

PORT OF HOOD RIVER COMMISSION

Tuesday, May 19, 2015

Marina Center Boardroom

5:00 p.m.

**Budget Hearing
Regular Session Agenda**

1. Call to Order
 - a. Modifications, Additions to Agenda

--Open Public Hearing Regarding Port of Hood River Approved FY 15-16 Budget--

2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
 - a. Approve Minutes of May 5, 2015 Budget Committee and May 5, 2015 Regular Session – Laurie (19)
 - b. Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$6,887 – Fred Kowell (25)
4. Reports, Presentations and Discussion Items
 - a. Airport Master Plan Update – Dave Miller, Century West Engineering
 - b. Marina Assessment – Larry Halgren, Halgren & Associates
 - c. Bridge Replacement Approach – Michael McElwee (67)
 - d. Executive Director Review Process – Michael McElwee (71)
5. Director’s Report
6. Commissioner, Committee Reports
 - a. Urban Renewal Agency (May 11) – Commissioners Streich and Davies
7. Action Items
 - a. Approve IGA with Hood River County for Marine Deputy Services – Liz Whitmore (93)
 - b. Approve Change Order #1 and authorize increase of \$20,603.41 to the contract with Crestline Construction for a total revised contract amount of \$657,984.70. – Liz Whitmore (99)
 - c. Approve Resolution No. 2014-15-3 extending worker’s compensation coverage to Port volunteers – Fred Kowell (101)
8. Commission Call

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

10. Possible Action

11. Adjourn

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

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

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Commission Memo



From: Fred Kowell
Date: May 4, 2015
Re: Budget Hearing

Please find attached the Summary Budget for the Port of Hood River as well as the Budget by Fund and by Cost Object for FY 2015-16.

The Budget Hearing is to take in public comment regarding the budget for FY 2015-16 and for the Board of Commissioners to make any minor adjustments they feel necessary from any public comment being made.

Staff will be able to move forward with budget adoption at the following Board of Commissioners meeting, June 2, 2015 with any adjustments that the Board may want to make coming out of this meeting.

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FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the Port of Hood River Commission will be held on May 19, 2015 at 5:00 pm at Port Office Building, Port Office Marina Center Board Room at 1000 E. Port Marina Drive, Hood River, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Port of Hood River Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Port Office Building at 1000 E. Port Marina Drive, Hood River, between the hours of 8 a.m. and 5 p.m, Monday - Friday. The budget may also be viewed online at www.portofhoodriver.com. This budget is for an annual budget period ending June 30, 2016.

Contact: Fred Kowell

Telephone: 541.386.1645

Email: fkowell@portofhoodriver.com

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	FY 2013-14	FY 2014-15	FY 2015-16
Beginning Fund Balance/Net Working Capital	2,893,422	3,040,055	2,850,500
Tolls	3,407,828	3,530,381	3,590,500
Lease Income	1,842,609	1,920,393	1,889,330
User fees	137,167	111,271	137,900
Marina	268,038	273,797	269,900
Airport	188,233	172,130	174,000
Grant Income	331,091	1,324,700	381,100
Property Sales	29,313	1,936,660	2,789,000
Other Debt	6,005	0	1,170,000
Interest Income	15,731	15,100	16,500
Interfund Transfers	1,195,474	2,259,363	2,260,500
All Other Resources Except Property Taxes	10,314,911	14,583,850	15,529,230
Property Taxes Estimated to be Received	59,664	59,101	61,700
Total Resources	10,374,575	14,642,951	15,590,930

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	1,568,489	1,853,683	1,966,000
Materials and Services	2,029,668	2,289,176	2,496,100
Capital Outlay	1,232,289	4,440,013	4,054,050
Debt Service	1,038,677	959,218	1,012,150
Interfund Transfers	1,195,474	2,259,363	2,260,500
Contingencies	0	1,000,000	1,000,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	3,309,978	1,841,498	2,802,130
Total Requirements	10,374,575	14,642,951	15,590,930

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM *

Name of Organizational Unit or Program FTE for that unit or program			
Toll Bridge-expenditures and reserved fund balance	2,689,910	2,663,994	2,842,700
FTE	11	11	11
Industrial Buildings	1,413,869	2,393,589	3,717,650
FTE	5	3	5
Commercial Buildings	170,717	260,533	202,100
FTE	1	1	1
Waterfront Recreation	534,747	1,334,800	776,500
FTE	4	6	4
Marina	672,074	441,109	362,550
FTE	1	1	1
Airport	343,449	441,965	254,000
FTE	1	1	1
Land	217,056	1,235,981	580,000
FTE	1	1	1
General Government	345,534	398,970	467,500
FTE	1	1	1
Unallocated Expenses	196,767	371,149	325,300
Unappropriated Ending Balance and Reserved for Future Expenditure	2,594,978	2,841,498	3,802,130
Pass through transfers	1,195,474	2,259,363	2,260,500
Total Requirements	10,374,575	14,642,951	15,590,930
Total FTE	25	25	25

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *

The estimated beginning fund balance for FY 2015-16 may be different from the actual year end balance for FY 2014-15 due to unanticipated activities. This budget proposes a discontinuance of ticket sales during the latter half of the year. This is due to upgrading the existing tolling system and the higher costs of using tickets as a form of payment. Capital improvements are scheduled for the bridge including engineering work for the Lift span and auxiliary truss. Additional funding is in place for ongoing welding, sub-structure pier analysis, lighting and some painting. Grant funding will continue to play a vital role for the Port with regard to its capital improvements. This year grants are being considered for the Hook Launch and the newly purchased Hanel Mills site. If these grants are approved, the Hanel Mills site will complete its environmental remediation, and the Hook Launch install recreation amenities. The Marina will include repairs to the Cruise Ship dock and some conceptual design work for the Transient dock. This budget contemplates a waterfront parking analysis, as well as pre-development work for Lot 1. Personnel costs depict a 6.2% increase, mostly due to PERS reform as healthcare decreased dampening the overall increase. Materials and Services depicts an increase of 6.5% primarily due to higher utility costs and professional services related to waterfront planning issues.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit .0332 per \$1,000)	.0332	.0332	.0332
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2015	Estimated Debt Authorized, But Not Incurred on July 1, 2015
General Obligation Bonds		
Other Bonds	\$2,430,000	
Other Borrowings	\$2,957,665	\$0
Total		

**PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16**

FORM LB 20

HISTORICAL DATA		ADOTTED BUDGET		BUDGET FY 2015-16	
2YRS PRIOR FY 2012-13	1YR PRIOR FY 2013-14	ADOTTED BUDGET FY 2014-15		PROPOSED	APPROVED
			RESOURCE DESCRIPTION		ADOPTED
1	2,038,308	1,737,248	CASH ON HAND-UNRESTRICTED	1,900,000	1,900,000
2	1,083	10,595	AVAILABLE CASH ON HAND (CASH BASIS)	11,000	11,000
3	2,039,391	1,747,843	INTEREST	1,911,000	1,911,000
4			TOTAL CASH AVAILABLE		
5					
6	3,440,147	3,395,349	TOLL BRIDGE		
7	10,000	10,000	BRIDGE TOLLS	3,575,500	3,575,500
8	3,000	3,000	CABLE CROSSING LEASES	10,000	10,000
9	11,858	2,479	GRANTS	-	-
10		8,774	OTHER	5,000	5,000
11	\$ 3,462,005	\$ 3,410,828	TOTAL TOLL BRIDGE	\$ 3,590,500	\$ 3,590,500
12					
13			INDUSTRIAL BUILDINGS		
14			***Big 7 Building***		
15	279,886	279,514	LEASE INCOME	147,000	147,000
16	42,016	54,661	REIMBURSABLE UTILITIES	50,000	50,000
17	13,702	13,717	PROPERTY TAX	12,000	12,000
18					
19	335,604	347,892	TOTAL BIG 7 BUILDING	\$ 209,000	\$ 209,000
20			***Jensen Property***		
21			JENSEN LAND RENT	1,200	1,200
22	313,219	328,725	LEASE INCOME	336,000	336,000
23	96,949	80,028	REIMBURSABLE UTILITIES	84,000	84,000
24	38,568	38,568	PROPERTY TAX	40,700	40,700
25					
26	448,736	447,321	TOTAL JENSEN PROPERTY	\$ 461,900	\$ 461,900
27			***Maritime Building***		
28	65,375	174,172	LEASE INCOME	232,000	232,000
29	9,545	31,492	REIMBURSABLE UTILITIES	30,000	30,000
30	4,897	14,453	PROPERTY TAX	15,700	15,700
31	79,817	220,117	TOTAL MARITIME BUILDING	\$ 277,700	\$ 277,700
32			***Halvard Building***		
33	123,847	164,903	LEASE INCOME	195,000	195,000
34	33,985	47,596	REIMBURSABLE UTILITIES	58,000	58,000
35	6,705	14,395	PROPERTY TAXES	57,500	57,500
36			LAND SALES	-	-
37	6,289	11,617	NOTES RECEIVABLE	19,550	19,550
38			GRANTS	-	-
39	8,555	-	OTHER FINANCING SOURCES	-	-
40	179,381	238,511	TOTAL HALYARD BUILDING	\$ 330,050	\$ 330,050
41			***Expo Center***		
42	-	-	SPECIAL EVENTS	-	-
43	166,919	138,857	LEASE INCOME	4,000	4,000
44	27,003	23,107	REIMBURSABLE UTILITIES	-	-
45	13,089	12,934	PROPERTY TAXES	-	-
46	-	-	OTHER FINANCING SOURCES	-	-

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2015-16		
2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED BUDGET FY 2014-15	LAND SALE	PROPOSED	APPROVED	ADOPTED
47			1,936,660		2,099,700	
48	\$ 207,011	\$ 174,898	\$ 1,936,660	\$ 2,103,700	\$ 2,103,700	\$ -
49						
50	38,744	52,125	48,840	66,000	66,000	-
51	954	2,439	2,625	7,000	7,000	-
52	7,906	(1,964)	2,494	7,300	7,300	-
53						
54	\$ 47,604	\$ 52,600	\$ 53,959	\$ 80,300	\$ 80,300	\$ -
55						
56	130,793	148,552	151,816	155,000	155,000	-
57	24,649	26,981	28,944	29,000	29,000	-
58	17,910	23,197	23,233	24,200	24,200	-
59	14,430	14,429	14,430	14,430	14,430	-
60	\$ 187,782	\$ 213,159	\$ 218,423	\$ 222,630	\$ 222,630	\$ -
61						
62				250,000	250,000	
63						
64						
65						
66	\$ -	\$ -	\$ -	1,170,000	1,170,000	-
67	\$ 1,485,935	\$ 1,694,498	\$ 3,564,994	\$ 5,105,280	\$ 5,105,280	\$ -
68						
69						
70						
71	37,839	37,274	40,061	40,000	40,000	-
72	1,689	862	1,074	-	-	-
73	614	2,060	1,094	-	-	-
74	\$ 40,142	\$ 40,196	\$ 42,229	\$ 40,000	\$ 40,000	\$ -
75						
76	42,499	56,443	64,920	66,000	66,000	-
77	5,425	-	-	-	-	-
78	10,906	8,064	8,392	9,000	9,000	-
79	-	2,534	2,715	10,500	10,500	-
80						
81	\$ 58,830	\$ 67,041	\$ 76,027	\$ 85,500	\$ 85,500	\$ -
82						
83	48,500	49,495	57,058	52,050	52,050	-
84	-	134	-	1,000	1,000	-
85	-	451	1,070	-	-	-

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2015-16	
2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED BUDGET FY 2014-15	TOTAL PORT OFFICE	PROPOSED	APPROVED
\$ 48,500	\$ 50,080	\$ 58,128	\$ 53,050	\$ 53,050	\$ -
\$ 147,472	\$ 157,317	\$ 176,384	\$ 178,550	\$ 178,550	\$ -
TOTAL COMMERCIAL BUILDINGS					
WATERFRONT INDUSTRIAL LAND					
LEASE INCOME		1,200	600	600	-
LAND SALE	16,840		689,300	689,300	-
OTHER INCOME	20,402		400	400	-
INCOME FROM GRANTS	-	575,000	-	-	-
PROPERTY TAXES	-		-	-	-
URA Repayment	27,061	105,682	124,200	124,200	-
\$ 263,529	\$ 64,303	\$ 681,882	\$ 814,500	\$ 814,500	\$ -
WATERFRONT RECREATION					
Event Site					
57,942	43,897	58,333	48,000	48,000	-
7,375	33,486	7,400	37,000	37,000	-
11,417	11,438	11,000	11,000	11,000	-
16,902	16,100	16,901	16,000	16,000	-
\$ 93,636	\$ 104,921	\$ 93,634	\$ 112,000	\$ 112,000	\$ -
Hook/Spit					
8,825	9,250	8,825	9,000	9,000	-
\$ 8,825	\$ 4,750	\$ 170,000	\$ 25,000	\$ 25,000	\$ -
Marina Park					
5,700	6,000	5,860	6,200	6,200	-
600	600	1,706	600	600	-
1,142	1,172	1,227	1,300	1,300	-
3,000	3,000	3,000	3,000	3,000	-
-	-	-	-	-	-
3,001	3,199	3,000	3,000	3,000	-
-	-	-	-	-	-
941	4,275	2,812	2,800	2,800	-
-	-	390,000	100,000	100,000	-
\$ 14,384	\$ 18,246	\$ 407,605	\$ 116,900	\$ 116,900	\$ -

