PORT OF HOOD RIVER

REGULAR SESSION

Tuesday, August 18, 2026

Regular Session will begin upon adjournment

of the Executive Session, at approximately 5:00 p.m.

Port Conference Room

1000 E. Port Marina Drive, Hood River

View the live stream at: https://www.youtube.com/@portofhoodriver2178/streams

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AGENDA

1. **4:30 PM – Executive Session -** The Port Commission will meet in Executive Session pursuant to:

    a. **ORS 192.660(2)(e):** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

    In accordance with Oregon law, only representatives of the news media and staff designated by the Port Commission are permitted to attend. All other members of the audience are asked to leave the room. Representatives of the news media, designated staff, and Commission members are specifically directed not to report on or otherwise disclose any of the discussions or deliberations during this executive session, except to state the general subject as previously announced. No final action or decision will be made in executive session. Any materials distributed during the executive session will be collected by the Executive Director at the conclusion of the session. At the conclusion of the executive session, the Board may either return to open session to take further action or adjourn the meeting.

2. **Adjourn Executive Session**

3. **Call to Order** – 5:00 PM
    a. Modifications, Additions to Agenda
    b. Public Comment (3 minutes per person per subject; 30-minute total limit)

4. **Consent Agenda**
    a. Approve Minutes from the July 21, 2026, Work Session and Regular Session, and the August 7, 2026, Special Meeting. *(P. Rosas, Pg. 3)*
    b. Approve Job Descriptions as part of the Organizational Restructure Update *(J. Scoggins, Pg. 11)*
    c. Approve Procurement Documents for Marina Boathouse Removal Project *(M. Channell, Pg. 31)*
    d. Approve Contract with Civil Built for Dock Repairs *(M. Channell, Pg. 73)*
    e. Approve IGA w/ City of Hood River for Fee Structure *(M. Channell, Pg. 83)*
    f. Approve Accounts Payable to Cable Huston LLP *(D. Smith-Wagar, Pg. 93)*
    g. Approve ENA with CMLK Development Corp. for Marina E/W Development *(M. Channell, Pg. 97)*
    h. Approve Executive Director Performance Evaluation Process *(P. Rosas, Pg. 109)*
    i. Approve Contract with WJE for Mechanical and Electrical Bridge Work *(A. Rose, Pg. 137)*

5. **Informational Reports**
    a. Monthly Financial Report *(D. Smith-Wagar, Pg. 151)*

6. **Presentations & Discussion Items**
    a. Strategic Business Plan Update – Brian Points, Points Consulting *(Pg. 163)*

7. **Executive Director Report** *(K. Greenwood, Pg. 171)*

8. **Commissioner, Committee Reports**

9. **Action Items**
    a. Approve Purchase and Sale Agreement for Lower Hanel Mill Property *(A. Rose, Pg. 193)*
    b. Approve Resolution No. 2026-27-3 Updating the AAC Rules *(K. Greenwood, Pg. 195)*
    c. Approve Resolution No. 2026-27-4 Adopting Toll Plaza Reconfiguration for Bridge Replacement *(D. Smith-Wagar, Pg. 199)*
    d. Approve Resolution No. 2026-27-5 Adopting Remedies for Materials Weaknesses/Acknowledgement of the FY23-24 Audit *(D. Smith-Wagar, Pg. 205)*

10. **Commission Call/Upcoming Meetings**
    a. <u>Upcoming Meetings:</u>
        a. Regular Session – September 15, 2026
        b. Regular Session – October 20, 2026
        c. Regular Session – November 17, 2026

    b. <u>Strategic Business Plan – Important Dates (Tentative):</u>
        a. Release of Draft SBP – September 8, 2026
        b. Public Open House – September 16, 2026
        c. Final SBP Adoption – October 20, 2026

11. **Adjourn**

Individuals requiring accommodations should contact the Port at 541-386-1645. The chair may adjust the order of agenda items as needed. Public comment is accepted during regular sessions only. The Commission generally does not respond to comments during the meeting. Comments may be referred to the Executive Director for follow-up or considered for inclusion on a future agenda. Please bring 10 copies of any materials distributed. Written comments may be submitted to the Port Office at any time.

Port of Hood River Commission
Meeting Minutes of July 21, 2026, Work Session – Strategic Business Plan
Via Remote Video Conference & Marina Center Boardroom
4:00 p.m.

WORK SESSION – STRATEGIC BUSINESS PLAN

PRESENT: Commissioners: Heather Gehring, Kathryn Thomas, and Ben Sheppard (arrived 4:09 p.m.). **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Megan Channell, Amanda Rose, Emily Curtis, and Patty Rosas. **Guests:** Brian Points, Points Consulting; Robyn Player, Points Consulting; Thomas Knapp, Points Consulting; Dan Spatz, Columbia Gorge News.

EXCUSED: Commissioner Kristi Chapman, Commissioner Tor Bieker

1. **CALL TO ORDER:** President Heather Gehring called the meeting to order at 4:01 p.m.

2. **Strategic Business Plan Discussion –** Brian Points with Points Consulting provided a brief update and reported that the planning process was approximately 60 percent complete and that the community survey had received more than 1,700 responses. The Commission reviewed and provided feedback on the proposed objectives, goals, and action items. Commissioners were asked to submit any additional comments within the next two weeks.

3. **ADJOURN:** The meeting was adjourned at 4:44 p.m.

ATTEST:

_____
Heather Gehring, President

_____
Kristi Chapman, Secretary

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Port of Hood River Commission
Meeting Minutes of July 21, 2026, Regular Session
Via Remote Video Conference & Marina Center Boardroom

REGULAR SESSION

PRESENT: Commissioners: Heather Gehring, Kathryn Thomas, and Ben Sheppard. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Megan Channell, Amanda Rose, Emily Curtis, Melissa Manzo, Porter Haskell, and Patty Rosas. **Guests:** Brian Points, Points Consulting; Thomas Knapp, Points Consulting; Dan Spatz, Columbia Gorge News; Jeff Renard, Aviation Management Services; Ian Garbutt; Rick Anderson, FlyIt Academy; Steve Tessmer, Hood River Resident; Tommy Brooks, Cable Huston LLP.
EXCUSED: Commissioner Kristi Chapman, Commissioner Tor Bieker

1. **WORK SESSION** – The Work Session began at 4:00 p.m. and adjourned at 4:44 p.m. Minutes were prepared separately.

2. **EXECUTIVE SESSION** – The Executive Session began at 4:46 p.m. and adjourned at 5:00 p.m. Minutes were prepared separately.

3. **REGULAR SESSION – CALL TO ORDER:** President Heather Gehring called the meeting to order at 5:02 p.m.
    a. **Modifications, Additions to Agenda:**
        1. Consent Item 4(d), Marina East/West ENA/MOU, was moved to Action Item 9(e).

    b. **Public Comment:** None

4. **CONSENT AGENDA:**
    a. Approve June 16, 2026, Regular Session and July 14, 2026, Special Meeting Minutes
    b. Approve Work Order No. 10 with SUM Design for Jensen Roof Project
    c. Approve Termination of 211-213 N. Wasco Court PSA
    ~~d. Approve Marina East/West ENA/MOU~~
    e. Approve Amendment No. 1 with Points Consulting
    f. Approve Resolution No. 2026-27-1 Adopting the Port Succession Plan
    g. Approve Accounts Payable to Cable Huston LLP

    Motion: Move to approve the Consent Agenda
    Move: Sheppard
    Second: Thomas
    Discussion: None
    Vote: **Ayes:** Gehring, Sheppard, and Thomas
    MOTION CARRIED

5. **INFORMATIONAL REPORTS:**
    a. **Monthly Financial Report –** Finance Director Debbie Smith-Wagar reported that revenues and expenditures remained within budget and no unexpected financial issues had arisen. The Commission discussed the recent decline in bridge traffic, fuel prices, potential effects on future bridge funding, and the Port's bridge reserve. Smith-Wagar stated that the immediate impact was manageable and that staff would continue monitoring traffic trends through the summer and into fall planning.

6. **PRESENTATIONS & DISCUSSION ITEMS:**
    a. **Commissioner Committee Assignments for FY 26-27** – The Commission reviewed internal committee and outside-organization assignments. Commissioner Kathryn Thomas volunteered to serve as the Chamber of Commerce representative, with Commissioner Heather Gehring as backup. Staff agreed to confirm current Pacific Northwest Waterways Association (PNWA) dues.

The assignments were directed to be included as an exhibit to the annual Business Matters resolution.

b. **Big 7 Presentation** – Intern Porter Haskell presented an overview and income-based valuation of the Big 7 building. The current as-is value was estimated at approximately $2.8 million and the stabilized value at approximately $4 million. The Commission discussed occupancy, below-market rents, deferred maintenance, whether the surrounding land should remain with the building, and potential reinvestment of sale proceeds. Staff was directed to explore possible listing and acquisition options and return with additional information.

7. DIRECTOR REPORT: Executive Director Kevin Greenwood reported that the proposed FBO contract was nearing completion and might require a brief special meeting. Staff also provided updates regarding eFoil activity and enforcement in Nichols Basin, preparation of procurement documents for boathouse removal, Section 6(f) mitigation discussions with the National Park Service and Bridge Authority, the Bridge Authority's proposed test-pile program and related intergovernmental agreement, and future removal of part of the toll facility to accommodate the replacement bridge alignment.

8. COMMISSIONER, COMMITTEE REPORTS: None

9. ACTION ITEMS:

a. **Approve Resolution No. 2026-27-2 Adopting Updated Business Matters for FY 26-27**

Motion: Move to adopt Resolution No. 2026-27-2 Authorizing Business Matters for the 2026-27 Fiscal Year.
Move: Sheppard
Second: Thomas
Discussion: None
Vote: **Ayes:** Gehring, Thomas, and Sheppard
MOTION CARRIED

b. **Approve Change Order No. 1 with Gallant Construction for the T-Hangar Project –** Airport Manager Jeff Renard explained that utility locations differed from available records, requiring changes to the potable-water connection and installation of an irrigation line. Most costs were eligible under the FAA grant.

Motion: Move to approve Contract Change Order No. 1 with Gallant Construction in an amount not to exceed $29,490 and the associated three calendar day extension of the contract completion date to August 3, 2026.
Move: Thomas
Second: Sheppard
Discussion: None
Vote: **Ayes:** Gehring, Thomas, and Sheppard
MOTION CARRIED

c. **Approve Resolution No. 2026-27-3 Appointing Members to the Airport Advisory Committee –** The Commission discussed the proposed Resolution No. 2026-27-3, the purpose and membership criteria of the Airport Advisory Committee, community and aviation representation, and whether to add another position. The Commission agreed not to amend the committee resolution at this meeting and directed staff to return in August for further discussion.

Motion: Move to appoint the Airport Advisory Committee members recommended by staff:
Position 1: Dave Koebel
Position 3: Dustin Morantes
Position 5: Doug Knight
Position 7: Tad McGeer
Move: Sheppard
Second: Thomas
Discussion: None
Vote: **Ayes:** Gehring, Thomas, and Sheppard
MOTION CARRIED

d. **Approve Lease with DMV –** Director of Real Estate and Asset Management Amanda Rose reviewed options for DMV to remain at Marina West or relocate to the Wasco Building. The Commission discussed lease length, Marina East/West development, parking requirements, and the conditional-use process. The Commission reached consensus to relocate DMV to the Wasco Building

1. **Approve Work Order No. 9 with SUM Design for the Wasco Building –** Rose explained that design work was needed to evaluate oversized-vehicle parking options required for DMV's potential relocation and a conditional-use application.

Motion: Move to approve Work Order No. 9 with SUM Design for 205 Wasco Loop.
Move: Sheppard
Second: Thomas
Discussion: None
Vote: **Ayes:** Gehring, Thomas, and Sheppard
MOTION CARRIED

e. **Approve Moving Forward with an ENA/MOU with CMLK for Marina East/West –** Director of Capital Development and Planning Megan Channell reviewed the RFDI process and staff's interview with CMLK Development and GBD Architects. Commissioner Thomas disclosed that her firm has rented office space from the developer and may do so again. The Commission discussed the purpose and duration of an exclusive negotiating agreement, due-diligence milestones, off-ramps, and future Commission approval of any development agreement.

Motion: Move to authorize staff to develop an exclusive negotiating agreement with CMLK for Marina East and West and return it to the Commission for approval.
Move: Sheppard
Second: Thomas
Discussion: None
Vote: **Ayes:** Gehring, Thomas, and Sheppard
MOTION CARRIED

f. **Approve Placing Lower Hanel Mill property on the Market –** Rose reported that the purchase and sale agreement had expired after Amazon did not elect to close or proceed with a third extension. Staff recommended marketing the property for no more than 30 days while remaining open to future offers, including a potential new offer from Amazon.

Motion: Move to approve placing the Lower Hanel Mill property back on the market for a period not to exceed 30 days.
Move: Thomas
Second: Sheppard
Discussion: None
Vote: **Ayes:** Gehring, Thomas, and Sheppard
MOTION CARRIED

10. **COMMISSION CALL / UPCOMING MEETINGS:** No Discussion

11. **EXECUTIVE SESSION –** Recess Regular Session at 6:27 p.m. and Convene Executive Session. Minutes were prepared separately.

12. **ADJOURN:** The meeting was adjourned at 6:50 p.m.

ATTEST:

_____
Heather Gehring, President

_____
Kristi Chapman, Secretary

Port of Hood River Commission
Meeting Minutes of August 7, 2026, Regular Session
Via Remote Video Conference & Marina Center Boardroom
1:30 p.m.

SPECIAL MEETING

PRESENT: Commissioners: Heather Gehring, Kathryn Thomas, Tor Bieker, Kristi Chapman, and Ben Sheppard.
Staff: Kevin Greenwood, Debbie Smith-Wagar, Megan Channell, Amanda Rose, and Patty Rosas.
Guests: Jeff Renard, Aviation Management Services; Ian Garbutt; Rick Anderson, FlyIt Academy.
EXCUSED: None

1. CALL TO ORDER: President Heather Gehring called the meeting to order at 1:32 p.m.

2. ACTION ITEMS:

a. **Approve the Fixed Base Operator Agreement and Fuel Concession Agreement with FlyIT, LLC and authorize the Executive Director to execute the agreements –** Executive Director Kevin Greenwood explained that the agreements modernize the Port's relationship with the airport's fixed base operator by clarifying responsibilities, improving cost recovery, strengthening reporting and accountability, and reducing operational and financial risk. The Commission discussed fuel-flowage rates, utility cost recovery, building rents, incentives for increased fuel sales, the airport's financial sustainability, and the return of aircraft maintenance services.

Motion: Move to approve the Fixed Base Operator Agreement and Aviation Fuel Concession Agreement with FlyIt Academy.
Move: Bieker
Second: Thomas
Discussion: None
Vote: **Ayes:** Gehring, Thomas, Chapman, Bieker and Sheppard
MOTION CARRIED

3. ADJOURN: The meeting was adjourned at 1:41 p.m.

ATTEST:

_____
Heather Gehring, President

_____
Kristi Chapman, Secretary

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Commission Memo

Prepared by: Jana Scoggins, Deputy Finance Manager
Date: August 18, 2026
Re: Organizational Restructure – Progress Update

In January 2026, the Commission approved the Organizational Restructure to position the Port for its long-term future as bridge and tolling responsibilities continue to evolve. As discussed at that time, implementation was always intended to occur in phases. As staff has worked through implementation, adjustments have been made where appropriate while keeping the original goals of the restructure in place. Those goals remain unchanged and continue to focus on improving organizational effectiveness, strengthening succession planning, expanding cross-training, and reducing reliance on single-position knowledge.

Progress to Date

- **Director Roles & Responsibilities:** Director-level responsibilities have been clarified to better define the distinction between Capital Development & Planning and Real Estate & Asset Management.

- **Facilities Department:** During the first part of the year, staff focused implementation efforts on the Facilities Department. Following two voluntary departures from lead positions, staff reevaluated the department's structure rather than simply refilling the vacant positions. The revised structure established a Real Estate Operations Supervisor to provide administrative oversight while utilizing a Facilities Lead to coordinate day-to-day field operations. This approach creates clearer accountability, separates administrative and field leadership responsibilities, expands cross-training opportunities, and allows the Director to focus on larger projects, long-term planning, and department-wide initiatives.

- **Employee Development:** The revised Facilities structure created opportunities to promote employees from within the department while expanding cross-training opportunities. It also established a clearer career progression by aligning responsibilities with employees' knowledge, skills, and experience. These changes strengthen the chain of command, support succession planning, and provide employees with meaningful opportunities for professional growth.

- **Overnight Port Monitor:** Based on the success of the overnight monitoring pilot, staff determined there is an ongoing operational need for a full-time Overnight Port Monitor. The Port has transitioned overnight monitoring services from a contracted security provider to Port staff, improving accountability, operational flexibility, and response to after-hours issues.

- **Facilities Support Services:** Staff added an additional Facilities position to perform janitorial services and other routine facility support work previously provided through outside contracts. Bringing these services in-house provides greater flexibility, improves coordination of daily work, and allows priorities to shift as operational needs change.

Phase II – Finance & Customer Service

With the Facilities Department largely in place, staff is now focusing on the Finance and Customer Service Departments. The goal of this phase is to allow the Finance Department to focus on financial operations while allowing the Customer Service Department to focus on delivering responsive, consistent customer service. Separating these responsibilities also strengthens internal controls and provides greater clarity in departmental roles and accountability.

Current efforts include:

- Transitioning finance-related responsibilities back to the Finance Department through the addition of the Finance Specialist position.

- Completing the transition from the former combined Office Manager/Finance Specialist position into two distinct positions: Customer Service Manager and Finance Specialist, allowing each department to focus on its primary responsibilities.

- Transitioning selected administrative processes, such as invoice mailing, to specialized service providers where appropriate, allowing staff to dedicate more time to financial operations, customer service, and other core responsibilities.

- Finalizing the remaining Facilities recruitment efforts.

LOOKING AHEAD

Once the Finance and Customer Service changes have been implemented and staff has had an opportunity to evaluate the new structure, the next phase will focus on evaluating the Customer Service Department. Staff will review workflows, staffing levels, and service delivery to determine whether additional improvements are needed to better serve the public and support the Port's long-term operational goals.

BUDGET IMPACT

As part of the implementation, the Port's staffing increased from 24 to 25 full-time equivalent (FTE) positions. This increase reflects the decision to bring selected operational services, including overnight monitoring and janitorial services, in-house, while strengthening the Facilities Department and creating greater operational flexibility. Implementation has been accomplished through the reallocation of existing budgeted positions and appropriations, without requiring additional budget authority.

REQUEST

The attached job descriptions reflect the organizational changes implemented through the Commission-approved Organizational Restructure and document the responsibilities, reporting relationships, and expectations for each position.

Staff requests that the Commission approve the attached job descriptions for the following positions:

- Customer Service Manager
- Real Estate Operations Supervisor
- Full-Time Overnight Port Monitor

RECOMMENDATION
MOTION to approve the attached job descriptions for the Customer Service Manager, Real Estate Operations Supervisor, and Full-Time Overnight Port Monitor positions.

ATTACHMENTS:
Organizational Chart
Job Descriptions

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Port of HOOD RIVER

POSITION DESCRIPTION

OFFICIAL CLASSIFICATION: CUSTOMER SERVICE DEPARTMENT MANAGER
WORKING TITLE: CUSTOMER SERVICE MANAGER
REGULAR • FULL TIME
FY 26-27 Salary Range: $81,059 - $108,627 per year

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Administration	Finance Director	Exempt

JOB SUMMARY:

The Customer Service Manager is responsible for overseeing the Port of Hood River's Customer Service Department and front office operations, ensuring professional, responsive, accurate, and efficient service to the public and internal departments. This position supervises Customer Service staff, supports operational coordination and communication systems, monitors customer service performance, and works collaboratively with management to improve workflows, customer experience, and organizational communication.

The Customer Service Manager is responsible for establishing customer service standards, developing operational procedures and training programs for staff, monitoring customer service trends and performance metrics, and supporting continuous improvement of customer-facing operations and communication practices.

The position is also responsible for ensuring Customer Service staff remain informed about Port operations, projects, policies, procedures, and organizational initiatives in order to support accurate, consistent, and informed communication with customers and the public.

This position exercises independent judgment in coordinating daily customer service operations, resolving escalated customer concerns, supporting staff development, maintaining customer-facing information and communication systems, and identifying opportunities to improve organizational communication, workflow efficiency, and public-facing services.

PERFORMANCE EXPECTATIONS & STRATEGIC OBJECTIVES

The Customer Service Manager position is expected to support continuous improvement of the Port's customer service operations through measurable performance goals, operational initiatives, staff development, and service improvement strategies.

Performance expectations for this position may include:

- Improvement of customer service responsiveness and communication standards
- Development and implementation of customer service procedures and training programs
- Monitoring and improvement of customer satisfaction trends and public feedback
- Process improvement initiatives designed to improve operational efficiency and customer experience
- Maintenance of accurate and current customer-facing information and communication systems

- Development of reporting tools, operational metrics, and performance summaries
- Support of organizational communication and coordination across departments

Specific goals, initiatives, metrics, and priorities may be established annually through the performance evaluation and management planning process.

ESSENTIAL DUTIES:

Customer Service Department Leadership & Operations (40%)

- Lead and manage daily Customer Service Department operations and front office workflows to ensure efficient, professional, and responsive customer service delivery.
- Supervise, support, schedule, and coordinate Customer Service staff to ensure consistent front office coverage, service quality, and accountability.
- Establish and maintain customer service standards, operational procedures, workflow expectations, and service response timelines.
- Participate in recruitment, interviewing, hiring recommendations, onboarding, performance management, corrective action processes, and employee development for Customer Service Department staff.
- Monitor staff performance, provide coaching and guidance, address workflow concerns, and support accountability and professional growth within the department.
- Serve as the escalation point for complex customer concerns, complaints, or service-related issues prior to referral to executive leadership.
- Coordinate customer-facing operations and communication with Finance, Facilities, Capital Development, and other departments.
- Oversee daily front office operations and administrative workflow functions, including mail processing and distribution, customer intake coordination, front office organization, and routing of documents, payments, and correspondence to appropriate departments and staff.
- Maintain organized, professional, and efficient front office operations, customer service workspaces, and administrative support functions.
- Review, reconcile, and monitor departmental transaction records, payment activity, cash receipts, invoices, and operational reports to ensure accuracy, accountability, and timely processing, including oversight of daily Bridge and front office cash receipt activity, bridge payment posting, and submission of supporting documentation to Finance for review.
- Develop, manage, and monitor the Customer Service Department budget and related operational expenditures.
- Provide direct front-line customer service support and operational coverage as needed during high-volume periods, staffing shortages, or complex customer service situations.

Customer Experience, Communication Systems & Public Information (25%)

- Develop and implement strategies to improve customer experience, communication methods, responsiveness, and overall service quality.
- Monitor customer communication systems, including phone systems, email communications, online messaging platforms, BreezeBy communications, and other public-facing service channels.
- Identify opportunities to improve access to information, streamline customer communication, reduce customer frustration, and reduce reliance on inbound phone calls through alternative communication methods and self-service options.

- Manage procurement processes related to customer service operations, systems, equipment, services, and departmental purchasing in accordance with Port policies and applicable public contracting requirements.
- Oversee customer service systems and key service contracts that support public-facing operations, ensuring consistency, compliance, and service quality, including BMS Mailing, PSquare (Neology), Quadient, LockBox Services, BreezeBy terms and conditions updates, and related customer service platforms or agreements.
- Maintain and coordinate updates to customer-facing terms and conditions, public notices, website content, FAQs, and informational materials to help ensure accurate, current, and consistent public information.
- Proactively maintain awareness of Port operations, projects, policy changes, organizational initiatives, and public-facing issues through participation in staff meetings, management meetings, public meetings, review of public materials, and ongoing interdepartmental communication.
- Ensure Customer Service staff remain informed about Port programs, projects, procedures, policy changes, and operational updates so they can provide accurate and consistent information to customers and the public.
- Monitor customer feedback, Google Reviews, response trends, and recurring service issues and coordinate corrective actions or communication improvements as appropriate.

Staff Training, Development & Department Procedures (20%)

- Develop and implement structured onboarding and training programs for Customer Service staff.
- Coordinate cross-training efforts to ensure adequate operational coverage, knowledge retention, and continuity of customer service operations.
- Identify training needs based on customer feedback, workflow issues, operational changes, staff performance, and service trends.
- Conduct or coordinate periodic staff training, refresher training, and procedural updates related to customer service operations, communication standards, systems, and Port procedures.
- Develop, document, and maintain written procedures, quick-reference guides, FAQs, customer communication templates, scripts, workflow guides, and training materials.
- Promote consistent customer service practices, professionalism, accountability, and communication standards throughout the Customer Service Department.

Reporting, Metrics & Continuous Improvement (15%)

- Monitor and track customer service metrics, including response times, communication trends, service levels, customer feedback, workflow performance, and operational efficiency.
- Develop and maintain customer service tracking tools, dashboards, logs, and operational reporting systems.
- Prepare quarterly customer service performance reports, operational summaries, and service improvement updates for management review.
- Assist with preparation of annual customer service summaries, reports, and supporting documentation for inclusion in Executive Director and Commission materials.
- Participate in management meetings and organizational planning discussions related to customer service operations, workflow improvements, public communication, and departmental coordination.

- Provide recommendations regarding operational improvements, customer communication strategies, workflow efficiency, service delivery enhancements, and customer experience initiatives.
- Identify recurring issues and implement process improvements to improve service delivery, staff training, workflow consistency, and customer-facing operations.
- Ensure customer service records and administrative processes are maintained in compliance with applicable state laws, public records requirements, Port policies, and records retention requirements.

NON-ESSENTIAL DUTIES:

Perform other related duties and special projects as assigned.

SUPERVISORY RESPONSIBILITIES

- This position has supervisory responsibility for Customer Service Department staff, including assignment of work, workflow coordination, scheduling, training, coaching, operational oversight, and performance management input.
- The Customer Service Manager is responsible for maintaining consistent customer service standards, supporting staff development and accountability, coordinating departmental workflows, and promoting effective communication and service delivery throughout the Customer Service Department.
- The position participates in employee onboarding, training, performance feedback, and operational planning related to customer-facing services and front office operations.

MINIMUM QUALIFICATIONS

- **Education:** Associate's degree with coursework in business administration, public administration, communications, office administration, management, or a related field preferred. Relevant experience, demonstrated competency, and ongoing or completed continuing education may be considered in lieu of a degree.
- **Experience:** Five (5) or more years of progressively responsible experience in customer service, office administration, operations coordination, public-facing administration, or management roles, including experience supervising or coordinating staff, resolving customer concerns, implementing workflow improvements, and supporting operational or organizational communication efforts.
- **Leadership Experience:** Experience developing procedures, training staff, coordinating workflows, monitoring operational performance, and implementing service or process improvements preferred.
- **Approvals:** Must be bondable (eligible for coverage under the Port's insurance policies).
- **Background Check:** Must successfully pass a pre-employment background check.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong leadership, customer service, interpersonal, and organizational skills.
- Knowledge of customer service operations, workflow coordination, public-facing administrative processes, and service improvement strategies.
- Ability to develop and implement operational procedures, training materials, customer service standards, and communication practices.
- Ability to monitor operational performance, identify workflow inefficiencies, analyze service trends, and implement process improvements.
- Ability to communicate clearly and professionally with the public, staff, management, external agencies, and stakeholders.

- Ability to maintain awareness of organizational operations, projects, policies, and public-facing initiatives and communicate accurate information to Customer Service staff and the public.
- Ability to manage multiple priorities, exercise independent judgment, maintain confidentiality, and respond professionally in high-contact customer service environments.
- Strong attention to detail, organization, accountability, and follow-through.
- Proficiency with Microsoft Office, administrative systems, customer service platforms, website content management, and electronic records management systems.
- Ability to prepare reports, analyze operational information, and present recommendations related to customer service operations and workflow improvements.
- Bilingual in English and Spanish preferred.

WORK ENVIRONMENT
Typical office environment with a shared or open-office setting. Work is primarily performed indoors and involves frequent interaction with the public, staff, and external agencies. Frequent use of computers, communication systems, customer service platforms, and office equipment is required. Occasional evening or weekend work may be required to support meetings, operational needs, special events, public outreach efforts, or organizational initiatives.

PHYSICAL DEMANDS:
Requires mobility and physical ability sufficient to perform the essential functions of the position, including prolonged sitting, standing, walking, bending, and frequent use of computers and office equipment. Work may occasionally require lifting and carrying objects weighing up to 35 pounds. Vision adequate for computer use, with or without correction, is required.

ACKNOWLEDGMENT:
By signing below, the employee acknowledges that this job description reflects the general duties, responsibilities, and expectations of the Customer Service Manager position. The duties and responsibilities outlined in this description are not intended to be all-inclusive and may change based on operational needs, organizational priorities, or management direction.

EMPLOYEE:		**SUPERVISOR:**	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

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Port of HOOD RIVER

POSITION DESCRIPTION
JOB TITLE: PORT MONITOR
WORKING TITLE: OVERNIGHT PORT MONITOR
GENERAL EMPLOYEE• REGULAR• FULL TIME
FY 26-27 WAGE RANGE: $25.00 - $30.00 PER HOUR

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Facilities Department	Director of Real Estate & Asset Management	Non-Exempt

JOB SUMMARY:
The Overnight Port Monitor provides monitoring and facility oversight services during evening and overnight hours at Port-owned properties. Duties include conducting routine monitoring rounds of Port facilities and grounds, enforcing the Port's parking policies and issuing citations as needed, observing and documenting activities, reporting maintenance, safety, or operational concerns, assisting with facility opening and closing procedures, and providing information to visitors. The Port Monitor serves as the eyes and ears of the Port and is not responsible for law enforcement activities or physical intervention in conflicts or criminal matters.

ESSENTIAL DUTIES:
Property Monitoring & Facility Oversight
(Requires 60% of Time)

- Conduct routine monitoring rounds of Port-owned properties, facilities, parking areas, parks, trails, and recreational sites.
- Maintain a visible presence to promote compliance with Port rules and encourage responsible use of Port facilities.
- Observe, document, and report maintenance issues, safety concerns, suspicious activity, vandalism, property damage, unauthorized use, or other operational concerns.
- Complete daily activity logs and incident reports documenting observations and actions taken.
- Assist with securing Port properties, opening and closing facilities, and checking gates, buildings, restrooms, and other facilities as assigned.
- Support emergency response efforts by relaying information to appropriate agencies and Port staff.
- Respond to alarms, facility issues, or operational concerns and notify appropriate Port staff, emergency responders, or law enforcement when necessary.
- Respond to after-hours reports of roadway hazards, obstructions, bridge-related concerns, or other operational issues; assess conditions and communicate observations to appropriate Port personnel.
- Observe and report unsafe, suspicious, or unauthorized activity without engaging in physical enforcement or confrontation.
- Monitor public areas for conditions that may create safety concerns and report findings to appropriate personnel.
- Provide information and assistance to visitors regarding Port facilities, policies, parking regulations, and points of interest.
- Assist with crowd management and traffic flow during special events or periods of high use.

Parking Enforcement
(Requires 35% of Time)

- Monitor designated parking areas by vehicle or on foot.
- Issue parking warnings and citations in accordance with Port policies and parking regulations.
- Utilize handheld devices and software to document parking violations and record vehicle information.
- Observe and report damaged signs, striping deficiencies, parking equipment issues, or other parking-related concerns.
- Assist with temporary traffic control measures, including placement of signs, cones, barricades, and lot closure notifications.
- Maintain accurate records related to parking enforcement activities.

NON-ESSENTIAL DUTIES:
(Priority Varies, Requires 5% of Time)

- Provide support to other Port departments as assigned.
- Assist with special events, facility inspections, and seasonal operational activities.
- Perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES:
This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS:

- **Education:** High school diploma, GED, or equivalent.
- **Experience:** Any combination of education, training, or experience that demonstrates the ability to perform the duties of the position.
- **Licenses and Certifications:** A valid driver's license and a good driving record are required.
- **Approvals:** Must be bondable (eligible for coverage under the Port's insurance policies).
- **Background Check:** Must successfully pass a pre-employment background check.
- **Schedule Requirements:** Primarily assigned to evening and overnight shifts. Schedule may vary based on operational needs, special events, and seasonal demands.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to observe, document, and report incidents, concerns, and operational issues accurately.
- Strong communication, customer service, and interpersonal skills.
- Ability to work independently, exercise sound judgment, and maintain professionalism in a variety of situations.
- Basic knowledge of parking regulations, facility monitoring, traffic control, and public safety practices.
- Ability to use handheld devices, radios, computers, and related equipment.
- Ability to establish and maintain effective working relationships with the public, tenants, and Port staff.

WORK ENVIRONMENT:
Work is performed primarily outdoors on Port properties in varying weather and lighting conditions. Duties are primarily performed during evening and overnight shifts and may include weekends, holidays, and special events. The position works independently and regularly interacts with the public and Port staff. This position is observational in nature and is not expected to

physically intervene in disputes, criminal activity, trespassing situations, or emergencies beyond contacting appropriate responders and providing information.

PHYSICAL DEMANDS:
Requires prolonged walking, standing, and driving while conducting routine monitoring of Port properties. Must be able to navigate uneven terrain, climb stairs, bend, stoop, and occasionally lift and carry items weighing up to 25 pounds. Requires the ability to work outdoors and observe conditions in varying weather and lighting conditions.

ACKNOWLEDGMENT:
By signing below, the employee acknowledges that this job description reflects the general duties, responsibilities, and expectations of the Port Monitor position and that duties may change based on organizational needs or Port priorities.

EMPLOYEE:		**SUPERVISOR:**	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

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Port of HOOD RIVER

POSITION DESCRIPTION

JOB TITLE: REAL ESTATE & FACILITIES SUPERVISOR

WORKING TITLE: REAL ESTATE & FACILITIES SUPERVISOR

GENERAL EMPLOYEE• REGULAR• FULL TIME

FY 26-27 SALARY RANGE: $69,992 - $93,787

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Real Estate & Asset Management	Director of Real Estate & Asset Management	Exempt

JOB SUMMARY

The Real Estate & Facilities Supervisor oversees the day-to-day administration and operation of Port-owned properties, including lease records, tenant support, rent and lease compliance, service contracts, property inspections, and operational procedures.

The position directly supervises Facilities Department employees and works closely with the Facilities Lead to coordinate daily work assignments, preventative maintenance, property inspections, tenant service requests, and other facilities priorities. The Supervisor provides leadership, coaching, performance management, and operational direction to ensure Port properties are safe, functional, and professionally maintained.

The Supervisor serves as the primary contact for routine tenant and property needs, coordinates with Port departments, contractors, and vendors, and refers complex lease, legal, personnel, or compliance matters to the Director of Real Estate & Asset Management. The position exercises considerable independent judgment and discretion in planning, prioritizing, and directing daily operations, supervising staff, allocating resources, resolving routine operational issues, and implementing department policies within established guidelines. Matters involving significant policy, legal, financial, or organizational impact are referred to the Director.

