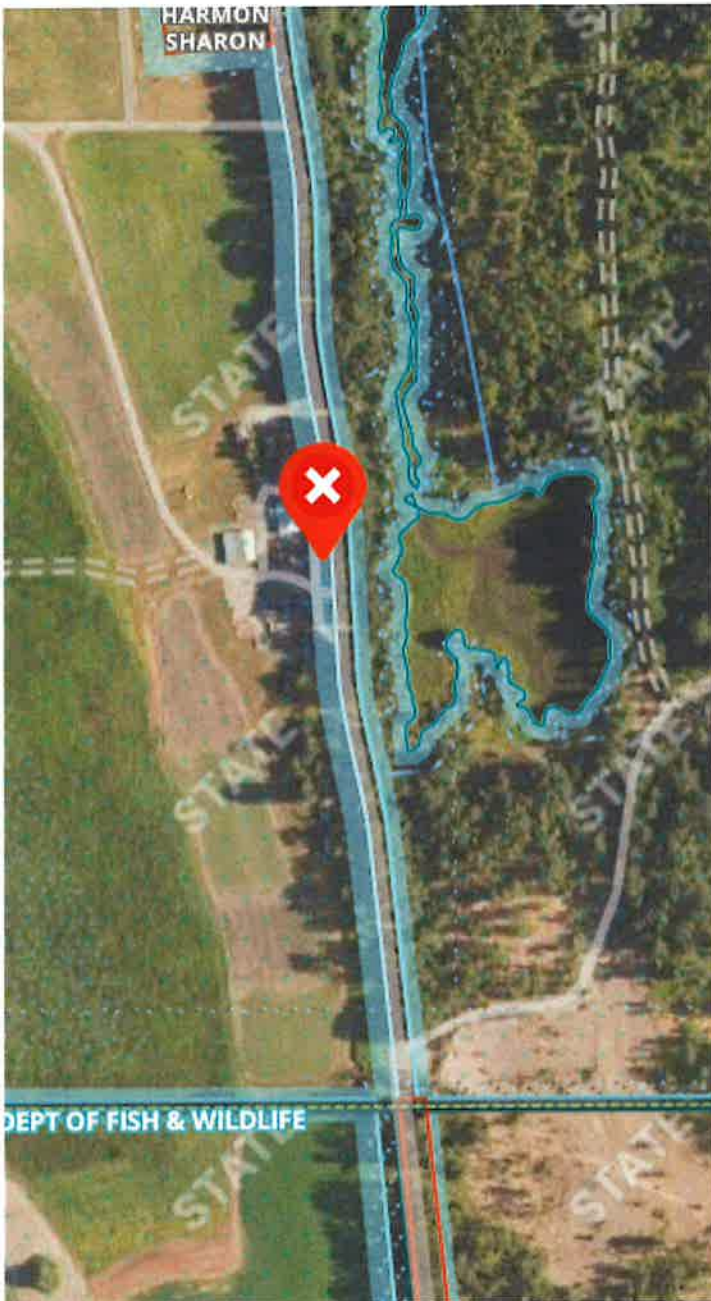
**CAUTION:** This email was NOT sent by the Columbia County email system. Do not click links or open attachments unless you are expecting this email and/or know the content is safe.  
Also, do NOT scan any 'QR' codes in this email.

Mike,

Attached please find our TMP from David Evans and Associates. The plan as written has a robust staffing, which we will likely use on high volume days, but we will also scale back on days when we expect traffic to be low due to weather conditions. Also, the plan differentiates between flaggers and ODFW staff, but we will likely treat them as interchangeable at times using our staff to supplement the flaggers, or vice versa as conditions dictate.

Location 2: We will not be deploying the orange signs marked as optional, but will have our PCMSs.

Location 3: We will add staff to Willow Bar as needed if traffic begins to back up, or to check permits at that location, but will not have staff there permanently on low volume days. Likely would only be one staff person. The PCMS shown here will be located at our ODFW shop as indicated below:



Location 4 (Flagger C): We will likely not have someone stationed in front of Island Cove, but will have someone on busy days floating between our reservation and non-reservation road, which is approximately ½ mile south of the check station, and close to Location 4.

Location 5: We will modify the number of flaggers 1, 2, 3, and 4 based on traffic demand.