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

HISTORICAL DATA		ADOPTED BUDGET		ADAPTED BUDGET		TOTAL WATERFRONT RECREATION		TOTAL MARINA		TOTAL AIRPORT		TOTAL GENERAL		TOTAL RESOURCES	
2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED FY 2014-15													
\$ 116,845	\$ 137,167	\$ 680,064					\$ 274,138	\$ 279,897	\$ 276,000	\$ 174,000	\$ 174,000	\$ 262,900	\$ 262,900	\$ 262,900	\$ 262,900
121															
122															
123							**MARINA **								
124	215,342	242,202	246,437				MOORAGE SLIP LEASE INCOME		164,100	164,100	164,100	164,100	164,100	164,100	164,100
125							MOORAGE ASSESSMENT		83,200	83,200	83,200	83,200	83,200	83,200	83,200
126			1,650				DINGHY DOCK		-	-	-	-	-	-	-
127	6,100	6,100	6,100				STATE MARINE BOARD		6,100	6,100	6,100	6,100	6,100	6,100	6,100
128	16,651	14,731	14,943				REIMBURSABLE UTILITIES		10,800	10,800	10,800	10,800	10,800	10,800	10,800
129	7,997	9,355	9,017				MISCELLANEOUS-Transient dock		9,400	9,400	9,400	9,400	9,400	9,400	9,400
130	3,725	1,750	1,750				CRUISE SHIPS		2,400	2,400	2,400	2,400	2,400	2,400	2,400
131	743,813						FLEX LEASE		-	-	-	-	-	-	-
132	3,000						GRANT		-	-	-	-	-	-	-
133	\$ 996,628	\$ 274,138	\$ 279,897				TOTAL MARINA		\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000	\$ 276,000
134															
135							AIRPORT								
136	93,902	96,066	96,249				T-HANGARS LEASES INCOME		101,000	101,000	101,000	101,000	101,000	101,000	101,000
137	30,169	30,690	22,230				HANGAR 1 LEASE INCOME		25,400	25,400	25,400	25,400	25,400	25,400	25,400
138	12,223	12,684	13,039				HANGAR LEASE INCOME		14,500	14,500	14,500	14,500	14,500	14,500	14,500
139	19,084	19,144	13,901				LAND LEASES		15,100	15,100	15,100	15,100	15,100	15,100	15,100
140	19,666	22,040	23,248				REIMBURSED UTILITIES		14,000	14,000	14,000	14,000	14,000	14,000	14,000
141	2,491	2,518	2,673				PROPERTY TAX		3,200	3,200	3,200	3,200	3,200	3,200	3,200
142	2,773,172	260,484	183,600				GRANT		-	-	-	-	-	-	-
143							LOANS		-	-	-	-	-	-	-
144	750	5,092	790				MISCELLANEOUS		800	800	800	800	800	800	800
145	\$ 2,951,457	\$ 448,718	\$ 355,730				TOTAL AIRPORT		\$ 174,000	\$ 174,000	\$ 174,000	\$ 174,000	\$ 174,000	\$ 174,000	\$ 174,000
146															
147															
148							GENERAL								
149							ADMINISTRATION GRANTS								
150							EMPLOYEE MEDICAL								
151							MISCELLANEOUS								
152		\$ 17,336	\$ 17,336				TOTAL GENERAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
153															
154	\$ 11,463,262	\$ 7,952,148	\$ 11,379,331				TOTAL RESOURCES		\$ 12,312,730	\$ 12,312,730	\$ 12,312,730	\$ 12,312,730	\$ 12,312,730	\$ 12,312,730	\$ 12,312,730

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

(10)

HISTORICAL DATA		ADOPTED BUDGET		ADOPTED BUDGET		BUDGET FY 2015-16	
2YRS PRIOR	1 YR PRIOR	1 YR PRIOR	ADOPTED	ADOPTED	PROPOSED	APPROVED	ADOPTED
FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2014-15			
TOLL BRIDGE							
PERSONNEL SERVICES							
WAGES & SALARIES	372,488	471,565	523,854		567,100		
TAXES & BENEFITS	130,721	151,283	213,896		231,900		
TOTAL PERSONNEL SERVICES	503,209	622,848	737,749		799,000		
MATERIALS & SERVICES							
ALL UTILITIES	17,006	18,549	20,360		20,000		
FIXED MAINTENANCE	208	15,126	10,000		22,000		
INSURANCE	219,009	225,728	224,652		231,000		
PROFESSIONAL SERVICES -Other	7,589	29,885	49,000		50,000		
PROFESSIONAL SERVICES -Legal	689	198	1,000		1,000		
CREDIT CARD PROCESSING	30,394	33,974	40,018		40,000		
TRANSPONDER WRITE-OFF					25,000		
MISCELLANEOUS REPAIRS & PURCHASES	58,170	59,867	55,921		40,000		
TOTAL MATERIALS & SERVICES	333,065	383,327	400,951		429,000		
CAPITAL OUTLAY							
CAPITAL PURCHASE		2,857	105,800		260,000		
TOTAL CAPITAL OUTLAY		2,857	105,800		260,000		
TOTAL TOLL BRIDGE	836,274	1,009,032	1,244,500		1,488,000		
INDUSTRIAL BUILDINGS							
Big 7 Building							
PERSONNEL SERVICES							
WAGES & SALARIES	21,092	21,531	25,980		27,600		
TAXES & BENEFITS	11,827	8,208	13,034		13,200		
TOTAL PERSONNEL SERVICES	32,919	29,739	39,015		40,800		
MATERIALS & SERVICES							
ALL UTILITIES	63,361	64,320	68,071		69,000		
FIXED MAINTENANCE	6,986	5,177	7,499		20,000		
INSURANCE	8,501	9,941	9,904		9,500		
PROPERTY TAX	25,075	25,558	28,439		24,400		
PROFESSIONAL SERVICES-Design & Engineering	1,217	-	1,075		1,000		
PROFESSIONAL SERVICES-Commission	469	643	1,000		1,000		
PROFESSIONAL SERVICES-Legal	12,548	11,770	12,637		14,000		
MISCELLANEOUS REPAIRS & PURCHASES	118,157	117,409	128,625		138,900		
TOTAL MATERIALS & SERVICES	32,666	4,542	107,000		93,550		
CAPITAL PURCHASES	32,666	4,542	107,000		93,550		
TOTAL CAPITAL OUTLAY	32,666	4,542	107,000		93,550		
TOTAL BIG 7 BUILDING	183,742	151,690	274,640		273,250		
Jensen Property							
PERSONNEL SERVICES							
WAGES & SALARIES	33,571	34,724	39,336		41,300		
TAXES & BENEFITS	18,106	13,238	19,902		19,600		
TOTAL PERSONNEL SERVICES	51,677	47,962	59,238		60,900		
MATERIALS & SERVICES							
ALL UTILITIES	101,422	97,818	103,960		110,000		
FIXED MAINTENANCE	720	14,592	20,930		12,000		
INSURANCE	4,154	5,141	5,467		5,500		
PROPERTY TAX	38,451	39,283	41,308		41,500		
PROFESSIONAL SERVICES-Design & Engineering	294	320	3,000		4,000		
PROFESSIONAL SERVICES-Legal	172	3,240	1,000		1,000		
MISCELLANEOUS REPAIRS & PURCHASES	14,469	11,117	14,992		12,000		

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		BUDGET FY 2015-16	
2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	PROPOSED	APPROVED
ADOPTED BUDGET FY 2014-15	EXPENDITURES DESCRIPTION		
52 \$ 159,682	\$ 171,511	\$ 186,000	\$ 186,000
53			
54	20,305		
55 \$ -	\$ 20,305	\$ 58,200	\$ 58,200
56			
57	144,942	145,000	145,000
58 \$ 144,942	\$ 144,942	\$ 145,000	\$ 145,000
59 \$ 356,301	\$ 384,720	\$ 450,100	\$ 450,100
60			
61			
62	18,090	21,600	21,600
63	9,842	9,900	9,900
64 \$ 25,371	\$ 24,919	\$ 31,500	\$ 31,500
65			
66	29,248	38,000	38,000
67	919	12,000	12,000
68	3,690	4,500	4,500
69	11,751	15,800	15,800
70	17,532	4,000	4,000
71	4,608	1,000	1,000
72	24,223	12,000	12,000
73 \$ 91,971	\$ 73,554	\$ 87,300	\$ 87,300
74			
75	44,735	25,000	25,000
76 \$ 44,735	\$ 49,983	\$ 25,000	\$ 25,000
77 \$ 162,077	\$ 148,456	\$ 143,800	\$ 143,800
78			
79			
80	34,084	39,300	39,300
81	20,002	18,100	18,100
82 \$ 54,086	\$ 47,480	\$ 57,400	\$ 57,400
83			
84	45,720	79,000	79,000
85	20,209	20,000	20,000
86	4,006	5,000	5,000
87	13,963	57,300	57,300
88	-	1,000	1,000
89	7,092	3,500	3,500
90	21,988	6,000	6,000
91 \$ 112,978	\$ 117,935	\$ 171,800	\$ 171,800
92			
93	278,700	22,000	22,000
94 \$ 278,700	\$ 244,834	\$ 22,000	\$ 22,000
95 \$ 445,764	\$ 410,249	\$ 251,200	\$ 251,200
96			
97			
98	35,784	6,600	6,600
99	19,680	2,900	2,900
100 \$ 55,464	\$ 33,937	\$ 9,500	\$ 9,500
101			
102	40,413	12,000	12,000
103	2,220	1,000	1,000

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA				EXPENDITURES			
	2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED BUDGET FY 2014-15	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
104	6,933	8,128	239	INSURANCE	3,500	3,500	-
105	35,728	34,870	1,406	PROPERTY TAX	13,600	13,600	-
106	-	22,660	-	PROFESSIONAL SERVICES-Design & Engineering	1,000	1,000	-
107	-	6,111	-	PROFESSIONAL SERVICES-Legal	2,000	2,000	-
108	3,548	3,800	-	MISCELLANEOUS REPAIRS & PURCHASES	500	500	-
109	88,842	115,466	4,145	TOTAL MATERIALS & SERVICES	33,600	33,600	-
110	-	-	-	CAPITAL OUTLAY	-	-	-
111	-	-	-	CAPITAL PURCHASES	-	-	-
112	-	-	-	TOTAL CAPITAL OUTLAY	-	-	-
113	144,306	149,403	16,509	TOTAL EXPO CENTER	43,100	43,100	-
114	-	-	-	***Timber Incubator Property***	-	-	-
115	-	-	-	PERSONNEL SERVICES	-	-	-
116	18,723	18,215	19,562	WAGES & SALARIES	20,100	20,100	-
117	10,452	6,972	9,619	TAXES & BENEFITS	9,300	9,300	-
118	29,175	25,187	29,181	TOTAL PERSONNEL SERVICES	29,400	29,400	-
119	-	-	-	MATERIALS & SERVICES	-	-	-
120	5,745	5,768	6,775	ALL UTILITIES	11,000	11,000	-
121	1,372	6,191	9,459	FIXED MAINTENANCE	6,000	6,000	-
122	905	1,110	928	INSURANCE	1,100	1,100	-
123	7,669	1,505	7,797	PROPERTY TAX	7,300	7,300	-
124	108	-	1,000	PROFESSIONAL SERVICES-Design & Engineering	1,000	1,000	-
125	288	180	1,000	PROFESSIONAL SERVICES-Legal	1,000	1,000	-
126	3,245	982	1,539	MISCELLANEOUS REPAIRS & PURCHASES	2,000	2,000	-
127	19,332	15,736	28,498	TOTAL MATERIALS & SERVICES	29,400	29,400	-
128	-	-	-	CAPITAL OUTLAY	-	-	-
129	-	-	43,000	CAPITAL PURCHASES	5,000	5,000	-
130	-	-	43,000	TOTAL CAPITAL OUTLAY	5,000	5,000	-
131	48,507	40,923	100,679	TOTAL TIMBER INCUBATOR PROPERTY	63,800	63,800	-
132	-	-	-	***Wasco Street Business Park***	-	-	-
133	-	-	-	PERSONNEL SERVICES	-	-	-
134	27,527	28,313	32,433	WAGES & SALARIES	34,200	34,200	-
135	15,189	11,194	16,235	TAXES & BENEFITS	16,200	16,200	-
136	42,716	39,507	48,668	TOTAL PERSONNEL SERVICES	50,400	50,400	-
137	-	-	-	MATERIALS & SERVICES	-	-	-
138	33,133	36,726	39,913	ALL UTILITIES	41,000	41,000	-
139	332	9,762	6,474	FIXED MAINTENANCE	13,000	13,000	-
140	2,970	3,608	3,465	INSURANCE	4,000	4,000	-
141	22,752	23,197	24,443	PROPERTY TAX	24,700	24,700	-
142	-	-	-	PROFESSIONAL SERVICES-Design & Engineering	1,000	1,000	-
143	347	-	1,000	PROFESSIONAL SERVICES-Legal	1,000	1,000	-
144	8,295	7,041	6,714	MISCELLANEOUS REPAIRS & PURCHASES	15,000	15,000	-
145	67,829	80,334	82,009	TOTAL MATERIALS & SERVICES	99,700	99,700	-
146	-	-	-	CAPITAL OUTLAY	-	-	-
147	-	8,588	30,000	CAPITAL PURCHASES	8,000	8,000	-
148	-	8,588	30,000	TOTAL CAPITAL OUTLAY	8,000	8,000	-
149	110,545	128,429	160,677	TOTAL WASCO STREET BUSINESS PARK	158,100	158,100	-
150	-	-	-	***HANEL***	-	-	-
151	-	-	-	PERSONNEL SERVICES	-	-	-
152	-	10,000	10,000	WAGES & SALARIES	15,900	15,900	-
153	-	2,000	2,000	TAXES & BENEFITS	7,400	7,400	-
154	-	-	-	TOTAL PERSONNEL SERVICES	23,300	23,300	-
155	-	-	-	MATERIALS & SERVICES	-	-	-