ESSENTIAL DUTIES

Administrative and Property Operations — 30%

- Independently coordinate and oversee the day-to-day administration and operation of Port-owned properties and facilities. Exercise independent judgment in establishing operational priorities, coordinating work activities, and resolving routine operational issues consistent with Port policies and department objectives.
- Maintain property files, asset inventories, equipment records, inspection records, and related operational documentation.
- Ensure Port properties are safe, functional, clean, and professionally maintained.
- Develop, document, implement, and improve property and facilities procedures.
- Coordinate routine property inspections and track maintenance, safety, and compliance issues.
- Prepare operational reports, spreadsheets, correspondence, and other documentation.
- Monitor department expenditures, budgets, and operational costs within delegated authority.
- Coordinate with the Director of Real Estate & Asset Management to implement department priorities and management decisions.
- Identify and escalate property, lease, safety, personnel, or operational issues requiring management review.

Facilities Supervision and Maintenance Coordination — 35%

- Directly supervise Facilities Department employees, including regular, part-time, temporary, and seasonal staff as assigned.
- Independently plan, prioritize, and direct Facilities Department work. Coordinate with the Facilities Lead, who assists with daily crew assignments, field coordination, and monitoring work progress based on property needs, tenant requests, preventative maintenance schedules, available resources, safety requirements, and department priorities.
- Provide coaching, training, performance management, employee development, and recommendations regarding hiring, promotion, discipline, and other personnel actions.
- Oversee preventative maintenance programs and coordinate routine maintenance, repairs, custodial services, landscaping, inspections, and minor construction work.
- Monitor work progress and inspect completed work for quality, safety, and compliance with Port standards.
- Maintain maintenance schedules, work-order records, service histories, inspection reports, and related documentation.
- Coordinate employee schedules, leave, overtime, and on-call coverage, and participate in the on-call rotation as assigned.
- Coordinate responses to alarms, utility issues, building damage, severe weather, security concerns, and other property or facilities emergencies.
- Ensure employees have the tools, equipment, supplies, information, and training needed to work safely and efficiently.
- Identify and recommend long-term maintenance, vehicle, equipment, and capital replacement needs.
- Perform limited field inspections or assist with operational tasks when necessary; the position is not primarily hands-on.

Tenant Relations and Support — 15%

- Serve as the primary contact for routine tenant needs and property concerns.
- Respond to inquiries and service requests promptly and professionally.
- Coordinate with Facilities, Finance, contractors, and other departments to resolve tenant issues.
- Manage tenant move-ins and move-outs, including inspections, access, utilities, and required documentation.
- Track tenant concerns, maintenance requests, and follow-up actions.
- Communicate Port policies, property requirements, and tenant responsibilities.
- Maintain positive working relationships with tenants, customers, partners, and the public.
- Refer complex lease, legal, dispute, or compliance matters to the Director of Real Estate & Asset Management.

Lease and Financial Administration — 10%

- Maintain lease, license, permit, agreement, and tenant records.
- Track key dates, CPI adjustments, insurance requirements, approvals, deposits, and compliance deadlines.
- Coordinate with Finance on billing, rent collection, accounts receivable, and delinquent accounts.
- Process leases, amendments, extensions, assignments, and related documents.
- Prepare lease and revenue reports and assist with audits and public records requests.

Vendor and Contract Management — 10%

- Coordinate service contracts for maintenance, repairs, landscaping, custodial work, inspections, utilities, security, and other property needs.
- Assist with scopes of work, quotes, procurement documents, and contract processing.
- Schedule contractor access and coordinate work on Port properties.
- Monitor vendor performance, work quality, compliance, costs, and completion.
- Review and approve routine invoices and operational purchases within approved budgets, Port purchasing procedures, and delegated authority; maintain related contract, insurance, procurement, and vendor records.
- Resolve routine service issues and refer contract disputes, significant change orders, budget exceptions, or costs exceeding delegated authority to the Director of Real Estate & Asset Management.

NON-ESSENTIAL DUTIES
Other duties as assigned

SUPERVISORY RESPONSIBILITIES
The Real Estate & Facilities Supervisor works under the general direction of the Director of Real Estate & Asset Management and independently manages the day-to-day operations of Port-owned properties and the Facilities Department. The position directly supervises the Facilities Lead and other assigned employees and is responsible for work assignments, scheduling, coaching, performance evaluations, employee development, corrective-action recommendations, safety compliance, and operational oversight.

MINIMUM QUALIFICATIONS
- **Education:** An associate or bachelor's degree in business administration, public administration, real estate, property management, facilities management, construction management, or a related field is preferred. Relevant education, training, and work experience may be considered in place of a degree.
- **Experience:** Three years of relevant experience in administration, property or facilities operations, lease or contract coordination, or a related field, including at least one year supervising, leading, or coordinating employees, contractors, or operational crews.
- **Licenses and Certifications:** A valid driver's license and a good driving record are required.
- **Availability:** Must be able to participate in an on-call rotation and respond to after-hours operational or facilities emergencies.
- **Approvals:** Must be bondable and eligible for coverage under the Port's insurance policies.
- **Background Check:** Must successfully pass a pre-employment background check.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES
- Knowledge of property, lease, facilities, and administrative operations.
- Knowledge of employee supervision, work planning, coaching, and performance management.
- Ability to exercise sound independent judgment, analyze operational issues, make timely decisions, and determine when matters require escalation to the Director.
- Ability to prioritize and coordinate staff, tenants, vendors, contractors, and projects.
- Ability to develop and consistently apply operational procedures.
- Ability to monitor work for quality, safety, timeliness, and compliance.
- Ability to read and interpret leases, contracts, service agreements, policies, and inspection reports.
- Strong organizational, recordkeeping, financial tracking, and deadline-management skills.

- Strong written, verbal, interpersonal, and customer-service skills.
- Proficiency with Microsoft Office and records, property, finance, or work-order systems. Bilingual English-Spanish communication skills are preferred but not required.

WORK ENVIRONMENT

Work is primarily performed in an office environment with regular visits to Port-owned buildings, grounds, waterfront areas, marina facilities, industrial and commercial properties, airport property, maintenance areas, and active work sites. The position may encounter noise, dust, weather, uneven surfaces, vehicle traffic, construction activities, machinery, and other conditions associated with property and facilities operations.

The position participates in an on-call rotation and may be required to work evenings, weekends, holidays, or after hours to respond to tenant needs, facilities emergencies, weather events, alarms, or other operational issues.

PHYSICAL DEMANDS

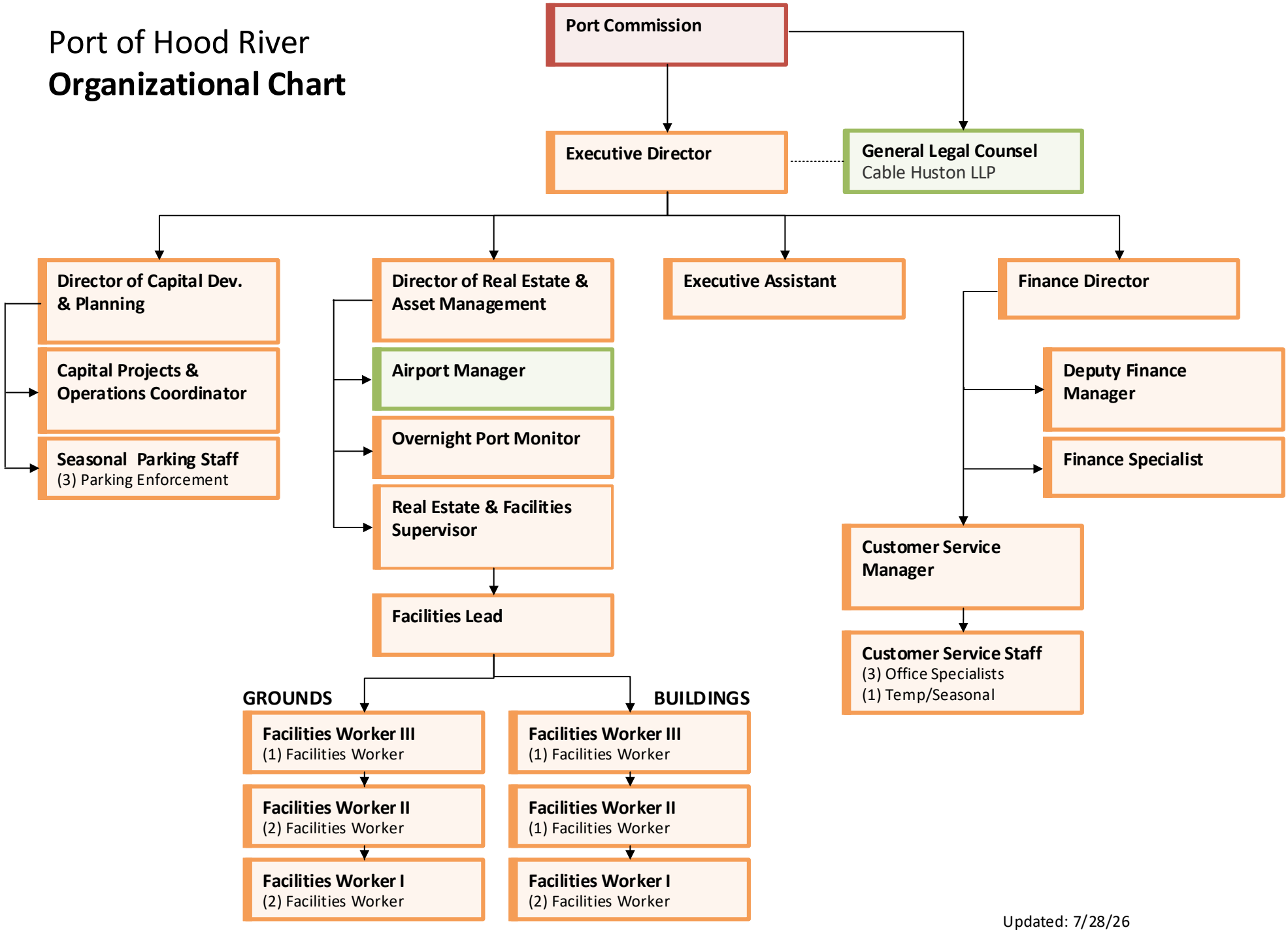
The position requires sufficient strength and mobility to perform work in both office and property environments, including prolonged sitting and computer use. Work may occasionally require lifting objects weighing up to 35 pounds, bending, standing for extended periods, and walking on uneven surfaces. Vision must be adequate for computer use, with or without correction.

ACKNOWLEDGMENT

By signing below, the employee acknowledges that this position description reflects the general duties, responsibilities, and expectations of the Real Estate & Facilities Supervisor position. Duties and responsibilities may be modified based on organizational needs, operational requirements, or Port priorities.

EMPLOYEE:		**SUPERVISOR:**	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Date:	_____	Date:	_____

Port of Hood River
Organizational Chart



Updated: 7/28/26

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Commission Memo

Prepared by:	Megan Channell, Director of Capital Development & Planning
Date:	August 18, 2026
Re:	Approve Procurement Documents (Request for Proposals for Goods and Services) for Marina Boathouse Removal Project

In August 2022, the Port Commission voted not to renew the boathouse lease agreements. Pursuant to the rolling renewal provision of the boathouse lease agreements, the Port at that time provided written notice that agreements would not be renewed for another five-year term. The term of the agreements will expire on December 31, 2026.

Consistent with prior Commission direction, staff has prepared procurement documents for goods and services for the removal of up to nine boathouses currently moored in the marina, following expiration of the leases.

Staff recommends procuring the work through a Request for Proposals (RFP) for Goods and Services. An RFP will allow the Port to consider both cost and the proposer's approach to safely and efficiently complete the work. Cost will remain the primary evaluation factor, with additional consideration given to proposed methods and project schedule. The RFP is anticipated to be issued August 19, 2026, with proposals due September 18, 2026 (30-day response period). Staff will return to the Commission with the recommended contractor in October prior to issuing a Notice of Intent to Award and again in November prior to contract execution. Boathouse removal is expected to begin in January 2027 and be complete by March 2027.

RECOMMENDATION:
MOTION to approve the Request for Proposal (RFP) for Goods and Services for the Marina Boathouse Removal Project, subject to final legal review, and authorize Port staff to advertise the RFP.

ATTACHMENTS:
Draft Request for Proposals (RFP) for Goods and Services: Marina Boathouse Removal Project

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REQUEST FOR PROPOSALS (RFP) FOR GOODS AND SERVICES

MARINA BOATHOUSE REMOVAL PROJECT

Date Advertised: .....August 19, 2026
Mandatory Pre-Offer Meeting: . September 3, 2026 at 1:00pm PT
Written Question Deadline... September 8, 2026 at 12:00pm PT
Proposals Due: ..... September 18, 2026 by 12:00pm PT
Notice of Intent to Award: ..... October 22, 2026
Anticipated Completion Date: .....March 3, 2027

E-Mail Submissions to:
Megan Channell, Director of Capital Development and Planning
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
megan.channell@portofhoodriver.com

Submit responses solely via e-mail with the subject "Request for Proposals – Marina Boathouse Removal Project"

Proposals will be opened in the Port of Hood River Conference Room on September 21, 2026 at 10:00am PT at the Port of Hood River Office (1000 E. Port Marina Drive, Hood River, OR 97031)

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1.00 ADVERTISEMENT, NOTICE INFORMATION AND PRE-PROPOSAL CONFERENCE

1.01 ADVERTISEMENT

REQUEST FOR PROPOSALS

Marina Boathouse Removal Project

The Port of Hood River, hereinafter called the "Port", is seeking proposals from qualified Contractors for the Marina Boathouse Removal Project ("Project"). Through the authorization of the Port of Hood River Commission, the Port is accepting proposals from qualified contractors who can provide the equipment and services to properly remove and dispose of up to nine (9) boathouses in the Port of Hood River Marina.

Proposals must be addressed to Megan Channell, Director of Capital Development and Planning, Port of Hood River, and submitted by September 18, 2026 by 12:00pm PT. Proposals must be delivered via email to megan.channell@portofhoodriver.com with the subject "Request for Proposals – Marina Boathouse Removal Project". Late submissions will not be accepted.

Project: Marina Boathouse Removal Project

Issuance Date: August 19, 2026

Proposal Due Date and Time: September 18, 2026 by 12:00pm PT

Mandatory Pre-Offer Meeting: September 3, 2026 at 1:00pm PT at Port of Hood River, 1000 E. Port Marina Drive, Hood River, OR 97031

Written Question Deadline: September 8, 2026 at 12:00pm PT

All questions regarding this RFP must be submitted in writing by email to Megan Channell, Director of Capital Development and Planning, at megan.channell@portofhoodriver.com, with the subject line "RFP Written Questions – Marina Boathouse Removal Project."

Proposals will be opened in the Port of Hood River Office on September 21, 2026 at 10:00am PT. Proposals will not be read aloud at the time of opening.

Electronic copies of this RFP and attachments, if any, can be obtained on Oregon Buys at https://oregonbuys.gov/bso/. Beginning August 19, 2026, a complete solicitation document, including scope of work may be examined or purchased during normal business hours at:

Port of Hood River
1000 E. Port Marina Drive
Hood River, Oregon 97031

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There will be a $35 nonrefundable charge for each printed copy of the solicitation document.

1.02 SOLICITATION LAW AND RULES

This RFP and any resulting Contract are governed by Oregon law. Specific laws and rules that govern the solicitation process are found in Oregon Revised Statutes (ORS Chapters 279A and 279B) and Administrative Rules of the Oregon Department of Administrative Services (OAR Chapter 137 Division 047). The RFP and resulting Contract may be subject to other applicable laws and rules.

2.00 PURPOSE, BACKGROUND AND SCOPE OF WORK

2.01 PURPOSE

The Port is seeking proposals from qualified Contractors for the Marina Boathouse Removal Project ("Project"). Through the authorization of the Port of Hood River Commission, the Port is accepting proposals from qualified contractors who can provide the equipment and services to properly remove and dispose of boathouses in the Port of Hood River Marina. This Project includes the transportation, dismantling and disposal of approximately nine (9) floating boathouses. The final quantity may be reduced prior to the Notice to Proceed if one or more structures are removed by others or otherwise become unavailable for inclusion in the Project.

2.02 BACKGROUND

The Port owns and operates the Port of Hood River Marina, which provides public recreational boating facilities on the Columbia River. The marina currently includes a limited number of moorage leases for privately owned floating boathouses located within a designated area of the marina.

Following extensive marina planning efforts, consultant studies, operational experience, and Commission policy direction, the Port Commission voted on August 16, 2022, to phase out the remaining marina boathouses through non-renewal of the existing lease agreements. The remaining nine (9) boathouse leases expire on December 31, 2026, after which the structures will be removed from the marina.

The purpose of this Project is to remove, transport, demolish, and lawfully dispose of up to nine (9) boathouses and associated debris following lease expiration. The Port intends to complete this work in a manner that protects marina infrastructure, minimizes disruption to marina operations, and complies with all applicable environmental, safety, and regulatory requirements.

The Port has not prescribed a specific removal methodology. Proposers are expected to utilize their expertise to develop an efficient, safe, and environmentally responsible approach for completing the work. The selected Contractor will be

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responsible for providing all labor, supervision, equipment, transportation, permits, disposal, environmental protection measures, and incidentals necessary to complete the Project.

2.03 SCOPE OF WORK

The Contractor shall furnish all labor, supervision, equipment, materials, tools, permits, transportation, demolition, disposal, submittals, coordination, environmental protection measures, and incidentals necessary to remove, demolish, and dispose of up to nine (9) boathouses identified by the Port.

The Work shall include:

Remove, dismantle, and dispose of up to 9 boathouses identified by the Port.

1. Obtain all permits, approvals and authorizations necessary to perform the Work.
2. Prepare and submit a Demolition and Environmental Protection Plan for Port review and acceptance prior to mobilization. At a minimum, the Plan shall address:
    - Proposed removal and demolition sequence;
    - Equipment and methods to be used for removal, transport, demolition and disposal;
    - Staging within Port-designated work area;
    - Protection of adjacent docks, utilities, vessels, and other Port facilities;
    - Public safety and access control measures;
    - Hazardous materials assessment and abatement procedures;
    - Debris containment and environmental protection measures;
    - Spill prevention and response procedures; and
    - Final site cleanup and restoration.
3. Develop and implement a safe removal plan for each boathouse, including temporary stabilization measures necessary prior to removal.
4. Disconnect, lift, tow or otherwise remove each boathouse from its existing marina location using methods determined by the Contractor.
5. Transport each boathouse to a demolition and staging area designated by the Port or other location proposed by the Contractor and accepted by the Port. The Port will provide a staging area within either the paved Boat Ramp Parking

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Area or the paved Marina Moorage Parking Area. The Contractor shall coordinate use of the staging area with the Port.

6. Conduct a hazardous materials assessment of each boathouse prior to demolition. The assessment shall identify suspected regulated materials and include sampling and testing, where required by applicable regulations.
7. Perform all required hazardous material abatement prior to demolition. The Contractor shall be responsible for all labor, permits, containment, handling, transportation and disposal of asbestos-containing materials, lead-containing materials, or any other regulated materials encountered during the Work.
8. Demolish each boathouse within the Port-designated staging area, or Port-accepted location proposed by the Contractor, using methods that prevent debris from entering the marina or surrounding environment.
9. Transport and dispose of all demolition debris and hazardous materials at appropriately permitted recycling or disposal facilities in accordance with all applicable federal, state, and local laws and regulations.
10. Provide the Port with documentation of disposal.
11. Upon completion of Work, remove all equipment and debris from the site and restore any Port property used for demolition or staging to a clean and serviceable condition.

General Project Requirements:

1. Mobilization and Demobilization. Furnish all labor, personnel, equipment, materials, temporary facilities, and incidentals necessary to complete the Work. Remove all equipment, temporary facilities, and excess materials from Port property upon completion of the Project.
2. Project Quantities. The attached boathouse inventory represents the maximum anticipated scope of work. The actual number of boathouses included in the Project may be reduced prior to commencement of the Work. As part of the Cost Proposal, Proposers shall describe how the Contract Price would be adjusted if fewer than nine (9) boathouses require removal, taking into consideration the Proposer's proposed means and methods and any fixed, shared or project-wide costs. If the number of boathouses is reduced, the Contract Price will be adjusted through a deductive Change Order consistent with the pricing approach identified in the accepted Proposal.
3. Project Sequencing. The Contractor shall coordinate the sequence of boathouse removals with the Port. The Port may establish priority boathouses or modify the sequence as necessary to accommodate marina operations, tenant move-outs, or other operational needs.

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4. Coordination with Port Operations. The marina will remain operational throughout the Project. The Contractor shall coordinate all work activities, equipment movements, temporary closures, utility interruptions, and staging activities with the Port to minimize disruption to marina users and the public.
5. Protection of Existing Facilities. The Contractor shall protect all existing docks, gangways, utilities, pavement, landscaping, adjacent vessels, and other Port facilities from damage without requiring modification and/or improvements to the Port's existing infrastructure. Any damage caused by the Contractor shall be repaired or replaced at the Contractor's expense.
6. Environmental Protection. The Contractor shall implement appropriate measures to prevent debris, dust, hazardous materials, fuels, flotation materials, and other pollutants from entering the marina, adjacent waterways, or stormwater system.
7. Safety. The Contractor shall provide for the safety of its employees, Port staff, marina users, and the public. All work shall be performed in accordance with applicable OSHA and Oregon OSHA requirements.
8. Hazardous Materials. The Contractor shall be responsible for the identification, characterization, abatement, handling, transportation, and lawful disposal of all hazardous materials encountered during the Work in accordance with applicable regulations.
9. Meetings. Attend a pre-construction meeting and participate in progress meetings as requested by the Port.
10. Work Hours. Normal work hours shall be coordinated with the Port. Work outside approved hours requires prior written approval.
11. Staging Area. The Port will provide the demolition and staging area within either the paved Boat Ramp Parking Lot or Marina Moorage Parking Lot. The Contractor shall maintain the staging area in a safe, orderly, and clean condition throughout the Project.
12. Project Closeout. Upon completion of the Work, the Contractor shall restore the staging area to its pre-project condition and submit all required closeout documentation, including disposal records, hazardous waste manifests (if applicable), and any other documentation required by the Contract.
13. Site Visit. Prior to submitting a proposal, the Contractor shall familiarize itself with the existing conditions, boathouse locations, marina access constraints, and staging areas. Submission of a Proposal constitutes acknowledgment that the Contractor has investigated the site conditions necessary to perform the Work.

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2.04 ESTIMATED SCHEDULE

This schedule is a tentatively proposed timeline and may be subject to change.

RFP Issue Date ..... August 19, 2026

Mandatory Pre-Offer Meeting ..... September 3, 2026 at 1:00pm PT

Deadline for Written Questions ..... September 8, 2026 at 12:00pm PT

Deadline for Protests to Solicitation Process .... September 8, 2026 at 12:00pm PT

Closing/Proposal Submittal Deadline ..... September 18, 2026 by 12:00pm PT

Proposal Opening (Port of Hood River Office) September 21, 2026 at 10:00am PT

Notice of Intent to Award ..... October 22, 2026

Protest Deadline ..... October 29, 2026 by 4:00pm PT

Contract Approval ..... November 18, 2026

Contract Start/Notice to Proceed ..... November 24, 2026

Existing Boathouse Lease Agreements Expire ..... December 31, 2026

Start Removal/Demolition/Disposal ..... January 11, 2027

Final Completion ..... March 3, 2027

**Proposer, by submitting a Proposal, commits to and will be expected to make best efforts to accommodate the negotiation schedule if selected for intent to award.*

3.00 PROCUREMENT REQUIREMENTS

3.01 PROPOSAL SUBMISSION

All proposals must be received by September 18, 2026 by 12:00pm PT, via email as indicated on the cover sheet of this RFP invitation.

Proposals will not be accepted after the closing date/time. Proposers submitting responses accept all risks of late delivery regardless of fault. The Port will not be responsible for unreadable or misdirected proposals sent in response to this RFP.

The full Request for Proposal (RFP) is available on Oregon Buys at https://oregonbuys.gov/bso/. The Director of Capital Development and Planning is the sole point of contact for all questions, concerns, and protests.

Proposal Submission Instructions:

- Proposals must be submitted electronically to Megan Channell, Director of Capital Development and Planning, at megan.channell@portofhoodriver.com with "Request for Proposals – Marina Boathouse Removal Project" in the subject line.

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- The proposal should address the evaluation criterion in the order outlined in this RFP.
- Proposals should not exceed 5 pages, excluding attachments.
- Do not include sales or promotional materials.
- Proposals that do not conform to these guidelines may be penalized in the evaluation process for excessive length or difficulty in locating responses to evaluation criteria.

Questions Regarding the RFP

All questions regarding this RFP must be submitted in writing by email to Megan Channell, Director of Capital Development and Planning, at megan.channell@portofhoodriver.com no later than 12:00pm PT on September 8, 2026, with the subject line "RFP Written Questions – Marina Boathouse Removal Project."

Responses to questions that require clarification of the RFP will be issued by written addendum and posted on Oregon Buys at https://oregonbuys.gov/bso/.

3.02 RFP PROTEST AND REQUEST FOR CHANGE

The Port is issuing this RFP to obtain goods and services for the successful completion of the Project in accordance with OAR 137-047-0260. Anyone who objects to the Port's decision to use the process may submit a protest by September 8, 2026 at 12:00pm PT. Such protests must explain the basis of the protest in sufficient detail for the Port to respond. Failure to file a protest by the deadline shall constitute a waiver of any right to protest this issue after the Notice of Intent to Award.

Prospective Proposers may submit a written protest of anything contained in the RFP and may request a change to any provision, specification, or Contract term contained in the RFP no later than five (5) calendar days prior to the Proposal deadline set in the RFP. Protests shall follow the requirements set forth in OAR 137-047-0730. Each protest or request for change must include the reasons for the protest or request and any proposed changes to the RFP provisions, specifications, or Contract terms. The Port will not consider any protest or request for change submitted after the submission deadline. Protests shall be sent to the designated Port of Hood River contact for proposer selection protests at the address specified in Section 3.03 of this RFP. If the Port determines that additional information or interpretation is necessary, such information or interpretation will be provided in Addenda that will be posted to Oregon Buys. All such Addenda shall have the same binding effect as though contained in the main body of this RFP.

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Oral instructions or information concerning the specifications of the Project from Port managers, employees, or agents to prospective Proposers, including statements made at the mandatory pre-offer meeting, shall not bind the Port unless confirmed by a Written Addendum. The Port shall issue all Addenda no less than five (5) calendar days prior to the Proposal deadline.

3.03 PROTEST OF PROPOSER SELECTION

The Port will provide to all Proposers a copy of the Notice of Intent to Award that was sent to the highest-ranked Proposer. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest-ranked Proposer may submit a written protest of the selection to the Port no later than seven (7) calendar days after the date of the Notice of Intent to Award as listed on the project page of the Port's website. Protests must be submitted in writing (via email or other written format) to the designated Port contact. The Port will address all timely submitted award protests that are in accordance with OAR 137-047-0740.

Protests shall be in writing and physically received by the Port no later than 4:00 p.m. on the seventh (7) calendar day after the date of issuance of the Notice of Intent to Award. Protests may be submitted via email or other written format. Address protests to:

Attn: Megan Channell
PORT OF HOOD RIVER
1000 E. Port Marina Drive
Hood River, OR 97031
Email: megan.channell@portofhoodriver.com

Protests not filed within the time specified in paragraph 1, Section 3.03, above, or which fail to meet the requirements of OAR 137-047-0740 shall be rejected.

3.04 COST OF PREPARATION OF RESPONSE

Each Proposer is responsible for all costs incurred in Proposal preparation and participation in the Proposal evaluation, Award and Contract negotiation processes.

3.05 PROPOSAL REJECTION AND SOLICITATION CANCELLATION

The Port may reject any and all Proposals prior to Contract execution and may cancel this RFP at any time if the Port believes it is in the public interest to do so. The Port is not liable for any costs or expenses incurred by RFP cancellation or Proposal rejection.

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3.06 MINOR INFORMALITIES

The Port may waive minor informalities in Proposals. Minor informalities are: (1) matters of form rather than substance when evident in the Proposal, or (2) insignificant mistakes that can be waived or corrected without prejudice to other Proposers. The Port, in its sole discretion, may waive minor informalities or allow a Proposer to correct them. Examples of minor informalities include Proposer's failure to:

a) Submit the required number of originals or copies, or both, of Proposals (if applicable)

b) Sign the Proposal in the designated block provided an authorized signature appears elsewhere in the Proposal evidencing an intent to be bound.

3.07 INITIAL NEGOTIATIONS

If the Port does not cancel the RFP after it receives the results of the scoring and ranking for each Proposer, the Port has the right to negotiate a final Contract and will begin negotiating a Contract with the highest ranked Proposer pursuant to Section 8 of OAR 137-047-0261 - Negotiations. The Port will direct negotiations toward obtaining written agreement on:

a) Contractor's performance obligations and performance schedule;

b) Payment methodology and a maximum amount payable to Contractor for the services required under the Contract that is fair and reasonable to the Port budget authority for payments under the resulting contract (the "Authorized Agency") as determined solely by the Authorized Agency, taking into account the value, Scope, complexity and nature of the services; and

c) Any other provisions the Port believes to be in the best interest of the Port to negotiate.

3.08 SUBSEQUENT NEGOTIATIONS

The Port shall, either orally or in writing, formally terminate negotiations with the highest-ranked Proposer if the Authorized Agency and Proposer are unable for any reason to reach agreement on a Contract within a reasonable amount of time. The Port may thereafter negotiate with the second-ranked Proposer, and if necessary, with the third-ranked Proposer, and so on, in accordance with Section 9 of OAR 137-047-0261 – Terminating Negotiations. If negotiations with any Proposer do not result in a Contract within a reasonable amount of time, the Port may end the particular Formal Solicitation. The Port may also proceed with a new Formal Solicitation for the same Services or take other procurement action that the Port determines is in the best interest of the Port.

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Upon successful negotiation of terms, the successful Proposer will be required to enter into the Port's Standard Procurement Contract in substantially the form set forth in the sample contract attached to this RFP as Attachment A.

3.09 DISPUTES

In case of any doubt or differences of opinion as to the items or Service to be furnished hereunder, or the interpretation of the provisions of the RFP, the RFP on file with the Port shall govern and the decision of the Port shall be final and binding upon all parties.

3.10 CLARIFICATION OF RESPONSES

The Port reserves the right to request clarification of any item in a Proposal or to request additional information necessary to properly evaluate a Proposal. All requests for clarification and responses will be conducted in writing. Except for clarifications necessary to determine whether a Proposal meets minimum requirements, all requests for clarification and responses will be shared with each selection committee member.

3.11 REFERENCES

The Port reserves the right to investigate references including customers other than those listed in the Proposal. Investigation may include past performance of any Proposer with respect to its performance of similar projects, compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, and its lawful payment of employees and workers. Supportive references are required.

3.12 COLLUSION

A Proposer submitting a Proposal hereby certifies that no officer, agent, or employee of the Port has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer and that the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

3.13 OREGON FALSE CLAIMS ACT

Each Proposer, by submitting a Proposal in response to this RFP, thereby certifies that it understands that any statement or representation contained in or attached to its Proposal, and any statement, representation, or application the Proposer may submit under any contract the Port may award under this RFP, that constitutes a "claim" (as defined by the Oregon False Claims Act, ORS 180.750(1)), will be subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

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3.14 PUBLIC RECORDS

All Proposals and protests are public records after the Port issues the Notice Selection. Once Proposals become public information, copies of public information may be requested by any person in accordance with the Oregon Public Records Laws, ORS 192.311 through 192.478.

3.15 CONFIDENTIAL OR PROPRIETARY INFORMATION

Proposers may request specific information contained in a Proposal to be exempt from public disclosure. Proposer is advised to consult with legal counsel regarding disclosure issues.

If a Proposer believes that any portion of a Proposal contains any information that is considered a trade secret under ORS Chapter 192.345(2), or otherwise is exempt from disclosure under the Oregon Public Records Law, ORS 192.311 through 192.478, each page containing such information must include the following:

"This data is exempt from disclosure under the Oregon Public Records Law pursuant to ORS 192, and is not to be disclosed except in accordance with the Oregon Public Records Law, ORS 192.311 through 192.478."

Identifying the Proposal, in whole, as exempt from disclosure is not acceptable. Proposers are cautioned that cost information submitted in response to an RFP is generally not considered a trade secret under Oregon Public Records Law. If Proposer fails to identify the portions of the Proposal that Proposer claims are exempt from disclosure, Proposer is deemed to have waived any future claim of non-disclosure of that information.

Pursuant to ORS 279B.060(6), Proposers may schedule requests for inspection of any RFP file after negotiations have been completed with the selected Proposer and the Notice of Intent to Award has been issued.

3.16 CERTIFICATION OF COMPLIANCE WITH DISCRIMINATION LAWS

Each Proposer, by submitting a Proposal in response to this RFP, thereby certifies that it has not discriminated against disadvantaged, minority, women, veteran, or emerging small business enterprises, or a business enterprise that is owned or controlled by or that employs a disabled veteran, as that term is defined in ORS 408.225, in obtaining any subcontracts, and that the Proposer is not in violation of any discrimination laws.

3.17 PROPOSAL VALIDITY

Proposals shall remain valid for a period of ninety (90) days following the deadline set for receiving Proposals.

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4.00 PROPOSAL REQUIREMENTS, EVALUATION AND SELECTION PROCESS

4.01 PROPOSAL CONTENT CHECKLIST

The following are requirements for the Proposal submittal:

a) Cover Letter

b) Cost Proposal, including cost breakdown for the following, at a minimum:

   a. Total Cost Proposal;

   b. Mobilization and Demobilization;

   c. Hazardous Materials Assessment and Abatement;

   d. Boathouse Removal and Transportation to the Port-Approved Staging Area;

   e. Demolition;

   f. Disposal and Recycling;

   g. Site Cleanup and Restoration; and

   h. Deductive Change Order Approach: Describe how the proposed Contract Price would be adjusted if fewer than nine (9) boathouses require removal, including identification of any fixed, shared, or project-wide costs that would not be reduced proportionately.

   i. The Proposer may include additional cost items, assumptions, or clarifications as necessary to clearly define its proposed pricing.

c) Project Schedule

d) Responses to evaluation criteria in your preferred format (5 page limit)

e) Proposer Information and Certification Sheet (Attachment B)

f) Reference Form (Attachment C)

Proposal Submission

It is the proposer's responsibility to submit the proposal on time. Late proposals will be disqualified from consideration. Ensure submission by the RFP's closing date and time.

4.02 PROPOSAL EVALUATION

An Evaluation Committee of at least three individuals will evaluate the written proposals based on the Evaluation Criteria. Evaluators will independently assess and score each proposal, and the total scores will be calculated. The Port may assign specific evaluation criteria to different evaluators based on their expertise.

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Proposals will be ranked based on the total score, and the award will be made to the Proposer whose submission is deemed most advantageous to the Port.

The Director of Capital Development and Planning will prepare a matrix of the scores and communicate the same to the Port Commission with a recommendation to enter into negotiations with the top-ranked Proposer. The Port Commission will review the recommendation and make the final determination of whether to initiate negotiations.