ODFW Representative (North 1): This person will be an ODFW staff member and will answer questions. On days with low traffic when we do not use ODFW Representative (North 2) this person will be prepared to move south on Reservation Road to be an extra flagger and remove the north bound barricade to facilitate emergency vehicles.

ODFW Representative (North 2): This person may be ODFW staff or a flagger and will move between the reservation road and non-reservation road as traffic builds up. The position will be added during days with an expected ¼ mile to ½ traffic queue.

Reservation and non-reservation roads potential staff locations. The reservation road intersects Reeder about a ¼ mile from the checkpoint, and the non-reservation road intersects Reeder Road about ½ mile from Reeder Road.



Thanks,

Steve Niemela  
Watershed Manager  
North Willamette Watershed District  
Oregon Department of Fish and Wildlife  
17330 SE Evelyn Street  
Clackamas, OR 97015  
Office: 971-673-6005  
[steve.a.niemela@odfw.oregon.gov](mailto:steve.a.niemela@odfw.oregon.gov)

<https://www.oregonconservationstrategy.org/>

<https://myodfw.com/>

*The Oregon Department of Fish and Wildlife's (ODFW) mission is to protect and enhance Oregon's fish and wildlife and their habitats for use and enjoyment by present and future generations.*

# DESCRIPTION OF ROLES AND RESPONSIBILITIES

## **LOCATION #3**

### **Flagger D (Optional):**

- Equipped with STOP paddle

#### *During normal operations -*

- Checks for ODFW Wildlife Area permits and/or SIWA parking passes for those wishing to visit Willow Bar one vehicle at a time.
- Directs those with a valid permit and/or pass to proceed to park in the Willow Bar parking area. If the Willow Bar parking area is full, give vehicle driver the option to continue north to the check station or to turnaround at Willow Bar pullout to exit the SIWA.
- Directs those without a valid permit and/or pass to exit the SIWA by returning southbound along NW Reeder Rd. via Willow Bar pullout.
- Answers visitor questions efficiently and respectfully. Instructs them to where they can learn more (e.g. ODFW website).

#### *During emergency operations -*

- Upon notification that emergency vehicles are approaching, secures STOP paddle and moves 250' north and to the west side of NW Reeder Rd. Displays "STOP" to southbound traffic until otherwise directed.
- Communicates with Flagger A and Flagger C when to stop/allow traffic using two-way radio.

### **ODFW Representative (South):**

#### *During normal operations -*

- Maintains communication via radio with ODFW Representative (North) and Recommended Flagger C (if used).

#### *During emergency operations -*

- Upon notification that emergency vehicles are approaching, directs Flagger D to move into emergency position (if Flagger D is used).
- Radios to ODFW Representatives (North and Mid) once emergency vehicles passes.

## **LOCATION #4**

### **Flagger C (Recommended):**

- Equipped with STOP paddle

#### *During normal operations -*

- Maintains communication via radio with other flaggers as needed.

#### *During emergency operations -*

- Upon notification that emergency vehicles are approaching, secures STOP paddle and assumes position just south of the southern driveway of Island Cove RV park. Displays "STOP" to southbound traffic until otherwise directed.
- Communicates with Flagger A and Flagger D when to stop/allow traffic using two-way radio.

## **GENERAL NOTES:**

- Design speed = 35 mph
- All Flaggers, workers, staff and law enforcement shall wear ANSI Class 2 safety vest or other approved garment while working within the public roadway right of way.
- Maintain southbound Reeder Rd. lane closure for use by emergency response vehicles.
- Flaggers, Law Enforcement and ODFW staff to communicate using two-way radios.
- Do not stop/hold traffic at the Permit Checking Station for more than 20 minutes.

## **LOCATION #5**

### **ODFW Representative (North1):**

- Maintains radio communications with Optional Flagger C and ODFW Representatives (North2 and South) in the event of emergency.

### **State Trooper:**

- Responds to visitors not following protocol/emergency situations.

### **Flagger A:**

#### *During normal operations -*

- Communicates with Flaggers, Law Enforcement, and ODFW Staff.
- Directs Cleared vehicles to continue north on Reeder Rd.
- Directs vehicles without valid parking permit to exit via Rentenaar Rd. and access road. Notifies Law Enforcement of vehicles not following protocol.

#### *During emergency operations -*

- Upon notification that emergency vehicles are approaching, secures STOP. Displays "STOP" to southbound traffic until otherwise directed.
- Communicates with Flagger C and Flagger D when to stop/allow traffic using two-way radio.