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA				EXPENDITURES			
	2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED BUDGET FY 2014-15	DESCRIPTION	PROPOSED	APPROVED	ADOPTED
156				ALL UTILITIES	10,000	10,000	10,000
157			10,000	FIXED MAINTENANCE	10,000	10,000	-
158			1,000	INSURANCE	1,000	1,000	-
159			10,000	PROPERTY TAX	10,000	10,000	-
160			20,000	PROFESSIONAL SERVICES-Design & Engineering	20,000	20,000	-
161			5,000	PROFESSIONAL SERVICES-Legal	5,000	5,000	-
162			2,000	MISCELLANEOUS REPAIRS & PURCHASES	2,000	2,000	-
163			48,000	TOTAL MATERIALS & SERVICES	58,000	58,000	-
164				CAPITAL OUTLAY			
165			915,000	CAPITAL PURCHASES	2,195,000	2,195,000	-
166				TOTAL CAPITAL OUTLAY	2,195,000	2,195,000	-
167				PRINCIPAL & INTEREST	58,000	58,000	-
168				TOTAL DEBT SERVICE	58,000	58,000	-
169			975,000	TOTAL HANEL	2,334,300	2,334,300	-
170			2,393,589	TOTAL INDUSTRIAL BUILDINGS	3,717,650	3,717,650	-
171				TOTAL COMMERCIAL BUILDINGS			
172				***State DMV Office Building***			
173				PERSONNEL SERVICES			
174			14,079	WAGES	15,300	15,300	-
175			6,778	BENEFITS	7,100	7,100	-
176			20,857	TOTAL PERSONNEL SERVICES	22,400	22,400	-
177				MATERIALS & SERVICES			
178			5,033	ALL UTILITIES	5,100	5,100	-
179			5,566	FIXED MAINTENANCE	8,000	8,000	-
180			670	INSURANCE	800	800	-
181			2,098	PROPERTY TAX	1,500	1,500	-
182			104	PROFESSIONAL SERVICES-Design & Engineering	1,000	1,000	-
183			594	PROFESSIONAL SERVICES-Legal	1,000	1,000	-
184			9,982	MISCELLANEOUS REPAIRS & PURCHASES	9,000	9,000	-
185			24,453	TOTAL MATERIALS & SERVICES	26,400	26,400	-
186				CAPITAL OUTLAY			
187			44,845	CAPITAL PURCHASES	5,000	5,000	-
188			44,845	TOTAL CAPITAL OUTLAY	5,000	5,000	-
189			37,785	TOTAL STATE DMV OFFICE BUILDING	53,800	53,800	-
190			90,155	***Marina Office Building***			
191				PERSONNEL SERVICES			
192			22,332	WAGES	23,400	23,400	-
193			10,667	BENEFITS	10,900	10,900	-
194			32,999	TOTAL PERSONNEL SERVICES	34,300	34,300	-
195				MATERIALS & SERVICES			
196			10,215	ALL UTILITIES	10,200	10,200	-
197			3,727	FIXED MAINTENANCE	5,000	5,000	-
198			1,758	INSURANCE	1,800	1,800	-
199			10,068	PROPERTY TAX	10,500	10,500	-
200				PROFESSIONAL SERVICES-Design & Engineering	1,000	1,000	-
201			1,000	PROFESSIONAL SERVICES-Legal	1,000	1,000	-
202			7,014	MISCELLANEOUS REPAIRS & PURCHASES	5,000	5,000	-
203			33,782	TOTAL MATERIALS & SERVICES	34,500	34,500	-
204				CAPITAL OUTLAY			
205			57,090	CAPITAL PURCHASES	14,500	14,500	-
206			57,090	TOTAL CAPITAL OUTLAY	14,500	14,500	-

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		ADOTTED BUDGET		ADOTTED BUDGET		BUDGET FY 2015-16	
2 YRS PRIOR	1 YR PRIOR	ADOTTED	BUDGET	PROPOSED	APPROVED	ADOTTED	
FY 2012-13	FY 2013-14	FY 2014-15					
207 \$	60,218 \$	109,449 \$	123,871	83,300 \$	83,300 \$	83,300 \$	-
208							
209							
210	15,582	9,835	11,708			13,500	
211	8,162	3,966	5,549			6,100	
212 \$	23,744 \$	13,801 \$	17,257			19,600 \$	
213							
214	1,772	2,702	7,367			5,500	
215	-	3,153	1,947			7,000	
216	-	1,021	690			2,400	
217	-	-	2,070			-	
218	485	-	518			1,000	
219	90	90	-			500	
220	2,140	2,715	1,658			4,000	
221 \$	4,487 \$	9,681 \$	14,250			20,400 \$	
222							
223	116,324	-	15,000			25,000	
224 \$	116,324 \$	- \$	15,000			25,000 \$	
225 \$	144,555 \$	23,482 \$	46,507			65,000 \$	
226 \$	244,772 \$	170,716 \$	260,533			202,100 \$	
227							
228							
229	48,359	33,190	31,292			30,700	
230	27,651	12,800	12,800			13,400	
231 \$	76,010 \$	45,990 \$	44,092			44,100 \$	
232							
233	-	627	2,000			4,000	
234						1,200	
235						135,000	
236	1,182	76,372	132,500			40,000	
237	53,833	16,670	10,000			10,000	
238	54,929	34,714	10,000			2,200	
239	4,070	1,832	5,134			6,000	
240	10,556	5,641	3,000			198,400 \$	
241 \$	124,570 \$	135,856 \$	162,634			337,500	
242						337,500	
243	307,065	35,210	1,029,255			337,500 \$	
244 \$	307,065 \$	35,210 \$	1,029,255			-	
245							
246	-	-	-			-	
247							
248 \$	507,645 \$	217,056 \$	1,235,981			580,000 \$	
249							
250							
251							
252	63,894	72,953	97,936			113,300	
253	28,965	23,917	21,271			25,300	
254 \$	92,859 \$	96,870 \$	119,207			138,600 \$	
255							
256	10,694	12,430	12,836			15,000	
257	-	8,089	10,377			9,000	
258	461	577	521			800	

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PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2015-16	
2YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED FY 2014-15	PROPOSED	APPROVED	ADOPTED
259	-	1,035	2,000	2,000	-
260	552	4,000	2,000	2,000	-
261	21,633	7,468	11,000	11,000	-
262	33,340	34,126	39,800	39,800	-
263	-	-	-	-	-
264	-	10,000	75,000	75,000	-
265	-	10,000	75,000	75,000	-
266	126,199	130,996	253,400	253,400	-
267	-	166,403	-	-	-
Hook/Spit					
268	23,229	28,501	32,700	32,700	-
269	10,640	9,732	13,000	13,000	-
270	33,869	38,233	45,700	45,700	-
271	-	-	-	-	-
272	-	-	-	-	-
273	-	-	1,000	1,000	-
274	2,096	428	500	500	-
275	13,742	6,095	1,000	1,000	-
276	15,838	11,187	500	500	-
277	-	-	6,000	6,000	-
278	-	-	9,000	9,000	-
279	-	39,970	80,000	80,000	-
280	-	39,970	80,000	80,000	-
281	49,707	89,390	134,700	134,700	-
282	-	246,000	-	-	-
283	-	305,393	-	-	-
Marina Park					
284	134,588	147,000	135,900	135,900	-
285	65,848	53,673	56,300	56,300	-
286	200,436	200,673	192,200	192,200	-
287	-	-	-	-	-
288	24,649	28,959	25,000	25,000	-
289	5,172	23,386	24,700	24,700	-
290	691	1,123	1,600	1,600	-
291	1,142	1,172	1,400	1,400	-
292	-	-	5,000	5,000	-
293	295	500	500	500	-
294	21,156	6,138	13,000	13,000	-
295	53,105	60,778	71,200	71,200	-
296	-	-	-	-	-
297	-	-	-	-	-
298	11,160	52,910	125,000	125,000	-
299	11,160	52,910	125,000	125,000	-
300	264,701	314,361	388,400	388,400	-
301	440,607	534,747	776,500	776,500	-
302	-	-	-	-	-
303	53,642	89,971	98,000	98,000	-
304	24,242	31,756	46,200	46,200	-
305	77,884	121,727	144,200	144,200	-
306	27,381	11,007	22,000	22,000	-
307	1,726	23,110	18,000	18,000	-
308	6,855	13,547	15,000	15,000	-

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2015-16	
2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED BUDGET FY 2014-15	PROPOSED	APPROVED	ADOPTED
309	-	-	-	-	-
310	2,047	1,194	11,000	11,000	11,000
311	1,866	6,876	6,000	6,000	6,000
312	32,238	12,334	22,000	22,000	22,000
313	72,113	68,068	94,000	94,000	94,000
314					
315	344,079	376,003	24,000	24,000	24,000
316	344,079	376,003	24,000	24,000	24,000
317					
318	25,954	106,276	100,350	100,350	100,350
319	25,954	106,276	100,350	100,350	100,350
320	520,030	672,074	362,550	362,550	362,550
321	520,030	672,074	362,550	362,550	362,550
322					
323					
324					
325	52,520	52,330	55,100	55,100	55,100
326	26,225	19,152	25,900	25,900	25,900
327	78,745	71,482	81,000	81,000	81,000
328					
329	34,368	39,350	40,000	40,000	40,000
330	19,950	70,802	50,000	50,000	50,000
331	7,935	8,442	9,200	9,200	9,200
332	3,949	4,243	3,800	3,800	3,800
333	1,209	5,056	5,000	5,000	5,000
334	15,673	7,064	8,000	8,000	8,000
335	11,860	6,894	9,000	9,000	9,000
336	94,944	141,611	125,000	125,000	125,000
337					
338	3,407,348	130,355	48,000	48,000	48,000
339	3,407,348	130,355	48,000	48,000	48,000
340	3,581,037	343,448	254,000	254,000	254,000
341					
342					
343					
344	116	-	9,000	9,000	9,000
345	116	-	15,000	15,000	15,000
346			24,000	24,000	24,000
347	43,620	48,249	47,000	47,000	47,000
348	423	20	500	500	500
349	4,412	3,307	5,500	5,500	5,500
350	2,650	1,259	5,000	5,000	5,000
351		19,929	24,000	24,000	24,000
352			16,000	16,000	16,000
353			2,000	2,000	2,000
354	2,199	4,304	8,000	8,000	8,000
355	53,304	77,068	108,000	108,000	108,000
356					
357	-	12,620	45,000	45,000	45,000
358	-	12,620	45,000	45,000	45,000
359	53,420	89,688	177,000	177,000	177,000
360					
361					

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

HISTORICAL DATA		BUDGET FY 2015-16	
2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	PROPOSED	APPROVED
ADOTTED		ADOTTED	
BUDGET		ADOTTED	
FY 2014-15		ADOTTED	
362			
363	157	-	-
364	157	-	-
365			
366			
367	4,205	22,000	22,000
368	27,156	31,000	31,000
369	27,186	35,000	35,000
370	58,547	88,000	88,000
371			
372	31,961	60,300	60,300
373	31,961	60,300	60,300
374	90,665	148,300	148,300
375			
376	7,725,692	7,706,100	7,706,100
377			
378	312,484	405,800	405,800
379	1,687,837	1,854,700	1,854,700
380	-	500,000	500,000
381			
382	9,726,013	10,466,600	10,466,600
383			
384	1,737,249	1,846,130	1,846,130
385			
386			
387			
388	1,428,350	1,848,300	1,848,300
389	1,547,564	2,048,400	2,048,400
390	4,578,882	3,506,050	3,506,050
391	170,896	303,350	303,350
392	2,000,321	2,260,500	2,260,500
393	-	500,000	500,000
394	1,737,249	1,846,130	1,846,130
395			
396	11,463,262	12,312,730	12,312,730

PORT OF HOOD RIVER
BRIDGE REPAIR AND REPLACEMENT FUND
BUDGET FOR FISCAL YEAR 2015-16

HISTORICAL DATA		RESOURCE & EXPENDITURE DESCRIPTION		BUDGET FY 2015-16	
2YRS PRIOR FY 2012-13	* 1ST PRECEDING FY 2012-13	ADMITTED	* PROPOSED	* APPROVED	ADOPTED
1					
2	946,941	1,100,706	889,600	889,600	
3	3,910	4,557	5,000	5,000	
4		6,005			
5					
6	950,851	1,111,268	894,600	894,600	
7					
8	1,687,837	906,940	1,854,700	1,854,700	
9					
10					
11	\$ 2,638,688	\$ 2,018,208	\$ 2,749,300	\$ 2,749,300	\$ -
12					
13					
14	7,135	7,526	18,400	18,400	
15	3,858	2,673	8,000	8,000	
16	10,993	10,199	26,400	26,400	
17					
18	-	-	20,000	20,000	
19	-	-	50,000	50,000	
20	-	-			
21	352	352	1,500	1,500	
22	352	352	71,500	71,500	
23					
24	823,399	162,400	548,000	548,000	
25	823,399	162,400	548,000	548,000	
26					
27	703,238	787,459	708,800	708,800	
28	703,238	787,459	708,800	708,800	
29	\$ 1,537,982	\$ 960,410	\$ 1,354,700	\$ 1,354,700	\$ -
30					
31	-	-	-	-	
32	-	-	500,000	500,000	
33					
34	\$ 1,537,982	\$ 960,410	\$ 1,354,700	\$ 1,354,700	\$ -
35					
36	\$ 1,100,706	\$ 1,057,798	\$ 894,600	\$ 894,600	\$ -
37					
38					
39	10,993	10,199	26,400	26,400	
40	352	352	71,500	71,500	
41	823,399	162,400	548,000	548,000	
42	703,238	787,459	708,800	708,800	
43	-	-	-	-	
44	-	-	500,000	500,000	
45	400,706	357,798	169,600	169,600	
46	700,000	700,000	725,000	725,000	

*Port of Hood River Commission
 Meeting Minutes of May 5, 2015 Budget Committee Meeting
 Marina Center Boardroom
 5:00 PM*

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; Budget Committee Members John Benton, Larry Brown, John Everitt, Jeff Nicol and Rich Truax; from staff, Michael McElwee, Fred Kowell, Anne Medenbach, Genevieve Scholl, John Mann, and Laurie Borton

Absent: None

Media: None

1. CALL TO ORDER: President Rich McBride called the meeting to order at 5:08 p.m.

2. ELECTION OF OFFICERS:

Motion: Move to elect John Benton as Chair
Move: McBride
Second: Shortt
Vote: **Aye:** Benton, Brown, Everitt, Nicol and Truax; Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

Motion: Move to elect John Everitt as Secretary
Move: McBride
Second: Duckwall
Vote: **Aye:** Benton, Brown, Everitt, Nicol and Truax; Davies, Duckwall, McBride, Shortt and Streich
MOTION CARRIED

Benton requested staff to keep minutes. McBride turned the meeting over to Benton. Benton called on Michael McElwee, Executive Director as Budget Officer. McElwee thanked the Committee, Commissioners, and staff for their participation in tonight’s meeting and specifically acknowledged Chief Financial Officer Fred Kowell for his work in assembling budget documentation for discussion.