The Port Commission reserves the right to reject all Proposals and reassess the evaluation process at which a notice will be sent to all Proposers.

4.03 EVALUATION CRITERIA

The Port will evaluate Proposals to determine which Proposal provides the best overall value to the Port. Cost will be the primary evaluation factor; however, the Port will also consider the Proposer's technical approach and proposed project schedule.

Proposals will be evaluated using the following criteria:

Cost Proposal (Maximum Points: 80)

The Cost Proposal will be evaluated based on the total proposed contract price, completeness of the cost proposal, overall value to the Port, and proposed approach to quantity adjustments. Cost is the primary evaluation criterion.

Proposed Methods (Maximum Points: 10)

The Port will evaluate the Proposer's proposed methods for completing the Work, including:

- Removal and transportation of the boathouses;
- Demolition methodology;
- Hazardous materials assessment and abatement procedures;
- Proposed equipment and resources available to perform the Work;
- Protection of existing Port infrastructure, including docks, gangways, utilities, pavement, landscaping, adjacent vessels, and other Port facilities, while avoiding the need for modification or improvements to the Port's existing infrastructure;
- Protection of marina facilities, adjacent vessels, and the environment; and
- Overall feasibility and effectiveness of the proposed approach.

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Proposed Milestone Dates (Maximum Points: 10)

The Port will evaluate the proposed milestone dates while minimizing impacts to marina operations and public access.

5.00 CONTRACT TERMS AND CONDITIONS

5.01 THE PORT OF HOOD RIVER PROCUREMENT CONTRACT

The Port and the Successful Proposer shall execute the standard form of Port of Hood River Procurement Contract, a sample of which is attached to this RFP as Attachment A. If Proposer takes exception to any portion of the Contract, Proposer must request change as described in Section 3.02 of this RFP. The Port is not obligated to consider Contract exceptions stated in the Proposal. If any discrepancies, inconsistencies, or ambiguities exist between the Proposal and the RFP, the RFP takes precedence.

5.02 INSURANCE REQUIREMENTS

Insurance requirements for the Contract are specified in Attachment A, Section 9.

5.03 LEGAL COMPLIANCE

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes including the Americans with Disabilities Act.

5.04 RECYCLABLE PRODUCTS

The Port of Hood River encourages use of recyclable products to the maximum extent economically feasible in the performance of the contract Services set forth in this document.

5.05 SILENCE OF SPECIFICATION

The apparent silence of this scope of work, any specifications and any supplemental specifications as to any detail, or the apparent omission from one of these areas of a detailed description concerning any point, shall be regarded as meaning that only the best commercial and industrial practice is to prevail and that only materials and workmanship of first quality are to be used. Services not specifically mentioned in the RFP, but which are necessary to provide the functional capabilities described by the Proposer, must be itemized in the Proposal.

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6.00 ATTACHMENTS

The following items are attached separately as part of this RFP:

Attachment A: Sample Contract

Attachment B: Proposer Information and Certification Sheet

Attachment C: Reference Form

Attachment D: Boathouse Map, Boathouse Dimensions, and Photographs

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PERSONAL SERVICES CONTRACT

This Agreement is between the Port of Hood River, an Oregon Municipal Corporation, (hereinafter referred to as "**Port")**, and _____, (hereinafter referred to as "**Contractor**").

In consideration of the mutual covenants set forth in this Agreement, and for good and valuable consideration, the sufficiency of which is hereby acknowledged, Port authorizes Contractor and Contractor agrees to carry out and complete services as described below:

1. **PROJECT**: Work shall be performed by Contractor in connection with a project generally described as: **[title]** (the "Project")**.**

2. **SCOPE OF SERVICES:** The Contractor shall be responsible for the performance of all services as set forth in the Scope of Work attached to this Agreement as **Exhibit A** (the "Services") and to the extent described in this Agreement. All provisions and covenants contained in the Scope of Work are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and the Scope of Work (if any) shall be resolved first in favor of this Agreement. Contractor shall perform Services using the degree of skill and knowledge customarily employed by professionals performing similar services in the same region of Oregon. The Contractor shall be responsible for providing, at the Contractor's cost and expense, all management, supervision, materials, administrative support, supplies, and equipment necessary to perform the Services as described herein, all in accordance with this Agreement. All Contractor personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Contractor shall have all requisite permits, licenses and other authorizations necessary to provide the Services. Contractor acknowledges and agrees that Port may cause or direct other persons or contractors to provide services for and on behalf of Port that are the same or similar to the Services provided by Contractor under this Agreement. No information, news, or press releases related to the Project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written authorization of Port.
3. **TERM OF AGREEMENT:** The term of this Agreement shall begin on the date this Agreement is fully executed and shall terminate on _____, unless sooner terminated or extended under the provisions of this Agreement. All Services under this Agreement shall be completed prior to the expiration of this Agreement.

4. **TIME OF THE ESSENCE:** The Services of the Contractor shall be undertaken and completed in such a manner and in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement. It is agreed that time is of the essence in the performance of the Services.

5. **COMPENSATION:** The Port shall pay fees to the Contractor for Services performed under the terms of this Agreement and as specified in the Scope of Work. The total aggregate amount for all Services performed under this Agreement shall not exceed _____Dollars ($_____) ("Compensation"), unless otherwise approved in writing by the Port.

   Contractor shall submit monthly invoices computed on the basis of the percentage of work completed or hours worked and detailing the Services provided to date. Invoices shall include a detailed description of work performed and include evidence of any reimbursable expenses in a form acceptable to the Port. Port shall make payments in a timely manner, within twenty-five (25) days of receipt of invoice. Invoices received from the Contractor pursuant to this Agreement will be reviewed and approved by the Port prior to payment.

SAMPLE

No compensation will be paid by Port for any portion of the Services not performed. Payment shall not be considered acceptance or approval of any Services or waiver of any defects therein. The Compensation shall constitute full and complete payment for said Services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement or agreed to by mutual written and duly signed agreement of Port and Contractor.

If Port does not pay within twenty-five (25) days of receipt of invoice acceptable to Port, the invoice shall incur a service charge of 1.5% per month on the unpaid monthly balance. Contractor reserves the right to withhold services or cancel this Agreement if Port's account is more than sixty (60) days delinquent.

6. **STATUS OF CONTRACTOR AND RELATIONSHIP TO PORT:** The Contractor is an independent contractor, and nothing contained herein shall be construed as constituting any relationship with the Port other than that as owner and independent contractor, nor shall it be construed as creating any relationship whatsoever between the Port and any of the Contractor's employees. Neither the Contractor nor any of the Contractor's employees are nor shall they be deemed employees of the Port. The Contractor is not and shall not act as an agent of the Port. All employees who assist the Contractor in the performance of the Services shall at all times be under the Contractor's exclusive direction and control. The Contractor shall pay all wages, salaries and other amounts due the Contractor's employees in connection with the performance of the Services and shall be responsible for all reports and obligations respecting such employees, including without limitation social security tax, income tax withholding, unemployment compensation, worker's compensation, employee benefits and similar matters. Further, the Contractor has sole authority and responsibility to employ, discharge and otherwise control the Contractor's employees. The Contractor has sole authority and responsibility as principal for the Contractor's agents, employees, sub-contractors and all others the Contractor hires to perform or assist in performing the Services. The Port's only interest is in the results to be achieved.

7. **ERRORS IN WORK; EXTRA OR CHANGES IN WORK**: Contractor shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost. Only the Port Key Personnel may authorize extra (and/or change) work. Failure of Contractor to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Compensation or project schedule due to such unauthorized extra work and Contractor thereafter shall be entitled to no compensation whatsoever for the performance of such work.

8. **REPRESENTATIONS:** The Contractor represents and covenants that:

   a. The Contractor has the required authority, ability, skills and capacity to, and shall, perform the services in a manner consistent with this Agreement. Further, any employees and sub-contractors of the Contractor employed in performing the Services shall have the skill, experience and licenses required to perform the Services assigned to them. All Work Product of Contractor required to be stamped shall be stamped by the appropriately licensed professional.

   b. To the extent the Contractor deems necessary, in accordance with prudent practices, the Contractor has inspected the sites and all of the surrounding locations whereupon the Contractor may be called to perform the Contractor's obligations under this Agreement and is familiar with requirements of the Services and accepts them for such performance.

   c. The Contractor has knowledge of all of the legal requirements and business practices in the State of Oregon that must be followed in performing the Services and the Services shall be

performed in conformity with such requirements and practices.

d. The Contractor is validly organized and exists in good standing under the laws of the State of Oregon and has all the requisite powers to carry on the Contractor's business as now conducted or proposed to be conducted and the Contractor is duly qualified, registered or licensed to do business in good standing in the State of Oregon.

e. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all necessary action and do not and will not (a) require any further consent or approval of the board of directors or any shareholders of the Contractor or any other person which has not been obtained or (b) result in a breach of default under the certificate of incorporation or by-laws of the Contractor or any indenture or loan or credit agreement or other material agreement or instrument to which the Contractor is a party or by which the Contractor's properties and assets may be bound or affected. All such consents and approvals are in full force and effect.

9. **CONTRACTOR'S INSURANCE:** Contractor shall keep and maintain the following insurance for the duration of the contract period:

a. Commercial General Liability insurance on an occurrence basis with a limit of not less than $1,000,000 each occurrence for bodily injury and property damage and $2,000,000 general aggregate. The Liability Insurance coverage shall provide contractual liability. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to Contract.

b. Automobile Liability insurance with a combined single limit of not less than $1,000,000 per each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.

c. Professional Liability insurance with a $1,000,000 per claim and $1,000,000 in the aggregate for malpractice or errors and omissions coverage against liability for personal injury, death, or damage of property, including loss of use thereof, arising from the firm's negligent acts, errors or omissions related to this Contract.

d. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. Coverage must demonstrate the inclusion of the following endorsements Jones Act and LHWCA

e. Marine / Vessel Liability with a combined single limit of not less than $1,000,000 per each occurrence for bodily injury and property damage .

f. Pollution Liability insurance with a policy limit no less than $2,000,000 per occurrence.

g. Excess / Umbrella Liability insurance with a policy limit no less than $5,000,000 (policy should include "following form" language to the CGL.

As evidence of the insurance coverage required by this Agreement, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Agreement. The Commercial General Liability certificate shall provide that the Port, its Commissioners, officers, agents, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Agreement. Endorsement CG 20 10 11 85 or its equivalent must be attached to the Certificate. The Certificate shall provide that the insurance shall not terminate or be canceled without 30-days written notice first being given to the Port. Insuring companies or entities are subject to Port acceptance. If required, complete copies of the insurance policy shall be provided to the Port. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

SAMPLE

If any policy obtained by the Contractor is a claims-made policy, the following conditions shall apply: the policy shall provide the Contractor has the right to purchase, upon cancellation or termination by refusal to renew the policy, an extended reporting period of not less than two (2) years. The Contractor agrees to purchase this extended insurance coverage and to keep it in effect during the reporting period. If the policy is a claims-made policy, the retroactive date of any renewal of such policy shall be not later than the date this Agreement is signed by the parties hereto. If the Contractor purchases a subsequent claims-made policy in place of the prior policy, the retroactive date of such subsequent policy shall be no later than the date this Agreement is signed by the parties hereto.

10. **INDEMNIFICATION:** The Contractor shall indemnify, defend and hold harmless the Port, its commissioners, employees and agents, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent, they are directly resulting from, or alleged to arise from, the acts of the Contractor, or any of the Contractor's sub-contractors, Contractor's suppliers and/or Contractor's employees arising in connection with the performance of this Agreement. The obligations of the indemnifications extended by the Contractor to the Port shall survive the termination or expiration of this Agreement.

11. **CONFIDENTIALITY:** During the performance of the Agreement and for all time subsequent to completion of the Services under this Agreement, the Contractor agrees not to use or disclose to anyone, except as required by the performance of this Agreement or by law, or as otherwise authorized by the Port, any and all information given to the Contractor by the Port or developed by the Contractor as a result of the performance of this Agreement. The Contractor agrees that if the Port so requests, the Contractor will execute a confidentiality agreement in a form acceptable to the Port and will require any employee or sub-contractor performing work under this Agreement or receiving any information deemed confidential by the Port to execute such a confidentiality agreement.

12. **ASSIGNMENT:** Neither party shall assign this Agreement or parts hereof or its duties hereunder, but not including work products produced by the Contractor, without the express written consent of the other party. In the event of dissolution, consolidation or termination of the Port, the parties agree that the Port may assign to a successor entity any rights, obligations and functions it may have remaining under this Agreement.

13. **SUBCONTRACTORS:**

    a. General. The Contractor is solely and fully responsible to the Port for the performance of the Services under this Agreement. Use of any sub-contractor by the Contractor shall be pre-approved by the Port. The Contractor agrees that each and every agreement of the Contractor with any sub-contractors to perform Services under this Agreement shall be terminable without penalty.

    b. Sub-contractor Commitments: All of the Contractor's subcontracts in connection with the performance of the Services shall be in writing and include the following provisions:

        i. The subcontract/contract is immediately terminable without cause, and cost for such termination activities shall be determined according to the terms of this Agreement.
        ii. The sub-contractor shall carry insurance in forms and amounts satisfactory to the

SAMPLE

Port in its sole discretion, as provided by this Agreement.

iii. All warranties (express or implied) shall inure to the benefit of the Port and its successors and assigns.

iv. The subcontract/contract shall be subject to all applicable public contracting terms and provisions, as required by state law.

The Contractor shall provide the Port with a copy of each subcontract executed with the performance of the Services within seven (7) days of each subcontract's execution.

Sub-contractors who assist the Contractor in the performance of the Services shall at all times be under the Contractor's exclusive direction and control and shall be sub- Contractors of the Contractor and not Contractors of the Port. The Contractor shall pay or cause each sub-contractor to pay all wages, salaries and other amounts due to the Contractor's sub-contractors in performance of the duties set forth in this Agreement and shall be responsible for any and all reports and obligations respecting such sub-contractors. All sub-contractors shall have the skill and experience and any license or permits required to perform the Services assigned to them.

If Contractor fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Contractor or a subcontractor by any person in connection with this Agreement as the claim becomes due, the Port may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Contractor pursuant to this Agreement. The Port's payment of a claim under this Section shall not relieve Contractor or Contractor's surety, if any, from responsibility for those claims.

14. <u>TERMINATION NOT-FOR-CAUSE:</u>

a. <u>Termination for Cause</u>.

i. Contractor shall remedy any breach of this Agreement within the shortest reasonable time after Contractor first has actual notice of the breach or Port notifies Contractor of the breach, whichever is earlier. If Contractor fails to either remedy the breach or actively begin and maintain efforts satisfactory to the Port to remedy the breach within ten (10) days of actual notice or the Port's mailing, Port may terminate that part of the Agreement affected thereby upon written notice to Contractor, may obtain substitute services in a reasonable manner, and recover from Contractor the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.

ii. If the breach is material and Contractor fails to either remedy the breach or actively begin and maintain efforts satisfactory to the Port to remedy the breach within five (5) days of the Port's notice Port may then treat Contractor as being in default and pursue any remedy available for such default at law or in equity.

iii. Pending a decision to terminate all or part of this Agreement, Port unilaterally may order Contractor to suspend all or part of the Services under this Agreement. If Port suspends terminates all or part of the Agreement pursuant to this Section, Contractor shall be entitled to compensation only for Services rendered prior to the date of termination or suspension, but not for any Services rendered after Port ordered termination or suspension of those Services. If Port suspends certain Services under this Agreement and later orders Contractor to resume those Services, Contractor shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

SAMPLE

iv. To recover amounts due under this Section, Port may withhold from any amounts owed by Port to Contractor, including but not limited to, amounts owed under this or any other Agreement between Contractor and Port.

b. Termination for Convenience**.** In addition to any other rights provided herein, the Port shall have the right to terminate all or part of this Agreement at any time and for its own convenience, by written notice to Contractor.

c. Obligations of Contractor. After receipt of a notice of termination, and unless otherwise directed by the Port, the Contractor shall immediately proceed as follows:

i. Stop work on the Services as specified in the notice of termination;
ii. Terminate all agreements with sub-contractors to the extent they relate to the Services terminated;
iii. Submit to the Port detailed information relating to each and every sub-contractor of the Contractor under this Agreement. This information will include sufficient detail so the Port can immediately contact each such sub-contractor to determine the role or function of each in regard to the performance of the Services and if the Port so elects, the Port may engage any sub-contractor for substantially the same terms as have been contracted by the Contractor;
iv. Complete performance in accordance with this Agreement of all of the services not terminated; and
v. Take any action that may be necessary, or that the Port may direct, for the protection and preservation of the property related to this Agreement that is in the possession of the Contractor and in which the Port has or may acquire an interest.

d. Termination Settlement. After termination, the Contractor shall submit a final termination settlement proposal to the Port in a form and with a certification prescribed by the Port. The Contractor shall submit the proposal promptly, but no later than thirty (30) days from the effective date of termination, unless extended in writing by the Port upon written request by the Contractor within such thirty-day period. If the Contractor fails to submit the proposal within the time allowed the Port's payment obligations under this Agreement shall be deemed satisfied and no further payment by the Port to the Contractor shall be made.

e. Payment Upon Termination. As a result of termination without cause the Port shall pay the Contractor in accordance with the terms of this Agreement for the Services performed up to the termination and unpaid at termination.

f. Port's Claims and Costs Deductible Upon Termination. In arriving at the amount due the Contractor under this paragraph there shall be deducted any claim which the Port has against the Contractor under this Agreement.

g. Partial Termination. If the termination is partial the Port shall make an appropriate adjustment of the price of the Services not terminated. Any request by the Contractor for further adjustment of prices shall be submitted in writing within thirty (30) days from the effective date of notice of partial termination or shall be deemed forever waived.

15. FORCE MAJEURE: Neither party to this Agreement shall be liable to the other party for delays in or

SAMPLE

failure to perform services caused by unforeseeable circumstances beyond its reasonable control, including but not limited to acts of governmental authorities, civil unrest, war, lockouts, extraordinary weather conditions or other natural catastrophe. For delays resulting from unforeseeable material actions or inactions of Port or third parties beyond Contractor's reasonable control, Contractor shall be given an appropriate time extension and shall be compensated for all costs of labor, equipment, and other direct costs Contractor reasonably and necessarily incurs. Delays of more than ninety (90) calendar days shall, at the option of either party, make this Agreement subject to termination.

16. **RECORD KEEPING:** The Contractor shall maintain all records and documents relating to Services performed under this Agreement for three (3) years after the termination or expiration of this Agreement, or for three (3) years after all other pending matters in connection with this Agreement are closed. This includes all books and other evidence bearing on the Contractors time based and reimbursable costs and expenses under this Agreement. The Contractor shall make these records and documents available to the Port, at the Port's office, at all reasonable times, without any charge. If accepted by the Port, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.

17. **WORK PRODUCT:** All work product of the Contractor prepared pursuant to this Agreement, including but not limited to, all maps, plans, drawings, specifications, reports, electronic files and other documents, in whatever form, shall upon payment of all amounts rightfully owed by the Port to the Contractor herein remain the property of the Port under all circumstances, whether or not the Services are complete. When requested by the Port, all work products shall be delivered to the Port in PDF or full-size, hard copy form. Work products shall be provided to the Port at the time of completion of any of the discrete tasks specified in the Services. Contractor shall maintain copies on file of any such work product involved in the Services for three (3) years after Port makes final payment on this Agreement and all other pending matters are closed, shall make them available for the Port's use, and shall provide such copies to the Port upon request at commercial printing or reproduction rates.

    The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement and any generated work product shall vest in Port. Contractor shall execute any assignment or other documents necessary to affect this section. Contractor may retain a nonexclusive right to use any intellectual property that is subject to this section. Contractor shall transfer to Port any data or other tangible property generated by Contractor under this Agreement and necessary for the beneficial use of intellectual property covered by this section

    Subject to the provisions of the Oregon Public Records Law (the "Law"), all construction documents, including, but not limited to, electronic documents prepared under this Agreement are for use only with this Project, and may not be used for any other construction related purpose, or dissemination to any contractor or construction related entity without written approval of the Contractor.

18. **CONTRACTOR TRADE SECRETS AND OPEN RECORDS REQUESTS:**
    - **a.** Public Records. The Contractor acknowledges and agrees that all documents in the Port's possession, including documents submitted by the Contractor, are subject to the provisions of the Law, and the Contractor acknowledges that the Port shall abide by the Law, including honoring all proper public records requests. The Contractor shall be responsible for all Contractors' costs incurred in connection with any legal determination regarding the Law, including any determination made by a court pursuant to the Law. The Contractor is advised

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to contact legal counsel concerning such acts in application of the Law to the Contractor.

b. Confidential or Proprietary Materials. If the Contractor deems any document(s) which the Contractor submits to the Port to be confidential, proprietary or otherwise protected from disclosure under the Law, then the Contractor shall appropriately label such document(s), and submit such document(s) to the Port together with a written statement describing the material which is requested to remain protected from disclosure and the justification for such request. The request will either be approved or denied by the Port in the Port's discretion. The Port will make a good faith effort to accommodate a reasonable confidentiality request if in the Port's opinion the Port determines the request complies with the Law.

c. Stakeholder. In the event of litigation concerning disclosure of any document(s) submitted by Contractor to the Port, the Port's sole involvement will be as stakeholder retaining the document(s) until otherwise ordered by the court and the Contractor shall be fully responsible for otherwise prosecuting or defending any actions concerning the document(s) at its sole expense and risk.

19. DESIGNATION OF REPRESENTATIVES AND KEY PERSONNEL: The Port hereby designates Kevin Greenwood, Executive Director and the Contractor hereby designates _____, [Title] as the persons who are authorized to represent the parties with regard to administration of this Agreement, subject to limitations, which may be agreed to by the parties (collectively, the "Key Personnel"). In consultation with the Port, the Contractor shall identify the Key Personnel acceptable to the Port who will provide the Services under this Agreement. None of these individuals may be changed, while still in the employ of the Contractor and not on legally required leave, without the Port's prior written consent, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, the Contractor acknowledges that the Port considers the individuals named as Key Personnel critical to the Contractor providing its Services under this Agreement, and the Port will not pay the cost of any individual providing the Services contemplated by the Key Personnel on behalf of Contractor unless such individuals have been approved by the Port in writing.

20. PUBLIC CONTRACTING REQUIREMENTS

a. Overtime. Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC §201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, and otherwise in accordance with in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938.

b. Payment for Labor or Material. Contractor shall make payment promptly, as due, to all persons supplying to Contract labor or material for the performance of the work provided for in this Agreement. (ORS 279B.220)

c. Contributions to the Industrial Accident Fund. Contractor shall pay all contributions or amounts due the Industrial Accident Fund from Contractor incurred in the performance of this Agreement, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)

d. Liens and Claims. Contractor shall not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or

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subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)

e. Income Tax Withholding. Contractor shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS 279B.220)

f. Medical Care for Employees**.** Contractor shall promptly, as due, make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Contractor's employee(s), all sums which Contractor agrees to pay for such services and all monies and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)

g. Non-Discrimination. Contractor agrees to comply with all applicable requirements of federal and state non-discrimination, civil rights, and rehabilitation statues, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.

h. Lawn or Landscaping. If the Services or Project under this Agreement contemplate lawn or landscape maintenance, Contractor shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective. (ORS 278B.225)

i. Foreign Contractor**.** If Contractor is not domiciled in or registered to do business in the state of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Contractor shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Agreement.

j. Federal Environmental Laws. Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

k. Tax Law Compliance. Contractor (to the best of Contractor knowledge, after due inquiry), for a period of no fewer than six calendar years (or since the firm's inception if less than that) preceding the effective date of this Agreement, faithfully has complied with: (1) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318; (2) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor; (3) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and (4) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

21. NOTICE: All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, or by fax. Notice, bills, payments, and other information shall also be made via email to the parties listed in the address block below. Payments may be made by personal delivery, mail, or electronic transfer. The addresses provided in the signature blocks to this Agreement. When notices are so mailed, they shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices,

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bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this Section.

22. **ENTIRE AGREEMENT; COUNTERPARTS; ELECTRONIC SIGNATURES:** This Agreement constitutes the entire agreement between the parties hereto relating to the Services and sets forth the rights, duties, and obligations of each party to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be amended except by a writing executed by both the Contractor and the Port and approved by the Port Commission. The Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original and such counterparts shall together constitute but one and the same Agreement. Any party shall be entitled to sign and transmit electronic signatures to this Agreement (whether by facsimile, .pdf, or electronic mail transmission), and any such signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature to this Agreement agrees to promptly execute and deliver to the other parties, upon request, an original signed Agreement.

23. **INTERPRETATION:** In this Agreement the singular includes the plural, and the plural includes the singular; statutes or regulations are to be construed as including all statutory or regulatory provisions consolidating, amending or replacing the statute or regulation referred to; references to "writing" include printing, typing, lithography, computer software and other means of reproducing word in a tangible visible form; references to articles, sections (or subdivisions of sections), exhibits, annexes, appendices or schedules shall be construed to be in this Agreement unless otherwise indicated; references to agreements, exhibits, annexes, appendices hereto and other contractual instruments shall, unless otherwise indicated, be deemed to include all subsequent amendments and other modifications to such instruments, but only to the extent such amendments and other modifications are not prohibited by this Agreement; words not otherwise defined which have well-known technical or industry meanings, unless the context otherwise requires, are used in accordance with such recognized meanings; and references to persons include their respective permitted successors and assigns, and, in the case of governmental persons, persons succeeding to their respective functions and capacities. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the Agreement, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

24. **BINDING AGREEMENT:** This Agreement shall inure to and be binding on the heirs, executors, administrators, successors, and assigners of the parties hereto.

25. **NO WAVIER:** No waiver of any provisions of this Agreement shall be deemed to constitute a waiver of any other provision of the Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.

26. **LIMITATION ON DELEGATION:** The parties hereto acknowledge and agree that certain powers, rights and duties conferred on or held by the Port are inherently governmental in nature and may not be delegated by contract to the Contractor. Nothing in this Agreement shall be construed as an unlawful delegation of the non-delegable functions and powers of the Port, and the Contractor shall have no obligation to perform any non-delegable function.

27. **LEGAL COUNSEL:** The parties hereto agree they have full and adequate opportunity to consult with

legal counsel and that each has had such counsel as it deems appropriate.

28. **OBSERVE ALL LAWS:** The Contractor shall keep fully informed regarding and materially comply with all federal, state, and local laws, ordinances and regulations and all orders and decrees of bodies or tribunals having jurisdiction or authority which may affect those engaged or employed in the performance of this Agreement.

29. **CONTROLLING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any disputes hereunder shall be tried in the courts of the State of Oregon. Venue shall be in Hood River, Oregon.

30. **MEDIATION; TRIAL WITHOUT A JURY**. If either party has a claim or dispute in connection with this Agreement, it shall first attempt to resolve the dispute through mediation. The parties shall mutually select an acceptable mediator, shall equally share the applicable mediation fees, and shall mutually select an applicable mediation venue. If either party fails to proceed in good faith with the mediation, or the parties otherwise fail to resolve the claim via the mediation process, the claiming party may proceed with litigation. Any litigation arising under or as a result of this Agreement shall be tried to the court without a jury. Each party agrees to be responsible for payment of its own professional fees, including attorneys' fees, in both mediation and litigation.

31. **FURTHER ASSURANCES:** Each party shall execute and deliver, at the request of the other party, any further documents or instruments, and shall perform any further acts that may be reasonably required to fully effect the transaction intended by this Agreement.

32. **SEVERABILITY**: If any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the Agreement.

33. **MODIFICATION**: Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of Port and Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this____day of_____, 2024.

Contractor: _____		**Port of Hood River**
Signed:	Signed:	
Name:	Name:	Kevin M. Greenwood
Title:	Title:	Executive Director
Date:	Date:	
Address:	Address:	1000 E. Port Marina Drive, Hood River, OR 97031
Phone/Email:	Phone/Email:	(541) 386-1645 kgreenwood@portofhoodriver.com

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CONTRACT EXHIBIT A –SCOPE OF WORK

SAMPLE

ATTACHMENT B — PROPOSER INFORMATION AND CERTIFICATION SHEET

Legal Name of Proposer:

Address: **City, State, Zip:**

State of Incorporation: **Entity Type:**

Contact Name: **Telephone:** **Email:**

Oregon Business Registry Number (if required):

As the authorized representative named below, I certify on behalf of Proposer that:

1. Proposer understands and accepts the requirements of this RFP. By submitting a Proposal, Proposer agrees to be bound by the Contract terms and conditions in Attachment A and as modified by any Addenda, except for those terms and conditions that Agency has reserved for negotiation, as identified in the RFP.

2. Proposer acknowledges receipt of any and all Addenda to this RFP.

3. Proposal is a Firm Offer for 90 days following the Bid Opening Date identified in the RFP.

4. If awarded a Contract, Proposer agrees to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work of the Contract.

5. I have knowledge regarding Proposer's payment of taxes and by checking the "APPROVED" checkbox and entering my name below I hereby certify that, to the best of my knowledge, Proposer is not in violation of any tax laws of the state or a political subdivision of the state, including, without limitation, ORS 305.620 and ORS chapters 316, 317 and 318.

6. Proposer does not discriminate in its employment practices with regard to race, creed, age, religious affiliation, gender, disability, sexual orientation, national origin. When awarding subcontracts, Proposer does not discriminate against any business certified under ORS 200.055 as a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business. If applicable, Proposer has, or will have prior to contract execution, a written policy and practice, that meets the requirements described in ORS 279A.112 (formerly HB 3060), of preventing sexual harassment, sexual assault and discrimination against employees who are members of a protected class. (Agency may not enter into a contract with an anticipated contract price of $150,000 or more with a Proposer that does not certify it has such a policy and practice. See https://www.oregon.gov/DAS/Procurement/Pages/hb3060.aspx for additional information and sample policy template.)

7. Proposer complies with ORS 652.220 and does not unlawfully discriminate against any of Proposer's employees in the payment of wages or other compensation for work of comparable character on the basis of an employee's membership in a protected class. "Protected class" means a group of persons

distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability or age.

Contractor's continuing compliance constitutes a material element of the Contract and a failure to comply constitutes a breach that entitles Agency to terminate the Contract for cause.

Contractor may not prohibit any of Contractor's employees from discussing the employee's rate of wage, salary, benefits, or other compensation with another employee or another person. Contractor may not retaliate against an employee who discusses the employee's rate of wage, salary, benefits, or other compensation with another employee or another person.

8. Proposer is not engaged in the provision of broadband Internet access service, or if at any time Proposer is engaged in or may engage in the provision of broadband Internet access service, Proposer is in compliance with Oregon Laws 2018, Chapter 88 (HB 4155) and applicable Public Utility Commission rules, and will remain in compliance throughout the term of the Contract.

9. Proposer and Proposer's employees, agents, and subcontractors are not presently debarred, suspended, proposed for debarment under **ORS 279B**.130, or declared ineligible for the award of contracts by any federal agency or agency of the State of Oregon and are not included on:

A. the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf., or

B. the government wide exclusions lists in the System for Award Management found at: https://sam.gov/SAM/

10. Proposer certifies that, to the best of its knowledge, there exists no actual or potential conflict between the business or economic interests of Proposer, its employees, or its agents, on the one hand, and the business or economic interests of the State, on the other hand, arising out of, or relating in any way to, the subject matter of the RFP. If any changes occur with respect to Proposer's status regarding conflict of interest, Proposer shall promptly notify the State in writing. Proposer has made all Conflict of Interest (COI) disclosures, if any as required by the ODOT COI Guidelines and COI Disclosure Form available at the following link: https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx)

(Check one of the following two certifications as applicable)

☐ Proposer understands and has provided to all Associates (as defined in the COI Guidelines) the COI Guidelines and COI Disclosure Form. Proposer and, to the best of the below-named authorized representative's information, knowledge and belief, Proposer's Associates are in conformance with the COI Guidelines, have no employees that were employed by ODOT within the last two-year period, and have no conflicts of interest or other disclosures required per the COI Guidelines or COI Disclosure Form.

☐ Proposer understands and has provided to all Associates (as defined in the COI Guidelines) the COI Guidelines and COI Disclosure Form. Proposer and, to the best of the below-named authorized representative's information, knowledge and belief, all Associates have provided on the COI Disclosure Form(s) submitted with this Proposal all disclosures required per the ODOT COI Guidelines.

11. Proposer certifies that all contents of the Proposal (including any other forms or documentation, if required under this RFP) and this Proposal Certification Sheet, are truthful and accurate and have been prepared independently from all other Proposers, and without collusion, fraud, or other dishonesty.

12. Proposer understands that any statement or representation it makes, in response to this RFP, if determined to be false or fraudulent, a misrepresentation, or inaccurate because of the omission of material information could result in a "claim" {as defined by the Oregon False Claims Act, ORS 180.750(1)}, made under Contract being a "false claim" {ORS 180.750(2)} subject to the Oregon False Claims Act, ORS 180.750 to 180.785, and to any liabilities or penalties associated with the making of a false claim under that Act.

13. Proposer acknowledges these certifications are in addition to any certifications required in the Contract and Statement of Work in Attachment A at the time of Contract execution.

14. **By entering my name and title below and checking the "APPROVED" checkbox, I certify I am an authorized representative of the Proposer, duly authorized to bind the Proposer and make all representations, attestations, and certifications contained in the Proposal document and to submit this Proposal document on behalf of Proposer.**

APPROVED ☐	**Authorized Representative**	**Title**	**Date** xx/xx/xxxx

Attachment C
REFERENCES

PROPOSER: _____

* The Proposer shall provide a list of a minimum of three (3) references for work performed in the last five (5) years by the Proposer itself for work of a similar nature as being requested by the Port under this RFP.
* References older than five (5) years may only be included if needed to support this three (3) reference requirement.