### **Flaggers 1, 2, 3, and 4:**

- Check for ODFW Wildlife Area permits and/or SIWA parking passes four vehicles at a time (one flagger per vehicle).
- Direct those with a valid permit and/or pass to proceed north along Reeder Road.
- Direct those without a valid permit and/or pass to exit the SIWA by turning left at Rentenaar Road intersection.
- Answer visitor questions efficiently and respectfully. Instruct them to where they can learn more (e.g. ODFW website).
- Flagger 1: inform Flagger A when vehicles are cleared (e.g. have valid parking permit and/or pass and have been briefed on where to go).
- Flaggers 1, 2, 3, and 4: report to Flagger A if a specific vehicle is being denied access.
- Flagger 4: notify Flagger B when ready to receive next four vehicles for permit and/or pass inspection.

### **Flagger B:**

- Manages advancement of vehicles waiting for permit inspection. Looks for signal from Flagger 4 to release next four vehicles.
- Instructs next four vehicles to move forward and have permits ready.

### **ODFW Representative (North2):**

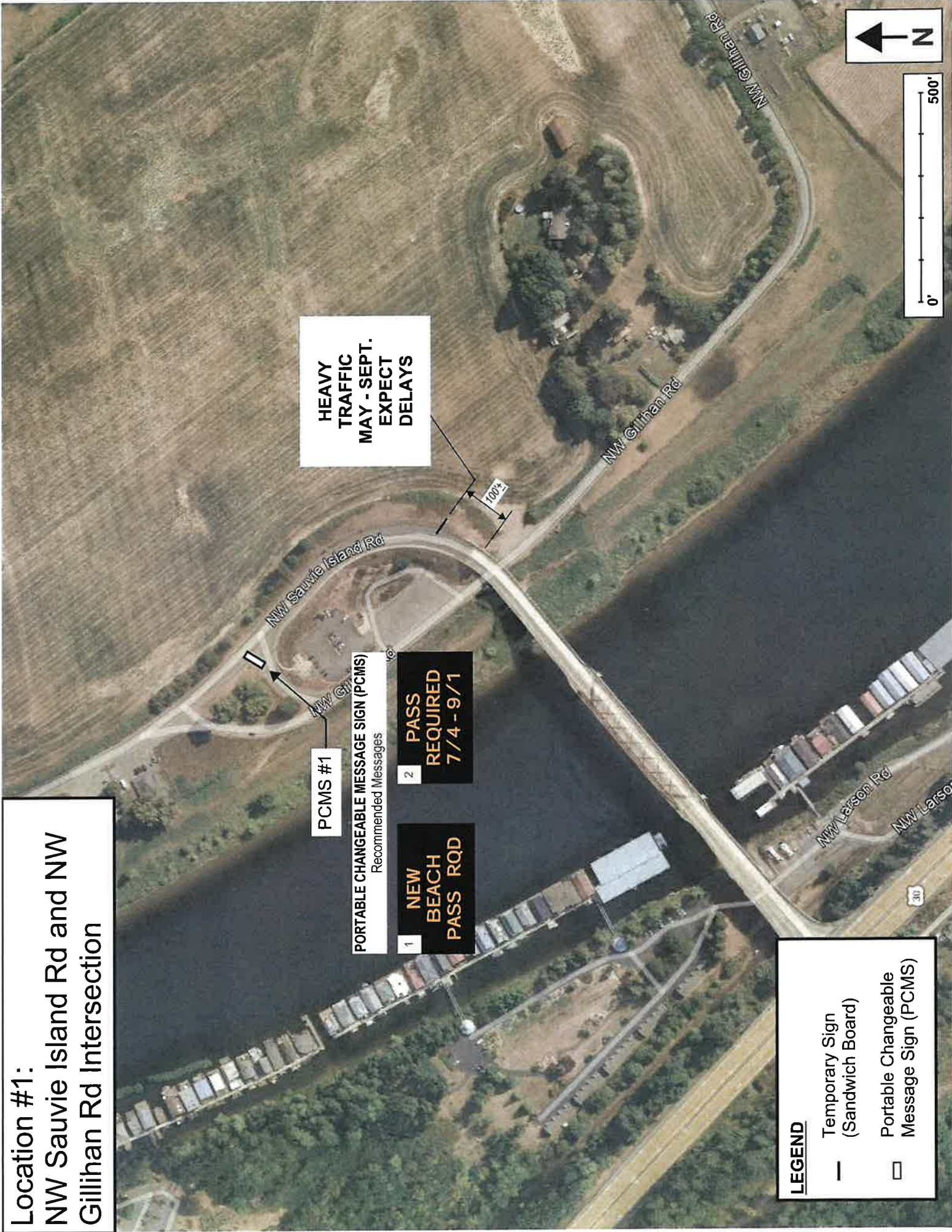
#### *During normal operations -*

- Directs northbound traffic along Reeder Rd. to the Permit Checking station.
- Maintains radio communications with Optional Flagger C and ODFW Representatives (North1 and South) in the event of emergency.

#### *During emergency operations -*

- Upon notification of emergency, moves traffic cones from closed southbound lane for emergency vehicle access, as needed.