3. BUDGET MESSAGE: There was consensus that McElwee would provide highlights of the Budget Message rather than read the Message verbatim. Discussions that followed included that the functionality of upgrade of the software of the tolling system would not consider bridge tickets and a preliminary date of March 1, 2016 has been forecasted for discontinuing ticket sales. Tickets purchased prior to that date would continue to be honored. The question was asked if the preliminary date should instead be January 1, 2016 and the response was that the upgrade of the tolling system included a web-portal that would allow customers online payment on their BreezeBy account. The timing of when the web-portal would be operational will trigger when the discontinuance of bridge tickets would occur. Capital projects will also slow down in the fiscal year 2015-16 with the possible exception of the transient boat dock permitting process with the Oregon State Marine Board.

4. PUBLIC COMMENT: None.

5. BUDGET DELIBERATIONS: Discussions on the General, Revenue, and Bridge Repair & Replacements funds and supplemental budget schedules were led by Kowell, who commented that budgetary law dictates appropriation levels and that funds budgeted do not necessarily mean funds will be expended. The property tax levy will continue as is with an assessment of \$.0332 per \$1,000, which has been the rate for many years. Regarding revenue funds, Kowell highlighted bridge numbers are conservative due to through-put capacity on the bridge. With relation to expense discussions, highlights mentioned by Kowell include merit increases for personnel along with increases due to CPI. With regard to benefits, PERS has increased back to the levels a year ago, while healthcare costs have declined to mitigate to some degree the increases in PERS. Personnel costs are allocated based upon historical labor patterns throughout the assets served by the Port and the FY 2015-16 budget reflects an assumption that labor patterns will continue in the same manner; ongoing support for the toll bridge is needed and the budget reflects those improvements; debt for the Jensen Building will continue to 2020; transponder write offs have not previously been budgeted as a line item and are

now being reflected within the budget; Big 7 maintenance costs are higher and Halyard property taxes have almost doubled due to the assessed value, equipment, and tenant improvements ("TI"); placeholders include TIs for Marina Park buildings, cruise ship and transient dock repairs, purchase of two vehicles, and relocation of the Marina Green power vault. For the Bridge Repair & Replacement fund, Kowell commented the debt service fluctuation is associated with refinancing.

Schedules for Materials and Services were broken down by assets; a comparison of Professional Services was provided, along with a debt service schedule.

Upon conclusion of review of spreadsheets, Kowell invited any remaining questions or comments from the Budget Committee and Commission. Jeff Nicol commented on the Personnel Summary's 6.2% increase in total personnel and benefits saying this is not a small number and is something that needs to be monitored. Davies commented that some items are not within the Port's control and Kowell stated that whenever turnovers occur the percentage would decrease. Shortt added that staff rebuttal is to show what's being done to recover revenue on those expenses. McElwee commented that Nicol's concern is a fair question and the staff does need to be able to demonstrate values but that we also do need to keep in front of the issue.

Policy Questions:

- o Should increases in lease rates, currently based on CPI, consider other inflation indices that may be more relevant, such as a construction index? This is a policy decision that warrants further discussion.

Budget Amendment Recommendations:

- o Include a line item for bridge replacement legislative advocacy as a subset under Professional Services.
- o Do Expo expenses that are now a placeholder need to be revised?

6. ACTION ITEMS:

Motion: Move to Approve a Property Tax Levy at the Rate of \$.0332 per Thousand of Assessed Value for the FY 2015-16 Period

Move: Duckwall

Second: Everitt

Vote: **Aye:** Benton, Brown, Everitt, Nicol and Truax; Davies, Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to Approve the FY 2015-2016 Budget as Amended

Move: Everitt

Second: Nicol

Vote: **Aye:** Benton, Brown, Everitt, Nicol and Truax; Davies, Duckwall, McBride, Shortt and Streich

MOTION CARRIED

7. ADJOURN: Benton then turned the meeting back over to McBride. President McBride adjourned the meeting at 7:12 p.m.

Respectfully submitted,

Laurie Borton

ATTEST:

John Benton, Chair, Budget Committee

Rich McBride, President, Port Commission

John Everitt, Secretary, Budget Committee

Hoby Streich, Secretary, Port Commission

**Port of Hood River Commission
Regular Session Meeting Minutes of May 5, 2015
Marina Center Boardroom**

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

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

Absent: None

Media: None

1. Call to Order: Upon conclusion of the Budget Committee meeting, President McBride called the Regular Session meeting to order at 7:17 p.m.

a. **Modifications, Additions to Agenda:** Executive Director Michael McElwee requested to remove the Hood River Distillers and Double Mountain lease addendums from the Consent Agenda and move the Solstice Wood Fire lease to Executive Session.

2. Public Comment: None.

3. Consent Agenda:

- o Approve Minutes of April 21, 2015 Regular Session
- o Approve Lease with John Herron at 700 E. Port Marina Drive
- o Approve Lease with Vela Agency, dba Locus Interactive at 700 E. Port Marina Drive

Motion: Move to approve Consent Agenda, as amended

Move: Davies

Second: Streich

Discussion: Davies cited a potential conflict of interest with the Locus Interactive item due to his Columbia River Insurance client relationship

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

MOTION CARRIED

4. Director's Report/Informational Items: McElwee reported there will be single lane closures on the Interstate Bridge the week of May 11 for deck welding; the fuel pump at the airport has been repaired; the City will be decommissioning the pump station in the Marina Park and engineer Stu Cato will assist in the evaluation; and a Nike photo shoot on the Waterfront occurred April 29. McElwee also reported that he and Commissioner Streich attended a breakfast meeting sponsored by Union Pacific Railroad this morning; there was a good discussion on a variety of topics including transportation of commodities through the Gorge.

5. Action Items:

a. **Approve Revised Marina Moorage Rules and Regulations:** Marina Manager Laurie Borton reported the Rules and Regulations, which were previously revised in 2013, have been updated based on input from staff and the Marina Ad-hoc Committee. Key changes include a 60-day termination notice

requirement; added language on use of approved electrical cords and the Marina's main electrical system safety features; and clarification regarding the Wait List administrative fee and Betterment List. Borton said that she plans to review Rules and Regulations from other marinas to identify if the Port's can be further improved. Regarding the question of 2015 quarterly billings for utilities, Commissioner Davies commented the 'old' rules state tenants would be charged for actual electrical usage. McElwee reported that a letter dated and mailed November 28, 2014 notified tenants of the 2015 slip fees and that quarterly invoicing would begin for utilities; e.g. \$5 per month for water/garbage, and \$5 per month for electricity with actual usage billed if the base is exceeded. Tenants were again reminded of this utility billing via email prior to the April statements being mailed. McElwee reported that some tenants have indicated they will not pay the utilities and a decision will need to be made that it's a lease requirement. Attorney Jerry Jaques mentioned that leases are carryover agreements but that retro-activity will need to be looked at. President McBride asked staff to evaluation this issue and report back to the Commission.

Motion: Move to approve revised Marina Moorage Rules and Regulations subject to legal counsel review

Move: Davies

Second: Shortt

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

MOTION CARRIED

6. Commission Call: Commissioner Shortt said the Pacific Northwest Waterways Association summer conference being held in Hood River June 22-24 would be an ideal time to showcase OneGorge and our local Port districts. He also reiterated that Commissioners would appreciate being notified by email or phone call when an emergency occurs on Port property, such as the recent shooting at the Marina Park. McElwee responded that he was notified of this event by City Manager Steve Wheeler and an email was sent to the Commissioners at 9pm the evening of the incident. Davies extended his thanks to Anne Medenbach, Development/Property Manager, on the kudos she received from a tenant. Regarding the COLA discussion at tonight's Budget Committee meeting, Davies expressed his opinion that staff does a good job, but that it's also something the community expects—so keep doing a good job! Duckwall said tonight's Budget Committee meeting was well organized and superb. Streich reiterated Duckwall's comments; he also asked about metering water usage at the Halyard Building for individual tenant spaces. McBride reported that he is organizing a sponsored "thank you" barbecue event to be held Wednesday nights in June at the Event Site for our local windsurfers, kites, SUP'ers, etc. He will take a few minutes during the barbecue to talk about the Port, safety, dogs, and the importance of our local recreationalists being good ambassadors to visiting tourists.

7. Executive Session: Regular Session was recessed at 7:48 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

8. Possible Action: The Commission was called back into Regular Session at 7:57 p.m. The following action was taken as a result of Executive Session:

Motion: Move to approve lease with Key Development and Asset Management, Inc. for 5,000 SF in the Expo Building at 405 Portway Avenue.

Move: Streich
Second: Duckwall
Vote: **Aye:** Davies, Duckwall, McBride, Shortt, and Streich
MOTION CARRIED

9. Adjourn: President McBride adjourned the meeting at 7:58 p.m.

Respectfully submitted,

Laurie Borton

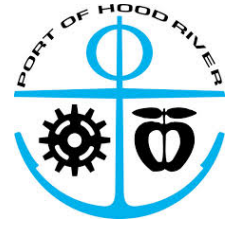
ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

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Commission Memo



Prepared by: Fred Kowell
Date: May 19, 2015
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp Attorneys at Law	\$6,887.00
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Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$6,887.00</u>
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JAQUES SHARP

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

CREDIT CARDS ACCEPTED

RECEIVE
MAY 08 2015

CONSENT

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

Page: 1
May 06, 2015
Account No: PORTOHAM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
ENVIRONMENTAL INSURANCE 319.00	1,102.00	0.00	0.00	-319.00	\$1,102.00
CONTRACT (Marina Moorage Rules) 0.00	627.00	0.00	0.00	0.00	\$627.00
MISCELLANEOUS MATTERS JJ 171.00	1,083.00	0.00	0.00	-171.00	\$1,083.00
PORT WAY AVENUE REPAYMENT AGREEMENT 57.00	0.00	0.00	0.00	-57.00	\$0.00
LEASE (Hood River Distillers) 0.00	437.00	0.00	0.00	0.00	\$437.00
BOAT HOUSE LEASE 0.00	95.00	0.00	0.00	0.00	\$95.00
ODELL PROPERTY (Robert Hanel) 722.00	190.00	0.00	0.00	-722.00	\$190.00
EXPO SITE DEVELOPMENT (Key Development; Pickhardt) 760.00	57.00	0.00	0.00	-760.00	\$57.00
LEASE (Hood River County Sheriff) 19.00	0.00	0.00	0.00	-19.00	\$0.00
CONCESSION PERMIT (Gorge Kiteboard School) 0.00	247.00	0.00	0.00	0.00	\$247.00

HOOD RIVER, PORT OF

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance
PROPERTY PURCHASE (Craig W. Sheppard) 1,691.00	1,330.00	0.00	0.00	-1,691.00	\$1,330.00
PUBLIC CONTRACT RULES (Updated) 844.00	180.00	0.00	0.00	-844.00	\$180.00
SLURRY & CRACK SEAL CONTRACT 95.00	0.00	0.00	0.00	-95.00	\$0.00
PAVEMENT OVERLAY CONTRACT 304.00	0.00	0.00	0.00	-304.00	\$0.00
LEASE (Big Winds & Hood River, Inc.) 209.00	0.00	0.00	0.00	-209.00	\$0.00
CONTRACT (Gorge Electric) 342.00	779.00	0.00	0.00	-342.00	\$779.00
LEASE (Gorge Paddling Center/Todd Anderson) 19.00	0.00	0.00	0.00	-19.00	\$0.00
SHERIFF WATERFRONT IGA 171.00	532.00	0.00	0.00	-171.00	\$532.00
COFFEE KIOSK LAND LEASE (Taylor Roberts) 0.00	19.00	0.00	0.00	0.00	\$19.00
LEASE Expo Building (Pickhardt; Key Development) 0.00	190.00	0.00	0.00	0.00	\$190.00
LEASE AMENDMENT (Electronic Assemblers, Inc.) JJ 171.00	0.00	0.00	0.00	-171.00	\$0.00
BALL JANIK CONTRACT-INTERGOV'TL AGT. (Ball Janik) JJJ 19.00	19.00	0.00	0.00	-19.00	\$19.00
<u>5,913.00</u>	<u>6,887.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-5,913.00</u>	<u>\$6,887.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 30th OF APRIL UNLESS OTHERWISE STATED

Commission Memo

Prepared by: Michael McElwee
Date: May 19, 2015
Re: Bridge Replacement Leadership



At recent Commission meetings discussion has taken place about the role that that Port should play in long term replacement of the Hood River Interstate Bridge (“Bridge”). At the May 5 meeting the Commission directed staff to reserve time on the agenda for further discussion. The following is intended to facilitate that discussion.

Assumptions

The following is a brief list of key staff assumptions intended as input for Commission discussion:

- The Bridge will need to be replaced at some point. The exact date is dependent upon many factors including a specific event (e.g. barge strike), use and deterioration factors, and maintenance and repair efforts.
- The Port’s primary focus is, and should remain, ensuring a functional and safe bridge for as long as possible. To do this, we are following a long-term operations and capital plan. Most excess Bridge revenue is directed at Bridge operations and capital projects.
- The Port will not be able to replace the Bridge itself. Federal and State partners will be needed. In addition, local financial participation will be necessary, likely in the form of tolls. The Port may or may not manage any tolling operation on a replacement Bridge.
- There are public and private entities on both sides of the river that are keenly interested in a new Bridge. None of these entities have the financial capacity to drive Bridge replacement efforts and few have the staff capacity.
- Our 2014/18 Strategic Business Plan includes the following language related to the Bridge:
 - Strategies: *“Support reasonable regional efforts to plan for long-term replacement of the Bridge.”*
 - Actions: *“Participate with ODOT, WADOT, SWRTC and local agencies to complete an EIS and support efforts to replace the Bridge with a new structure that meets modern engineering and safety standards.”*

Recent Steps:

The following are actions that the Port has engaged in to advance Bridge replacement in recent years:

- “SR 35 Columbia River Crossing Draft EIS”; December 2003.
- “Type, Size and Location (TS&L) Study”; October 2011.
- Memorandum of Understanding (MOU); December 2011.
- Strategic Endorsement Process (Advocacy Plan); March 2012.