REFERENCE 1

Customer Name:
Customer Contact Name and Title:
Contact Phone Number:
Contact Email Address:
Summary of Work Performed:
Initial Project Timeline:
Project Start Date:
Project End Date:
Initial Project Budget:
Final Project Cost:

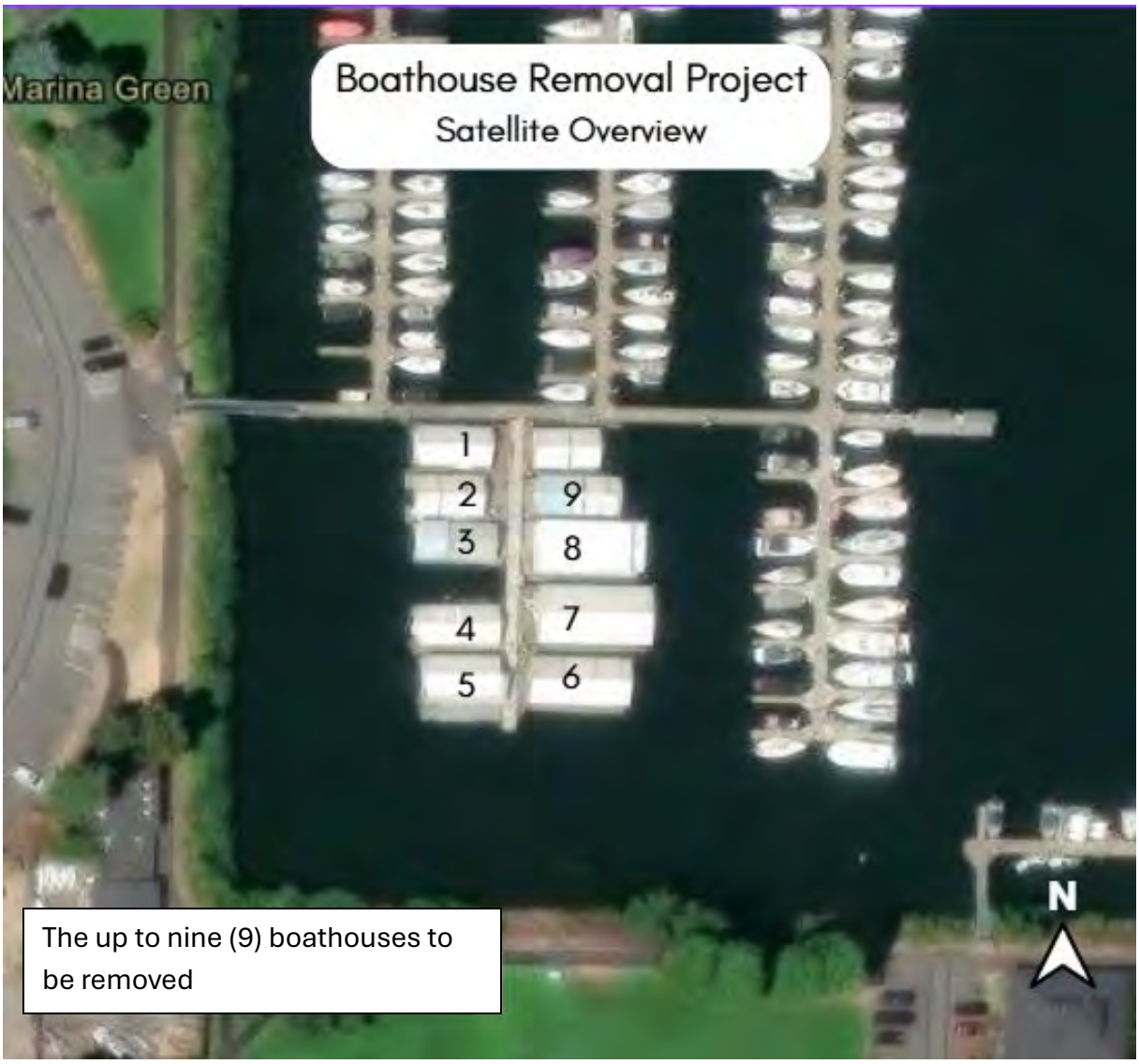
REFERENCE 2

Customer Name:
Customer Contact Name and Title:
Contact Phone Number:
Contact Email Address:
Summary of Work Performed:
Initial Project Timeline:
Project Start Date:
Project End Date:
Initial Project Budget:
Final Project Cost:

REFERENCE 3

Customer Name:
Customer Contact Name and Title:
Contact Phone Number:
Contact Email Address:
Summary of Work Performed:
Initial Project Timeline:
Project Start Date:
Project End Date:
Initial Project Budget:
Final Project Cost:

Attachment D: Boathouse Map, Size/Square Footage, and Photographs




Boathouse Removal Project
Property Information
23'x41'
1
23'x50'
2
20'x46'
3
22'x46'
4
33'x41'
5
6
7
8
9
Marine Sheriff
Boathouse To Remain
18'x46'
28'x57'
32'x62'
28'x54'
N
Maximum Height
& Square Footage
BH 1: 17 ft, 943 sqft
BH 2: 15 ft, 1,150 sqft
BH 3: 15 ft, 920 sqft
BH 4: 14 ft, 1,012 sqft
BH 5: 15 ft, 1, 353 sqft
BH 6: 17 ft, 1,512 sqft
BH 7: 21 ft, 1,984 sqft
BH 8: 25 ft, 1,596 sqft
BH 9: 18 ft, 828 sqft

Boathouse 1



Boathouse 2



Boathouse 3



Boathouse 4



Boathouse 5



Boathouse 6



Boathouse 7



Boathouse 8



Boathouse 9



Commission Memo

Prepared by:	Emily Curtis, Capital Projects & Operations Coordinator
Date:	August 18, 2026
Re:	Approve Contract with Civil Built, LLC for Commercial Dock Repair

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On April 12, 2026, the Port's Commercial Dock was struck by a Lindblad Expeditions vessel, resulting in damage to the west end of the dock. The collision compromised the dock's wood structural components and portions of the existing concrete flotation system that are no longer level. The extent of the damage exceeds what the Port's facilities crew can safely repair, requiring the Port to procure professional repair services. The Commercial Dock has remained closed since the incident.

In April and May 2026, Port staff contacted several marine contractors to obtain preliminary repair estimates. This process proved more challenging than anticipated, as many qualified firms were already committed to projects throughout the summer season. One contractor was able to provide a rough order of magnitude (ROM) estimate, which helped staff determine the appropriate procurement method. Although the Port worked directly with this contractor to better understand the scope of needed repairs, the firm ultimately declined to submit a proposal.

In June 2026, the Port initiated an intermediate procurement process, soliciting quotes from nine qualified marine contractors. One proposal was received from Civil Built, LLC. After reviewing the proposal and confirming that it met the requirements of the solicitation, Port staff determined that Civil Built, LLC was the only responsive proposer and selected the firm to complete the repairs.

The proposed contract with Civil Built, LLC is in the amount of $58,000. Repair work could begin as early as September and are anticipated to take 3-4 days to complete, pending availability of all parts and materials. If additional repair needs are identified during the underwater inspection, additional work and schedule will be addressed by written change order. Linblad Expeditions would like to reimburse the Port directly for the needed repairs.

RECOMMENDATION: MOTION to authorize the Executive Director to execute a contract with Civil Built, LLC for repair of the Commercial Dock in the amount of $58,000; approve necessary change orders not to exceed 10% of the original contract amount; and execute related documents necessary to obtain and administer reimbursement from Lindblad Expeditions for the repair costs.

ATTACHMENT: Civil Built, LLC Responsive Quote

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CIVIL BUILT, LLC

TECHNICAL PROPOSAL

Floating Dock Repair and Rehabilitation

Port of Hood River

Submitted To	Megan Channell Director of Capital Development and Planning Port of Hood River megan.channell@portofhoodriver.com (541) 386-0972
Submitted By	Civil Built, LLC Kent Bernard, Vice President / Project Manager
Date	July 26, 2026
Proposal Type	Formal Technical Bid

CONFIDENTIAL BUSINESS PROPOSAL

1. Executive Summary

Civil Built, LLC respectfully submits this proposal to repair and rehabilitate the existing damaged floating dock at the Port of Hood River. The work will be performed from the dock and a work boat and will include removal and replacement of damaged wood components, inspection and repair of anchorage systems, installation of supplemental plastic flotation beneath the existing concrete floats, adjustment of flotation to improve levelness, reassembly of the dock sections, and reinstallation of the pile loop.

The existing concrete floats are listing because of age-related deterioration and water intrusion. Two supplemental plastic flotation units are proposed beneath each affected concrete float to increase buoyancy and help restore the dock to a reasonably level condition. Qualified commercial divers may be required to inspect the submerged concrete and assist with positioning and installation of the new flotation units.

The underwater inspection will be used to determine whether the existing concrete remains reasonably suitable for continued service. If substantial deterioration is found, Civil Built will notify the Port before proceeding with the affected repair. As an alternate, a replacement dock section matching the existing configuration is preliminarily estimated at approximately $50,000 to $60,000 total, subject to field verification and final scope.

2. Project Understanding

Civil Built understands that the dock has damaged wood components and that portions of the existing concrete flotation system are no longer level. The project objectives are to:

- Remove and replace damaged wood components.
- Inspect existing galvanized anchors and replace damaged anchors where required.
- Install supplemental flotation beneath the existing concrete floats.
- Improve the dock elevation, levelness, stability, and serviceability.
- Reassemble and secure the dock sections with staggered wood joints.
- Reinstall the pile loop and confirm free movement along the pile.
- Control floating debris and petroleum residue during the work.
- Evaluate whether the submerged concrete floats remain suitable for continued service.

3. Mobilization, Access, and Coordination

Civil Built will mobilize the personnel, tools, equipment, materials, marine support, and safety equipment necessary to complete the work. A work boat will be used to access the dock and transport workers, tools, new flotation units, wood materials, hardware, and removed debris between the shoreline staging area and the dock.

Prior to beginning work, Civil Built will coordinate the work area, dock staging location, access restrictions, working hours, and general sequencing with the Port of Hood River. Work will be organized to maintain a controlled work area and minimize disruption to Port operations.

4. Safety Procedures

Civil Built will perform the work in accordance with applicable occupational safety requirements and accepted marine construction practices. Key safety measures will include:

- U.S. Coast Guard-approved personal flotation devices for personnel exposed to over-water hazards.
- Daily safety meetings and activity hazard reviews.

- Inspection of the work boat, access points, tools, and marine equipment before use.
- Safe transfer procedures between the shoreline, boat, and dock.
- Securing tools and materials to prevent dropped objects and loss into the water.
- First-aid, emergency response, and water-rescue equipment available at the work area.
- Continuous housekeeping to reduce slip, trip, and fall hazards.
- Coordination between divers, dock workers, and the boat operator during underwater work.

Any commercial diving work will be performed by qualified commercial diving personnel using equipment and procedures appropriate for the work.

5. Environmental Protection

A floating containment boom will be installed around or downstream of the active work area, as appropriate, to capture floating debris, oil residue, or minor petroleum sheen that may be released during construction. Environmental controls will include:

- Collecting removed wood, hardware, fasteners, and construction debris as the work progresses.
- Preventing cuttings and debris from entering the water.
- Transporting removed materials to shore for proper recycling or disposal.
- Inspecting boats and equipment for fuel, oil, or hydraulic leaks.
- Maintaining spill-response materials at the work area.
- Securing tools and materials to prevent accidental loss into the water.
- Removing the boom only after the work area has been inspected and cleaned.

No construction debris will be intentionally discharged into the water.

6. Detailed Construction Approach

6.1 Pile Loop Removal

The existing pile loop will be temporarily removed as necessary to provide access to the damaged wood sections and allow the dock components to be disassembled and reconstructed. The pile loop and associated hardware will be carefully removed, retained, and inspected for visible damage before reuse. Damaged or unsuitable pile loop hardware will be brought to the Port's attention before replacement.

6.2 Removal of Damaged Wood Components

Civil Built will remove damaged and deteriorated wood components from the existing floating dock. Removal may include fender boards, cap boards, decking or framing members, connection members, and fasteners or hardware that cannot be reused. The work will be performed carefully to avoid unnecessary damage to the concrete floats, galvanized anchors, pile loop components, and sound wood members that are to remain.

Removed materials will be placed directly into the work boat or secured on the dock until they can be transported to shore.

6.3 Underwater Inspection

Qualified commercial divers may be used to inspect the submerged portions of the existing concrete floats. The inspection will evaluate visible conditions and assist in determining whether continued use of the existing float is reasonably recommended. Observations may include:

- Cracking, spalling, or loss of concrete.

- Exposed or corroded reinforcing steel.
- Open joints, damaged corners, or significant deformation.
- Evidence of water intrusion or structural distress.
- Conditions that could interfere with installation of the new flotation units.
- The condition of the underside bonding surface where adhesive is proposed.

If the inspection identifies substantial deterioration or a condition that makes the proposed repair unsuitable, Civil Built will suspend the affected repair work and notify the Port before proceeding. The inspection is visual and field-based and is not a stamped structural engineering evaluation unless separately added to the scope.

6.4 Supplemental Plastic Float Installation

Civil Built proposes to install two new plastic flotation units beneath each affected concrete float. The supplemental floats will increase buoyancy, support the existing concrete float, and assist in restoring the dock to a reasonably level position. Installation will generally include:

1. Inspecting the underside of the existing concrete float.
2. Cleaning and preparing accessible bonding surfaces.
3. Positioning the plastic flotation units beneath the concrete float.
4. Temporarily securing the units in their intended locations.
5. Applying a marine-grade adhesive compatible with the concrete, plastic float material, and submerged service conditions.
6. Holding the flotation units in place for the required curing period.
7. Adjusting flotation to improve the dock elevation and levelness.

Commercial divers may be required to position, align, hold, and secure the flotation units beneath the existing concrete floats. The adhesive product and installation method will follow the selected manufacturer's requirements.

6.5 Air Adjustment and Dock Leveling

The new plastic flotation units will be filled or adjusted with air to the amount necessary to provide supplemental buoyancy and improve dock levelness. Air will be added incrementally to avoid over-lifting or uneven loading of the existing concrete float. The dock elevation will be checked during adjustment, and the units will be balanced to obtain a reasonably level and stable configuration.

Because the existing concrete floats have taken on water and may have varying internal conditions, exact elevation and levelness cannot be guaranteed. Final results will depend on the remaining weight, saturation, deterioration, and structural condition of the existing floats.

6.6 Existing Anchor Inspection and Replacement

After the damaged wood components are removed, Civil Built will inspect the existing galvanized anchors and connection hardware. Existing anchors will be reused where they remain securely bonded, properly aligned, free of significant corrosion or deformation, and suitable for installation of the new wood components.

Anchors that are damaged, bent, loose, severely corroded, broken, or otherwise unsuitable will be identified for replacement. Where replacement is required, new galvanized or corrosion-resistant threaded anchors will be epoxy-set into the existing concrete. Installation will include locating suitable anchor positions, drilling to the required diameter and embedment, cleaning the holes, injecting anchoring epoxy, installing the anchors, allowing the required cure time, and tightening the connection hardware in accordance with the epoxy manufacturer's instructions.

New anchors will not be installed in areas where the concrete is visibly unsound, severely cracked, or unable to provide adequate anchorage.

6.7 New Wood, Fender Boards, and Cap Boards

Civil Built will furnish and install new wood members to replace the damaged components. New wood will be cut and fitted to match the existing dock configuration as closely as practical and will be secured using existing serviceable galvanized anchors or new epoxy-set anchors where required.

Wood Material Availability. The dimensions, species, treatment, and finish of replacement wood may not exactly match the existing dock materials. Civil Built will furnish commercially available wood that is reasonably suitable for the intended marine application and available through normal supplier inventory at the time of construction. The proposal does not include custom milling, custom treatment, special-order fabrication, or extended procurement for an exact match. Any Port-directed custom order or exact-match requirement may result in an adjustment to the contract price and schedule.

New fender boards will be installed along the dock perimeter. After the fender boards are installed, a cap board will be fastened with corrosion-resistant screws over the large anchor bolts and connection hardware. The cap board will provide a smoother finished surface and reduce the risk of damage to boats contacting the dock.

6.8 Dock Reassembly and Joint Staggering

After the flotation, anchorage, and wood replacement work is complete, the dock sections will be reassembled and bolted together using galvanized or corrosion-resistant hardware. Wood joints will be placed on separate planes and staggered so adjacent joints overlap rather than align at one location. This arrangement will improve continuity and load distribution through the repaired assembly.

6.9 Pile Loop Reinstallation

The pile loop will be reinstalled after the dock sections are reassembled. The completed installation will be checked to confirm that it is securely connected and allows the dock to rise and fall with changing water levels without binding against the pile.

7. Quality Control and Final Inspection

Civil Built will inspect the completed work before demobilization. Final quality-control checks will include:

- Alignment and condition of new wood members.
- Installation of fender boards and cap boards.
- Tightness and condition of bolts, screws, and connection hardware.
- Condition of reused galvanized anchors and installation of replacement anchors.
- Position and attachment of supplemental flotation units.
- Dock section alignment, levelness, and general stability.
- Pile loop installation and freedom of movement.
- Removal of construction debris and inspection of the surrounding water.

Deficiencies identified during the final inspection will be corrected before the work is considered complete.

8. Existing Condition Contingency

This proposal is based on repairing and rehabilitating the existing dock. The concrete floats are aged, have taken on water, and are currently listing. Their complete condition cannot be confirmed until underwater inspection and removal of the damaged wood components are completed.

The supplemental flotation system is intended to improve buoyancy and levelness; it does not restore the original structural integrity of deteriorated concrete. Civil Built's recommendation to proceed with repairs will be subject to the observed condition of the existing concrete floats. If significant cracking, spalling, exposed reinforcement, excessive deterioration, or other unsuitable conditions are found, Civil Built will notify the Port and recommend replacement of the affected dock section.

Additional work resulting from concealed or unforeseen conditions will be addressed by written change order or separate proposal.

9. Alternate Option - Dock Section Replacement

If the Port elects to replace the affected dock section rather than repair the existing dock, Civil Built preliminarily estimates the cost to furnish and install a new dock section matching the existing configuration at:

$50,000 to $60,000 Total

This is a preliminary budgetary estimate and is not a firm price. Final pricing will depend on verified dimensions, required load capacity, float and framing materials, wood species and treatment, hardware, pile loop modifications, manufacturer pricing, freight, engineering, removal and disposal requirements, and marine installation conditions.

10. Proposed Price

TOTAL LUMP-SUM PROPOSAL PRICE

$58,000.00

The proposed price is based on the scope, assumptions, exclusions, and existing-condition contingencies stated in this proposal. Work outside the described scope, including concealed conditions, required custom-ordered wood, additional insurance, permits, engineering, or replacement of deteriorated concrete floats, will require written authorization and may result in an adjustment to price and time.

11. Insurance

Civil Built will maintain its standard insurance coverage for the duration of the project and will provide Certificates of Insurance upon request before mobilization. The following Commercial General Liability limits are included:

- $1,000,000 each occurrence.
- $2,000,000 general aggregate.

Workers' Compensation, Employer's Liability, and Commercial Automobile Liability will be maintained in accordance with Civil Built's standard insurance program and applicable requirements.

11.1 Insurance Exclusions

If the Port requires any special coverage as a condition of award, Civil Built reserves the right to revise its price and schedule to account for the cost and availability of the additional insurance.

12. Permits and Approvals

All permits, environmental approvals, in-water work authorizations, agency coordination, and associated fees are excluded from Civil Built's scope and pricing and are the responsibility of the Port of Hood River.

Civil Built will comply with permit conditions furnished before mobilization, provided those conditions are consistent with the proposed scope, means and methods, schedule, and pricing. Any permit condition that changes work hours, access, materials, equipment, environmental controls, sequencing, or duration may require an adjustment to the contract price and time.

13. Assumptions

- The Port will provide reasonable access to the dock and a suitable shoreline staging area.
- The Port will provide all required permits, approvals, and in-water work authorizations before mobilization.
- The work can be performed during normal working hours unless otherwise agreed.
- The Port will identify known utilities or services attached to the dock.
- Existing anchors will be reused where serviceable.
- Replacement of damaged anchors will be limited to locations necessary for installation of the new wood.
- The existing concrete is capable of accepting epoxy anchors where new anchors are required.
- The new plastic flotation units are suitable for the proposed submerged application.
- The Port will provide available drawings or information regarding the existing dock.
- No hazardous materials are present in the existing wood, concrete, coatings, or debris.
- The work area is accessible by the proposed work boat.
- Water and weather conditions will permit safe marine operations.
- Final levelness is limited by the condition, saturation, and remaining serviceability of the existing concrete floats.
- Commercial divers will be used where required for underwater inspection or flotation installation.

14. Exclusions

- Preparation, application, coordination, or procurement of permits.
- In-water work permits, environmental permits, and agency approvals.
- Permit fees, review fees, inspection fees, and agency charges.
- Engineering or supporting documentation required for permit applications.
- Delays, standby time, or remobilization caused by permit or agency requirements.
- Structural engineering or stamped design.
- Laboratory testing, core drilling, or material testing of the existing concrete.
- Utility relocation or repair and electrical work.
- Replacement of piles or major pile loop replacement.
- Replacement of complete concrete float sections unless authorized under a separate proposal.
- Removal of hazardous materials.

- Unforeseen underwater obstructions.
- Repairs to concealed conditions beyond the described scope.
- Long-term warranties concerning the remaining service life of the existing concrete floats.
- Contractors Pollution Liability, OPA 90/Oil Pollution Liability, Marine Pollution Liability, and Pollution Legal Liability insurance.

15. Conclusion

Civil Built, LLC appreciates the opportunity to provide this technical proposal to the Port of Hood River. Our approach is intended to safely remove and replace the damaged dock components, inspect the submerged concrete, restore buoyancy through supplemental flotation, improve dock levelness, repair damaged anchorage points, and return the dock to a serviceable condition.

Civil Built recognizes that the existing concrete floats are aged and have experienced water intrusion. The proposed repair will therefore be performed in conjunction with an underwater condition assessment to determine whether continued use of the existing float sections is reasonably recommended. If the affected dock section is determined to be unsuitable for continued service, Civil Built can prepare a separate final proposal for replacement.

Respectfully submitted,

CIVIL BUILT, LLC
By: _____

Kent Bernard
Vice President / Project Manager

Date: 26 July 26

Commission Memo

Prepared by:	Megan Channell, Director of Capital Development & Planning
Date:	August 18, 2026
Re:	Approve Intergovernmental Agreement with City of Hood River for 2nd/Riverside Roundabout Project Design Review and Permitting Services

The Port is advancing design of the 2nd Street/Riverside Drive Roundabout Project in coordination with the City of Hood River, the Oregon Department of Transportation, and other project partners. As the project advances through design and permitting, the City will provide engineering review, land use review, permitting, and other related services necessary to support project delivery.

Under the City's standard fee schedule, development review fees are generally assessed as a percentage of construction cost. As this project has an estimated direct construction cost of about $5 million, those fees would be about $150,000.

Recognizing this is government-to-government coordination, the public benefit of this transportation project, and the significant collaboration between the Port and City, staff from both agencies developed the attached IGA as an alternative approach. Rather than applying the standard percentage-based fee, the City will recover only its actual staff and consultant costs on a time-and-materials basis for services provided.

This approach is anticipated to reduce permitting and review costs while maintaining the City's full review authority and ensuring timely coordination throughout project development. Costs will be paid from the project budget as review services are performed.

The proposed agreement is similar to the collaborative cost reimbursement approach currently being utilized by the Hood River-White Salmon Bridge Authority and the City of Hood River for the bridge replacement project.

Staff appreciates the City's willingness to work proactively with the Port to identify a more efficient and cost-effective process for this publicly funded transportation improvement.

RECOMMENDATION:

MOTION to approve the Intergovernmental Agreement with the City of Hood River for design review and permitting services associated with the 2nd Street/Riverside Drive Roundabout Project and authorize the Executive Director to execute the Agreement.

ATTACHMENTS:

2nd Street/Riverside Drive Roundabout Project: City of Hood River/Port of Hood River Intergovernmental Agreement

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INTERGOVERNMENTAL COOPERATIVE AGREEMENT

Between

Port of Hood River

And

City of Hood River

THIS INTERGOVERMENTAL COOPERATIVE AGREEMENT ("Agreement") is entered into by and between the Port of Hood River ("Port"), an Oregon municipal corporation, and the City of Hood River ("City"), an Oregon municipal corporation. The Port and the City are individually referred to as a "Party" and collectively as the "Parties."

RECITALS

WHEREAS the Port is undertaking the planning, financing, design, and construction of the 2nd Street/Riverside Drive Roundabout Project (the "Project");

WHEREAS the Project requires a collaborative partnership between the Port, the Oregon Department of Transportation, and the City to ensure its successful and efficient completion of the Project;

WHEREAS the Project entails the Port applying for certain permits and approvals from the City which may require plan review, a public decision making process, a City decision on those applications and possible appeals of those City decisions pursuant to state law;

WHEREAS, ORS 227.175 authorizes the City to charge applicants, such as the Port, the City's actual or average cost of providing those application review and decision making services;

WHEREAS the Parties are authorized to enter into this Agreement pursuant to the Interlocal Cooperation Act, as codified in ORS Chapter 190, which permits public agencies to jointly or cooperatively exercise their powers;

WHEREAS scopes of services (also "Services") are anticipated to include, but are not limited to, application review and processing, plan reviews, engineering reviews, site inspections, and coordination;

WHEREAS the purpose of this Agreement is to establish a framework for the City to provide Services on a task order basis with cost reimbursement.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

Term

This Agreement shall become effective on the date of final execution by both the Port and City ("Effective Date") shall remain in effect for two (2) years, unless earlier terminated in accordance with this agreement.

This agreement may be extended for up to one (1) additional terms upon mutual written agreement of the Parties, executed prior to the expiration date of the then-current term.

The City's Obligations:

1. Permit Applications and Requests for Plan or Design Review. The City shall accept and process in the normal course all applications and requests from the Port for plan review, design review, land use and building and any other type of permits or review (collectively "Applications"). In responding to all such Applications,

the City shall assign the appropriate and in-house or contract professional with appropriate expertise and qualifications to review the particular Application, including land use planners, engineers, and any other substantive area professional required to perform the review(s) involved in each Application. Some Applications, such as Applications for land use permits, will require a pre-application conference with all in-house and contract professionals with substantive area expertise and any local, state or federal agency representatives with comment authority or jurisdiction over the particular Application. Additionally, the Port may request and attend a pre-application conference at its choice when a pre-application conference is not otherwise required.

2. Rates for City Services. The City has an adopted fee schedule for all of the various permits and other land use planning, engineering and public works review functions it performs in response to the Port's Applications. In the case of all Project Applications and requests by the Port for a conference or consultation about a pending, planned or future Application, the City shall not charge the Port any of the application fees listed in its fee schedule. Instead, pursuant to ORS 227.175(1), the City shall charge the Port its actual cost of performing these plan and permit review services in response to all Applications submitted by the Port according to the rates listed in Exhibit A, which is incorporated herein by this reference and made a part hereof. Services of any employee utilized in performance of these obligations but not listed on Exhibit A would be charged at the actual employee hourly rate + 15%. Before embarking on an Application, the Port may request a cost estimate from the City as a guide for Port budgeting purposes.

3. City Invoices. The City shall provide the Port with an invoice for all in-house and contract professionals involved in the review of any Port Application associated with the Project. City invoices shall be in writing and include a detailed description of the work performed, the City employee or contractor who performed the review, the amount of time spent on each review task, and the cost associated with that time according to the rates in Exhibit A. In the case of invoices for City contract professionals, the City will provide the Port with the invoice that the City receives for that work, plus a 10% administrative fee. The City reserves the right to cease all work on Port Applications in the event that an invoice or any part thereof remains past-due for more than 90 days from the date of presentment of the invoice or presentment of the City's decision in response to an objection.

4. City Response to Port Objections. The City shall accept and review any timely objection received from the Port objecting to a specific charge on a City invoice sent to the Port for payment. The City has 30 days from receipt of any such objection to evaluate and respond to the objection. Thereafter, the Port is obligated to pay any revised invoice amount.

5. City Service Standards. The City shall perform the Services under this Agreement in accordance with generally accepted standards applicable to governmental agencies performing similar services in the Hood River, Mid-Columbia area.

The Port's Obligations

1. The Port shall provide Applications to the City with sufficient documentation and detail to allow the City, its in-house and contract professionals, to perform their review in a professional and competent manner. If the City requests additional information or documentation, the Port will provide it in a timely manner.

2. Payment of City Invoices. The Port is responsible for paying the actual cost of City in-house and contract professionals needed to review any aspect of a Port Application related to the Project. The actual cost of these

City expenses shall be set forth in monthly or periodic invoices sent by the City to the Port via regular U.S. mail and e-mail. The Port shall pay all uncontested charges on all invoices from the City for Project-related work within 60 days of presentment. To contest any element or aspect of a City invoice, the Port shall notify the City in writing within 30 days of the invoice's presentment of the precise objection and the basis for the objection. The City has 30 days to evaluate and respond to any such Port objections to a City invoice; after which, the Port shall pay the revised invoice within 30 days of the City's presentment of its evaluation and response to an objection.

Compliance with law

Each Party shall comply with all applicable federal, state, and local laws and regulations in the performance of this Agreement. This includes requirements related to the use of federal funds, public contracting, and environmental regulations.

Indemnification

To the fullest extent permitted by law, each Party (the "Indemnifying Party") shall indemnify, defend, and hold harmless the other Party and its officers, agents, and employees (the "Indemnified Party") from and against any and all third-party claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees, arising out of or resulting from the negligent acts, errors, or omissions of the Indemnifying Party or its officers, agents, or employees in the performance of this Agreement. The obligations set forth in this section are subject to the limitations of the Oregon Tort Claims Act (ORS 30.260–30.300) and any other applicable limitations on liability.

Each Party shall have the right to participate in the defense of any claim with counsel of its own choosing, at its own expense. The Indemnifying Party shall not settle any claim in a manner that imposes liability or obligations on the Indemnified Party without the Indemnified Party's prior written consent, which shall not be unreasonably withheld.

Insurance

Each Party shall maintain insurance or self-insurance in accordance with applicable Oregon law, including coverage consistent with the Oregon Tort Claims Act, in amounts sufficient to cover its obligations under this Agreement.

Force Majeure

Neither Party shall be deemed in default of this Agreement to the extent that performance is delayed or prevented by events beyond its reasonable control, including but not limited to acts of God, natural disasters, war, civil unrest, labor disputes, governmental actions, or failure of utilities or transportation systems ("Force Majeure Event"). The affected Party shall promptly notify the other Party in writing of the Force Majeure Event and shall use commercially reasonable efforts to resume performance as soon as practicable. The time for performance shall be extended for a period equal to the duration of the delay caused by the Force Majeure Event.

Assignment

Neither Party may assign this Agreement without prior written consent.

Third-party claims

If a third party brings a claim, action, or suit ("Claim") against a Party for which the other Party may have liability, the notified Party shall promptly provide written notice of the Claim to the other Party, including all relevant legal documents.

Each Party has the right to participate in the defense of a Claim with the counsel of its own choosing. A Party's

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liability is conditioned upon receiving timely notice and a meaningful opportunity to participate in the defense and settlement of the Claim.

If either Party is found to be jointly liable with the other Party, the jointly liable Party shall contribute to the expenses, judgments, and settlement amounts in proportion to its relative fault.

Dispute resolution

The Parties shall first attempt to resolve any dispute through good-faith negotiation involving a senior representative from each Party, each with the authority to settle the dispute. If negotiation fails, the Parties agree to participate in non-binding mediation with a mutually selected mediator before pursuing any other legal or equitable remedies. The Parties agree to continue performance during this process to the extent practicable and consistent with public safety, available funding, and applicable law.

Default and remedies

If either Party fails to materially perform its obligations under this Agreement or a Task Order (a "Default"), the non-defaulting Party shall provide written notice describing the nature of the Default in reasonable detail. The defaulting Party shall have thirty (30) days from receipt of such notice, or such longer period as the Parties may agree in writing, to cure the Default; provided that if the Default cannot reasonably be cured within such period, the defaulting Party shall promptly commence and diligently pursue cure to completion.

If the Default is not cured within the applicable cure period, the non-defaulting Party may, in addition to any other remedies available at law or in equity: (a) terminate the affected Task Order for cause; and/or (b) terminate this Agreement for cause, in whole or in part. The Parties may, but are not required to, utilize the dispute resolution procedures set forth in this Agreement in connection with any Default.

Either Party may terminate this Agreement if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited, or the Port is prohibited from paying for such services from the planned funding source, or in the event that funds are not appropriated.

Upon termination, the City shall cease work, take steps to minimize costs, and deliver all work products to the Port. The Port shall compensate the City for all services performed up to the termination date.

Notices

All notices under this Agreement shall be in writing and shall be deemed received (a) upon personal delivery, (b) three (3) business days after deposit in the U.S. certified mail, or (c) on the date of transmission by electronic mail, provided a copy is also sent by another method.

General provisions

Independent Status

In the performance of this Agreement, the Parties shall be acting in their governmental capacities and not as agents, employees, partners, joint ventures, or associates of one another. The Parties intend that an independent relationship shall be created by this Agreement. The employees or agents of one Party shall not be deemed or construed to be the employees or agents of the other Party for any purpose whatsoever.

No New Powers

This Agreement does not create or grant any powers, rights, or authority beyond those that the Parties already possess under applicable law. Each Party is exercising its existing governmental powers pursuant to ORS Chapter 190 and no delegation or transfer of statutory authority is intended except as expressly stated herein.

Sovereign Immunity

Nothing in this Agreement shall be construed as a waiver of the sovereign immunity or other legal defenses available to either Party.

Records and Audits

The City shall maintain all project-related records for at least six (6) years after final payment. Such records shall be subject to audit by the Port and relevant state and federal agencies.

Ownership of Work Products

All reports, documents, data, photographs, records, and other work products developed or obtained by either Party in connection with the Services ("Work Products") are governmental records and shall be owned by the Party that created them. To the extent required for the project, each Party grants the other a non-exclusive, royalty-free license to use such Work Products for governmental purposes related to the project, subject to applicable public records laws and confidentiality requirements.

No Third-Party Beneficiaries

This Agreement is for the sole benefit of the Parties and is not intended to create any third-party rights.

Entire Agreement. This Agreement, including all exhibits and appendices, constitutes the entire agreement between the Parties and supersedes all prior oral or written understandings on this subject.

Amendment

This Agreement may be amended by a written instrument executed by both Parties. No modification to an executed Task Order shall be valid unless made in a written amendment and signed by authorized representatives of both Parties.

Governing Law and Venue

This Agreement shall be governed by the laws of the State of Oregon. Venue for any action shall be in a court of competent jurisdiction in Hood River County, Oregon.

Severability

If any provision of this Agreement is held invalid, the remaining provisions shall remain in full force and effect.

Counterparts

This Agreement may be executed in counterparts, each of which is an original and all of which constitute one and the same instrument.

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IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

For the City of Hood River
Name:

_____

Title: _____

Date: _____

For the Port of Hood River

Name:

_____
Kevin Greenwood
Executive Director

Date: _____

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EXHIBIT A

City Labor Rates[1]

City of Hood River Labor Rates - Effective July 1, 2026 – June 30, 2027 [2]

Classifications	Fully Burdened Rate Per Hour Wage ($)
City Planning Director	$83.88
City Engineer	$75.11
Public Works Director	$83.88
Development Review Engineer	$59.75
Operations Manager	$60.41
Senior Project Manager	$61.55
Senior Management Analyst	$60.88
Construction Inspector	$51.95
Senior Planner	$50.44
Permit Specialist	$44.68
Fire Chief	$72.35
City Attorney	$250.00
Third Party Services	Actual Cost +10%

(1) Services of any employee not listed on Exhibit A to be charged at the actual employee hourly rate + 15%

(2) Rates subject to annual cost of living and step increases, effective July 1 of each contract year.

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Commission Memo

Prepared by: Debbie Smith-Wagar, Finance Director
Date: August 18, 2026
Re: Accounts Payable Requiring Commission Approval

Cable Huston LLP **$10,882.50**

Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE **$10,882.50**

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PROFESSIONAL SERVICES SUMMARY

Timekeeper	Hours	Rate	Amount
Brooks Tommy	9.05	$355.00	$3,212.75
Total Fees & Disbursements			$3,212.75
Current Charges			$3,212.75
Previous balance			$7,669.75
Balance due upon receipt			$10,882.50

Total Trust Balance: $0.00

To make a payment via ACH, please visit our secure payment portal at
https://www.cablehuston.com/payments/

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Commission Memo

Prepared by:	Megan Channell, Director of Capital Development & Planning
Date:	August 18, 2026
Re:	Approve Exclusive Negotiating Agreement with CMLK Development Corporation for Marina East and Marina West Redevelopment

In July, the Commission directed staff to proceed with negotiating an Exclusive Negotiating Agreement (ENA) with CMLK Development Corporation, the respondent to the Port's Request for Developer Interest (RFDI) for the Marina East and Marina West properties.