- Radios to ODFW Representative (North) once emergency vehicles pass.

**Location #1:  
NW Sauvie Island Rd and NW  
Gillihan Rd Intersection**



**HEAVY TRAFFIC  
MAY - SEPT.  
EXPECT DELAYS**

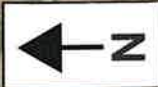
**PCMS #1**  
**PORTABLE CHANGEABLE MESSAGE SIGN (PCMS)**  
Recommended Messages

**1 NEW BEACH PASS RQD**

**2 PASS REQUIRED 7/4-9/1**

**LEGEND**

- Temporary Sign (Sandwich Board)
- Portable Changeable Message Sign (PCMS)



**Location #2:  
NW Reeder Rd and NW Gillihan Rd  
Rd Intersection**



**PERMIT PARKING ONLY** →  
**SAUVIE IS. EXIT** →  
**OPTIONAL SIGN**

**PORTABLE CHANGEABLE MESSAGE SIGN (PCMS)**  
Recommended Messages

**1 NEW BEACH PASS RQD**

**2 PASS REQUIRED 7/4 - 9/1**

**PERMIT PARKING ONLY** ←  
**SAUVIE IS. EXIT** →  
**OPTIONAL SIGN**

**PORTABLE CHANGEABLE MESSAGE SIGN (PCMS)**  
Recommended Messages

**1 NEW BEACH PASS RQD**

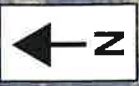
**2 PASS REQUIRED 7/4 - 9/1**

**LEGEND**

- Temporary Sign (post-mount or roll-up)
- ☐ Portable Changeable Message Sign (PCMS)

**NOTES:**  
Place PCMS #2 on Reeder Rd. approx. 400' west of the Gillihan Rd. intersection.  
Place PCMS #3 just north of driveway at 22884 NW Gillihan Rd. on east side of roadway.

0' 500'



# Location #3: Willow Bar Parking Area



**LEGEND**

- Temporary Sign (post-mount or roll-up)
- Temporary Sign (Sandwich Board)
- FLAGGER
- ODFW Staff
- Portable Changeable Message Sign (PMCS)