Future Role

The Port’s ongoing work related to Bridge replacement primarily involves our annual commitment to federal advocacy with Summit Strategies. (See Attached memorandum discussing near term steps recommended by Hal Hiemstra.) Recent efforts to form and organize the OneGorge advocacy coalition can also be counted as a supportive tool. The primary questions are to what extent, if any, the Port should be taking a more active, visible role in advocacy and whether the Port increase its financial commitment to Bridge replacement tasks. Some are listed below; each would tie to specific elements of a Bridge replacement advocacy strategy:

- Increase outreach -- Local entities, ODOT & WADOT, etc. and preparation of collateral materials
- Increase Summit Strategies efforts
- Evaluate specific public private partnership (P3) opportunities
- Develop alternative financing models
- Prepare a more detailed economic impact analysis
- Reserve specific funds each year for the next major replacement step, e.g. possibly completion of an EIS.
- Engage in specific steps to ensure the Bridge is on the City and County TSP and on the State Highway Plan.

RECOMMENDATION: For Discussion.



SUMMIT STRATEGIES

Hal Hien
P

655 15th Street, NW, Suite 225
Washington, DC 20005
(202) 494-3104 cell
HalH@summitstrategies.us
www.summitstrategies.us

DATE: April 22, 2015
TO: Port of Hood River Commission
FROM: Hal Hiemstra, Summit Strategies
Subject: Update on status of MAP 21 transportation reauthorization & recommended follow-up steps to advance Port of Hood River/One Gorge interests in same

Reauthorization of MAP-21

The current short-term extension of MAP-21 is set to expire on May 31. With Congress scheduled to recess for Memorial Day on May 21, the actual deadline to either pass a long term reauthorization bill or another short term extension is actually a week before. The reality of that May 21 deadline – and the fact that a long-term reauthorization bill has not yet been introduced in either the House or the Senate, clearly signals that Congress will have little choice but to pass another short-term extension in the coming weeks. The length of the next short-term extension is up in the air – with some suggesting that an extension should only run until the end of July (when Congress will leave for a five-week recess), while others suggest that an extension should run until September 30 (the end of the fiscal year), or perhaps December 31, 2015. An extension until July 30 would have the advantage of Congress not having to come up more funding to keep the Highway Trust Fund solvent. However, state and local transportation leaders are calling for the longest possible extension to give them more certainty in funding. Any extension beyond July 30 will require Congress to come up with additional funding to keep the Trust Fund solvent – and therein lies the dilemma. Congress still can't decide how to secure additional transportation funding.

When Commissioner Shortt and Mr. McElwee were in DC in early March, the issue hanging up a long-term reauthorization of MAP 21 was Congressional inability to identify a source of an additional \$100 billion needed to pass a six year authorization bill. Rep. Blumenauer (and now others) have proposed a gas tax increase, but the proposals have not been warmly received. Others have proposed taxing repatriated corporate profits stashed in foreign banks, but that only works if the corporations actually decide to bring the money back to the U.S. Extending the Trust Fund to September 30 would require an estimated \$3 billion in additional funds (probably a general fund transfer) -- extending to the end of year would require considerably more. Given the uncertainty over funding sources – and how much money will actually be available in the next authorization bill, it has been difficult for Committee staff to draft the next reauthorization bill. Nevertheless, both House and Senate Transportation Committee staff are drafting language now and it is timely for the Port to again advocate for its two bridge policy objectives.



SUMMIT STRATEGIES

Legislative Objectives

The Port of Hood River is supporting two legislative objectives in the next reauthorization bill:

- 1) To reauthorize the Projects of National and Regional Significance (PNRS) program at a robust funding level so projects identified as PNRS projects, can actually seek funding from this program. (note: USDOT still has not released its latest list of PNRS projects, but that should happen by the end of May and the Columbia River Gorge Bridges project is pending for PNRS status).
- 2) Create a new funding mechanism targeted at renovating, rehabilitating or replacing critical interstate bridge infrastructure in nationally designated scenic areas – regardless of whether that infrastructure is “on” or “off” the Interstate Federal Aid System.

Next Steps:

- 1) Seek a meeting with Rep. Walden in Oregon during the next Congressional recess which will take place the first week of May to urge Rep. Walden to speak with Chairman Shuster about MAP 21 reauthorization (Summit Strategies will help prep Port officials for this meeting if it can be set up).
- 2) Meet with ODOT before the end of April if possible, to discuss possible legislative options for accomplishing objective #2 (depending on the day of the meeting, Michelle Giguere would hopefully be able to attend)
- 3) Consider traveling to Washington, D.C. the week of either May 11 or May 18 to meet with Senators Merkley, Wyden, Murray and Cantwell and/or key staff, along with Rep. DeFazio, Rep. Walden and/or key staff, and both Republican and Democratic Transportation Committee staff in the Senate and House to lobby on behalf of the two legislative objectives identified above (Summit Strategies would set up these meetings and accompany Port officials to the meetings).
- 4) Seek to have One Gorge Coalition members sign-on to a Congressional letter (drafted by Summit Strategies) explaining the two legislative objectives and urging key Congressional Members to advocate for those objectives.

Commission Memo

Prepared by: Michael McElwee
Date: May 19, 2015
Re: Executive Director Evaluation Process



In May 2014, the Commission discussed possible ways to update and improve the process by which the Executive Director is evaluated each year. It was not possible to implement a revised evaluation process at that time and the financial commitment was substantial. However, consideration of an alternative evaluation process is on my approved Work Plan for the current fiscal year.

Attached is a brief proposal I requested from Waldron & Company (“Waldron”) for Commission consideration. The following summarizes the approach:

- Review our current evaluation process and recommend improvements
- Assist with the evaluation process this year, as requested by the Commission
- Prepare a list of recommendations for more significant process improvements in future years based on best practices

I would also suggest the Commission consider a revised schedule for Executive Director review. This is primarily because initiating the evaluation in late May does not allow for consideration of any activities during the last month of my review period. The following revised schedule is proposed:

June 23, 2015 - Performance review materials distributed to Commissioners.

July 14, 2015 - Commission meets in Executive Session to discuss ED performance.

July 15-22, 2015 - PC meets with ED to discuss contract changes, if any.

August 4, 2015 - Issues requiring Commission action are addressed.

RECOMMENDATION: For Discussion.

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Proposal to Review Executive Director Assessment & Review Process



At Waldron, addressing talent alignment and organization effectiveness is our core business. From performance assessment and executive coaching to career management coaching and outplacement, our unique, complementary mix of services makes us well suited to understand and support your business and its Talent Management needs. This breadth of expertise ensures that when your company's success is on the line, Waldron is the strategic partner to help you determine what to do and then execute the plan.

We help clients assess and align the dynamics at work in their organizations to enhance success. Based on a clear mission, vision, and sound data-gathering, we support clients to assess performance, design strategies and implement action plans that enhance operating efficiency, develop leadership, improve teamwork, operationalize plans, measure success, and coordinate operations. Along the way, we help manage change, plan for succession, align structures and workflows, make decisions, develop leaders and solve problems in many areas.

Waldron works with Boards of Directors, Commissions and CEOs to accomplish key governance responsibilities: to annually evaluate the CEO's performance. The methodology we have developed has several key advantages; it is systematic, it is fair and independent, and it is repeatable. The CEO evaluation specifically, is characterized by a process that:

- involves the CEO in both the construction of and execution of the assessment, creating high buy-in and resonance;
- results in the right conversations occurring in a transparent and constructive manner;
- overcomes the impact of political alignments, loud detractors or supporters, or non-aligned agendas;
- assists the Board or Commission Chair or sponsoring committee to have a direct, accurate and concise review with the CEO;
- prepares the CEO for the review session in such a way that the review session can become a productive working meeting;
- reviews the CEO against a benchmarked set of competencies common to successful CEOs; a best practices approach.

The Boards and Commissions with which we work and the CEO's evaluated consistently report that this is the most comprehensive, fair, and effective assessment approach they have experienced. In 100 percent of Waldron's engagements, we have been able to assure that the right conversations occurred between Board, Commission and CEO to address contemporary challenges facing the company or organization.



Waldron has been asked to review and assess the Port of Hood River’s Executive Director evaluation process and provide written recommendations that can be implemented for the 2015 review process.

The outline below, provided per request, shows a two-step process.

Services	Deliverables	Estimated Timeline & Cost
Phase I. Process and Material Review <ul style="list-style-type: none"> Review and analyze objectives, approach and effectiveness of current review process 	<ul style="list-style-type: none"> Debrief on potential alterations and approach changes to be recommended 	Timeline: TBD Cost: \$150 per/hr. Estimated Time: 8 - 16 hrs.
Phase II. Recommendations <ul style="list-style-type: none"> Recommendations based on Phase I assessment 	<ul style="list-style-type: none"> Provide formal report detailing recommendations 	Timeline: TBD Cost: \$150 per/hr. Estimated Time: 8 - 16 hrs.
Total:		\$2,400.00 - \$4,800.00

HEATHER GANTZ, PORTLAND BRANCH DIRECTOR

A human resource professional with over 14 years of experience, Heather successfully leads executive searches for public sector agencies, non-profit organizations, foundations, and select private sector clients. Heather manages account relationships and is known for her thoroughness as well as engendering trusting relationships with both the client and candidate while providing exceptional customer service throughout the entire process.

In addition, Heather is a certified Master Career Transition Consultant and a certified Life Options Retirement Coach through Career Partners International. She successfully coaches clients through career transition milestones and tailors individual programs to achieve the unique goals of her clients. As needed, Heather delivers direct services on certain organization development projects, in particular, executive assessments and executive development programs.

Heather also has a strong background in staffing, recruiting and program management. Prior to joining Waldron, Heather managed two large staff augmentation programs for Nike and Freightliner. She holds a Bachelor’s degree in Business Management from University of Phoenix. Additionally, Heather serves as an Advisory Board Member of the Oregon Emerging Local Government Leaders Network (ELGL).

STAGE 1 CEO COMPETENCY & EVALUATION STRUCTURE

Consult with Sponsors, the Board & CEO to align measurement approach & metrics

From Waldron's benchmark measurement framework, define the CEO competencies & qualifications to be applied

Collaborate with the Board & CEO to align agreed upon CEO goals for the process

STAGE 2 CEO EVALUATION SURVEY & DATA CAPTURE

With input from CEO and Sponsors, create measurement statements to be used with stakeholders in an online survey

Create & refine supplemental data acquisition tools; consult with Sponsors on stakeholder interview approach & content

Facilitate final review of all evaluation materials by Sponsors & CEO to ensure alignment & gain approval

STAGE 3 LOGISTICS & LAUNCH

Identify participants who will receive the survey & stakeholders to be interviewed individually; create messaging to announce the assessment & process

Create a project timeline (including survey launch & close dates); share with Sponsors. Survey is tested & launched, then monitored for progress

Develop feedback plan for CEO, aligned with the Board's annual process; identify reviewers & consult on feedback messaging

STAGE 4 DATA ANALYSIS & REPORTING

Data is cleaned & categories are finalized; written comments undergo content analysis to draw forward important themes; material is shared with the CEO during the feedback process

Results are reported by: 1) competency area & category of raters; 2) highest- & lowest-rated items, & 3) a Gap Analysis for each rater group against the executive's self assessment

Comment summary report is produced that protects anonymity of individual raters. In some cases, a separate summary report will be prepared to reflect stakeholder interview material

STAGE 5 EXECUTIVE FEEDBACK & DEVELOPMENT PLAN

Work with reviewers to develop an agenda & dialogue plan for the review session; blend other CEO annual review data

In separate preparatory sessions, consultant reviews the data with the CEO & Sponsors respectively; prepares each for a productive review session

The Review: Two-hour session with the CEO & reviewers

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Executive Director's Report

May 19, 2015

Staff & Administrative

- Thank you for your participation in the Budget Committee meeting on May 5. A big thanks as well to Fred Kowell for all his work preparing the budget details.
- I attended the MCEDD Executive Committee meeting on May 6 to provide an update on the progress of OneGorge and answer questions. Our group will be making a presentation to the full MCEDD board on June 18. A meeting of the OneGorge Advocacy Group was held on May 13 in White Salmon.
- Genevieve is working on preliminary evaluation and planning for development of a Scope of Work for the new Port website. The goal is to have a completed scope and RFPs issued by end of July.

Recreation

- Staff has reviewed the timeline of communications with Marina tenants about the new electrical and garbage fees. We now recommend fully implementing the fees starting in Q2 2015. Commission direction is sought.
- Construction continues according to schedule on the NBWE trail project. Significant portions of the concrete trail will be poured in the next two weeks, much of the irrigation system is installed, and plant materials are now stockpiled on site. The City has taken the lead on evaluating the feasibility of locating a path on the Naito/City property, the preferred route for the important connection between the NMBE Trail and the Naito sidewalk.
- The Pedestrian Bridge Trail project will be substantially complete by the end of May.
- Two new, large shade trees were planted at the Event Site.
- Former Hood River Mayor Arthur Babitz has prepared the attached information and ideas for clean-up of the slough north of the Train Station. Much of this area is owned by the Port.
- As of Friday, May 15, 115 Event Site season passes have been sold. Full pricing begins May 21 and the Booth will be staffed for the Memorial Day weekend beginning Friday, May 22.

Development

- The City is processing a Conditional Use Permit Amendment for the Naito Hotel project that would move their commercial building from the north side of the new access road to the south (see attached). The application also proposes to increase the building size

from 20,000 sf to 30,000 sf. I have submitted comments in response to this application. The city's deadline for comments is May 26.