Following that direction, Port staff worked collaboratively with CMLK Development and legal counsel to prepare the attached draft ENA. The agreement established a framework for exclusive negotiations regarding the potential redevelopment of the Marina East and Marina West property while preserving the Commission's discretion regarding any future agreements or redevelopment decisions. The ENA covers only the negotiation process and does not convey any property interest or obligate either party to enter into a ground lease, development agreement, or any other future project agreement.

Key components of the ENA include:

- A six-month negotiating period (September 2026 – February 2027).
- A defined scope focused on due diligence, concept refinement, public engagement, and preparation of initial draft ground lease and potential future project documents.
- Recognition that existing tenant lease extensions or other occupancy agreements may continue during the negotiation period, provided they do not materially delay or interfere with the anticipated redevelopment schedule.
- A phased negotiation schedule that clearly distinguishes the ENA negotiation period from any future entitlement, leasing, or development agreements, all of which would require separate Commission authorization.

Marina West – DMV Lease: Concurrently, Port staff is negotiating an amendment of the existing DMV lease at Marina West. The ENA recognizes that temporary lease extensions for existing tenants may continue, provided they do not delay or interfere with the redevelopment schedule.

RECOMMENDATION:
MOTION to authorize the Executive Director to execute the Exclusive Negotiating Agreement with CMLK Development Corporation, in substantially the form attached, for the Marina East and Marina West redevelopment opportunity.

ATTACHMENTS:
Exclusive Negotiating Agreement (ENA) – Marina East and Marina West

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EXCLUSIVE NEGOTIATING AGREEMENT

Marina East and Marina West — Hood River, Oregon

This Exclusive Negotiating Agreement (this "Agreement") is entered into as of _____, 2026 (the "Effective Date"), by and between the **PORT OF HOOD RIVER**, an Oregon port district (the "Port"), and **CMLK DEVELOPMENT CORPORATION**, an Oregon corporation ("Developer"). The Port and Developer are each a "Party" and together the "Parties."

Recitals

A. The Port owns certain real property located at the Hood River waterfront commonly known as Marina East and Marina West, highlighted and labeled as areas "A" and "B" in **Exhibit A** (the "Property"). The Property is the approximately 2.6-acre development area identified as Area A on **Exhibit A**. For the avoidance of doubt, this Agreement does not apply to Area B or any other Port-owned property outside of Area A.

B. The Port issued a Request for Developer Interest (the "RFDI") to explore the feasibility of redeveloping the Property as a financially sustainable, publicly accessible waterfront asset, and issued Addendum No. 1 to the RFDI on April 6, 2026.

C. Developer submitted a response to the RFDI on April 23, 2026 (the "Submission"), presenting three development concepts organized around an expanded public waterfront promenade, with a preferred hybrid concept integrating hotel, public market, and public recreation uses (the "Project").

D. Following its review, the Board of Commissioners of the Port (the "Commission") authorized Port representatives to advance discussions with Developer regarding potential development of the Property.

E. The current leases on the Property expire December 31, 2026, the Property currently operates at a net annual loss to the Port, and the Parties share an interest in transitioning the Property to a revenue-generating, publicly beneficial use with meaningful public access to the Columbia River.

F. The Parties wish to establish a period during which they will negotiate in good faith the business and legal terms of a long-term ground lease and a related disposition and development agreement for the Project, and to allocate the costs and risks of the pre-development period so that Developer may commit resources with reasonable protection.

NOW, THEREFORE, in consideration of the mutual covenants below and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the Parties agree as follows:

1. Definitions

(a) **"DDA"** means the Disposition and Development Agreement (or development agreement of comparable function) the Parties intend to negotiate for the Project.

(b) **"Ground Lease"** means the long-term ground lease for the Property the Parties intend to negotiate, under which Developer would finance, construct, own, and operate improvements and the Port would retain fee ownership of the land.

(c) **"Negotiating Period"** means the period defined in Section 4.

(d) **"Pre-Development Costs"** means Developer's actual, documented, reasonable third-party costs incurred after the Effective Date in furtherance of the Project, including fees for geotechnical, environmental, civil, traffic, and survey work; architecture and design; land-use, permitting, and

entitlement work; public engagement; and legal fees directly related to negotiating the Ground Lease and DDA.

(e) **"Project Documents"** means, collectively, the Ground Lease, the DDA, and any related agreements contemplated by this Agreement.

2. Purpose and Scope of Negotiations

During the Negotiating Period, the Parties shall negotiate diligently and in good faith toward (a) a term sheet for the Ground Lease, and (b) definitive Project Documents for the development, lease, and operation of the Project on the Property. This Agreement governs the conduct of those negotiations only; it does not convey any interest in the Property and does not obligate either Party to enter into any Project Document, except as expressly provided in Section 12.

3. Grant of Exclusive Negotiating Rights

(a) **Exclusivity.** During the Negotiating Period, the Port shall negotiate exclusively with Developer regarding the development, lease, sale, or other disposition of the Property for the uses contemplated by the Project. The Port shall not, during the Negotiating Period, directly or indirectly, solicit, encourage, initiate, negotiate, accept, or enter into any agreement, letter of intent, or understanding with any third party concerning such development, lease, sale, or disposition of the Property, and shall not market, list, or offer the Property for any such purpose. If the Port receives an unsolicited inquiry or proposal concerning the Property during the Negotiating Period, the Port may acknowledge receipt and shall notify the Developer that an unsolicited inquiry or proposal was received. The Port shall have no obligation to disclose the contents of the inquiry or proposal or the identity of the submitting party, and shall not pursue such inquiry or proposal during the Negotiating Period. Notwithstanding the foregoing, the Port may respond to unsolicited queries, negotiate and enter into agreements contingent upon (i) termination of this Agreement under Section 13, and (ii) the Parties not entering into any Project Documents.

(b) **Notice of Contact.** If the Port receives any unsolicited proposal from a third party concerning the Property during the Negotiating Period, the Port shall promptly notify Developer and shall not pursue it.

(c) **Reservation.** Nothing in this Section limits the Port's ordinary operation, maintenance, leasing, lease renewals, or public use of the Property in a manner not inconsistent with this Agreement. The Parties acknowledge that one or more existing tenants may remain on portions of the Property during the Negotiating Period or thereafter pursuant to lease extensions or other occupancy agreements approved by the Commission. During the Negotiating Period, the Port may negotiate and execute such agreements, provided that any such leases or occupancy agreements are structured so as not to materially delay or interfere with the anticipated Project schedule as mutually agreed to by the Parties. Any such agreements shall not be construed as a breach of the Port's exclusivity obligations under Section 3(a) of this Agreement.

4. Negotiating Period; Extension

(a) **Initial Period.** The Negotiating Period begins on the Effective Date and continues for six (6) months, unless earlier terminated under Section 13.

(b) **Extension.** Any extension of the Negotiating Period requires the written agreement of both Parties and approval of the Commission. A Party may elect to extend or not extend for any reason or no reason.

5. Good-Faith Negotiations; Points of Contact

(a) Each Party shall act reasonably, cooperate, and respond to the other Party's reasonable requests and proposals within a commercially reasonable time so that negotiations proceed efficiently.

(b) Each Party shall designate a single primary point of contact authorized to coordinate negotiations. The Port's initial point of contact is Megan Channell, Director of Capital Development and Planning; Developer's initial point of contact is Claudia Munk-von Flotow, President, CMLK Development.

(c) Good faith does not require either Party to agree to any particular term, and a Party's decision not to proceed for bona fide business, financial, or policy reasons shall not constitute bad faith.

6. Developer Responsibilities and Milestones

During the Negotiating Period, Developer shall use commercially reasonable efforts to advance the following, on a schedule the Parties may further detail in **Exhibit B**:

(a) Coordinate with the Port on the scope of due-diligence investigations, including geotechnical, utility and sewer capacity, traffic, and environmental matters (including Oregon Department of State Lands, U.S. Army Corps of Engineers, and FEMA floodplain considerations), and deliver copies of all reports and other materials produced during such investigations to the Port as soon as they are available;

(b) Refine the Project concept, informed by the Port, the Commission and the public engagement process described in Section 11;

(c) Prepare and deliver a proposed Ground Lease term sheet addressing rent and rent structure, lease term, public-access commitments, and allocation of infrastructure responsibilities for all uses of the Property;

(d) Conduct agency pre-application meetings, with the Port's participation, as warranted;

(e) Prepare initial drafts of the Ground Lease and DDA for the Port's review and revision, at Developer's cost, as provided in Section 9(c); and

(f) Coordinate with the Port to evaluate, and if necessary, refine the Project concepts, plans, term sheets and agreements that may be necessary to accommodate the Hood River-White Salmon Bridge replacement project.

7. Port Responsibilities

(a) Maintain exclusivity as provided in Section 3 and negotiate in good faith as provided in Section 5;

(b) Reasonably cooperate with Developer's due diligence, including providing site access under Section 8 (subject to the terms of existing leases) and making available non-privileged records in the Port's possession relating to the Property;

(c) Designate staff to participate in negotiations to a reasonable extent, it being understood that the Port is not obligated to fund studies or dedicate substantial staff resources during the Negotiating Period and that Developer will prepare initial drafts of the Project Documents; and

(d) Present negotiated Project Documents to the Commission for consideration on a reasonable schedule, subject to Section 12.

8. Right of Entry for Investigations

(a) **License.** Subject to the terms of existing leases, the Port grants Developer and its consultants a revocable, non-exclusive license to enter the Property during the Negotiating Period, on reasonable advance notice and during normal business hours, to perform surveys, tests, and inspections, provided

such activities do not unreasonably interfere with marina operations or public use. Developer will use its best efforts to minimize any interference with use of the Property by tenants, other licensees, and the public.

(b) **Restoration.** Developer shall restore the Property to its prior condition following any invasive testing and shall promptly repair any damage caused by its entry.

9. Costs and Expenses

(a) **General.** Each Party bears its own costs incurred in connection with this Agreement and the negotiations.

(b) **Developer's Pre-Development Work.** Developer undertakes its Pre-Development Costs voluntarily and at its own risk during the Negotiating Period.

(c) **Drafting.** To reduce the Port's administrative and legal burden, Developer shall prepare initial drafts of the Ground Lease term sheet, the Ground Lease, and the DDA for the Port's review and revision. The Port may substantially revise or replace document drafts during negotiations.

10. Interim Use and Site Control

The Parties shall consider whether to enter into an option, right of first refusal, or short-term interim lease covering the Property upon expiration of the current leases on December 31, 2026, in order to keep the Property in use during entitlement and to avoid a vacant period. Any such arrangement shall be set forth in a separate written agreement approved as required by law.

11. Public Engagement

Developer shall design, host, and fund a focused public engagement process to inform the Project concept, anticipated to consist of one facilitated public open house. The scope, format, content, and timing shall be jointly agreed by the Parties. The Parties intend the process to gather community input on priorities and character to inform, but not to dictate, the design. Developer shall promptly provide the Port a written summary of the input received.

12. No Conveyance; Binding Effect; Commission Approval

(a) **Binding Provisions.** This Agreement is a binding and enforceable contract as to the obligations expressly stated, including the exclusivity obligation (Section 3), , confidentiality (Section 14), and the general provisions (Section 18).

(b) **No Obligation to Convey or Lease.** Neither Party is obligated to enter into any Project Document, and no estate, interest, lease, or development right in the Property is created by this Agreement. No such interest arises unless and until definitive Project Documents are executed and delivered by both Parties.

(c) **Commission Discretion.** Any Ground Lease, DDA, or disposition of the Property is subject to approval by the Commission in the exercise of its governmental and proprietary discretion and to all applicable public processes. Nothing in this Agreement commits or purports to commit the Commission to approve any Project Document or limits its legislative discretion.

13. Termination

(a) This Agreement terminates automatically upon the earliest of: (i) expiration of the Negotiating Period (as it may be extended); (ii) execution of the Ground Lease; or (iii) the Parties' written agreement to terminate.

(b) Either Party may terminate upon thirty (30) days' written notice if (i) the Parties are at an impasse, (ii) Developer fails to timely achieve the Developer milestones in Exhibit B, or (iii) the other Party materially breaches this Agreement and fails to cure within the notice period.

(c) Termination does not affect rights or obligations that accrued before termination and does not affect provisions that expressly survive.

14. Confidentiality and Public Records

Each Party shall treat non-public financial, design, and proprietary information exchanged under this Agreement as confidential and use it only to advance the Project, except as required by law. Developer acknowledges that the Port is a public body subject to Oregon's public records and public meetings laws (ORS Chapter 192), and that records the Port holds may be subject to disclosure. Developer shall clearly mark materials it believes are exempt from disclosure (such as trade secrets or financial information under ORS 192.345), and the Port shall provide Developer reasonable notice and an opportunity to respond before disclosing such marked materials, to the extent permitted by law.

15. Insurance and Indemnification

(a) From and after the Effective Date, Developer shall maintain, at its own cost and expense, a commercial general liability insurance policy and professional liability/errors and omissions insurance policy covering Developer's activities on the Property and naming the Port as an additional insured. The policy limits shall not be less than $1,000,000 per claim and $2,000,000 in the aggregate. Developer shall provide the Port with a certificate of insurance evidencing such coverages prior to the Effective Date and prior to any extension of the Negotiating Period.

(b) Developer shall defend, indemnify, and hold harmless the Port, the Commission, their officers, employees, and agents from third-party claims for bodily injury, death, or property damage to the extent arising from Developer's or its consultants' breaches of this Agreement, including (without limitation) entry onto or activities at the Property under Section 8, except to the extent caused by the Port's negligence or willful misconduct.

16. Assignment

Developer shall not assign this Agreement without the Port's prior written consent, except that Developer may assign to an affiliate or to a single-purpose entity formed by Developer to undertake the Project, upon written notice to the Port. Any assignment by Developer will not release Developer from its obligations hereunder. The exclusive negotiating rights are personal to Developer and may not be marketed or transferred to an unaffiliated third party.

17. Notices

Notices required or permitted under this Agreement must be in writing and delivered by hand, recognized overnight courier, or email with confirmation, to the points of contact in Section 5 at the addresses below, or such other address as a Party designates in writing. Notice is effective upon receipt.

To the Port: Port of Hood River, 1000 E. Port Marina Drive, Hood River, Oregon 97031, Attn: Megan Channell; email megan.channell@portofhoodriver.com.

To Developer: CMLK Development, 403 Portway Avenue, Suite 300, Hood River, Oregon 97031, Attn: Claudia Munk-von Flotow; email claudia@cmlkdevelopment.com.

18. General Provisions

(a) Governing Law; Venue. This Agreement is governed by Oregon law. Venue for any action lies in the state courts located in Hood River County, Oregon.

(b) Dispute Resolution. Before filing any action, the Parties shall attempt in good faith to resolve disputes through senior-representative discussions and, if unresolved within 30 days, non-binding mediation in Hood River County.

(c) Entire Agreement; Amendment. This Agreement is the entire agreement on its subject and supersedes prior understandings. It may be amended only in a writing signed by both Parties.

(d) No Partnership; Independent Parties. Nothing in this Agreement creates a partnership, joint venture, or agency between the Parties.

(e) No Third-Party Beneficiaries. This Agreement benefits only the Parties and their permitted successors and assigns.

(f) Severability. If any provision of this Agreement is held unenforceable, the remainder remains in effect, and the Parties shall substitute an enforceable provision of similar intent.

(g) Counterparts; Electronic Signatures. This Agreement may be signed in counterparts and by electronic signature, each of which is an original.

(h) Authority. Each signatory to this Agreement represents that it is authorized to bind the Party for which it signs. The Port’s execution is subject to any required Commission authorization.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

PORT:
PORT OF HOOD RIVER

By: _____
Name: Kevin M. Greenwood
Title: Executive Director
Date: _____

DEVELOPER:
CMLK DEVELOPMENT CORPORATION

By: _____
Name: Claudia Munk-von Flotow
Title: President
Date: _____

Exhibit A — The Property



Figure 1.
LWCF Boundary and Conversion Map

Hood River-White Salmon Interstate Bridge Replacement
Section 6(f) LWCF Compliance
Hood River, Hood River County, OR / White Salmon, Klickitat County, WA

MASON, BRUCE & GIRARD
Natural Resource Consultants

Source: Basemap from Bing; Tax lot information from Hood River County. All other information from MB&G. Reproduced for informational purposes and may not be suitable for legal, engineering, or surveying purposes. Conclusions drawn from such information are the responsibility of the user.

0 100 200 300 600 Feet

Exhibit B — Negotiating Schedule and Milestones

Milestones are sequential: each phase depends on completion of the prior one, and a target date adjusts if a preceding milestone moves. The Parties' points of contact may update this Exhibit by written agreement without amending the Agreement.

Project Phases 1 through 5 are discussed below. This Agreement governs Phases 1 through 3 only. Completion of Phase 3 concludes the Negotiating Period. Any work beyond Phase 3, including negotiation of a Disposition and Development Agreement, Ground Lease, entitlement activities or construction, is outside the scope of this Agreement and would require separate Port Commission authorization through an extension of this Agreement or execution of additional agreements.

Phase	Deadline	Key Milestones & Deliverables	Lead Party
Phase 1 **Pre-Development & ENA**	September 1, 2026	• Commission vote authorizing the ENA (August 2026); exclusivity period begins • Parties designate points of contact; right-of-entry / site access in place • Joint due-diligence scoping: geotechnical, utilities & sewer capacity, traffic, environmental (DSL, U.S. Army Corps, FEMA floodplain)	Both Parties *(Developer-led drafting)*
Phase 2 **Concept & Public Engagement**	November 15, 2026	• Public engagement: one facilitated open house (Developer-funded) • Published "what we heard" summary; concept refinement • Ground Lease term sheet prepared, negotiated, and agreed	Developer *(Port review)*
Phase 3 **Site-Control Transition**	December 31, 2026	• Current leases on the Properties may expire. Existing tenant lease extensions or occupancy agreements may continue as provided in Section 3(c). • Optional interim activation / interim lease executed to keep the site in productive use during entitlement, consistent with Section 3(c)	Both Parties
End of Agreement Negotiating Period - February 28, 2027: Phases 1-3 are governed by this Agreement. Phases 4-5 are illustrative only and would require separate Port Commission authorization and execution of additional agreements before proceeding.			
Potential Phase 4 **Definitive Agreements**	December 31, 2027	• Disposition & Development Agreement (DDA) negotiated • Executed Ground Lease with public-access commitments	Developer *(Both on DDA / lease)*
Potential Phase 5	December 31, 2030	• City land-use approvals; environmental permitting; preliminary design	Developer

Phase	Deadline	Key Milestones & Deliverables	Lead Party
Entitlement, Construction, & Opening		• Contractor selection; financing close • Permitting and construction sequenced to protect marina operations and public access • Construction; stabilized opening	

Notes

- Critical path: the Negotiating Period exclusivity (Phase 1) must be in place before Developer commits material pre-development cost; the Ground Lease term sheet (Phase 2) precedes any significant entitlement spend (Phase 4).
- The interim use in Phase 3 is optional and is intended to avoid a vacant period between lease expiry and construction.
- Because no site-specific geotechnical, environmental, or traffic studies exist as of the Effective Date, entitlement timing in Phase 4 is dependent on agency review and may extend; the schedule will be re-baselined as study results come in.

Commission Memo

Prepared by:	Patty Rosas, Executive Assistant & HR
Date:	August 18, 2026
Re:	Executive Director Performance Evaluation Process

Staff and the Internal Personnel Committee reviewed the annual Executive Director performance evaluation process and recommend using substantially the same process and forms as last year, with two changes:

1. The Port will coordinate the process internally rather than outsourcing the evaluation review and summary to SDAO.
2. Employees who report directly to the Executive Director will be surveyed to provide supplemental feedback for the Commission's consideration.

The employee survey included in the evaluation packet was developed with guidance from Mark Knudson of SDAO.

The Executive Assistant will coordinate the evaluation process, and the Deputy Finance Manager will compile the results and prepare the preliminary and final summary evaluations. The proposed schedule, process, and forms are included in the attached evaluation packet. The Executive Director's evaluation letter is also attached.

RECOMMENDATION

MOTION to approve the proposed Executive Director Performance Evaluation Packet and internally coordinated evaluation process, subject to any changes directed by the Commission.

ATTACHMENTS:

Performance Evaluation Packet
ED Evaluation Letter

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Port of HOOD RIVER

Executive Director Performance Evaluation Packet

Process, Schedule, and Evaluation Forms

PORT OF HOOD RIVER
Executive Director Performance Evaluation Process

PURPOSE

The purpose of the Executive Director performance evaluation process is to provide a consistent annual method for the Board of Commissioners to assess the Executive Director's performance, recognize accomplishments, identify areas for improvement, establish future goals, and inform decisions regarding compensation and the employment agreement. Employee feedback, when collected, provides supplemental information for the Commission's consideration but does not replace the Commission's evaluation.

1. Review and Approval of Process

Before beginning the evaluation, the Internal Personnel Committee and designated staff will review the proposed schedule, process, instructions, and forms and recommend any necessary changes. The complete evaluation packet will then be presented to the Commission for review and approval.

2. Distribution of Evaluation Materials

Following Commission approval, the designated evaluation coordinator will distribute the applicable materials, which may include:

- Board Member Evaluation Forms
- Employee Evaluation Surveys for employees who report directly to the Executive Director, unless otherwise directed by the Commission
- Instructions and submission deadlines

The Executive Director will submit an evaluation letter summarizing accomplishments, challenges, and proposed goals by the established deadline. The letter will be provided to commissioners before they complete their evaluations.

3. Completion of Evaluations

Commissioners and participating employees will complete their respective forms individually. Ratings and comments should be based on the Executive Director's performance during the stated evaluation period. Commissioners may consider the Executive Director's evaluation letter when completing their evaluations.

4. Confidential Submission

Completed forms will be submitted directly to the designated evaluation coordinator by the established deadline. Participants should not discuss or share their individual ratings or comments during the evaluation process. Employee responses will not be attributed by name in the materials shared with the Commission.

5. Compilation and Preliminary Summary

The designated evaluation coordinator will compile the completed materials and prepare a preliminary summary evaluation for Commission review, including:

- Commissioner scores and comments

- Employee survey scores and comments, if applicable
- The Executive Director's evaluation letter and supporting information

Where applicable, the summary may include average scores, score ranges, and consolidated comments. Individual responses will not be attributed by name. Employee survey results will serve as supplemental information and will not replace the Commission's evaluation of the Executive Director.

6. Executive Session Review

The Commission will meet in executive session, as permitted by ORS 192.660(2)(i), to review and evaluate the Executive Director's employment-related performance.

During the executive session:

- First, the Commission will review the preliminary summary evaluation and seek consensus regarding its contents.
- The Executive Director will then join the executive session to review the evaluation scores and comments and discuss performance and individual goals for the upcoming evaluation period.
- The Commission may identify revisions to the preliminary summary evaluation based on these discussions.

The designated evaluation coordinator or facilitator may participate as necessary to present the results and assist the Commission in reaching consensus. No final action will be taken in executive session.

7. Public Consideration, Action, and Final Evaluation

During the regular session following the executive session, the Commission will publicly consider the Executive Director's performance evaluation. The Commission may accept, reject, or amend the evaluation and provide direction regarding compensation or a proposed employment agreement amendment. Following the Commission's action, the designated evaluation coordinator will incorporate any approved revisions into the final summary evaluation. No additional Commission approval will be required, provided the revisions accurately reflect the Commission's public action.

A motion may be stated as follows:

> *I move to accept the Executive Director performance evaluation as submitted, subject to any revisions identified during this meeting, and direct the Internal Personnel Committee to work with legal counsel on a proposed employment agreement amendment for consideration by the Commission.*

8. Compensation and Employment Agreement

Following the evaluation, the Internal Personnel Committee will work with legal counsel, as directed by the Commission, to develop and discuss any proposed compensation or employment agreement changes with the Executive Director. Any proposed amendment will be presented at a subsequent regular Commission meeting for consideration and action.

Recordkeeping

Evaluation records will be maintained in accordance with applicable Port policies and public records, public meetings, confidentiality, and record-retention requirements.

PORT OF HOOD RIVER

Executive Director Performance Evaluation

For the Period of September 1, 2025 – August 31, 2026

Schedule

Date	Action
Before August 18	The Executive Director submits an evaluation letter summarizing accomplishments, challenges, and proposed goals for inclusion in the August 18 Commission packet.
August 18	The Commission reviews and approves the evaluation process, schedule, and forms. The Executive Director's evaluation letter is provided to commissioners with the meeting materials.
August 19	Approved Board Member Evaluation Forms and the employee survey are distributed with instructions and submission deadlines.
September 4	Completed Board Member Evaluation Forms and employee surveys are due to the designated evaluation coordinator.
September 7–9	Evaluation results are compiled, and the preliminary summary evaluation is prepared.
September 15	The Commission meets in executive session to review the preliminary summary, seek consensus, and meet with the Executive Director. During the regular session, the Commission considers and takes action on the performance evaluation and provides direction regarding compensation or any proposed employment agreement amendment.
Following September 15 meeting	The final summary evaluation is prepared, incorporating any revisions approved by the Commission. The Internal Personnel Committee works with legal counsel, as directed, on any proposed compensation or employment agreement changes.
October 20	The Commission considers and takes action on any proposed employment agreement amendment during its regular meeting.

PORT OF HOOD RIVER

Executive Director Performance Evaluation

For the Period of September 1, 2025 – August 31, 2026

Board Member Evaluation Worksheet

Commissioner: _____ Date Completed: _____

Instructions

- This form is completed by each Board member as part of the Board's evaluation of the Executive Director's performance during the stated evaluation period.
- Treat the evaluation process and results as confidential. Complete the form individually, and do not consult with other Board members or share your responses.
- Base your ratings and comments on the Executive Director's performance during the stated evaluation period.
- Evaluate the Executive Director using the performance criteria, numbering, and rating scale provided on this form.
- The designated coordinator will compile the completed evaluations into a summary showing the average score and range of scores received for each criterion, along with a summary of comments. Individual responses will not be attributed by name.
- Only the compiled summary will be shared with the full Board and reviewed as part of the formal evaluation process.

Performance Rating Scale

Score	Name	Description
4	**Outstanding Performance**	Consistently performed in a manner that demonstrates an exceptional level of knowledge and skill. Performance frequently exceeds what is normally expected and merits recognition.
3	**Exceeds Expectations**	Consistently performed in a manner that meets and often exceeds expectations. Performance is distinctly better than what is normally expected in performing this function.
2	**Meets Expectations**	Consistently meets normal expectations and is performed in a competent and skilled manner. Performance is fully satisfactory and without significant exceptions or concerns.
1	**Needs Improvement**	Performance is at a level of a person who is learning and gaining experience in this function, or performance does not consistently meet the requirements of the position.
0	**Unsatisfactory Performance**	Performance does not meet the requirements of the position. Notable improvement is needed to bring performance to a level consistent with expectations.

PERFORMANCE CRITERIA

1. District Leadership

- Leads a collaborative process with the Board to develop an annual work plan that meets the district's mission and vision.
- Aligns work plan with the Strategic Business Plan (SBP).
- Budget document aligns with the work plan and SBP.

Comments:	Rating (0–4)

2. Ethics and Professionalism

- Transparency is evident in Port processes and procedures.
- Evidence of navigating conflict effectively.
- Ensures ethical decisions and cultivates professionalism within the organization.
- Models ethical behavior in their own conduct.

Comments:	Rating (0–4)

3. Communication and Community Relations

- Participation in community events and groups.
- Cultivates partnerships and relationships in the community.
- Acts as a voice for the district.
- Advocates for the Port at the regional, state, and federal level.
- Provides effective customer service.

Comments:	Rating (0–4)

4. Organizational Management

- Implements effective staff recruitment and retention plans.
- Supports professional development of Port staff.
- Provides effective leadership and management of Port staff.

Comments:	Rating (0–4)

5. Financial Management

- Budget supports Commission goals and objectives.
- Reports are transparent and understandable.
- Projects and programs are conducted within budget guidelines.
- Communicates financial issues early, avoiding surprises.

Comments:	Rating (0–4)

6. Policy, Governance and Advocacy

- Prepares policy documents using a collaborative approach.
- Policy documents are presented with adequate time to consider alternatives or public input.
- Creates an environment allowing the Commission to adequately discuss issues.
- Is respectful and available to individual Commissioners.
- Represents the Port based upon Commission positions and decisions.

Comments:	Rating (0–4)

OVERALL PERFORMANCE RATING (sum of six criteria scores)

Comments:	Total (0–24)

GOALS FOR NEXT EVALUATION PERIOD

1.

2.

3.

4.

5.

Port of Hood River — Executive Director Performance Evaluation

Summary of Commissioner Scores| Evaluation Period: September 1, 2025 – August 31, 2026

For use by the designated compiler only. Do not share this workbook with Board Members — only the finished summary should be shared.

Number of Commissioner Raters: 5 *(enter the number of raters whose scores are recorded below; used for reference only)*

Criteria	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	Average	Min	Max	Range (Max−Min)
1. District Leadership							0	0	0
2. Ethics and Professionalism							0	0	0
3. Communication and Community Relations							0	0	0
4. Organizational Management							0	0	0
5. Financial Management							0	0	0
6. Policy, Governance and Advocacy							0	0	0
OVERALL PERFORMANCE RATING (Total, 0–24)							**0**	**0**	**0**

Legend

Yellow cells: Enter each rater's score (0–4) for that criterion here, one column per anonymous rater. Leave a rater's column blank for any criterion they skipped.

Example: If Rater 1 scored "3" on District Leadership, type 3 in the Rater 1 column of the District Leadership row.

White cells: Calculated automatically — do not type into these cells.

Rating Score Scale: 4 = outstanding, 3 = exceeds expectations, 2 = meets expectations, 1 = needs improvement, 0 = unsatisfactory

Summary of Commissioner Comments

Compiler: consolidate and paraphrase comments from all raters here, by criterion. Do not attribute comments to individual raters.

1. District Leadership
2. Ethics and Professionalism
3. Communication and Community Relations
4. Organizational Management
5. Financial Management
6. Policy, Governance and Advocacy
OVERALL PERFORMANCE RATING

PORT OF HOOD RIVER

Executive Director Performance Evaluation

For the Period of September 1, 2025 – August 31, 2026

Employee 360-Review Feedback Form

Employee (Rater): _____ Position: _____ Date: _____

Instructions

- This form is completed by staff who report directly to the Executive Director, as input to the Board of Directors' evaluation of the ED's performance during the stated evaluation period.
- Treat the process and results as confidential. Complete the form individually, and do not consult or share your responses with other employees.
- Your input should be based on the Executive Director's performance during the stated evaluation period.
- Your feedback should be based on the performance criteria identified on this form; these are the same criteria used by the Board, with the same numbering and rating scale.
- This form does not ask for input on the Executive Director's relationship with the Board of Directors. Only Board Members are positioned to assess that relationship.
- The designated coordinator will compile results from all raters into an anonymous summary reflecting the average score and the range of scores received for each criterion, along with a summary of comments. Individual responses will not be attributed by name.
- Only the anonymous summary will be shared with the Board.

Performance Rating Scale

Score	Name	Description
4	**Outstanding Performance**	Consistently performed in a manner that demonstrates an exceptional level of knowledge and skill. Performance frequently exceeds what is normally expected and merits recognition.
3	**Exceeds Expectations**	Consistently performed in a manner that meets and often exceeds expectations. Performance is distinctly better than what is normally expected in performing this function.
2	**Meets Expectations**	Consistently meets normal expectations and is performed in a competent and skilled manner. Performance is fully satisfactory and without significant exceptions or concerns.
1	**Needs Improvement**	Performance is at a level of a person who is learning and gaining experience in this function, or performance does not consistently meet the requirements of the position.
0	**Unsatisfactory Performance**	Performance does not meet the requirements of the position. Notable improvement is needed to bring performance to a level consistent with expectations.

PERFORMANCE CRITERIA

1. District Leadership

- Leads a collaborative process to develop an annual work plan that meets the district's mission and vision.
- Aligns work plan with the Strategic Business Plan (SBP).
- Budget document aligns with the work plan and SBP.

Comments:	Rating (0–4)

2. Ethics and Professionalism

- Transparency is evident in Port processes and procedures.
- Evidence of navigating conflict effectively.
- Ensures ethical decisions and cultivates professionalism within the organization.
- Models ethical behavior in their own conduct.

Comments:	Rating (0–4)

3. Communication and Community Relations

- Participation in community events and groups.
- Cultivates partnerships and relationships in the community.
- Acts as a voice for the district.
- Advocates for the Port at the regional, state, and federal level.
- Provides effective customer service.

Comments:	Rating (0–4)

4. Organizational Management

- Implements effective staff recruitment and retention plans.
- Supports professional development of Port staff.
- Provides effective leadership and management of Port staff.

Comments:	Rating (0–4)

5. Financial Management

- Budget supports Commission goals and objectives.
- Reports are transparent and understandable.
- Projects and programs are conducted within budget guidelines.
- Communicates financial issues early, avoiding surprises.

Comments:	Rating (0–4)

6. Policy, Governance and Advocacy

- Prepares policy documents using a collaborative approach.
- Policy documents are presented with adequate time to consider alternatives or public input.
- Represents the Port consistent with Commission positions and decisions.

Comments:	Rating (0–4)

OVERALL PERFORMANCE RATING (sum of six criteria scores)

Comments:	Total (0–24)

Port of Hood River — Executive Director Performance Evaluation

Summary of Employee Scores | Evaluation Period: September 1, 2025 – August 31, 2026

For use by the designated compiler only. Do not share this workbook with Board Members — only the finished summary should be shared.

Number of Employee Raters: 8 *(enter the number of raters whose scores are recorded below; used for reference only)*

Criteria	Rater 1	Rater 2	Rater 3	Rater 4	Rater 5	Rater 6	Rater 7	Rater 8	Average	Min	Max	Range (Max−Min)
1. District Leadership										0	0	0
2. Ethics and Professionalism										0	0	0
3. Communication and Community Relations										0	0	0
4. Organizational Management										0	0	0
5. Financial Management										0	0	0
6. Policy, Governance and Advocacy										0	0	0
OVERALL PERFORMANCE RATING (Total, 0–24)										**0**	**0**	**0**

Legend

Yellow cells: Enter each rater's score (0–4) for that criterion here, one column per anonymous rater. Leave a rater's column blank for any criterion they skipped.

Example: If Rater 1 scored "3" on District Leadership, type 3 in the Rater 1 column of the District Leadership row.

White Cells: Calculated automatically — do not type into these cells.

Rating Score Scale: 4 = outstanding, 3 = exceeds expectations, 2 = meets expectations, 1 = needs improvement, 0 = unsatisfactory

Summary of Employee Comments

Compiler: consolidate and paraphrase comments from all raters here, by criterion. Do not attribute comments to individual raters.