**1 NEW BEACH PASS RQD**

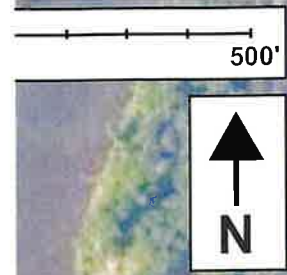
**2 PASS REQUIRED 7/4 - 9/1**

PORTABLE CHANGEABLE MESSAGE SIGN (PCMS)  
Recommended Messages

**Location #4:**  
**Island Cove RV Park**  
**(Anticipated End of Queue)**



175±



Island **FLAGGER C  
 RECOMMENDED**





*on busy days  
 floating along  
 Reeder Road  
 as needed*

Pope Lake Duck Club

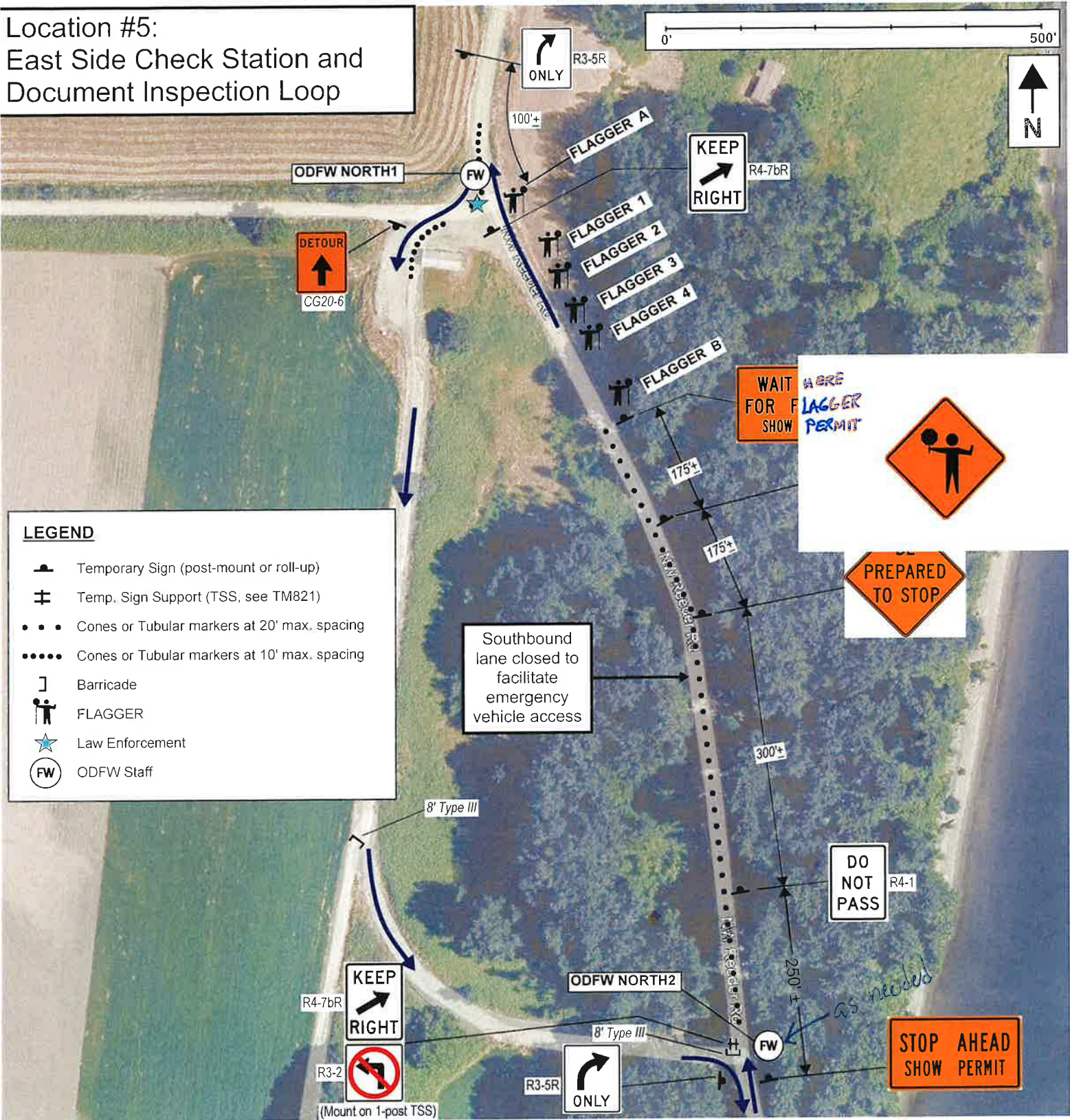
NW Reeder Rd

NW Reeder Rd

**LEGEND**

-  Temporary Sign (post-mount or roll-up)
-  FLAGGER (Normal Operations)
-  ODFW Staff
-  Portable Changeable Message Sign (PMCS)

**Location #5:**  
**East Side Check Station and Document Inspection Loop**



**LEGEND**

- Temporary Sign (post-mount or roll-up)
- Temp. Sign Support (TSS, see TM821)
- Cones or Tubular markers at 20' max. spacing
- Cones or Tubular markers at 10' max. spacing
- Barricade
- FLAGGER
- Law Enforcement
- ODFW Staff

WAIT HERE FOR FLAGGER TO SHOW PERMIT

PREPARED TO STOP

Southbound lane closed to facilitate emergency vehicle access

DO NOT PASS R4-1

STOP AHEAD SHOW PERMIT

*as needed*

(Mount on 1-post TSS)