- Card locks have been installed on the main entry doors at both the Wasco Building and Big 7 Building.
- Staff is wrapping up the capital and maintenance project budget for FY 2014/15. Due to maintenance taking on many projects that were planned for going out to bid, and some bids coming in under estimates, there was a savings of \$135,000 in facilities costs budget.
- A request for quotes for janitorial services of our buildings was issued May 15. These quotes will be used to determine if a different provider would be more efficient and cost effective.
- Anne has submitted the application for EPA funds for the Hanel property. We should receive a response in about 8 weeks.

Airport

- John Benton and Jay Cruz have completed the first full mow and clean-up of the airport grounds. They are looking great.
- Biannual inspection of the AWOS occurred the week of May 4. All is in good working order.
- Oregon Dept. of Aviation (ODA) undertakes an inventory and assessment of all of the airport pavement every three years. This report is used as a roadmap for pavement maintenance for a five year time period. ODA just completed their report and is working with the FAA to provide funding for a portion of the work for this coming year.

Bridge/Transportation

- Port crews carried out maintenance welding on the Bridge deck the week of May 11.
- On May 14, ODOT Region 1 Manager Rich Watanabe gave local municipalities and ports an update on upcoming ODOT construction projects in Hood River County. Significant work will be done on I-84 over the next two years.
- During the week of May 11, the bridge guardrail suffered significant damage due to a large truck riding up on the guardrail. Maintenance crews are evaluating and planning repairs. The following photos provided by John Mann show details of the damage.



(78)



2



May 6, 2015

City of Hood River Planning Department
Notice of Application

Dear affected and adjacent property owners,

Notice is hereby given that the city planning department will make a decision regarding the following application:

Description of Proposal: Amend a Conditional Use Permit 2011-30 to relocate the previously approved commercial building from the north side of the proposed public street to the south side of the street with an increase from 20,000 square feet to 29,679 square feet and from 2-story to 3 story in height. (*See attached plans*)

File No.: 2015-08

Applicant/Owner: NBW Hood River, LLC

Location: The old Nichols Boat Works property north of I-84, east of N. 2nd Street; 3N 10E 25DB Tax Lots 100, 200 & 300.

Zoning: General Commercial (C-2), Natural Resources Overlay (NR) and Interchange Access Management Plan Overlay (IAMP).

Criteria: The City of Hood River Planning Department will evaluate the request as an administrative action pursuant to the following criteria: Hood River Municipal Code (HRMC) Sections 17.03.050 General Commercial (C-2) Zone; 17.03.120 Interchange Area Management Plan (IAMP) Overlay Zone; 17.06 Conditional Use; 17.16 Site Plan Review; 17.09.030 Administrative Review Procedures; Section 17.22.030 Columbia River Infill Waterfront Area;

Comments: The deadline for interested parties to submit written testimony to the Planning Director is 5:00 p.m. on. Comments may be mailed to the city planning department at 211 2nd St., Hood River, OR 97031; delivered to City Hall at 211 2nd Street, Monday through Friday, 8 a.m. to 5 p.m.; or e-mailed to cindy@ci.hood-river.or.us.

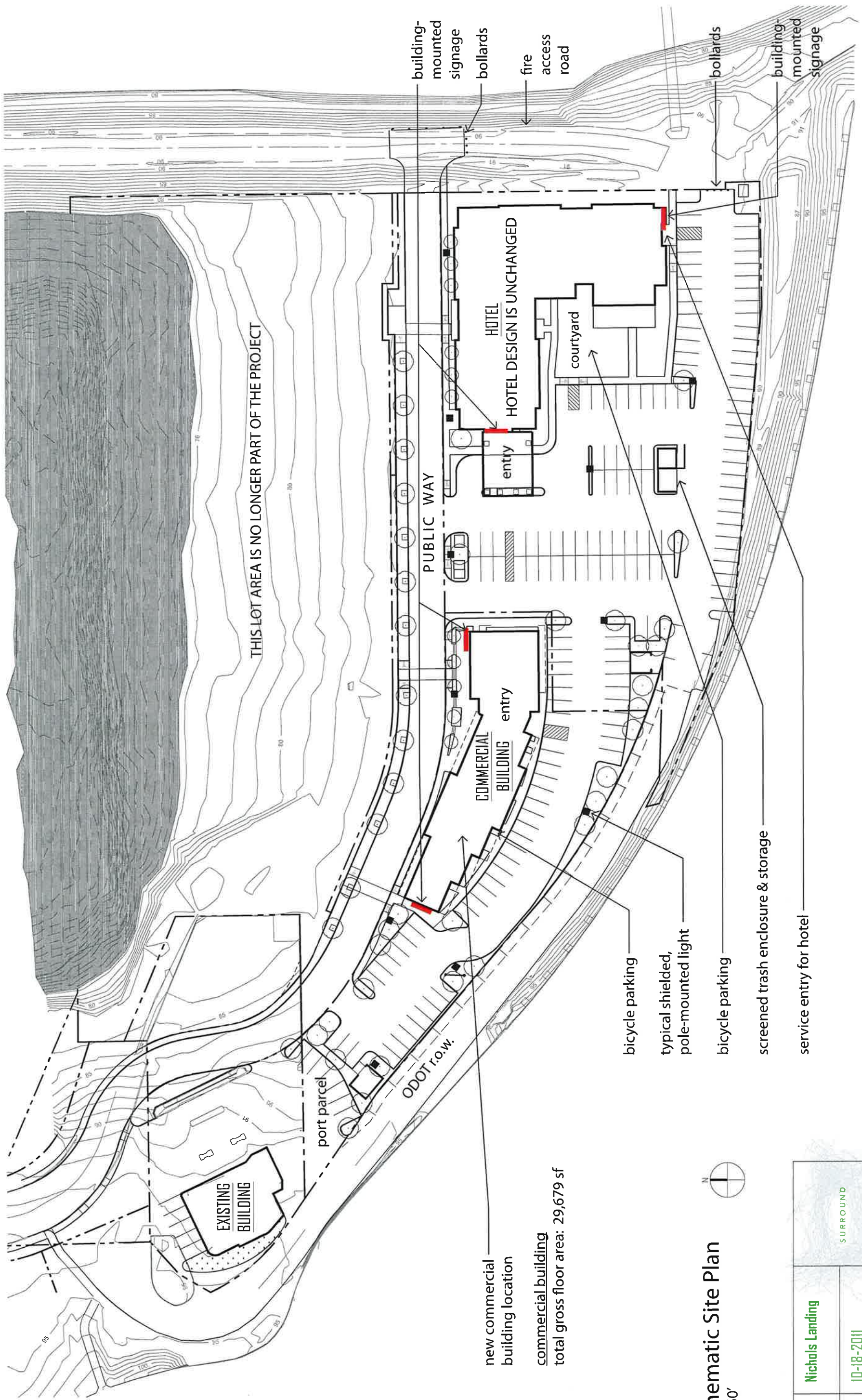
Failure to raise an issue in writing within the comment period, or failure to provide statements or evidence sufficient to afford the decision maker an opportunity to respond to the issue precludes appeal to the City Council or LUBA on that issue. The application, all documents and evidence submitted by or on behalf of the applicant, and applicable criteria are available for inspection at no cost in the Planning Department. Copies of all materials are available at a cost of \$.39 per page.

Please call me at (541) 387-5217 if you have any questions

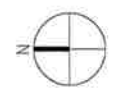
Sincerely,

A handwritten signature in blue ink that reads "Cindy Walbridge". The signature is fluid and includes a long horizontal stroke at the end.

Cindy Walbridge
Planning Director



new commercial building location
 commercial building
 total gross floor area: 29,679 sf



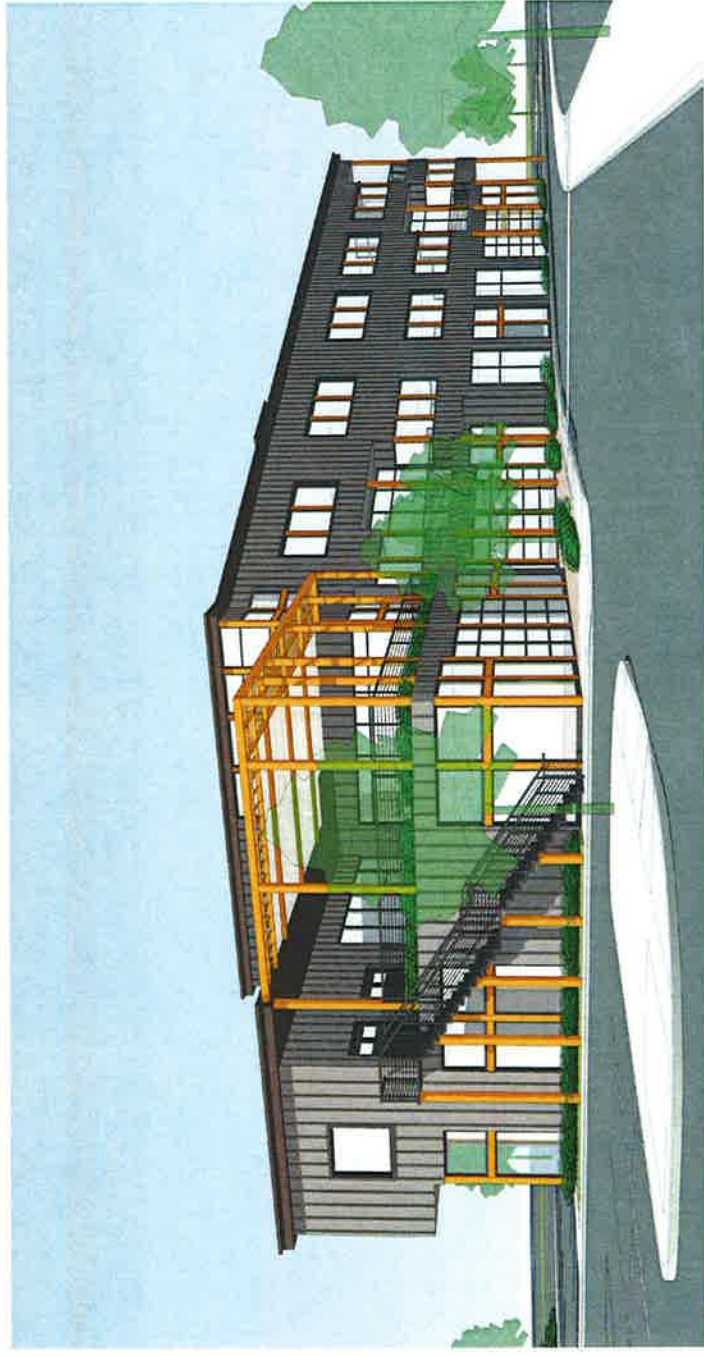
Schematic Site Plan
 1"=60'

project	Nichols Landing	 A2
issue date	10-18-2011 revised 1-26-2015	
phase	Site Plan Review	
surround architecture, inc. - portland, or - 503.224.6484 (C) 2011 Surround Architecture, inc.		



Site Vehicle Circulation Plan
1"=60'

project Nichols Landing	issue date 10-18-2011 revised 1-26-2015
phase Site Plan Review	CS
surround architecture, inc. - portland, or - 503.224.6484 © 2011 Surround Architecture, Inc.	



View from Northeast



View from Southeast



View from Southwest



View from Northwest

Materials

- Bronze aluminum storefront glazing system & windows
- Metal wall panels
- Painted steel balcony railing

- Wood balcony structure & soffits
- Exposed wood column & beam structure
- Mechanical equipment screened by parapet walls

project	Nichols Landing	
issue date	10-13-2011	revised 1-26-2015
phase	Site Plan Review	
surround architecture, inc. - portland, or - 503.224.6484 (C) 2011, Surround Architecture, Inc.		

Views of the Commercial Build

Prepared by Arthur Babitz - May 2015

Save the Slough Preliminary Analysis

Just a few feet from downtown Hood River is a remnant of the Hood River delta and Columbia River slough which existed prior to the Bonneville Dam, I-84, and the waterfront landfill. This area is about 4-5 acres, bordered by the Union Pacific railroad tracks on the south, I-84 on the north, Second Street on the west, and the Hood River on the east. It is owned by ODOT, Union Pacific, and the Port of Hood River.



Subject Area

History:

Before Bonneville dam raised water levels and the construction of I-84, the marshy Columbia River slough and Hood River Delta came right up to the edge of downtown Hood River. Construction of the railroad (1883, full dike about 1900) separated downtown from the Columbia. Bonneville flooded much of the slough in 1937, and fill associated with the construction of the river level highway through the Gorge completed the isolation of this parcel in the 1950s. Nichols basin (then Hood River harbor) was constructed in 1963. The walkway along the freeway ramp was constructed during ramp and overpass improvements in 1993(?).

In the early years of Hood River this area served as a landing for ferries and riverboats. As the river level changed throughout the year, the landing would move from right across the tracks from the rail depot to several hundred yards north in the Hood River delta. A clear channel was usually present near the current Nichols basin year round.

City waste water was discharged near this area for many years, and city storm water is still discharged into this area.

Historic images are attached in Appendix A.

Existing Conditions:

While this area is surrounded by dense urban development, most human access is limited to the walkway which runs along the freeway ramp. There are also two small homeless camps, one to the east of the pond and one to the west, as well as an informal trail crossing the UP tracks between the rail depot and the walkway.

The walkway has low to moderate use, though that may change as the lands around the Nichols Basin are developed and the waterfront trail segments are constructed on the other side of the freeway. The walkway is weedy, with trash and dried brush making it uninviting. The freeway underpass has graffiti, debris and trash.

The west end of the property (nearest the train depot) is almost completely covered with blackberry vines. The slope down from the walkway to the wetland is mostly grassy, with large patches of invasive species: Himalayan blackberry, Scotch broom, black locust, knapweed and others.