1. District Leadership
2. Ethics and Professionalism
3. Communication and Community Relations
4. Organizational Management
5. Financial Management
6. Policy, Governance and Advocacy
OVERALL PERFORMANCE RATING

Port of HOOD RIVER

INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

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

DATE: August 18, 2026
TO: Port of Hood River Board of Commissioners
FROM: Kevin M. Greenwood, Executive Director
RE: FY 2025-26 Annual Performance Self-Evaluation

I respectfully submit this summary of my performance as Executive Director for the evaluation period September 1, 2025 through August 31, 2026.

Following my 2025 evaluation, the Commission established specific Executive Director goals and encouraged measurable milestones. I used those goals, together with the Strategic Business Plan, Fall and Spring Planning Sessions, annual budget, and Commission direction, to guide my work and the management team.

This evaluation begins with an assessment of those Commission-established Executive Director goals, including the SMART milestones and whether each was achieved. The intent is to provide a straightforward accounting of what the Commission asked me to accomplish, what occurred, and what remains underway.

This was an important transition year. The Port acquired a future administrative facility and began its phased design and renovation process; initiated and substantially completed the new Strategic Business Plan; adopted an organizational restructure and formal Succession Plan; strengthened long-range forecasting and capital planning; created a Capital Reserve Fund; advanced major airport, waterfront, marina and bridge projects; increased state and federal advocacy; and continued preparing the Port to operate without non-bridge support from toll revenues.

The year also involved significant personnel challenges requiring substantial management and HR attention. Our HR team relied on investigations, legal and insurance guidance, documentation and established personnel practices to manage those matters and minimize organizational risk. I believe the organization emerged with a strong management team and a capable, hard-working workforce increasingly comfortable with accountability, cross-training and change.

The Port now has stronger systems for planning, forecasting, capital replacement, project accountability, organizational continuity and public transparency. My focus in the coming year will be to use those systems to deliver measurable results.

FY 2025-26 SMART Goal Assessment

Tier 1 – High-Priority Goals

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1. Administrative and Operations Facility Relocation

Commission-Established Executive Director Goal: Make measurable progress toward relocation of Port administrative and operations functions in preparation for bridge replacement.

SMART Milestones Established

- Acquire administrative property by January 31, 2026 ..... Completed February 2026
- Complete remodel by December 31, 2026..... Revised/phased implementation underway
- Complete move-in by January 31, 2027..... Future milestone; schedule dependent on bridge funding

Performance: The Port acquired 200 N. Wasco Ct. for approximately $1.25 million for future administrative use and began design and project-delivery planning. Phase 1 will include staff input on building programming and completion of design and procurement documents by SUM Design. Once bridge funding is secured, the Port can issue the construction procurement and begin the remodel. Spring Planning assumptions incorporated acquisition, renovation, funding, schedule and operating impacts into the 10-year financial model.

A separate operations facility location was actively pursued but ultimately determined not to be feasible. Staff continues to evaluate alternative locations and options.

Assessment: Substantially Achieved / Ongoing. Acquisition was completed slightly later than the initial milestone. Remaining work is appropriately phased to avoid committing substantial construction resources before bridge funding is known.

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2. Complete the Strategic Business Plan

Commission-Established Executive Director Goal: Complete the next Strategic Business Plan.

SMART Milestones Established

- Finalize scope by November 30, 2025 ..... Completed December 16, 2025
- Approve procurement by January 31, 2026 ..... Completed January 20, 2026
- Execute consultant contract by April 30, 2026 ..... Completed March 17, 2026
- Complete/adopt plan by December 31, 2026 .....On schedule for October 20, 2026

Performance: The Commission authorized the RFP on January 20 and approved contracting with Points Consulting on March 17. By August, a substantial draft contained the Mission, Vision, Values, objectives, goals and strategic initiatives. The remaining implementation plan, prioritization framework and capital planning work are underway, with final adoption scheduled for October 20. The SBP scope also incorporates SMART objectives, performance measures and 10-year capital planning.

Assessment: On Target. All milestones due during the evaluation period were completed, and final adoption is scheduled ahead of the original year-end deadline.

3. Advance Commission Priorities and Operational Self-Sufficiency

Commission-Established Executive Director Goal: Move priorities from Spring and Fall Planning into implementation while improving the financial sustainability of Port operations.

SMART Milestones Established

- Use Fall and Spring Planning to establish priorities and monitor implementation ... Completed/Ongoing
- Provide regular project progress reporting ..... Ongoing
- Review cost-center performance and improve financial visibility .... Implemented through monthly reports, planning and budget process
-

Performance: Spring Planning used the Commission's established goals—safety, transparency, positive net income, cost reduction, policy modernization, bridge preparation and employee development—to evaluate projects and prepare the FY27 budget. Major results included:

- Ten new South Apron T-hangars advanced through construction, with occupancy permits received July 22, 2026.
- Bridge spot-painting and miscellaneous steel repairs were contracted June 16, 2026.
- The 12-year Bridge CIP was updated and bridge-welding tracking improved March 14, 2026.
- Continued design, funding and intergovernmental work on the 2nd Street/Riverside roundabout and First Street realignment, both incorporated into the regional multimodal planning framework.
- Marina East/West moved from exploratory RFDI to Commission authorization to proceed toward an ENA/MOU.
- Waterfront parking, commercial property management and airport development continued to strengthen the Port's revenue base.

Monthly budget-to-actual reporting and the FY27 budget increasingly show operating results at the asset/cost-center level. The Budget Committee specifically commented positively on the increased transparency and clarity of the Port's financial reporting.

Assessment: Achieved / Ongoing. A repeatable planning, financial and project-accountability system is in place. Financial self-sufficiency remains a long-term organizational objective.

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4. Develop and Implement a Succession Plan

Commission-Established Executive Director Goal: Establish a structured approach to succession, recruitment, retention and organizational continuity.

SMART Milestones Established

- Prepare draft succession plan by March 15, 2026 ..... Draft completed May 19, 2026
- Obtain Commission adoption ..... Completed July 21, 2026
- Integrate cross-training, documentation and continuity into management practices ..... Underway

Performance: The Commission first adopted an organizational restructure intended to clarify responsibilities, improve internal controls, strengthen cross-training and reduce reliance on single-position knowledge. A formal Succession Plan was then prepared, revised in response to Commission comments and adopted July 21. The final plan addresses multiple vacancies, cross-training, knowledge transfer, interim coverage, leadership development and accountability measures.

Implementation is already occurring through employee transitions and cross-training, including preparation for retirement-related changes in Waterfront/Marina operations.

Assessment: Achieved, with delayed interim milestone. The March draft target was missed, but the substantive objective—a Commission-adopted organizational continuity framework—was completed during the evaluation period.

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5. Increase Participation in Regional, State and Federal Forums

Commission-Established Executive Director Goal: Increase the Port's visibility and relationships at the regional, state and federal levels.

SMART Milestones Established

- Continue active regional/state involvement .....Achieved
- Pursue an additional state-level board appointment by June 30, 2026..... Applied; not appointed

Performance: I continued participating with OPPA and SDAO. I applied for a Governor's appointment to the ODOT Historic Columbia River Highway Advisory Committee but was not selected.

I also helped organize and participated in the Port's Washington, D.C. government-affairs effort focused on BUILD, Congressionally Directed Spending and the airport terminal EDA application. The trip was structured to include Commissioner participation and direct engagement with Oregon's delegation and federal agencies.

Locally, I served as Hood River Rotary Programs Committee Chair in 2025-26 and was elected Treasurer for 2026-27, placing me on the leadership track to serve as Club President in 2028-29. This increases the Port's visibility within an organization that has served Hood River for more than a century.

Assessment: Substantially Achieved. The specific additional state-board appointment was pursued but not obtained. Given the Rotary leadership commitment, future goals should emphasize the effectiveness and outcomes of external engagement, rather than adding boards simply to increase their number.

FY 2025-26 SMART Goal Assessment
Tier 2 – Ongoing Executive Director Goals

6. Strengthen Community and Business Partnerships

SMART Milestone: Maintain regular engagement with public agencies, tenants and business/community partners — **Achieved/Ongoing**

I meet regularly—generally monthly—with leaders from the City, County, Columbia Area Transit, MCEDD, Hood River County School District and Columbia Gorge Community College. I have also met directly with Port tenants and businesses this year, including Tofurky, Industrial Street Studios and businesses operating from the Luhr Jensen property.

This is an ongoing expectation of the Executive Director position, not an area I consider deficient. Chamber participation has received less emphasis as the Chamber's role and priorities have changed; I have instead focused on relationships and organizations more directly tied to the Port's mission.

Assessment: Achieved / Core Ongoing Responsibility.

7. Support Development of the Port of Hood River Foundation

SMART Milestones Established

- Seat Foundation Board.....Completed November 18, 2025
- Establish governance and organizational structure .....Created Oct. 15, 2024; Reviewed April 22, 2026
- Begin fundraising by June 30, 2026.....Achieved; first donation April 2, 2026

The Foundation's first documented contribution—$100—was received April 2, its website was launched, and the newly appointed Board held its organizational meeting April 22. At least one additional donation has since been received. The Board established officer assignments and began defining priority projects and programs.

Assessment: Achieved. The Foundation has moved from formation into active governance and fundraising.

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8. Constructive Engagement and Responsiveness

SMART Milestone: Respond promptly and professionally to concerns from constituents, customers and critics — **Achieved/Ongoing**

This year I personally addressed well over 100 constituent contacts, including bridge customers, waterfront users, parking customers, neighboring residents and critics of Port projects. My publicly available cell number results in direct calls regarding bridge operations, waterfront conduct, safety and other Port issues.

A newer bridge-enforcement priority provides one measurable example. Before bridge-violation cases are referred to court, I personally contact violators. To date, those contacts have resulted in 100% payment of the violations referred to me, without payment plans or court action.

The objective is not simply response time; it is to resolve problems when possible while treating frustrated or critical constituents professionally.

Assessment: Achieved / Core Ongoing Responsibility.

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9. Increase Project Urgency and Accountability

SMART Milestone: Improve identification of responsibilities, schedules and project status — **Substantially Achieved**

Spring and Fall Planning identify projects, responsible managers, priority and status. The new SBP will further formalize implementation priorities and performance measures. Major projects moved into procurement, contracting or construction, including bridge steel/coating work, T-hangars, the SBP, office relocation, Marina East/West, airport terminal/hangar, and waterfront transportation improvements.

Assessment: Substantially Achieved. The next improvement should be a concise KPI/dashboard system measuring organizational outcomes without requiring extensive employee or consultant preparation.

10. Enhance Financial Forecasting

SMART Milestones Established

- Present FY27 assumptions during budget/planning process ..... Achieved April 21, 2026
- Maintain/update 10-year forecast semiannually..... Achieved April 13, 2026
- Improve communication of emerging fiscal issues ..... Achieved April 21, 2026/Ongoing

The Spring Planning packet included a detailed 10-year financial forecast and a Project Assumptions Summary identifying capital costs, funding, schedules, operating costs, revenues and contingencies for major initiatives. These assumptions are intended to be reviewed annually as priorities, costs and project information change.

The model is now part of the planning/budget cycle and tests whether Port operations remain sustainable as toll support disappears. The FY27 budget also established a Capital Reserve Fund to shift building capital planning from irregular pay-as-you-go expenditures toward systematic long-term reserve funding.

Assessment: Achieved. The system is established. Going forward, I believe the Executive Director should lead the assumptions underlying the 10-year forecast, with Finance maintaining and validating the model.

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11. Cost Management

SMART Milestone: Identify and implement operating cost reductions associated with organizational changes and the transition away from bridge subsidies — **Achieved/Ongoing**

The Port has continued shifting work toward lower-cost, sustainable service models. Examples include replacing an ineffective janitorial contract with a skill-appropriate maintenance position; eliminating an outside security contract and moving to a lower-cost non-DPSST night-monitor approach with enhanced communication with local law enforcement; eliminating the standing communications consulting arrangement and increasingly performing communications internally, including appropriate use of AI-assisted drafting; and using contracted invoice/mail services rather than restoring tollbooth staffing to serve approximately 40,000 BreezeBy customers.

These changes build on conversion to all-electronic tolling and elimination of ten toll-taker positions. Additional savings have come from the parking-system transition and other operating changes.

Assessment: Achieved / Ongoing. Cost management is now part of the Port's operating philosophy rather than a one-time exercise.

Executive Director Performance Summary

Leadership and Organizational Management

The year's most significant organizational accomplishment was moving the Port from restructuring into a more durable management system. The new structure clarifies director-level responsibility for Asset Management and Capital Development and Planning, improves internal controls and better aligns staff with the Port's capital portfolio and post-bridge future.

The year also involved difficult personnel matters. The Human Resources team used documentation, investigations, legal guidance and risk-management resources rather than informal or reactive approaches. The process was difficult, but I believe the organization is now in a much stronger position with a capable workforce willing to adapt to new roles and expectations.

Financial Management

The Port entered FY27 with a fundamentally different financial structure. Beginning on July 1, toll revenues can no longer subsidize non-bridge activities, making asset performance, operating efficiency and long-range forecasting increasingly important. The Budget Committee heard that operating income was improving in several departments and recognized improvements in financial transparency.

Monthly cost-center reports, the 10-year forecast, annual project assumptions and the Capital Reserve Fund now provide a stronger framework for the Port's future.

Communication, Partnerships and Advocacy

In addition to regular local-agency and tenant relationships, the Port expanded its state and federal engagement. The Washington, D.C. advocacy trip represented a more deliberate approach to federal funding and relationship development after a deliberate two-year absence from lobbying.

The Port also made direct contact with the Oregon Division of FHWA to better understand its role, rights and responsibilities as bridge replacement advances. Establishing that direct federal relationship is important to protecting Port interests.

Governance, Risk and Professionalism

The Port continued formalizing practices that reduce institutional and financial risk, including the organizational restructure, Succession Plan, Commission committee structure, capital-reserve planning, updated airport standards, improved bridge-maintenance tracking and other policy work.

A continuing objective is to make these systems useful rather than bureaucratic: policies, dashboards and performance measures should improve decisions and accountability, not become ends in themselves.

Proposed Executive Director SMART Goals for 2026-27

I recommend a smaller set of SMART goals for the coming year, aligned wherever possible with the new Strategic Business Plan.

1. Complete and Implement the 2026 Strategic Business Plan

Measure: Obtain Commission adoption by October 20, 2026 and translate the adopted plan into prioritized implementation actions, responsible managers and measurable outcomes by Spring Planning 2027.

2. Advance Administrative and Operations Facility Relocation

Measure: Complete Phase 1 staff programming, design and procurement documents for the administrative facility; following confirmation of bridge funding, proceed with construction procurement and establish an updated occupancy schedule. Establish final direction for the operations/facilities location during FY27.

3. Executive Director Leadership of the 10-Year Financial Forecast

Measure: Develop and maintain a shared Excel-based 10-year pro forma model that the Executive Director and Finance Director can update in real time. The Executive Director will lead key assumptions and strategic interpretation; Finance will maintain financial accuracy and model integrity.

4. Establish Organizational Key Performance Indicators

Measure: Develop a limited set of objective KPIs for major Port business and service areas by Spring Planning 2027. Measures should emphasize actual performance—financial results, project delivery, service, asset condition and other outcomes—and minimize reporting that requires extensive employee or consultant preparation.

5. Implement the Succession Plan and Maintain a Strong Workforce

Measure: Complete annual evaluations, identify critical-position coverage, document priority cross-training and knowledge-transfer needs, and report implementation status to the Personnel Committee or Commission by June 30, 2027.

6. Deliver Commission-Priority Capital and Development Projects

Measure: Use the SBP implementation framework and planning sessions to establish annual milestones for the Port's highest-priority airport, waterfront, marina, transportation, bridge-transition and real-estate projects and report performance against those milestones.

External advocacy, community relationships, constituent responsiveness, cost management, ethics and professional conduct should remain core Executive Director responsibilities, rather than separate goals measuring activities already expected of the position.

Closing Assessment

The 2025-26 evaluation period was a year of significant organizational transition. The Port moved several long-discussed initiatives into implementation while establishing systems intended to outlast any individual employee: a formal succession framework, clearer organizational structure, long-range financial assumptions, capital reserves, SMART-oriented strategic planning, and a more disciplined planning and budget cycle.

Not every milestone occurred on its original date, and some projects remain dependent on bridge funding or other outside decisions. The broader measure is whether the Port is better positioned to manage those uncertainties while continuing to deliver the services and projects directed by the Commission.

My goal for the coming year is to spend less organizational energy building management systems and more energy using those systems to produce measurable results. The SMART goals proposed in this evaluation are intended as a starting point, and I look forward to working with the Commission to refine them and establish any additional measurable goals that reflect its priorities and expectations for the coming year.

Finally, none of these accomplishments would have been possible without the dedicated management team and front-line employees of the Port of Hood River. I am incredibly grateful for their hard work, professionalism, and commitment to the Port, and I am proud to work alongside them.

Respectfully submitted,
Kevin M. Greenwood
August 13, 2026

Commission Memo

Prepared by: Amanda S. Rose, Director of Real Estate
Date: August 18th, 2026
Re: WJE Engineering Services – Mechanical & Electrical Proposal

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Wiss, Janney, Elstner Associates, Inc. (WJE) has provided the Port with a combined proposal totaling $417,457.50 for several mechanical and electrical engineering, maintenance, and operational support items associated with the Hood River–White Salmon Bridge. The proposal consolidates four previously identified scopes of work into a single package: mechanical and electrical inspection and strain gage testing; evaluation and correction of identified mechanical and electrical risk items; completion of operational training; and lubrication of the bridge's counterweight wire ropes.

This work is important because it addresses the systems that allow the lift span to safely and reliably operate. Unlike more visible bridge maintenance such as deck, steel, or coating work, many of the components addressed by this proposal are part of the bridge's operating machinery, electrical controls, safety interlocks, counterweight system, and supporting equipment. These systems require specialized inspection, testing, maintenance, and documentation to identify developing issues before they result in operational problems or more significant repairs. The Internal Bridge Committee met with staff and Paul Bandlow, WJE, on August 6 to learn more about the details of the project.

A significant component of the proposal is a comprehensive mechanical and electrical inspection and strain gage testing totaling $106,980. WJE will inspect and operationally test the bridge's mechanical and electrical systems, including bearings, gears, span locks, supports and guides, motors, feeder cables, utility service, communications, traffic control equipment, skew controls, and field feedback devices. The inspection also includes oil sampling, testing of electrical parameters and insulation resistance, and verification of safety interlocks that prevent bridge machinery from being operated out of sequence. WJE will then provide a comprehensive report documenting conditions and recommendations necessary to maintain safe and reliable operation.

Strain gage testing will provide additional information regarding the balance of the movable span and friction within the operating system. The results will be compared with prior testing so the Port can identify changes in the bridge's operating behavior over time and determine whether corrective action is warranted. Conducting this testing concurrently with the inspection also avoids the additional mobilization costs that would be incurred if the work were completed separately.

The proposal also includes $226,950 for mechanical and electrical risk items previously identified by WJE. One of the most important elements is development of comprehensive

mechanical and electrical operations and maintenance manuals. Currently, the documentation necessary to operate and maintain these systems either does not exist or has not been assembled into a practical, user-friendly format. WJE will develop manuals covering the span support systems, drive machinery, span locks, traffic controls, communications, navigation aids, and associated electrical and control systems, and will provide on-site staff training.

The risk-item work also addresses two specific mechanical concerns. WJE has identified that the bridge's live-load bearings are not properly adjusted, resulting in some traffic loads being transferred into the bridge machinery rather than being properly carried to the bridge piers. The proposed work will evaluate the existing condition and develop a repair plan. WJE will also review previous machinery analyses and develop corrective measures intended to reduce machinery loads during an emergency-stop condition. WJE identifies both of these as items that should be addressed in the near term.

An additional $79,207.50 is proposed for lubrication of all 16 counterweight wire ropes. These ropes are a critical component of the vertical lift system and require regular lubrication to prevent corrosion and allow them to function as intended. WJE will lubricate the full accessible length of the ropes using the lubricant approved when the ropes were installed. Because of the location and nature of this work, specialized access techniques and coordinated bridge operations are required. WJE anticipates approximately five nights of work, with the work performed during off-hours and staged to minimize impacts to vehicular traffic.

Finally, the proposal includes $4,320 to complete one remaining night of operational training. The original training was only partially completed because high winds prevented some field work from safely proceeding. WJE proposes completing the remaining training concurrently with the electrical inspection, again allowing the Port to efficiently combine related work and avoid unnecessary additional mobilization.

For an aging and mechanically complex structure such as the Hood River–White Salmon Bridge, this type of work is particularly important. Continued investment in preventative maintenance and specialized engineering allows the Port to better understand the condition of the bridge, prioritize future work, reduce the likelihood of unexpected mechanical failures, and make informed decisions regarding where limited capital and maintenance resources should be directed. It also helps preserve safe and reliable bridge operations while the existing bridge remains in service.

RECOMMENDATION:
MOTION to approve WJE Engineering & Mechanical services in an amount not to exceed $417,457.50.

ATTACHMENTS:
WJE Proposal

Wiss, Janney, Elstner Associates, Inc.
800 Hyde Park
Doylestown, Pennsylvania 18902
215.340.5830 tel
www.wje.com

July 27, 2026

Amanda Rose
Director of Real Estate & Asset Management
Port of Hood River
via email - amanda.rose@portofhoodriver.com

Hood River Vertical Lift Bridge

Hood River, Oregon
Combined Engineering Services Proposals

Dear Amanda:

As you know, WJE has submitted several proposals to the Port of Hood River for Mechanical and Electrical Engineering Services. The purpose of this document is to combine all outstanding proposals into one document.

The proposals that remain outstanding were originally submitted under the following file names:

- Hood River M&E Inspection and Strain Gage Testing 2026
- Hood River Bridge Risk Items 2026
- Cost Estimate Operational Training 2026
- Hood River Bridge Countwerweight (sic) Wire Rope Lubrication 2026 R0

Note the Operational Training was partially completed. Due to high wind conditions, it was decided not to proceed with some of the field work at the time of the training. Therefore, one night of training remains and only that portion of the cost is presented. The remaining cost for the operational training assumes the training is done at the time of the electrical inspection.

A summary of the costs associated with each proposal is provided below.

Hood River M&E Inspection and Strain Gage Testing 2026	$106,980.00
Hood River Bridge Risk Items 2026	$226,950.00
Cost Estimate Operational Training 2026	$4,320.00
Hood River Bridge Counterweight Wire Rope Lubrication 2026 R0	$79,207.50
Total	$417,457.50

Detailed cost estimates are attached.

The scope of work for each proposal is as follows:

Hood River M&E Inspection and Strain Gage Testing 2026

Mechanical and Electrical Inspection

The mechanical and electrical inspection will include all mechanical and electrical systems on the bridge. The inspection will include the following:

- Operational testing
- Visual hands on inspection of the entire mechanical and electrical installation to the extent permitted without using special access techniques
- Measurement of accessible wearing mechanical components including:
    - Bearings
    - Gears
- Clearance measurements at span locks, live load supports, interior supports, span guides and counterweight guides
- Verification of oil levels as applicable
- Collection of oil samples for testing to determine the presence of wear metals, contaminants and water
- Assessment of mechanical and electrical maintenance practices
- Interlock testing to verify that the machinery cannot be operated out of sequence
- Measurement of electrical parameters during operation of span drive and span lock motors
- Insulation resistance testing for motors and feeder cables
- Inspection of the utility service to the bridge
- Inspection of marine communication systems
- Inspection of traffic control equipment
- Verification of the bridge skew control system
- Inspection of all field feedback devices

We may require limited assistance from Port maintenance will be required to remove representative rack pinion and trunnion bearing caps, clean gear teeth and remove small covers to gain access to mechanical and electrical equipment.

A comprehensive report will be provided to include the scope of work, description of the bridge operating and control systems, observations and findings, tabulated data, photographs of conditions of interest, conclusions and recommendations as required to keep the bridge operating safely and reliably.

Strain Gage Testing

WJE proposes to conduct strain gage testing of the movable span to determine the span balance and system friction for comparison with prior test results. This work includes supply and installation of strain gages on the span drive machinery and testing to record data. If the existing gages can be used, we will deduct the supply and installation charges. Collected data will be reviewed on site to ensure repeatability.

We will analyze the data and prepare comprehensive report documenting span balance and system friction at the time of testing. We will provide recommendations for corrective action if warranted.

Note that the cost for strain gage testing is based on conducting the testing at the time of the inspection. If the testing is performed separately from the inspection, additional mobilization costs will be applied.

Hood River Bridge Risk Items 2026

Item 1 – Mechanical and Electrical Operations and Maintenance Manuals

Presently the documentation for operating and maintaining the bridge either does not exist or is not compiled into a user-friendly format. WJE proposes to provide a comprehensive operations and maintenance manual for the bridge mechanical and electrical systems. This manual will provide maintenance personnel with all required information to safely operate the bridge and to maintain all mechanical and electrical systems including span support systems, span drive machinery, span locks, traffic control equipment, communication equipment and aids to navigation including all associated electrical power and control systems.

We also propose providing two days of on-site training to all available staff.

This is a Moderate Significance Item that the Port should be addressed in the near term.

Item 2 - Live Load Bearing Adjustment

The live load bearings for the bridge are not properly adjusted. As a result, the live load from traffic is not properly transferred to the bridge piers and some amount of live load is transmitted to the machinery causing undue stress in the machinery parts. WJE proposes to evaluate the current condition of the live load bearings and to provide and to develop repair plans to adjust the supports. Although this is a low-risk priority item, its implementation will improve ride quality. This item may require a contractor to complete the work.

This item is a Moderate Significance item that the Port should address in the near term.

Our budgetary cost estimate includes the assessment of the current conditions, development of a repair plan and 5 days of field support.

Item 3 - Reduce Machinery Failure Risk

This item includes review of prior machinery analyses and development of a method to reduce operating loads in the event of an emergency stop situation.

We currently believe this to be a straightforward repair item that the Port maintenance staff can complete with WJE support.

This item is a Moderate Significance item that the Port should address in the near term.

Our budgetary cost estimate includes review of existing data, development of methods of corrective action and 2 days of field support.

Hood River Bridge Counterweight Wire Rope Lubrication 2026 R0

The Port of Hood River vertical lift bridge requires regular maintenance to ensure reliable operation and to protect components from degradation. The counterweight wire ropes are a vital component of the mechanical operating system and require regular lubrication to prevent corrosion and to allow the ropes to function as intended during operation of the bridge.

WJE proposes to lubricate the counterweight wire ropes as part of the Ports maintenance program.

Our proposal includes the following services and stipulations:

- Lubrication of 16 counterweight ropes (4 at each corner of the lift span) from the termination point on the lift span to the termination point at the counterweight. This is the entire length of the rope. Note that our work does not include removal of the wire rope clamps located between the counterweight rope terminations and the counterweight sheaves.
- WJE will supply and utilize VitalLife 400 wire rope lubricant, which was the approved lubricant at the time of rope installation. Any excess rope dressing will be turned over to the Port for future use.
- WJE will supply all equipment required to apply the rope dressing to the ropes.
- WJE will provide all equipment necessary to access the ropes on the structure.
- All work will be conducted off hours to limit the interruption to vehicular traffic. We expect that this will be night work at hours chosen by the Port with a minimum of 8 continuous working hours including set up time.
- WJE will lubricate the counterweight side of the ropes from a bosun's chair suspended from the structure combined with lifting the bridge in 5-10 ft. increments until the bridge is raised to the maximum lift height. This work will be completed using several lifts of approximately 45 minutes duration with time between lifts to allow traffic to clear. We will require 1 night at each end of the bridge to complete this work with one person at each corner of the bridge lubricating the ropes and two people assisting the rope lubricators.
- WJE will lubricate the span side of the counterweight ropes using rope access and ladders from the top of the lift girder. This work does not require bridge operations but does require single lane closures to guard traffic from overhead work. To minimize impact to traffic, we will mobilize to work at both corners of the bridge for a given lane closure while the opposite lane remains open for traffic. WJE will lubricate the ropes on the east side of the bridge in 1 night with a northbound lane closure, and the ropes on the west side of the bridge in 1 night with a southbound lane closure. A total of two nights is anticipated for the span side of the ropes.
- WJE will require 1 night to set up equipment in the towers and on top of the counterweights.
- WJE anticipates a total of 5 nights to complete the work.

- WJE will require the Port to provide WJE personnel with access to the bridge and traffic control as required.
- WJE will require the Port to operate the lift span on the set up night and on both nights that the counterweight side of the ropes are being lubricated.

Sincerely,

WISS, JANNEY, ELSTNER ASSOCIATES, INC.



Paul M. Bandlow
Principal and Unit Manager

c: Kevin Greenwood

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WJE

Name: **Hood River Bridge - Mechanical and Electrical Inspection and Strain Gage Testing**

Tasks	Level:	Senior Principal	Principal	Associate Principal	Senior Associate	Associate III	Associate II	Associate I	Senior Specialist	Specialist	Senior Technician	Technician II	Technician I	Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget
	Rate:	$ 420.00	$ 345.00	$ 295.00	$ 265.00	$ 230.00	$ 195.00	$ 160.00	$ 185.00	$ 165.00	$ 145.00	$ 125.00	$ 110.00					
1 Strain Gage Testing																		
Mobilization			4				4											
Field Work			16				16										$ 4,155.00	
Report			8				24											
	Task Hours	0	28	0	0	0	44	0	0	0	0	0	0	72				
	Task Cost	$ -	$ 9,660.00	$ -	$ -	$ -	$ 8,580.00	$ -	$ -	$ -	$ -	$ -	$ -		$ 18,240.00		$ 4,155.00	$ 22,395.00
2 Biennial Inspection																		
Mobilization			20	20			40											
Field Work			24	16			40										$ 6,310.00	
Report			28	20			88											
	Task Hours	0	72	56	0	0	168	0	0	0	0	0	0	296				
	Task Cost	$ -	$24,840.00	$16,520.00	$ -	$ -	$32,760.00	$ -	$ -	$ -	$ -	$ -	$ -		$ 74,120.00		$ 10,465.00	$ 84,585.00
																	Grand Total	**$ 106,980.00**

WJE

Port of Hood River
Hood River Bridge Risk Items - Mechanical and Electrical

Name: **Hood River Bridge Risk Items - Mechanical and Electrical**

Tasks	Level:	Senior Principal	Principal	Associate Principal	Senior Associate	Associate III	Associate II	Associate I	Senior Specialist	Specialist	Senior Technician	Technician II	Technician I	Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget
	Rate:	$ 420.00	$ 345.00	$ 295.00	$ 265.00	$ 230.00	$ 195.00	$ 160.00	$ 185.00	$ 165.00	$ 145.00	$ 125.00	$ 110.00					
1 Mechanical Maintenance Manual																		
Develop Manual				56			60			40								
Review Comments				8														
Prepare Training Material				24														
Conduct 2 day Field Training				32													$ 2,380.00	
Task Hours		0	0	120	0	0	60	0	0	40	0	0	0	220				
Task Cost		$ -	$ -	$35,400.00	$ -	$ -	$11,700.00	$ -	$ -	$ 6,600.00	$ -	$ -	$ -		$ 53,700.00		$ 2,380.00	$ 56,080.00
2 Electrical Maintenance Manual																		
Develop Manual				75			100			40								
Review Comments			16	8														
Prepare Training Material			12	12														
Conduct 2 day Field Training				32													$ 2,380.00	
Task Hours		0	28	127	0	0	100	0	0	40	0	0	0	295				
Task Cost		$ -	$ 9,660.00	$37,465.00	$ -	$ -	$19,500.00	$ -	$ -	$ 6,600.00	$ -	$ -	$ -		$ 73,225.00		$ 2,380.00	$ 75,605.00
3 Adjust Live Load Bearings																		
Initial site evaluation			40	40													$ 4,130.00	
Develop Repair Plan			8	24			40											
Field Support				56													$ 3,655.00	
Final Documents				8			16											
Task Hours		0	48	128	0	0	56	0	0	0	0	0	0	232				
Task Cost		$ -	$16,560.00	$37,760.00	$ -	$ -	$10,920.00	$ -	$ -	$ -	$ -	$ -	$ -		$ 65,240.00		$ 7,785.00	$ 73,025.00
4 Reduce Machinery Failure Risk																		
Analysis			4	12														
Develop Corrective Action Plan			8	4			8											
Field Support				32													$ 2,380.00	
Task Hours		0	12	48	0	0	8	0	0	0	0	0	0	68				
Task Cost		$ -	$ 4,140.00	$14,160.00	$ -	$ -	$ 1,560.00	$ -	$ -	$ -	$ -	$ -	$ -		$ 19,860.00		$ 2,380.00	$ 22,240.00

Grand Total		$ 226,950.00
Project Management and Coordination @	0%	$ -
Contingency @	0%	$ -
Grand Total		**$ 226,950.00**

WJE

	Name:	One Day to Complete Operational Training																
	Level:	Senior Principal	Principal	Associate Principal	Senior Associate	Associate III	Associate II	Associate I	Senior Specialist	Specialist	Senior Technician	Technician II	Technician I	Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget
Tasks	Rate:	$ 420.00	$ 345.00	$ 295.00	$ 265.00	$ 230.00	$ 195.00	$ 160.00	$ 185.00	$ 165.00	$ 145.00	$ 125.00	$ 110.00					
1 Operationa Training																		
Field Work			8				8							16				
	Task Hours	0	8	0	0	0	8	0	0	0	0	0	0	16				
	Task Cost	$ -	$ 2,760.00	$ -	$ -	$ -	$ 1,560.00	$ -	$ -	$ -	$ -	$ -	$ -		$ 4,320.00		$ -	$ 4,320.00
																	Grand Total	**$ 4,320.00**

Name: **Hood River Bridge - Lubricate Wire Ropes**

Tasks	Level:	Senior Principal	Principal	Associate Principal	Senior Associate	Associate III	Associate II	Associate I	Senior Specialist	Specialist	Senior Technician	Technician II	Technician I	Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget
	Rate:	$ 420.00	$ 345.00	$ 295.00	$ 265.00	$ 230.00	$ 195.00	$ 160.00	$ 185.00	$ 165.00	$ 145.00	$ 125.00	$ 110.00					
1 Lubricate Wire Ropes																		
Preparation			4		16		16							36				
Travel			16		8		16							40			$ 10,037.50	
Field Work			40		80		40							160			$ 1,950.00	
Report			2				4							6				
Project Mgt. and Coordination			10											10				
	Task Hours	0	72	0	104	0	76	0	0	0	0	0	0	252				
	Task Cost	$ -	$24,840.00	$ -	$27,560.00	$ -	$14,820.00	$ -	$ -	$ -	$ -	$ -	$ -		$ 67,220.00		$ 11,987.50	$ 79,207.50
																	Grand Total	**$ 79,207.50**

Wiss, Janney, Elstner Associates, Inc. or **WJE Engineers & Architects, P.C. (WJE)** has been requested to perform certain professional and other services. The parties agree that these services shall be performed under the following Terms and Conditions, and that Client's acceptance of WJE's proposal or its direction for WJE to commence any services constitutes acceptance of these Terms.