The wetland part of the property is about an acre. It has extensive cattails, willow, many redwing blackbirds, signs of beaver activity, and reported sightings of herons, eagles, osprey, and other wetland species. There are also some invasive species, such as reed canarygrass and purple loosestrife. City storm water draining into the wetland and poor connectivity to the Hood River degrade habitat value somewhat, so we believe its current value as habitat is “modest”. However, if the area is functioning as a bio-swale for downtown Hood River, it may play an important role in reducing storm water-borne pollutants from the Hood River and Columbia. (See appendix E for storm water system map)

Dry bottomland just west of the wetland is populated with many poplar (cottonwood?) trees, as well as willow, maple and pine. There are also invasive species such as Himalayan blackberry, black locust and English ivy.

Desired Conditions:

There are three driving forces: aesthetics, habitat, and education

The aesthetic goal is to improve the overall visual appearance of this area by removing invasive species, trash and other distractions to allow the natural area and the walkway to function to their fullest.

Habitat is the easiest to describe. Removing the invasives and revegetating the hillsides along the railroad tracks and the walkway will enhance habitat value. Species proposed for revegetation include: rose, Oregon grape, ocean spray, serviceberry, red flowering currant, golden currant, Barrett’s penstemon, and buckwheat. See appendix D for a more extensive list.

The wetland appears to have the added value of serving as a bioswale for Hood River city storm water, filter pollutants from the runoff before it works its way into the Hood River and the Columbia.

Fortunately there will never be development pressure as this is a wetland bounded by freeway and railroad, so improving the mix of vegetation without increasing human presence should accomplish the habitat goal.

The walkway is likely to be of increasing importance to city pedestrians as the waterfront develops. It can function much more effectively if it is more inviting. Simple brushing and cleaning would go a long way, but the real need is a “draw” to invite pedestrians down the ramp, rather than a “scary dead end.” A sign at the beginning listing destinations (Wildlife Viewing Area: 300 yards, Waterfront Trail: 400 yards, Museum: 1/2 miles, ...) would be a good start. Sign panels about the habitat and wildlife, as well as historic photos of the area (see appendix A) could be spaced down the walkway to attract visitors while educating. At the bottom end of the ramp, improvements to the Hood River access would be a minor destination to draw visitors along the walk. The railing at the bottom and Himalayan blackberry thickets are uninviting. A small ADA platform near the river’s edge (pending regulatory approval) would serve to improve aesthetics without encouraging excessive human presence. Removing blackberries and modifying the railing at the bottom, as well as cleaning of the underpass on a regular basis would do much to encourage greater use of this walkway. Signage and wildlife viewing stations could draw visitors along the trail towards the Hood River viewing platform. Development on the other side of the freeway should then draw visitors the rest of the way to the connection with the Hood River waterfront trail.

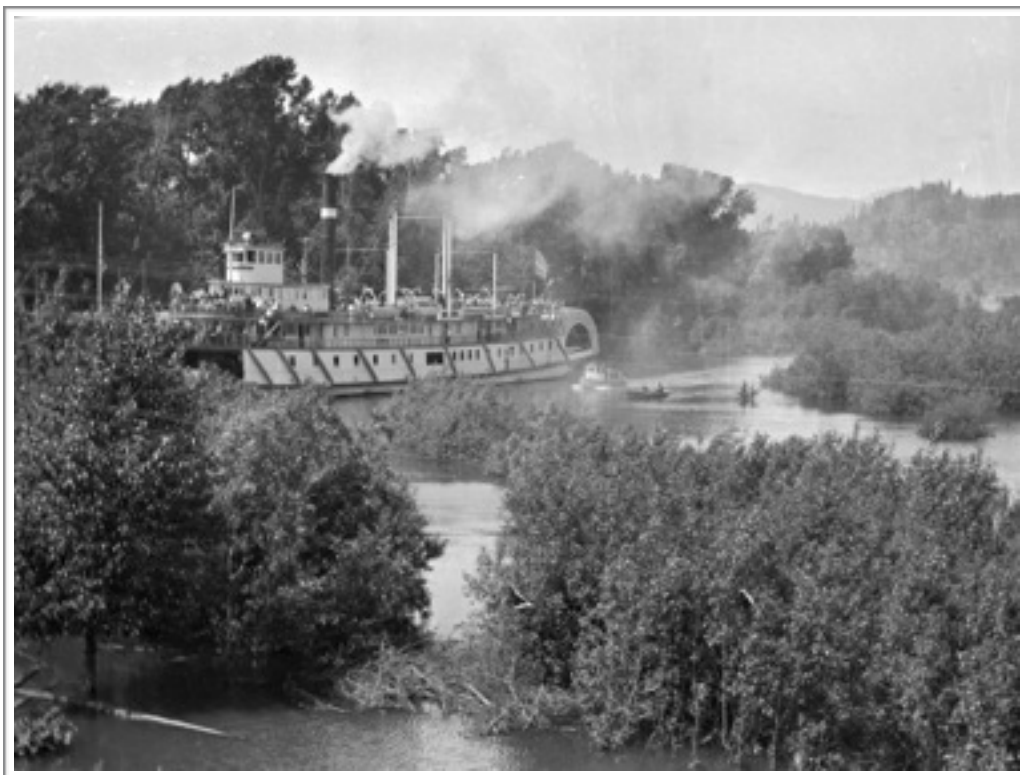
Implementation:

The first step to improve this area is removal of invasive species and revegetation. Landowners (ODOT, UP, Port of Hood River) should be approached to participate in this project and clean up their respective properties. If ODOT and UP agree to do the first step of removing brush on the downslopes from the walkway and railroad tracks, as well as the dry land near the station, the process of revegetation and maintenance is far more tractable. We are working with an “order of magnitude” number of \$20,000 to do the vegetation work on roughly two acres which represent the bulk of the habitat which needs restoration. (Some of that two acres is poor habitat, but removal and revegetation will both improve aesthetics and make long term maintenance of the rest of the parcel far more tractable.) Temporary irrigation may be necessary to establish the revegetation plan on the dry slopes. Interpretive panels would cost roughly \$1500/ panel.

Funding for the balance of vegetative work and long term maintenance would be attempted through solicitation of neighboring business and property owners. All businesses downtown and at the waterfront will benefit from a more attractive connection between the two regions. We believe grant monies are available for educational and access improvements, such as signage and ADA wildlife viewing platform. It is most important to establish a long-term funding plan which will not only restore and improve this area, but will maintain both the aesthetics and the habitat value in the long-term.

We should also pursue funding to analyze the effectiveness of this wetland in cleaning the city’s storm water. Understanding quantity and quality of storm water at the inflow and outflow of this area would be highly beneficial to help motivate preservation and plan improvements.

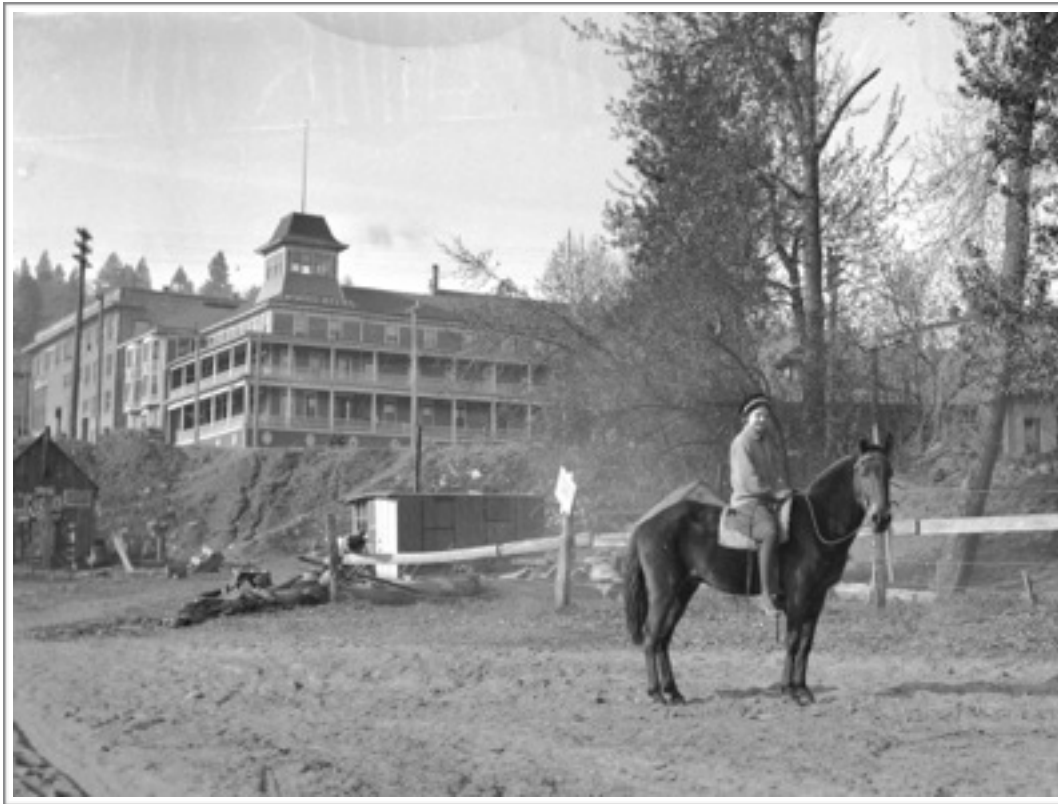
Appendix A: Historic Views



Steamer "Bailey Gatzert" in Columbia River Slough



Steamer "Regulator" at Rail Depot, Flood of 1894



Looking Downtown from Ferry Landing



Ferry Landing



Strawberry Pickers Waiting for Steamer at Rail Depot

Appendix B: Invasive Vegetation



Himalayan Blackberry



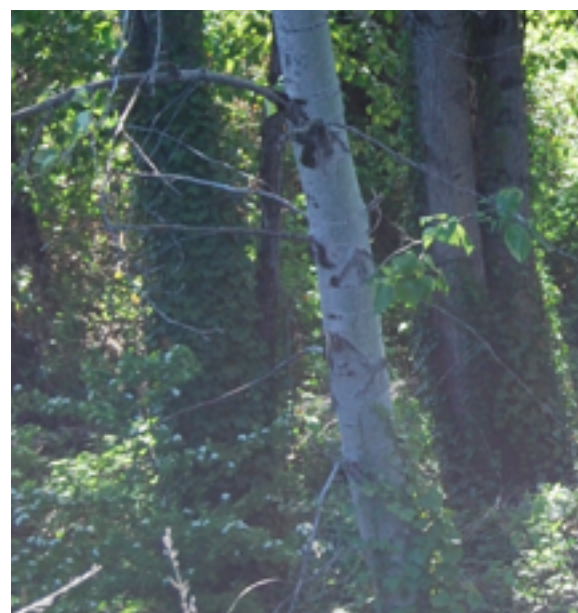
Purple Loosestrife?



Scotch Broom



Tree of Heaven



English Ivy

Appendix C: Site Views



Pathway Entrance at 2nd St. Overpass



Pathway Entrance at Pedestrian Bridge



Beaver Sign



Wetland and Pond



Redwing Blackbird in Cattails

Appendix D: suggested vegetation list

- o Rose= Baldhip or Woods rose
- o Oregon grape
- o Ocean Spray : dry conditions
- o Service berry : dry conditions
- o Red Flowering currant : dry conditions
- o Golden currant : dry conditions
- o Barrett's penstemon : very dry conditions
- o Pacific Ninebark: riparian conditions
- o Douglas Spirea : dry conditions
- o Deer brush : dry conditions
- o Mock orange : dry conditions
- o Heartleaf buckwheat
- o Red-osier Dogwood : wet conditions
- o Twinberry
- o Elderberry blue or red : dry conditions
- o Indian Plum
- o Big leaf maple
- o Cottonwood
- o Oregon White oak : dry conditions
- o Red Alder : riparian conditions
- o Scouler's willows
- o Incense cedar : dry conditions
- o Snowberry
- o Goat's beard
- o Lupine
- o Balsam root
- o Native grasses especially rushes and sedges

Appendix E: City Stormwater System (unverified data)



Commission Memo



Prepared by: Liz Whitmore
Date: May 19, 2015
Re: IGA for Waterfront Area Sheriff Services

Please see attached Intergovernmental Agreement between Hood River County and the Port of Hood River to provide waterfront area sheriff services as previously discussed with the Commission. A summary of the Terms and Conditions include:

- Marine Deputy shall patrol Event Site by boat or jet-ski at least two days each week from June 15 – September 15. For first year of the contract, services shall start on July 1.
- The Port shall pay \$5,200 each year to apply to the cost of an additional deputy during the summer months.
- The Port shall waive rent and the existing tenant assessment for the Sheriff's boathouse.
- The Sheriff's office shall install a sign on the boathouse and keep the boathouse in good condition including exterior paint.
- The Sheriff's office will provide the Port with a written report by October 1 listing dates and types of services provided.

RECOMMENDATION: Approve the Intergovernmental Agreement between Hood River County and the Port of Hood River to provide waterfront area sheriff services.

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INTERGOVERNMENTAL AGREEMENT BETWEEN HOOD RIVER COUNTY AND PORT OF HOOD RIVER TO PROVIDE WATERFRONT AREA SHERIFF SERVICES

PARTIES: HOOD RIVER COUNTY (“County”)
An Oregon Home Rule County
P.O. Box 27
Hood River, OR 97031
Attn: David Meriwether

PORT OF HOOD RIVER (“Port”)
An Oregon Port District
1000 E. Port Marina Drive
Hood River, OR 97031
Attn: Michael McElwee

RECITAL

ORS Chapter 190 authorizes governmental entities such as counties and port districts to enter into written agreements for the performance of any or all functions and activities that either entity has the authority to perform. The Port has requested that the County, by and through the County Sheriff’s Office and its Marine Division, continue to provide law enforcement and safety services, and increase marine patrol services along the Ports waterfront. In consideration for these services, during the term of this Agreement the Port will waive charging rent and the existing tenant assessment (Electrical Upgrade and Boathouse Dock) for the Sherriff’s boathouse at the Port of Hood River Marina and will pay the County \$5,200 each year to apply to the cost of an additional deputy during the summer months. The County is willing to provide these services on the terms and conditions set forth in this Agreement.