1. Independent Contractor. WJE is an independent contractor, and all persons employed to furnish services hereunder are employees of WJE or its subcontractors/subconsultants and not of the Client. WJE and Client agree to be solely responsible for compliance with all federal, state, and local laws, rules and regulations, and ordinances that apply to their own respective employees.

2. Performance. The standard of care for all professional services performed or furnished by WJE will be the skill and care ordinarily used by members of WJE's professions performing similar services and practicing under similar circumstances at the same time and in the same locality. WJE makes no guarantees or warranties, express or implied, with regard to the performance of its services. WJE shall not have control over or be in charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures or for construction safety precautions and programs since these are the responsibilities of others. WJE agrees to perform its services in as timely a manner as is consistent with the professional standard of care and to comply with applicable laws, regulations, codes and standards that relate to WJE's services and that are in effect as of the date when the services are provided. Client agrees that no claim may be brought against any WJE employee individually for any claim involving performance of services.

3. Client Duties. In order for WJE to perform the services requested, the Client shall, at no expense to WJE, (1) provide all necessary information regarding Client's requirements as necessary for the orderly progress of the work; (2) designate a person to act as Client's representative for the services who shall have the authority to transmit instructions, receive instructions and information, and interpret and define Client's policies and requests for WJE's services; and (3) provide access to and make all provisions for WJE to enter, without cost, limitation, or burden to WJE, the specific property as required to perform the work, including the use of scaffolds or similar mechanical equipment. WJE is entitled to rely upon the information and services provided by the Client.

4. Safety. Field work will be performed only under conditions deemed safe by WJE personnel. Charges may be made for safety or security measures required by hazardous job conditions that WJE may encounter. Client understands that WJE is only responsible for the safety of its own employees and those of its subconsultants and is not responsible for the safety of other persons or property.

5. Compensation and Expenses. Client agrees to pay for WJE's requested services in accordance with WJE's standard hourly rate schedule or negotiated fee. Charges generally will be billed in monthly intervals with applicable taxes included. Travel, subsistence, and expenses incurred; communications; reproduction; and shipping charges will be billed at cost plus 5 percent and invoiced as an expense service fee. Use of vehicles will be billed at $0.75 per mile. Expended materials for field and laboratory work, rental equipment, and any fees advanced on Client's behalf will be billed at cost plus 10 percent and invoiced as an expense service fee. WJE equipment used in field or laboratory work is billed at WJE's equipment usage rate schedule in effect at the time the work is performed, subject to adjustment for minimum or extended usage. Portal-to-portal equipment usage rates are comparable to prevailing commercial rental rates (if available). Billing rates may be increased annually. Any subcontracted service will be billed at cost plus 10 percent providing the subcontract firm has in place adequate insurance coverage determined by WJE; otherwise, the cost will be marked up 20 percent and invoiced as an expense service fee. Client agrees to pay WJE's then-current time charges, attorneys' fees, and other expenses resulting from required attendance at depositions, administrative proceedings, or responding to subpoenas or court orders relating to the Project, but not for such expenses attributed to WJE's negligent performance of its services.

Payment for WJE's services is expected in full in US dollars upon receipt of the invoice. Invoices more than 30 days past due are subject to a 2% interest charge per month (but no more than the maximum extent allowed by law) compounded annually and any related attorneys' fees and collection expenses. WJE reserves the right to suspend its services if the Client fails to make payment when due. In such an event, WJE shall have no liability to the Client for delay or damage caused the Client because of such suspension.

6. Termination. Both the Client and WJE have the right to terminate WJE's services for convenience upon seven calendar days' written notice to the other party. In the event the Client terminates without cause, WJE shall be entitled to compensation for its services and expenses up to the time of such notification, including fees for any transition services, and shall have no liability for delay or damage to Client because of such termination.

7. Reports, Drawings, and Work Product. WJE retains ownership of reports, drawings, specifications, test data, techniques, photographs, letters, notes, and other work product, including those in electronic form, it has created. These documents or parts thereof may not be reproduced or used by the Client for any purpose other than the purpose for which they were prepared, including, but not limited to, use on other projects or future modifications to this Project, without the prior written consent of WJE. Upon request, WJE will provide Client with a copy of documentation for information and reference purposes and bill for such reproduction in accordance with Paragraph 5 above. Any unauthorized use of WJE's work product shall be at the Client's sole risk and Client shall indemnify WJE for any liability or legal exposure to WJE. To the extent WJE terminates its services due to non-payment of fees by Client, Client shall not be entitled to use the documents described herein for any purpose whatsoever.

8. Environmental Hazards. Client acknowledges that WJE's services do not include the detection, investigation, evaluation, or abatement of environmental conditions that WJE may encounter, such as mold, lead, asbestos, PCBs, hazardous substances, or toxic materials that may be present in buildings and structures involved in this Project. The Client agrees to defend, indemnify, and hold WJE harmless from any claims relating to the actual or alleged

existence or discharge of such materials through no fault of WJE's employees. WJE reserves the right to suspend its services, without liability for consequential or any other damages, if it has reason to believe that its employees may be exposed to hazardous materials and will notify the Client in such event.

9. Dispute Resolution. Prior to the initiation of any legal proceedings (except for WJE initiated claims for nonpayment for services), WJE and the Client agree to submit all claims, disputes, or controversies arising out of or in relation to the services provided by WJE to mediation. Such mediation shall be conducted under the auspices of the American Arbitration Association or such other mediation service or mediator upon which the parties agree. Client consents to suit for nonpayment in the state courts of Illinois.

10. Successors and Assigns. These Terms shall be binding upon Client and WJE and their respective successors, assigns and legal representatives. Neither party may assign, subcontract, or otherwise delegate its responsibilities without the prior consent of the other party, which consent shall not be unreasonably withheld. Additionally, in no instance shall this paragraph be interpreted to create any rights in any third party.

11. Insurance. WJE maintains commercial general liability, automobile, workers' compensation, and employers' liability and professional liability coverages under policies written by national insurance carriers rated by the A.M. Best Company, evidence of which will be provided upon request. Special endorsements are not allowed. No waiver of subrogation is allowed on WJE's professional liability policy. Upon written request, WJE agrees to name the Client as an additional insured to the commercial general liability and automobile coverages. Any request to add other parties as additional insureds must be made in writing and is subject to certain limitations. All policies are subject to annual renewal. Excess coverage is available for exposures over primary policy limits except for professional liability.

12. Indemnity. To the fullest extent permitted by law, Client and WJE each agree to indemnify and hold the other harmless, and their respective agents, officers and employees, from and against liability for all direct claims, losses, damages, and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are for bodily injury, sickness, disease, death, or property damage and to the extent they are caused by the negligent acts, errors, or omissions of the indemnifying party, and/or the indemnifying party's agents, officers, employees, independent contractors, or subcontractors of any tier. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Client and WJE, or their respective agents, officers, employees, independent contractors, or subcontractors of any tier, they shall be borne by each party in proportion to that negligence.

13. Agreed Remedy. To the fullest extent permitted by law, the total liability, in the aggregate, of WJE and WJE's officers, directors, employees, agents, and consultants to Client and anyone claiming by, through, or under Client, for any and all injuries, claims, losses, expenses, or damages, including, without limitation, attorneys' fees, arising out of or in any way related to WJE's services, the Project, or these Terms, from any cause or causes whatsoever, including but not limited to, negligence, strict liability, indemnity or breach of contract shall not exceed an amount equal to the proceeds obligated to be paid under WJE's applicable insurance policy for such claims. If, for any reason, the applicable insurance policy does not provide coverage for any particular claim described herein, then the liability amount shall not exceed WJE's fees for the services performed hereunder.

In no event shall WJE be liable in contract, tort, strict liability, warranty or otherwise, for any special, incidental or consequential damages, such as, but not limited to, delay, disruption, loss of product, loss of anticipated profits or revenue, loss of use of equipment or system, non-operation or increased expense of operation of other equipment or systems, cost of capital, or cost of purchase or replacement equipment systems or power.

14. Third-Party Beneficiaries. Nothing contained in these Terms shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Client or WJE. WJE's services hereunder are being performed solely for the benefit of the Client, and no other entity shall have any claim against WJE because of these Terms or WJE's performance or non-performance of services hereunder.

15. Laboratory or Material Testing Services. Material samples not consumed in WJE's work will be discarded 60 days after completion of the project unless the Client requests other disposition in writing. WJE cannot be responsible for material after 60 days and Client shall inform WJE in writing how to dispose of the samples. WJE will exercise reasonable care in safeguarding materials, records, or equipment, but disclaims any liability for loss or damage. Rates for sample storage will vary by sample size but in no event will sample charges be less than $270 per year accruing upon the 61st day of storage and annually thereafter. Failure to pay for underlying services or storage constitutes permission to dispose of all samples held by WJE.

Any testing done on materials or products shall not prevent WJE from any services involving Client's materials or products in the built world. WJE shall have no liability to third parties for any products or materials developed from WJE's services. WJE's reports, trademarks or other property shall not be used to indicate endorsement of any material or product.

16. Entire Agreement. These Terms together with any written proposal shall constitute the entire understanding of the parties concerning the Project and supersede all prior negotiations and written agreements between them, and any amendment or modification to either WJE's proposal or these Terms may be made only by a written instrument expressly stated to be an amendment and signed by WJE.

17. Severability. If any provisions of these Terms, or portions thereof, are determined to be unenforceable, the remainder shall not be affected thereby and each remaining provision or portion thereof shall continue to be valid and effective and shall be enforceable to the fullest extent permitted by law.

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Commission Memo

Prepared by: Debbie Smith-Wagar, Finance Director
Date: August 18, 2026
Re: June Financial Report

The attached report is a packet of activity with the summary reports by fund and then drilling down into more detail for the multiple departments/properties in the General Fund and the multiple departments in the Administration Fund.

This report is through June 30, 2026, which is the full fiscal year. The reorganization that Commissioners approved in January are reflected in both the layout and the budget numbers in this report.

Although the fiscal year is not completely closed yet, all categories are expected to be well within budget for the fiscal year. The month of June is held open longer than other months to make sure that all of the fiscal year transactions are recorded correctly.

Capital outlay for the whole Port as of June 30th was a little more than $6.11M. This is a lot higher than in recent years, therefore a schedule of the expenditures is included. The three largest expenditures are the purchase of property on Wasco Court (the new administration building), the nearly-completed T-hangars at the Airport, and the completion of the two new parking lots on the waterfront.

Traffic on the bridge in June was down about 5.54% compared to June 2025. Since July is concluded, we also ran reports and determined that traffic for July was down 7.47% compared to July of 2025. Gas prices remain elevated and are still thought to be the main driver of the lower traffic counts.

RECOMMENDATION: For information only

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PORT OF HOOD RIVER
FY26 FUND ANALYSIS - BUDGET VS ACTUAL
For the period ending June 30, 2026 (100%)

			General				Administration				Bridge Operations				Bridge Replacement				HRWSBA				TOTAL		
			BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%
REVENUE																									
	Operating		$ 4,071,900	$ 4,151,900	102%		$ 3,759,800	$ 3,309,359	88%		$ 9,515,200	$ 10,963,042	115%										$ 17,346,900	$ 18,424,302	106%
	Non-operating:																								
		Grants, interest, other income	$ 11,035,860	$ 1,427,964	13%	{1}	$ 900,000	$ 307,226	34%		$ 378,000	$ 356,012	94%		$ 4,502,000	$ 1,020,555	23%		$ 20,000	$ -	0%		$ 16,835,860	$ 3,111,757	18%
		Transfers In	$ 2,000,000	$ 2,000,000	100%	{2}	$ 1,200,000	$ 1,200,000	100%	{7}									$ 3,828,400	$ 3,411,331	89%		$ 7,028,400	$ 6,611,331	94%
	TOTAL		**$ 17,107,760**	**$ 7,579,864**	**44%**		**$ 5,859,800**	**$ 4,816,586**	**82%**		**$ 9,893,200**	**$ 11,319,054**	**114%**		**$ 4,502,000**	**$ 1,020,555**	**23%**		**$ 3,848,400**	**$ 3,411,331**	**89%**		**$ 41,211,160**	**$ 28,147,390**	**68%**
EXPENSES																									
	Operating																								
		Personal Services	$ 392,788	$ 297,548	76%		$ 2,478,950	$ 2,207,562	89%		$ 337,380	$ 265,297	79%										$ 3,209,118	$ 2,770,407	86%
		Materials & Services	$ 2,018,600	$ 1,851,628	92%		$ 1,245,850	$ 1,043,423	84%		$ 1,946,000	$ 1,819,272	93%		$ -	$ -	NA						$ 5,210,450	$ 4,714,323	90%
		Internal Services (Admin/OH)	$ 2,679,386	$ 2,566,637	96%						$ 944,556	$ 689,190	73%										$ 3,623,942	$ 3,255,826	90%
		Debt Service	$ 95,000	$ 67,580	71%	{3}																	$ 95,000	$ 67,580	71%
		Subtotal	$ 5,185,774	$ 4,783,392	92%		$ 3,724,800	$ 3,250,986	87%		$ 3,227,936	$ 2,773,758	86%		$ -	$ -			$ -	$ -			$ 12,138,510	$ 10,808,136	89%
	Non-Operating																								
		Capital Outlay	$ 9,500,000	$ 4,994,286	53%	{4}	$ 95,000	$ 65,600	69%		$ 1,370,000	$ 32,680	2%		$ 4,502,000	$ 1,020,555	23%						$ 15,467,000	$ 6,113,121	40%
		Transfers Out	$ 910,800	$ 910,800	100%	{5}					$ 6,117,600	$ 5,700,531	93%										$ 7,028,400	$ 6,611,331	94%
		Special	$ 71,000	$ 2,733	4%	{6}													$ 3,848,400	$ 3,423,429	89%		$ 3,919,400	$ 3,426,162	87%
		Contingency	$ 8,000,000		NA		$ 540,000		NA		$ 900,000		NA										$ 9,440,000		NA
		Other					$ 1,500,000	$ 1,500,000		{8}	$ 600,000	$ 201,397	34%												
		Subtotal	$ 18,481,800	$ 5,907,819	32%		$ 2,135,000	$ 1,565,600	73%		$ 8,987,600	$ 5,934,608	66%		$ 4,502,000	$ 1,020,555	23%		$ 3,848,400	$ 3,423,429	89%		$ 35,854,800	$ 16,150,614	45%
	TOTAL		**$ 23,667,574**	**$ 10,691,211**	**45%**		**$ 5,859,800**	**$ 4,816,586**	**82%**		**$ 12,215,536**	**$ 8,708,367**	**71%**		**$ 4,502,000**	**$ 1,020,555**	**23%**		**$ 3,848,400**	**$ 3,423,429**	**89%**		**$ 47,993,310**	**$ 26,958,750**	**56%**
NET INCOME																									
	Operating		$ (1,113,874)	$ (631,492)			$ 35,000	$ 58,374			$ 6,287,264	$ 8,189,284			$ -	$ -			$ -	$ -			$ 5,208,390	$ 7,616,166	
	Non-Operating		$ (5,445,940)	$ (2,479,855)			$ (35,000)	$ (58,374)			$ (8,609,600)	$ (5,578,596)			$ -	$ -			$ -	$ (12,098)			$ (11,990,540)	$ (6,427,526)	
	TOTAL		**$ (6,559,814)**	**$ (3,111,347)**			**$ -**	**$ 0**			**$ (2,322,336)**	**$ 2,610,688**			**$ -**	**$ -**			**$ -**	**$ (12,098)**			**$ (6,782,150)**	**$ 1,188,640**	
BEG. FUND BALANCE			$ 13,500,000	$ 13,842,130			$ -	$ -			$ 5,000,000	$ 4,629,712			$ -	$ -			$ -	$ -			$ 18,500,000	$ 18,471,842	
END. FUND BALANCE			$ 6,940,186	$ 10,730,783			$ -	$ 0			$ 2,677,664	$ 7,240,400			$ -	$ -			$ -	$ (12,098)			$ 11,717,850	$ 19,660,482	

{1} Budget assumed the sale of Big 7 and Lower Hanel Mill property and includes Airport grants
{2} A transfer in to the General Fund from the Bridge Fund - this will be the final year of this transfer
{3} Debt service is for a low interest loan from 2013 to make improvements to the Marina docks; it will be paid off in 2028.
{4} Capital Outlay is detailed in the attached capital outlay report. The roof on the Jensen Building will likely be complted in fiscal year 2026-27. Other capital that was budgeted and were not completed includes $750k for storage units at Lower Mill. The projects at the airport are mostly complete with tenants expected to move into the new t-hangars in August.
{5} The General Fund's portion of the "PERS Buydown" that occurred in August 2025. This buydown saved the Port approximately $100k in fiscal year 2025-26.
{6} A transfer is budgeted to help fund the Foundation's plan for launching the license plate program. The expenses shown are for the Foundation's web site.
{7} Transfers into the Admin Fund are $1.2M for the PERS Buydown; the State of Oregon contributed $300,000 for a total contribution of $1.5M
{8} Actual payment for PERS Buydown

		Transfers In to:		
Transfers Out from:	**Total**	**General Fund**	**Administration Fund**	**Bi-State Bridge Fund**
	$2,000,000	***$1,200,000***	***$3,411,331***	
General Fund	***$910,800***		910,800	
Bridge Fund	***$5,700,531***	2,000,000	289,200	3,411,331
	$6,611,331	2,000,000	1,200,000	3,411,331

PORT OF HOOD RIVER
FY26 GENERAL FUND ANALYSIS BY DEPARTMENT - BUDGET VS ACTUAL
For the period ending June 30, 2026 (100%)

	Industrial Properties				Commercial Buildings				Airport				Marina Basin				Waterfront Recreation				Parking				Non-Departmental				TOTAL GENERAL FUND		
	BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%		BUDGET	YTD	%
REVENUE																															
Operating	$ 2,478,600	$ 2,485,657	100%		$ 269,700	$ 216,823	80%		$ 312,200	$ 378,983	121%	{2}	$ 449,900	$ 501,332	111%	{3}	$ 36,500	$ 40,345	111%	{4}	$ 525,000	$ 528,761	101%						$ 4,071,900	$ 4,151,900	102%
Non-operating:																															
Grants, interest, other income	$ 547,360	$ 223,351	41%	{1}	$ 500,000	$ -	NA		$ 1,330,000	$ 632,751	48%		$ 47,500	$ 2,540	5%		$ 111,000	$ 13,005	12%						$ 8,500,000	$ 556,316	7%		$ 11,035,860	$ 1,427,964	
Transfers In																									$ 2,000,000	$ 2,000,000	NA		$ 2,000,000	$ 2,000,000	100%
TOTAL	**$ 3,025,960**	**$ 2,709,008**	**90%**		**$ 769,700**	**$ 216,823**	**28%**		**$ 1,642,200**	**$ 1,011,734**	**62%**		**$ 497,400**	**$ 503,872**	**101%**		**$ 147,500**	**$ 53,349**	**36%**		**$ 525,000**	**$ 528,761**	**101%**		**$ 10,500,000**	**$ 2,556,316**	**24%**		**$ 17,107,760**	**$ 7,579,864**	**44%**
EXPENSES																															
Operating																															
Personal Services	$ 42,297	$ 42,086	100%		$ 7,845	$ 7,606	97%		$ 15,060	$ 9,035	60%		$ 145,196	$ 146,876	101%		$ 67,540	$ 54,239	80%		$ 114,850	$ 37,706	33%						$ 392,788	$ 297,548	76%
Materials & Services	$ 1,187,800	$ 1,194,293	101%		$ 135,900	$ 105,374	78%		$ 200,150	$ 233,016	116%		$ 171,250	$ 123,442	72%		$ 184,500	$ 111,617	60%		$ 139,000	$ 83,887	60%						$ 2,018,600	$ 1,851,628	92%
Internal Services (Admin/OH)	$ 856,904	$ 735,932	86%		$ 261,849	$ 289,680	111%		$ 380,826	$ 519,827	136%		$ 543,440	$ 344,341	63%		$ 313,099	$ 503,782	161%		$ 323,268	$ 173,074	54%						$ 2,679,386	$ 2,566,637	96%
Debt Service													$ 95,000	$ 67,580	71%														$ 95,000	$ 67,580	71%
Subtotal	$ 2,087,001	$ 1,972,311	95%		$ 405,594	$ 402,660	99%		$ 596,036	$ 761,877	128%		$ 954,886	$ 682,239	71%		$ 565,139	$ 669,638	118%		$ 577,118	$ 294,667	51%		$ -	$ -	NA		$ 5,185,774	$ 4,783,392	92%
Non-Operating																															
Capital Outlay	$ 5,335,000	$ 1,955,880	37%		$ 530,000	$ 5,314	1%		$ 2,105,000	$ 1,823,552	87%		$ 30,000	$ -	0%		$ 300,000	$ -	0%		$ 1,200,000	$ 1,209,540	101%						$ 9,500,000	$ 4,994,286	53%
Transfers Out	$ -																								$ 910,800	$ 910,800	100%	{5}	$ 910,800	$ 910,800	100%
Special	$ -																								$ 71,000	$ -	0%	{6}	$ 71,000	$ 2,733	4%
Contingency	$ -																								$ 8,000,000		0%		$ 8,000,000	$ -	0%
Other	$ -																												$ -	$ -	
Subtotal	$ 5,335,000	$ 1,955,880	37%		$ 530,000	$ 5,314	1%		$ 2,105,000	$ 1,823,552	87%		$ 30,000	$ -	0%		$ 300,000	$ -	0%		$ 1,200,000	$ 1,209,540	101%		$ 8,981,800	$ 910,800	10%		$ 18,481,800	$ 5,907,819	32%
TOTAL	**$ 7,422,001**	**$ 3,928,191**	**53%**		**$ 935,594**	**$ 407,974**	**44%**		**$ 2,701,036**	**$ 2,585,429**	**96%**		**$ 984,886**	**$ 682,239**	**69%**		**$ 865,139**	**$ 669,638**	**77%**		**$ 1,777,118**	**$ 1,504,207**	**85%**		**$ 8,981,800**	**$ 910,800**	**10%**		**$ 23,667,574**	**$ 10,691,211**	**45%**
NET INCOME																															
Operating	$ 391,599	$ 513,346			$ (135,894)	$ (185,837)			$ (283,836)	$ (382,895)			$ (504,986)	$ (180,907)			$ (528,639)	$ (629,294)			$ (52,118)	$ 234,095			$ -	$ -			$ (1,113,874)	$ (631,492)	
Non-Operating	$ (4,787,640)	$ (1,732,529)			$ (30,000)	$ (5,314)			$ (775,000)	$ (1,190,801)			$ 17,500	$ 2,540			$ (189,000)	$ 13,005			$ (1,200,000)	$ (1,209,540)			$ 1,518,200	$ 1,645,516			$ (5,445,940)	$ (2,477,122)	
TOTAL	**$ (4,396,041)**	**$ (1,219,183)**			**$ (165,894)**	**$ (191,151)**			**$ (1,058,836)**	**$ (1,573,695)**			**$ (487,486)**	**$ (178,367)**			**$ (717,639)**	**$ (616,289)**			**$ (1,252,118)**	**$ (975,445)**			**$ 1,518,200**	**$ 1,645,516**			**$ (6,559,814)**	**$ (3,108,614)**	
BEG. FUND BALANCE																									$ 13,500,000	$ -			$ 13,500,000	$ 13,842,130	
END. FUND BALANCE																									$ 15,018,200	$ 1,645,516			$ 6,940,186	$ 10,733,516	

{1} The City of Hood River is reimbursing the Port for sewer and/or stormwater easements behind Big 7 - this line also includes the roundabout planning grant
{2} Airport T-hangar income is reported when billed in December/January - This year's billing was for six months as we move the T-Hangars to a fiscal year basis (next billing will be for July 1, 2026 to June 30, 2027)
{3} The majority of Marina Moorage revenue is recognized when billed in December
{4} The majority of Waterfront Recreation revenue is received in late spring/early summer
{5} The General Fund's portion of the "PERS Buydown" that occurred in August
{6} A transfer is budgeted to help fund the Foundation's plan for launching the license plate program

PORT OF HOOD RIVER

FY26 INDUSTRIAL PROPERTIES DEPT. BY SITE - BUDGET VS ACTUAL

For the period ending June 30, 2026 (100%)

	Big 7 Building			Lot 1			Halyard Building			Jensen Building			Maritime Building			Timber Incubator			Wasco Loop Building			Wasco Court Building (New)			WF Transportation			Lower Hanel Mill			TOTAL INDUSTRIAL PROPERTIES		
	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%
REVENUE																																
Operating	$ 304,000	$ 295,186	97%	$ -	$ 8,721	NA	$ 935,000	$ 887,753	95%	$ 578,000	$ 682,013	118%	$ 420,000	$ 430,142	102%	$ 101,600	$ 113,936	112%	$ 140,000	$ 67,906	49%	$ -	$ -	NA				$ -	$ -		$ 2,478,600	$ 2,485,657	100%
Non-operating:																																
Grants, interest, other income	$ 350,000	$ 55,000	16% {1}	$ 6,700	$ -	0%																			$ 169,000	$ 146,691	87%	$ 21,660	$ 21,660	100%	$ 547,360	$ 223,351	41%
TOTAL	**$ 654,000**	**$ 350,186**	**54%**	**$ 6,700**	**$ 8,721**	**130%**	**$ 935,000**	**$ 887,753**	**95%**	**$ 578,000**	**$ 682,013**	**118%**	**$ 420,000**	**$ 430,142**	**102%**	**$ 101,600**	**$ 113,936**	**112%**	**$ 140,000**	**$ 67,906**	**49%**	**$ -**	**$ -**	**NA**	**$ 169,000**	**$ 146,691**	**87%**	**$ 21,660**	**$ 21,660**	**100%**	$ 3,025,960	$ 2,709,008	90%
EXPENSES																																
Operating																																
Personal Services	$ 7,202	$ 7,099	99%	$ -	$ -		$ 7,202	$ 7,099	99%	$ 5,673	$ 5,578	98%	$ 4,687	$ 4,564	97%	$ 3,058	$ 3,042	99%	$ 7,202	$ 7,099	99%	$ -	$ -	NA	$ -	$ 2,028	NA	$ 7,273	$ 5,578	77%	$ 42,297	$ 42,086	100%
Materials & Services	$ 152,000	$ 215,885	142%	$ 21,000	$ 683	3%	$ 520,500	$ 571,132	110%	$ 211,000	$ 206,891	98%	$ 76,000	$ 62,294	82%	$ 33,300	$ 19,765	59%	$ 102,000	$ 53,841	53%	$ -	$ 21,555	NA	$ -	$ -	NA	$ 72,000	$ 42,247	59%	$ 1,187,800	$ 1,194,293	101%
Internal Services (Admin/OH)	$ 138,410	$ 133,925	97%	$ 15,726	$ 20,516	130%	$ 200,352	$ 80,353	40%	$ 138,248	$ 102,736	74%	$ 61,730	$ 32,521	53%	$ 31,048	$ 15,644	50%	$ 137,363	$ 77,308	56%	$ -	$ 14,917	NA	$ -	$ 122,360	NA	$ 134,027	$ 135,652	101%	$ 856,904	$ 735,932	86%
Subtotal	$ 297,612	$ 356,909	120%	$ 36,726	$ 21,199	58%	$ 728,054	$ 658,583	90%	$ 354,921	$ 315,205	89%	$ 142,417	$ 99,379	70%	$ 67,406	$ 38,452	57%	$ 246,565	$ 138,248	56%	$ -	$ 36,472	NA	$ -	$ 124,388	NA	$ 213,300	$ 183,477	86%	$ 2,087,001	$ 1,972,311	95%
Non-Operating																																
Capital Outlay	$ 520,000	$ -	0%	$ -	$ -		$ 80,000	$ 12,917	16%	$ 760,000	$ 7,576	1%	$ -	$ -	NA	$ 10,000	$ -	0%	$ 15,000	$ -	0%	$ 2,550,000	$ 1,232,874	48% {2}	$ 650,000	$ 702,513	108%	$ 750,000	$ -	0%	$ 5,335,000	$ 1,955,880	37%
Subtotal	$ 520,000	$ -	0%	$ -	$ -	NA	$ 80,000	$ 12,917	16%	$ 760,000	$ 7,576	1%	$ -	$ -	NA	$ 10,000	$ -	0%	$ 15,000	$ -	0%	$ 2,550,000	$ 1,232,874	48%	$ 650,000	$ 702,513	108%	$ 750,000	$ -	0%	$ 5,335,000	$ 1,955,880	37%
TOTAL	**$ 817,612**	**$ 356,909**	**44%**	**$ 36,726**	**$ 21,199**	**58%**	**$ 808,054**	**$ 671,501**	**83%**	**$ 1,114,921**	**$ 322,781**	**29%**	**$ 142,417**	**$ 99,379**	**70%**	**$ 77,406**	**$ 38,452**	**50%**	**$ 261,565**	**$ 138,248**	**53%**	**$ 2,550,000**	**$ 1,269,346**	**50%**	**$ 650,000**	**$ 826,901**	**127%**	**$ 963,300**	**$ 183,477**	**19%**	**$ 7,422,001**	**$ 3,928,191**	53%
NET INCOME																																
Operating	$ 6,388	$ (61,723)		$ (36,726)	$ (12,478)		$ 206,946	$ 229,170		$ 223,079	$ 366,808		$ 277,583	$ 330,763		$ 34,194	$ 75,484		$ (106,565)	$ (70,341)		$ -	$ (36,472)		$ -	$ (124,388)		$ (213,300)	$ (183,477)		$ 391,599	$ 513,346	
Non-Operating	$ (170,000)	$ 55,000		$ 6,700	$ -		$ (80,000)	$ (12,917)		$ (760,000)	$ (7,576)		$ -	$ -		$ (10,000)	$ -		$ (15,000)	$ -		$ (2,550,000)	$ (1,232,874)		$ (481,000)	$ (555,822)		$ (728,340)	$ 21,660		$ (4,787,640)	$ (1,732,529)	
TOTAL	**$ (163,612)**	**$ (6,723)**		**$ (30,026)**	**$ (12,478)**		**$ 126,946**	**$ 216,252**		**$ (536,921)**	**$ 359,232**		**$ 277,583**	**$ 330,763**		**$ 24,194**	**$ 75,484**		**$ (121,565)**	**$ (70,341)**		**$ (2,550,000)**	**$ (1,269,346)**		**$ (481,000)**	**$ (680,210)**		**$ (941,640)**	**$ (161,817)**		$ (4,396,041)	$ (1,219,183)	

{1} The City of Hood River is reimbursing the Port for sewer and/or stormwater easements behind Big 7.

{2} The Port has one property on Wasco Court. Although budgeted, the Port has decided not to purchase the property across the street at this time.

PORT OF HOOD RIVER

FY26 COMMERCIAL PROPERTIES DEPT. BY BUILDING - BUDGET VS ACTUAL

For the period ending June 30, 2026 (100%)

	Marina West			Marina East			Port Office Building			Marina Basin Commercial Redev {1}			TOTAL COMM. PROPERTIES		
	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%
REVENUE															
Operating	$ 51,000	$ 33,874	66%	$ 52,700	$ 16,949	32%	$ 166,000	$ 166,000	100%	$ -	$ -	NA	$ 269,700	$ 216,823	80%
Non-operating:					$ -										
Grants, interest, other income			NA			NA	$ 500,000		0%	$ -		NA	$ 500,000	$ -	0%
TOTAL	**$ 51,000**	**$ 33,874**	**66%**	**$ 52,700**	**$ 16,949**	**32%**	**$ 666,000**	**$ 166,000**	**25%**	**$ -**	**$ -**	**NA**	**$ 769,700**	**$ 216,823**	28%
EXPENSES															
Operating															
Personal Services	$ 2,615	$ 2,535	97%	$ 2,615	$ 2,535	97%	$ 2,615	$ 2,535	97%	$ -	$ -	NA	$ 7,845	$ 7,606	97%
Materials & Services	$ 50,900	$ 36,499	72%	$ 51,200	$ 29,480	58%	$ 33,800	$ 39,396	117%	$ -	$ -	NA	$ 135,900	$ 105,374	78%
Internal Services (Admin/OH)	$ 65,653	$ 52,030	79%	$ 49,429	$ 42,233	85%	$ 146,767	$ 186,570	127%	$ -	$ 8,848	NA	$ 261,849	$ 289,680	111%
Subtotal	$ 119,168	$ 91,064	76%	$ 103,244	$ 74,248	72%	$ 183,182	$ 228,500	125%	$ -	$ 8,848	NA	$ 405,594	$ 402,660	99%
Non-Operating															
Capital Outlay	$ 20,000	$ -	0%	$ 10,000	$ -	0%	$ 500,000	$ -	0%	$ -	$ 5,314	NA	$ 530,000	$ 5,314	1%
Subtotal	$ 20,000	$ -	0%	$ 10,000	$ -	0%	$ 500,000	$ -	0%	$ -	$ 5,314	NA	$ 530,000	$ 5,314	1%
TOTAL	**$ 139,168**	**$ 91,064**	**65%**	**$ 113,244**	**$ 74,248**	**66%**	**$ 683,182**	**$ 228,500**	**33%**	**$ -**	**$ 14,162**	**NA**	**$ 935,594**	**$ 407,974**	44%
NET INCOME															
Operating	$ (68,168)	$ (57,190)		$ (50,544)	$ (57,299)		$ (17,182)	$ (62,500)		$ -	$ (8,848)		$ (135,894)	$ (185,837)	
Non-Operating	$ (20,000)	$ -		$ (10,000)	$ -		$ -	$ -		$ -	$ (5,314)		$ (30,000)	$ (5,314)	
TOTAL	**$ (88,168)**	**$ (57,190)**		**$ (60,544)**	**$ (57,299)**		**$ (17,182)**	**$ (62,500)**		**$ -**	**$ (14,162)**		**$ (165,894)**	**$ (191,151)**	

{1} This is a new department to track redevelopment of the property under the Marina East & West buildings.