TERMS AND CONDITIONS

1. Law Enforcement Services and Duties. The County agrees during the term of this Agreement, through the County Sheriff and its Marine Division, to provide law enforcement and safety services, and to comply with conditions, described below:
 - a. Provide Waterfront Event Site patrols by boat or jet ski at least two days each week from June 15 through September 15. Port acknowledges and agrees that emergent situations or operational needs may, on occasion, prevent the County Sheriff and its Marine Division from fulfilling patrol requirements; however, the County Sheriff and its Marine Division will otherwise make every good faith effort to comply with patrol requirements at the requested levels including carrying out patrols on Thursday through Sunday. For the first year of the contract, services shall commence on July 1.
 - b. Provide emergency response services at the Port Waterfront and contiguous water areas, verify proper vessel registration within the Port Marina, and engage in other water safety and law enforcement activities at the Port Marina at least at the level provided on the date of this Agreement.
 - c. Provide and install a sign or signs on the Sheriff’s boathouse in the Marina identifying the boathouse as a Hood River County Sheriff facility after receiving approval from the Port.

- d. Maintain the Sheriff's boathouse in good condition including exterior paint.
 - e. Comply with the terms of any lease which authorizes use of the Sheriff's boathouse in the Port Marina, now or hereafter in effect.
2. Personnel.
- a. The County Sheriff retains complete control over the rendition of the services, the standards of performance and other matters incident to the performance of the services, and the control of County Sheriff personnel.
 - b. Hood River County Sheriff's Office Deputies are and shall remain employees of the County. The relationship between the County and Port is that of an independent contractor. The parties agree that neither party is an agent or employee of the other party.
3. Compensation.
- a. Within ten days after this Agreement is signed, and each year thereafter while this Agreement is in effect, on or before July 1, the Port shall pay the County \$5,200 which will be used by the County to provide an additional Marine Deputy to assist the Marine Division at the Port's Waterfront area and contiguous water areas from June 15 through September 15. For the first year of the contract, services shall be provided July 1 - September 15, 2015 and June 15-30, 2016.
 - b. The Port will not charge the County rent or tenant assessments for locating the Sheriff's boathouse in the Port Marina.
4. Term. Unless sooner terminated, this Agreement shall take effect on the latest date that one of the parties signs this Agreement, and shall continue until terminated by either party or by mutual agreement. Either party may terminate this Agreement at any time upon providing written notice to the other party at their address above, not less than 60 days prior to the intended termination date.
5. Hold Harmless and Indemnification.
- a. Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its Commissioners, officers, and employees, against all claims, demands, actions and suits (including all attorney's fees and costs) arising from the indemnitor's performance under this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party. Each party shall give the other immediate written notice of any action or suit filed or any claim made against that party, which may result in litigation in any way related to this Agreement. Each party agrees to maintain insurance levels, or self-insurance in accordance with ORS 30.282, for the duration of this Agreement,

at levels necessary to protect against public body liability.

- b. Nothing in this section limits the ability of a party to exercise any right, defense or remedy that the party may have with respect to third parties whose action or inaction gives rise to loss, claim or liability including, but not limited to, an assertion that the officer(s) was acting beyond the scope of their employment.
- c. Nothing in this section covers or requires indemnification or payment of any judgment against any individual or party for intentionally wrongful conduct outside the scope of employment.

6. Reporting. The Sheriff’s Office will provide the Port with a written report by October 1 listing dates and types of services provided under this Agreement, and showing regular and overtime hours worked by Sheriff’s Office personnel during the period requested by category on jet ski or boat water patrols, law enforcement activities and rescues. . Upon request by the Port, a representative of the Sheriff’s Office shall also make a verbal presentation to the Port of Hood River Commission at a regularly scheduled meeting.

7. Amendment. This Agreement contains all the agreements of the parties on this subject. Any amendment to this Agreement must be in writing and signed by an authorized representative of each party.

8. Agreement Execution. The persons signing below certify that they have authorization from their governing body to execute this Agreement and bind the parties to its provisions.

9. Attorney Fees. Each party shall bear its own attorney fees and costs in the resolution of a dispute or litigation.

HOOD RIVER COUNTY

PORT OF HOOD RIVER

By: David Meriwether
County Administrator

By: Michael S. McElwee
Executive Director

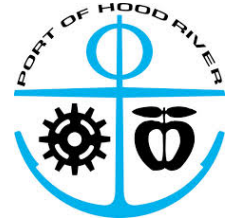
Date: _____

Date: _____

Attest: _____

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Commission Memo



Prepared by: Liz Whitmore
Date: May 19, 2015
Re: Nichols Basin West Edge Trail Update
Change Order #1

Construction Update:

Construction is on schedule for the Nichols Basin West Edge Trail project and is tracking for completion by the end of June. Major tasks completed are site grading and fill, installation of top soil, beach sand, irrigation lines, and foundation for seawall structural wale/guardrail footing. Crews are currently working on concrete sidewalk paving, stone masonry at seat walls, and landscaping. Walker Macy provided a design revision to the path at the south end to create a small plaza and overlook area. This design will accommodate a future path connection when planning, financial, and legal issues are resolved.

Change Order #1

Please see attached description of Change Order #1. Project is currently tracking on budget with \$29,795.25 remaining in the budgeted contingency. Future change orders will include asphalt patching and drainage adjacent to path and seawall.

RECOMMENDATION: Approve Change Order #1 and authorize increase of \$20,603.41 to the NBWE Trail contract with Crestline Construction for a total revised contract amount of \$657,984.70.

Summary of Change Order Proposals



Project: Nichols Basin West Edge Trail
Start Date: March 9, 2015
Contractor: Crestline Construction Company, LLC

Original Contract Amount with Alternates	\$642,785.00
7% Budgeted Contingency	\$44,994.95
1. Crestline Change Order Proposal: Additional concrete, rebar, and rock backfill for anchor wall foundation for guardrail at seawall.	\$12,751.61
2. Crestline Change Order Proposal: Add 2" double check for existing irrigation line.	\$2,040.68
3. Crestline Change Order Proposal: Removal of existing concrete well vault.	\$3,281.12
4. Crestline Change Order Proposal: Changed stone supplier to meet specification for stone size at seat walls per Walker Macy.	\$2,530.00
5. Contract Reduction: Security gate and posts deleted at south entrance	-\$5,403.71
Total Change Orders	\$20,603.41
Contract Reduction	-\$5,403.71
Remaining Contingency	\$29,795.25
Previously Approved Change Orders	\$0.00
Revised Contract Amount	\$657,984.70

Cc: Fred Kowell, Finance Manager

Commission Memo



From: Fred Kowell
Date: May 15, 2015
Re: Workers Compensation Resolution

The Special District's Association of Oregon (SDAO) is the Worker's Compensation insurance provider for the Port of Hood River and other special districts throughout Oregon.

The Port of Hood River covers its board of commissioners with workers compensation insurance through this resolution. It also may allow coverage of workers compensation insurance for volunteers that assist the Port in its various operations.

This resolution is being asked of the Port to formally direct SDAO in covering those individuals that are known to provide a volunteer service to the Port with workers compensation insurance.

RECOMMENDATION: Approve Resolution No. 2014-15-3 extending workers' compensation coverage to volunteers of the Port of Hood River.

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PORT OF HOOD RIVER
Resolution No. 2014-15-3

**RESOLUTION EXTENDING WORKERS' COMPENSATION COVERAGE
TO VOLUNTEERS OF THE PORT OF HOOD RIVER**

WHEREAS, the above district elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteer workers as indicated below (checked "Applicable") and listed on the attached Volunteer Election Form(s).

Board Members Applicable Not Applicable

Public Officials on unpaid boards will be covered only for administrative and clerical functions while performing their authorized duties as elected officials.

Public Safety Volunteers Applicable Not Applicable

Public Safety Volunteers are covered at the assumed monthly wage indicated on the attached Volunteer Election Form(s)

Other Volunteers Applicable Not Applicable

Non-public safety volunteers and board members volunteering for duties other than administration and clerical functions will use the attached Volunteer Election Form(s) to keep track of their hours and have their assumed payroll reported in the correct Class Code for all their types of work using Oregon minimum wage.

A roster of active board members and volunteers will be kept monthly for reporting purposes and submitted to SDAO quarterly or more frequently upon request.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Port of Hood River to provide Workers' Compensation coverage as indicated above.

ADOPTED by the Board of Commissioners of the Port of Hood River on this 19th day of May 2015.

Rich McBride

Jon Davies

Fred Duckwall

Brian Shortt

Hoby Streich

Board and Volunteer Election Form

District Name: _____

Board Members listed for Class Code 8742B will be covered only for administrative and clerical functions at board/committee meetings. If board members are performing functions other than administrative or clerical duties they must also be listed on the Volunteer Roster and payroll must be reported in the Other Volunteers section to be eligible for coverage.

Unpaid Board of Directors					
Column (1) x Column (2) x Column (3) = Column (4)					
Class Code	Job Duty	(1) No. of Board Members	(2) No. of Meetings Annually	(3) Reimbursement per Meeting (\$40 minimum)	(4) Total Estimated Assumed Payroll (\$2,400 minimum)
8742B	Board of Directors				

Public Safety Volunteers listed for Class Code 8411 use an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 31 days are volunteered) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the district's discretion in increments of \$100, up to a maximum of \$2,400.

Public Safety Volunteers				
Column (1) x Column (2) = Column (3)				
Class Code	Job Duty	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage (\$800 min.)	(3) Total Estimated Assumed Payroll
8411	Ambulance Driver			
8411	Ambulance Technician			
8411	Crime Prevention Unit			
8411	Sheriff			
8411	Emergency Medical Technician			
8411	Explorer Scout			
8411	Fire Chief/Asst. Fire Chief			
8411	Firefighter			
8411	Police Officer			
8411	Police Reserve			
8411	Probation Officer			
8411	Search and Rescue			
8411	Sheriff's Posse			
8411	Quick Response			
8411JF	Junior Firefighter (Cadet)			
8411A	Support, Non-Firefighting: # Vol _____ x # Hrs _____ x # Months _____ x Hourly Wage _____ =			

*Estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.

Board and Volunteer Election Form

District Name: _____

Other Volunteers listed for all Class Codes other than Board Member (8742B) and Public Safety Volunteers (8411) use an assumed payroll computed at Oregon minimum wage using actual hours worked and reported in the appropriate Class Code with a "V" added to the end.

SDAO's ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
0042V	Landscaping - V					
0050V	Grove Caretaking Operations - V					
0106V	Tree Pruning, Spraying - V					
0113V	Fish Hatchery and Drivers - V					
0124V	Tree Planting - V					
0251V	Irrigation Works - V					
2702V	Forest Fire Fighting Special Employee - Doctor - V					
4361V	Photography - V					
4511V	Analytical Chemist - V					
5183V	Plumbing - V					
5403V	Carpentry NOC - V					
5445V	Wallboard Install w/in Bldg - V					
5474V	Painting - V					
5479V	Insulation Work NOC & Drivers - V					
5506V	Street and Road Construction -- Paving/Repaving/Drivers- V					
5507V	Street and Road Construction- Subsurface Work- V					
5606V	Contractor/Executive Supervisor - V					
5645V	Window/Door Installer - V					
6217V	Excavation NOC - V					
6229V	Irrigation Systems Construction - V					
6306V	Sewer Construction - V					
6319V	Gas & Water Main Construction - V					
6400V	Metal Fence Erection - V					
6834V	Boat Building and Repair - V					
6836V	Marina - V					

Board and Volunteer Election Form

District Name: _____

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
6876V	Divers – V					
7024V	Vessels NOC (If Any) - V					
7090V	Boat Livery/Boats Under 15 Tons - V					
7153JV	Railroad Operations (If Any) – V					
7335JV	Dredging (If Any) – V					
7360V	Freighthandler NOC – V					
7370V	Drivers/Attendants - V					
7380V	Chauffeurs and Helpers NOC - V					
7382V	Bus Company and Drivers - V					
7403V	Aircraft Operation - V					
7520V	Waterworks Operations - V					
7539V	Electric Power - V					
7580V	Sewage Plant Operations - V					
7610V	Radio or TV Broadcasting - V					
7720V	Police Officers- V					
8006V	Store - Dry Goods - V					
8010V	Wholesale and Retail Stores - V					
8017V	Store - Retail - V					
8018V	Wholesale NOC - V					
8227V	Municipal Maintenance Yard - V					
8232V	Lumber Yard - V					
8385V	Bus Company - Garage - V					
8601V	Engineer or Architect - V					
8720V	Insurance Inspection & Valuation - V					
8742V	Director/Sales/Collectors - V					
8810V	Clerical Office Employee - V					
8820V	Attorney - V					
8824V	Nursing Home Health Care - V					
8825V	Nursing Home Food Service - V					
8826V	Nursing Home Other Services - V					
8832V	Clinic - V					
8833V	Hospital - Professional EE's - V					

Board and Volunteer Election Form

District Name: _____

Other Volunteers						
Column (1) x Column (2) x Column (3) x Column (4) = Column (5)						
Class Code	Job Duty	(1) Est. No. of Vol. per month	(2) No. of Hours per month	(3) No. Of Months per year	(4) OR Min. Wage	(5) Total Estimated Assumed Payroll
8835V	Nursing – V					
8868V	School Professional Employee - V					
9014V	Buildings Operation by Contractor- V					
9015V	Buildings Operation by Owner- V					
9016V	Kiddie Ride Operators - V					
9040V	Hospital - All Others - V					
9052V	Rooming House/Boarding House - V					
9061V	Club NOC- V					
9063V	YMCA/YWCA - All Employees - V					
9064V	Child Day Camp - V					
9079V	Restaurant NOC - V					
9101V	School -All Other Employees - V					
9102V	Park NOC – All Employees – V					
9154V	Theatre Employees NOC - V					
9182V	Athletic Team - Operation - V					
9220V	Cemetery Operations - V					
9349V	School Cafeteria/Kitchen EE's - V					
9366V	Hospital - Cafeteria - V					
9402V	Street and Sewer Cleaning - V					
9410V	Municipal County Employee NOC - V					
9516V	Radio, TV, Video & Audio Equip. - V					
9519V	TV/Radio Install and Repair - V					

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