PORT OF HOOD RIVER
FY26 MARINA BASIN DEPT. BY AREA - BUDGET VS ACTUAL
For the period ending June 30, 2026 (100%)

	Marina Moorage				Boat Launch			Jetty Cruise Ship Dock			Seasonal Dock			Marina Green			TOTAL MARINA BASIN			
	BUDGET	YTD	%		BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	
REVENUE																				
Operating	$ 409,500	$ 439,297	107%	{1}	$ -	$ 5,921	NA	$ 19,700	$ 28,627	145%				$ 20,700	$ 27,487	133%	$ 449,900	$ 501,332	111%	
Non-operating																				
Grants, interest, other income	$ 20,000	$ 2,540	13%		$ 7,000	$ -	0%				$ 20,500	$ -	0%			NA	$ 47,500	$ 2,540	5%	
TOTAL	**$ 429,500**	**$ 441,837**	**103%**		**$ 7,000**	**$ 5,921**	**85%**	**$ 19,700**	**$ 28,627**	**145%**	**$ 20,500**	**$ -**	**0%**	**$ 20,700**	**$ 27,487**	**133%**	**$ 497,400**	**$ 503,872**	101%	
EXPENSES																				
Operating																				
Personal Services	$ 80,000	$ 100,688	126%											$ 65,196	$ 46,188	71%	$ 145,196	$ 146,876	101%	
Materials & Services	$ 111,000	$ 74,645	67%		$ 6,000	$ 4,208	70%	$ 5,500	$ 8,343	152%	$ 2,000	$ -	0%	$ 46,750	$ 36,246	78%	$ 171,250	$ 123,442	72%	
Internal Services (Admin/OH)	$ 169,333	$ 199,613	118%		$ 673	$ 628	93%	$ 261	$ 248	95%	$ -	$ -		$ 373,173	$ 143,852	39%	$ 543,440	$ 344,341	63%	
Debt Service	$ 95,000	$ 67,580	71%													NA	$ 95,000	$ 67,580	71%	
Subtotal	$ 455,333	$ 442,525	97%		$ 6,673	$ 4,836	72%	$ 5,761	$ 8,591	149%	$ 2,000	$ -	0%	$ 485,119	$ 226,286	47%	$ 954,886	$ 682,239	71%	
Non-Operating																				
Capital Outlay	$ 20,000	$ -	0%											$ 10,000	$ -	0%	$ 30,000	$ -	0%	
Subtotal	$ 20,000	$ -	0%		$ -	$ -	NA	$ -	$ -	NA	$ -	$ -	NA	$ 10,000	$ -	0%	$ 30,000	$ -	0%	
TOTAL	**$ 475,333**	**$ 442,525**	**93%**		**$ 6,673**	**$ 4,836**	**72%**	**$ 5,761**	**$ 8,591**	**149%**	**$ 2,000**	**$ -**	**0%**	**$ 495,119**	**$ 226,286**	**46%**	**$ 984,886**	**$ 682,239**	69%	
NET INCOME																				
Operating	$ (45,833)	$ (3,228)			$ (6,673)	$ 1,085		$ 13,939	$ 20,036		$ (2,000)	$ -		$ (464,419)	$ (198,799)		$ (504,986)	$ (180,907)		
Non-Operating	$ -	$ 2,540			$ 7,000	$ -		$ -	$ -		$ 20,500	$ -		$ (10,000)	$ -		$ 17,500	$ 2,540		
TOTAL	**$ (45,833)**	**$ (688)**			**$ 327**	**$ 1,085**		**$ 13,939**	**$ 20,036**		**$ 18,500**	**$ -**		**$ (474,419)**	**$ (198,799)**		**$ (487,486)**	**$ (178,367)**		

{1} The majority of Marina Moorage revenue is recognized when billed in December

PORT OF HOOD RIVER

FY26 WATERFRONT RECREATION DEPT. BY SITE - BUDGET VS ACTUAL

For the period ending June 30, 2026 (100%)

	Event Site			Nichols Basin			Hook			Spit			Trails & Footbridge			Total Waterfront Properties			
	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	
REVENUE																			
Operating	$ 20,000	$ 31,130	156%	$ 5,000	$ 4,069	81%	$ 8,000	$ 3,922	49%	$ 3,500	$ 1,224	35%	$ -	$ -	NA	$ 36,500	$ 40,345	111%	
Non-operating:																			
Grants, interest, other income	$ 91,000	$ 3,000	3%	$ 20,000	$ -	0%	$ -	$ -	NA	$ -	$ -	NA	$ -	$ 10,005	NA	$ 111,000	$ 13,005	12%	
TOTAL	**$ 111,000**	**$ 34,130**	**31%**	**$ 25,000**	**$ 4,069**	**16%**	**$ 8,000**	**$ 3,922**	**49%**	**$ 3,500**	**$ 1,224**	**35%**	**$ -**	**$ 10,005**	NA	**$ 147,500**	**$ 53,349**	36%	
EXPENSES																			
Operating																			
Personal Services	$ 42,460	$ 40,656	96%	$ 8,360	$ 4,517	54%	$ 8,360	$ 4,548	54%	$ 8,360	$ 4,517	54%	$ -	$ -		$ 67,540	$ 54,239	80%	
Materials & Services	$ 114,000	$ 61,868	54%	$ 27,000	$ 22,442	83%	$ 15,500	$ 7,505	48%	$ 22,500	$ 8,192	36%	$ 5,500	$ 11,609	211%	{1}	$ 184,500	$ 111,617	60%
Internal Services (Admin/OH)	$ 164,984	$ 282,006	171%	$ 71,362	$ 133,699	187%	$ 37,928	$ 41,799	110%	$ 38,825	$ 46,278	119%					$ 313,099	$ 503,782	161% {2}
Subtotal	$ 321,444	$ 384,530	120%	$ 106,722	$ 160,659	151%	$ 61,788	$ 53,852	87%	$ 69,685	$ 58,988	85%	$ 5,500	$ 11,609	211%		$ 565,139	$ 669,638	118%
Non-Operating																			
Capital Outlay	$ 115,000	$ -	0%	$ 120,000	$ -	0%	$ -	$ -	NA	$ -	$ -		$ 65,000	$ -	0%		$ 300,000	$ -	0%
Subtotal	$ 115,000	$ -	0%	$ 120,000	$ -	0%	$ -	$ -	NA				$ 65,000	$ -	0%		$ 300,000	$ -	0%
TOTAL	**$ 436,444**	**$ 384,530**	**88%**	**$ 226,722**	**$ 160,659**	**71%**	**$ 61,788**	**$ 53,852**	**87%**	**$ 69,685**	**$ 58,988**	**85%**	**$ 70,500**	**$ 11,609**	**16%**	**$ 865,139**	**$ 669,638**	77%	
NET INCOME																			
Operating	$ (301,444)	$ (353,400)		$ (101,722)	$ (156,590)		$ (53,788)	$ (49,930)		$ (66,185)	$ (57,764)		$ (5,500)	$ (11,609)		$ (528,639)	$ (629,294)		
Non-Operating	$ (24,000)	$ 3,000		$ (100,000)	$ -		$ -	$ -		$ -	$ -		$ (65,000)	$ 10,005		$ (189,000)	$ 13,005		
TOTAL	**$ (325,444)**	**$ (350,400)**		**$ (201,722)**	**$ (156,590)**		**$ (53,788)**	**$ (49,930)**		**$ (66,185)**	**$ (57,764)**		**$ (70,500)**	**$ (1,605)**		**$ (717,639)**	**$ (616,289)**		

{1} This includes cleanup on the Indian Creek Trail. Although it is overbudget for the line item it does not affect the overall General Fund budget because the amount is so small compared to other operational budgets.

{2} Significant effort has gone into keeping the waterfront maintained. The Director of the Asset Management Department has contracted with a landscaping company that will hopefully save the Port some money in this area.

PORT OF HOOD RIVER
FY26 ADMINISTRATION FUND ANALYSIS BY DEPARTMENT - BUDGET VS ACTUAL
For the period ending June 30, 2026 (100%)

	Executive/Contracting			Communications/IT			Finance/General Office			Human Resources/Payroll			Insurance/Risk/Safety			Asset Management/Maint			Capital Development			Non-Departmental			TOTAL ADMINISTRATION FUND		
	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%
REVENUE																											
Operating	$ 668,822	$ 580,898	87%	$ 221,450	$ 176,926	80%	$ 858,578	$ 907,298	106%	$ 252,650	$ 165,333	65%	$ 193,000	$ 176,390	91%	$ 1,344,580	$ 1,156,342	86%	$ 165,720	$ 92,640	56%	$ 55,000	$ 53,533	97% {1}	$ 3,759,800	$ 3,309,359	88%
Non-operating:																											
Grants, interest, other income	$ 50,000	$ -	0%						NA	$ 300,000	$ 300,000	NA {2}				$ -	$ 6,440	NA	$ -	$ -	NA	$ 550,000	$ 787	0%	$ 900,000	$ 307,226	34%
Transfers In	$ -		NA						NA	$ 1,200,000	$ 1,200,000	100% {3}													$ 1,200,000	$ 1,200,000	100%
TOTAL	**$ 718,822**	**$ 580,898**	**81%**	**$ 221,450**	**$ 176,926**	**80%**	**$ 858,578**	**$ 907,298**	**106%**	**$ 1,752,650**	**$ 1,665,333**	**95%**	**$ 193,000**	**$ 176,390**	**91%**	**$ 1,344,580**	**$ 1,162,781**	**86%**	**$ 165,720**	**$ 92,640**	**56%**	**$ 605,000**	**$ 54,320**	**9%**	$ 5,859,800	$ 4,816,586	82%
EXPENSES																											
Operating																											
Personal Services	$ 398,100	$ 393,268	99%	$ 39,050	$ 31,081	80%	$ 555,150	$ 555,521	100%	$ 179,650	$ 115,406	64%	$ -	$ -	NA	$ 1,151,280	$ 1,019,645	89%	$ 155,720	$ 92,640	59%				$ 2,478,950	$ 2,207,562	89%
Materials & Services	$ 340,150	$ 203,906	60%	$ 182,400	$ 145,845	80%	$ 339,000	$ 379,818	112%	$ 73,000	$ 49,927	68%	$ 193,000	$ 176,390	91%	$ 108,300	$ 87,537	81%	$ 10,000	$ -	0%				$ 1,245,850	$ 1,043,423	84%
Subtotal	$ 738,250	$ 597,175	81%	$ 221,450	$ 176,926	80%	$ 894,150	$ 935,339	105%	$ 252,650	$ 165,333	65%	$ 193,000	$ 176,390	91%	$ 1,259,580	$ 1,107,182	88%	$ 165,720	$ 92,640	56%	$ -	$ -	NA	$ 3,724,800	$ 3,250,986	87%
Non-Operating																											
Capital Outlay							$ 10,000	$ 10,000	100%						NA	$ 85,000	$ 55,600	65%	$ -	$ -	NA				$ 95,000	$ 65,600	69%
Contingency															NA				$ -	$ -		$ 540,000	$ -	0%	$ 540,000	$ -	0%
Other										$ 1,500,000	$ 1,500,000	100% {4}			NA										$ 1,500,000	$ 1,500,000	100%
Subtotal	$ -	$ -	NA	$ -	$ -	NA	$ 10,000	$ 10,000	100%	$ 1,500,000	$ 1,500,000	100%	$ -	$ -	NA	$ 85,000	$ 55,600	65%	$ -	$ -	NA	$ 540,000	$ -	NA	$ 2,135,000	$ 1,565,600	73%
TOTAL	**$ 738,250**	**$ 597,175**	**81%**	**$ 221,450**	**$ 176,926**	**80%**	**$ 904,150**	**$ 945,339**	**105%**	**$ 1,752,650**	**$ 1,665,333**	**95%**	**$ 193,000**	**$ 176,390**	**91%**	**$ 1,344,580**	**$ 1,162,782**	**86%**	**$ 165,720**	**$ 92,640**	**56%**	**$ 540,000**	**$ -**	NA	**$ 5,859,800**	**$ 4,816,586**	82%
NET INCOME																											
Operating	$ (69,428)	$ (16,276)		$ -	$ (0)		$ (35,572)	$ (28,042)		$ -	$ (0)		$ -	$ (0)		$ 85,000	$ 49,160		$ -	$ (0)		$ 55,000	$ 53,533		$ 35,000	$ 58,374	
Non-Operating	$ 50,000	$ -		$ -	$ -		$ (10,000)	$ (10,000)		$ -	$ -		$ -	$ -		$ (85,000)	$ (49,160)		$ -	$ -		$ 10,000	$ 787		$ (35,000)	$ (58,374)	
TOTAL	**$ (19,428)**	**$ (16,276)**		**$ -**	**$ (0)**		**$ (45,572)**	**$ (38,042)**		**$ -**	**$ (0)**		**$ -**	**$ (0)**		**$ -**	**$ (0)**		**$ -**	**$ (0)**		**$ 65,000**	**$ 54,320**		**$ -**	**$ 0**	

{1} This is for payments received from the Bridge Authority for administrative services
{2} State contribution for PERS side account
{3} Port contribution for PERS side account; transfers in from General Fund and Bridge Operations Fund
{4} Actual payment to PERS

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Port of Hood River
Capital Outlay
Fiscal year to date 6/30/2026

10-3110-58001	**Halyard Capital Outlay**		
Post Date	**Description**	**Amount**	
01/21/2026	Port Paid for 1/2 of New Door	12,917.45	
10-3120-58001	**Jensen Capital Outlay**		
Post Date	**Description**	**Amount**	
01/07/2026	Jensen Roof - Planning	7,576.00	
10-3160-58001	**Wasco Court Capital Outlay**		
Post Date	**Description**	**Amount**	
Various	200 Wasco Court Purchase	1,232,873.76	*
10-3210-58001	**Waterfront Trans-Dev Capital Outlay**		
Post Date	**Description**	**Amount**	
Various	Roundabout Project	702,513.06	
10-3330-58001	**Marina Basin Comm Prop Capital Outlay**		
Post Date	**Description**	**Amount**	
02/12/2026	RFDI Development	5,314.00	
10-4100-58001	**Airport Capital Outlay**		
Post Date	**Description**	**Amount**	
Various	Airport Hangars	1,442,150.85	
Various	Turf Taxilane	373,977.97	
Various	AWOS	4,232.50	
Various	Terminal Building Design	3,190.72	
10-8000-58001	**Parking Capital Outlay**		
Post Date	**Description**	**Amount**	
Various	New Parking Lots	1,209,539.84	
Total Fund: 10 - General Fund:		**4,994,286.15**	
Fund: 20 - Bridge Operations & Repair Fund			
20-2500-58001	**Bridge Replacement**		
Post Date	**Description**	**Amount**	
Various	Deck Welding	32,680.00	
Total Fund: 21 - Bridge Replacement Fund:		**32,680.00**	
Fund: 21 - Bridge Replacement Fund			
21-2800-58001	**Bridge Replacement**		
Post Date	**Description**	**Amount**	
Various	ARPA Expenditures	1,020,555.00	
Total Fund: 21 - Bridge Replacement Fund:		**1,020,555.00**	
Fund: 60 - Admin Fund			
60-1300-58001	**Finance Department**		
Post Date	**Description**	**Amount**	
02/12/2026	Office New Printer	10,000.00	
60-1600-58001	**Asset Management Dept**		
Post Date	**Description**	**Amount**	
02/12/2026	4-Utility Vehicles	55,600.00	
Total Fund: 60 - Admin Fund:		**65,600.00**	
	Total Capital Outlay	**6,113,121.15**	

* $15,000 of earnest money for the second property on Wasco Court was removed from expenditures since the purchase is not moving forward at this time.

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Commission Memo

Prepared by: Kevin Greenwood, Executive Director
Date: August 18, 2026
Re: Strategic Business Plan – Survey Results Presentation

BACKGROUND:
Brian Points will be attending via Zoom to give an update on the survey results and review the remaining tasks for the plan.

This month, the Points Consulting (PC) team finalized the feedback from the Commission from the Objectives and Goals work session in July. The community survey also wrapped up this month and PC is working to incorporate received input in the Plan. PC continues to work on the Implementation plan based on the Objectives and Goals, the Capital Improvements Plan, the Economic Impact Analysis, and putting it all together to form the comprehensive draft and ensure compliance with OAR 123-025-0016.

REMAINING SCHEDULE TENTATIVE PUBLIC PROCESS & KEY MILESTONES

☑ **April 21, 2026**
SBP Kickoff / Spring Planning Presentation

☑ **May 18–19, 2026**
Stakeholder Interviews & Focus Groups

☑ **May 19, 2026**
Commission SWOT & Visioning Workshop

☑ **June 9, 2026**
Public Open House / Community Workshop #1

☑ **June 10, 2026**
Community Survey Launch through July 31

☑ **July 21, 2026**
Commission Goals & Strategic Direction Presentation & Discussion Workshop

☑ **August 18, 2026**
Survey & SBP Progress Presentation

☐ **Sept. 2026 (Tentative: Sept 8)**
Release of Draft Strategic Business Plan via website/social, Draft Economic Impact Analysis for Commissioners

☐ **Sept. 2026 (Tentative: Sept 15 Regular Comission Meeting)**
Commission Review of Draft SBP

☐ **October 2026 (Tent: October 20)**
Final Strategic Business Plan Adoption, Final Economic Impact Analysis

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Port of Hood River 2026 Strategic Business Plan Update & Economic Impacts Study

Port Commissioners Meeting

August 18, 2026

POINTS CONSULTING



Port of Hood River, www.portofhoodriver.com



Agenda

- Project Overview/Updates
- Strategic Areas Financial Summary
- Community Survey Highlights
- Important Economic Trends

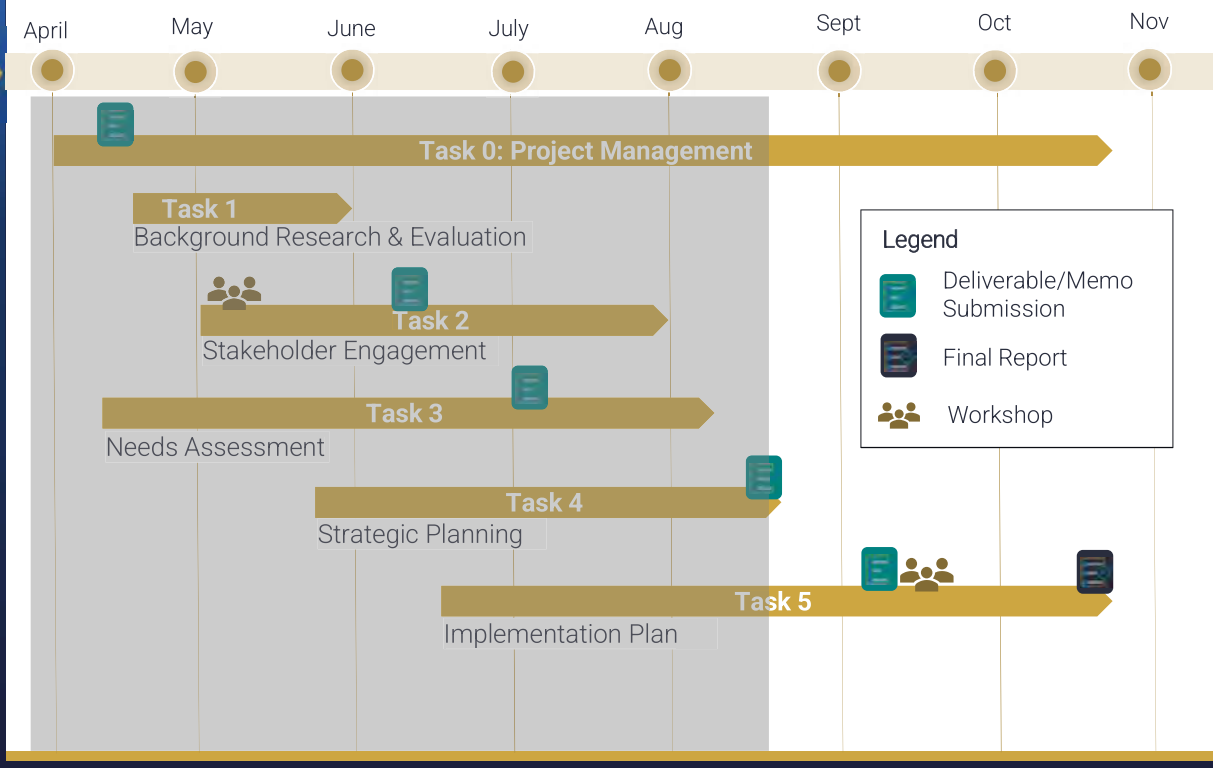
Project Timeline

August 12, 2026
Objectives & Goals Deliverable

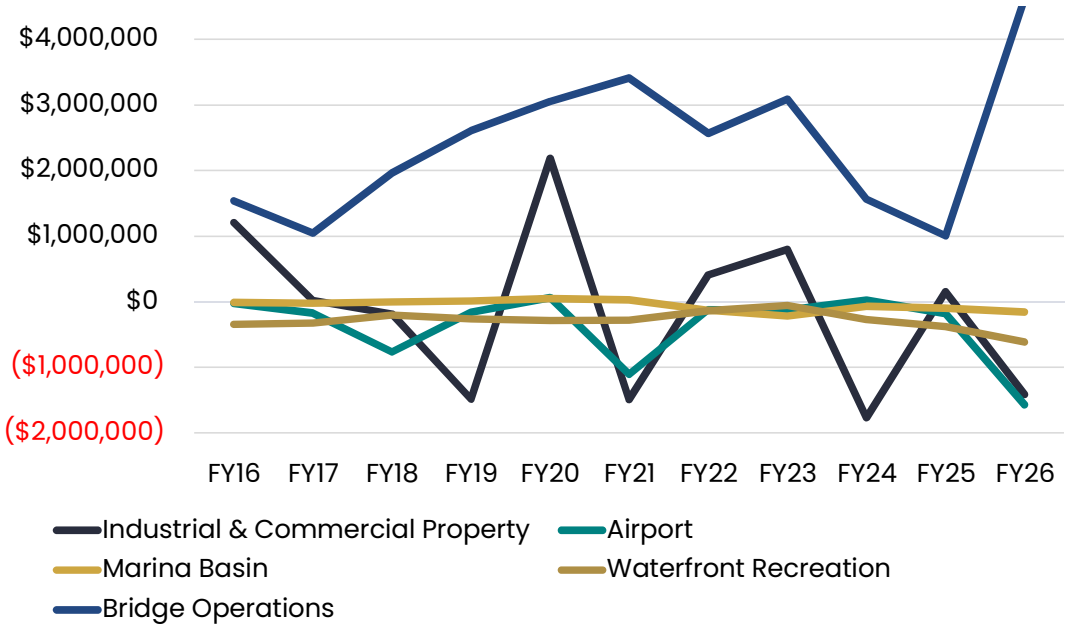
September 8, 2026
Comprehensive Draft SBP

Week of September 15, 2026
Commission Workshop Review of Draft SBP & Public Open House

October 20, 2026
Final SBP Adoption



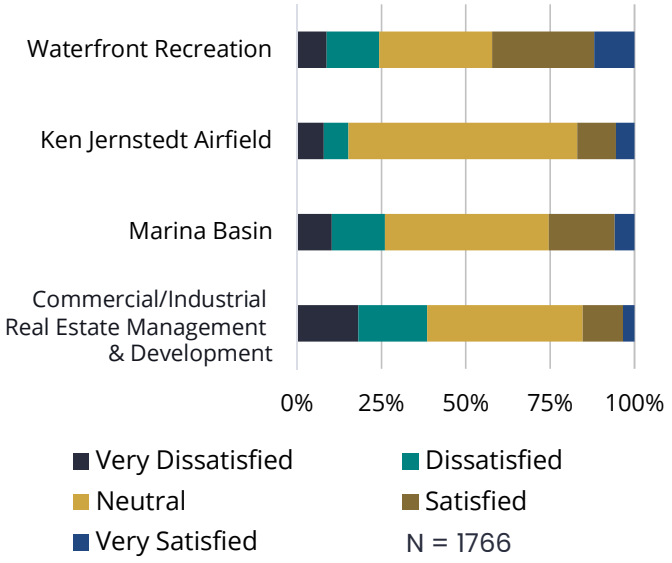
Operating Surplus (Deficit) of Strategic Areas



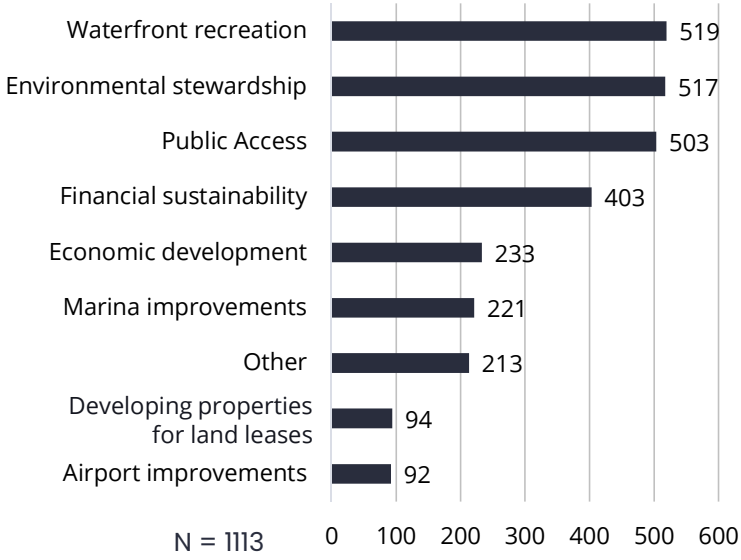
Source: Port of Hood River Adopted Budgets

Community Survey

How satisfied are you with current Port activities related to…?

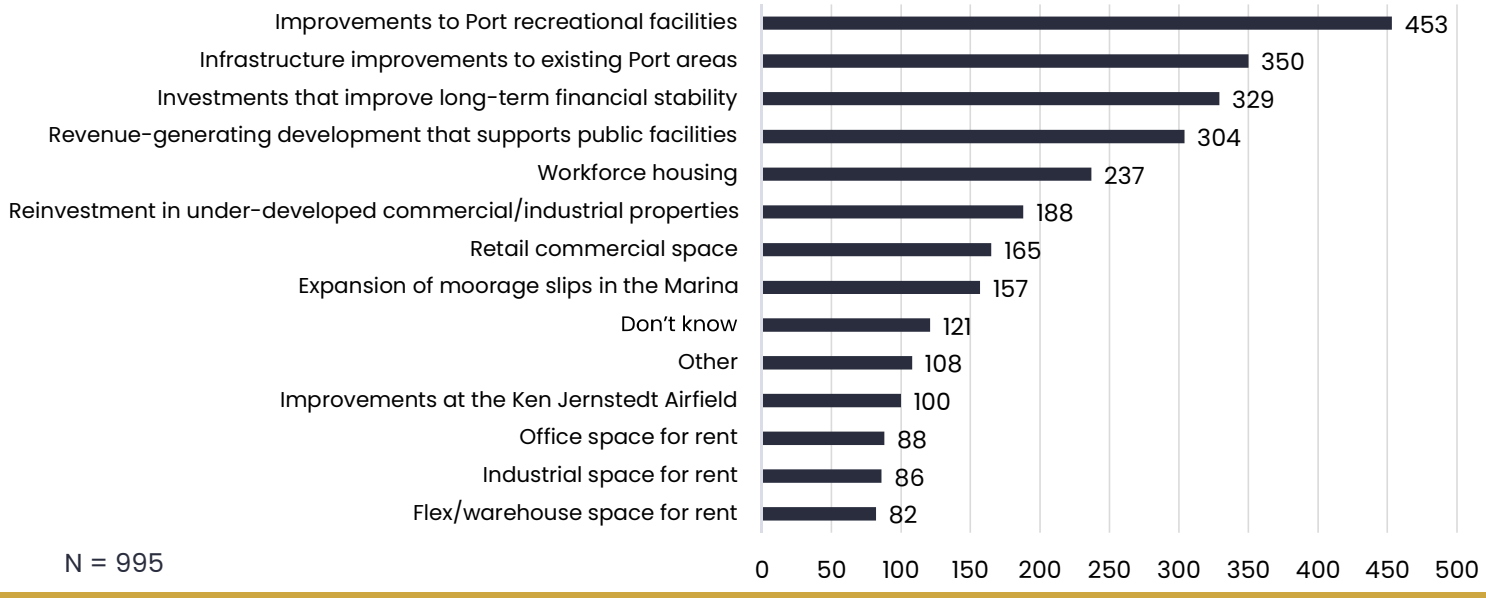


What should be the Port's highest priority over the next 10 years?



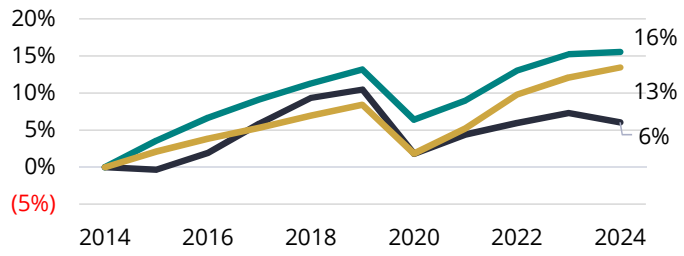
Preferences for Port investment

Which would you be most interested in the Port investing in for the sake of the community?

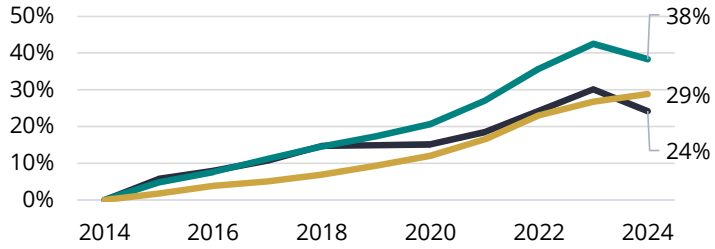


Employment Trends in Hood River County

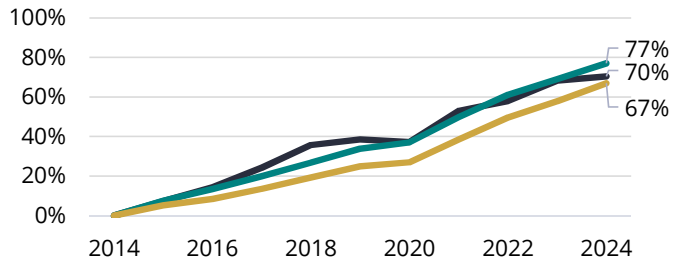
Cumulative Annual Growth in Employment, 2014-2024



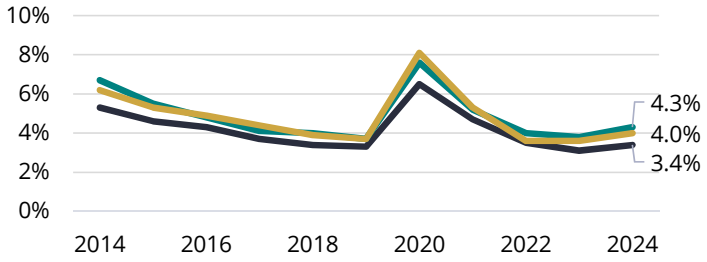
Cumulative Annual Growth in Establishments, 2014-2024



Cumulative Annual Growth in Total Wages, 2014-2024



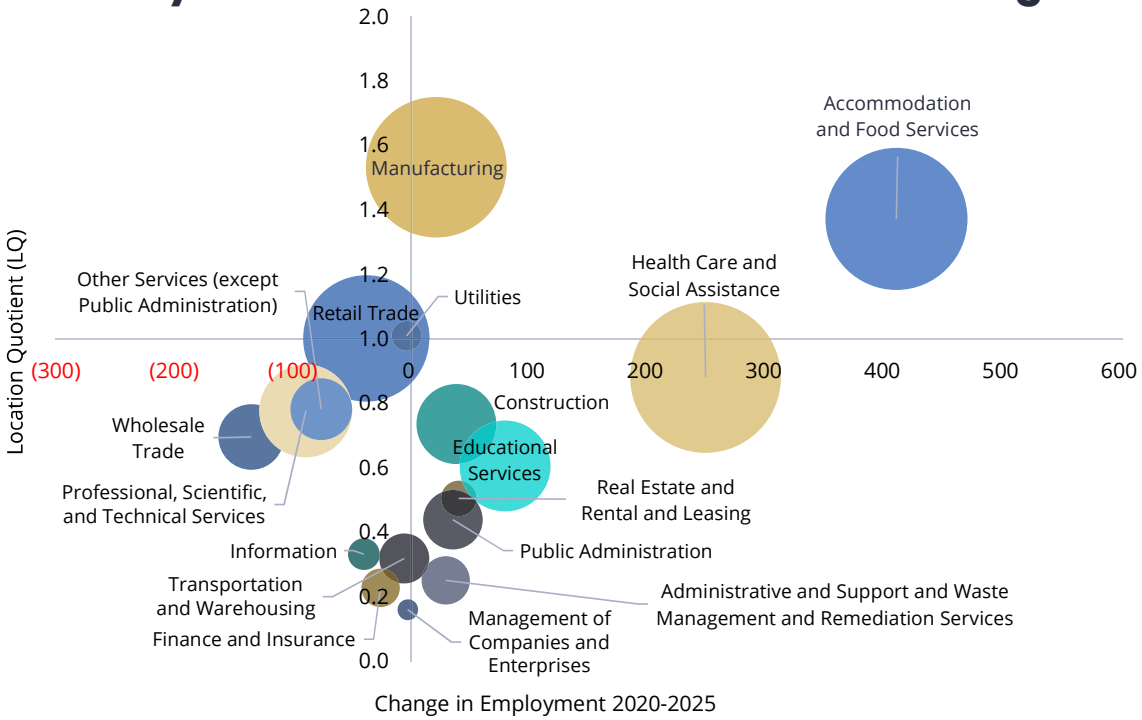
Annual Unemployment Rate, 2014-2024



Hood River County Oregon United States

Source: Bureau of Labor Statistics, Quarterly Census of Employment and Wages, , Local Area Unemployment Statistics and Current Population Survey

Industry Clusters-What Industries are Growing in Hood River?

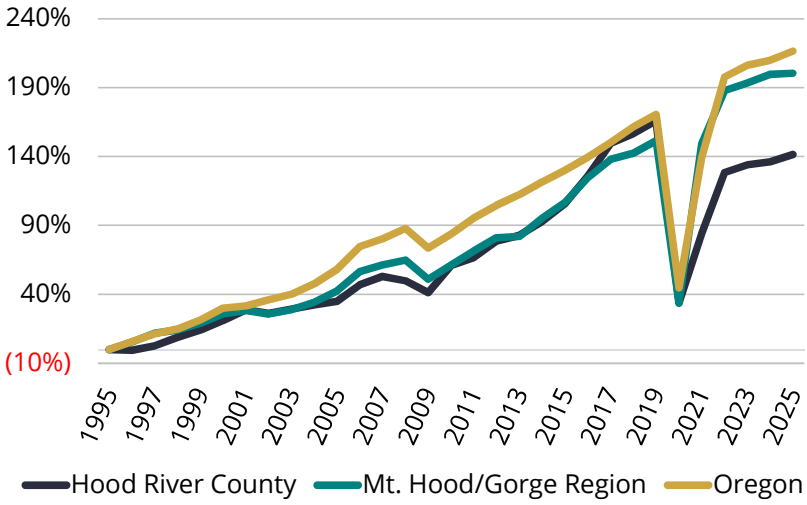


- Note that the Agriculture industry and Arts, Entertainment, & Recreation industry are unable to be displayed on this chart due to very high LQs

Source: Data Tactical Group, 2025

Tourism Growth in Hood River County

Visitor Spending Cumulative Annual Growth Rate, 1995-2025



Source: Travel Oregon

- Local tax revenue per worker in Hood River County: $2,363
  - Ranks second among Columbia River counties in tax revenue per worker
  - Multnomah County ranks first ($5,653) while Gilliam ($1,400) and Wasco ($1,068) are third and fourth.
- Jobs created by Tourism: 1,060
  - Ranks third after Multnomah (21,840) and Wasco (1,750)

Q&A

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Executive Director's Report
August 18, 2026

EXECUTIVE – KEVIN GREENWOOD

Bridge Replacement

- *HNTB will present to the Port Commission in September on the test pile program and provide an update on 6(f) mitigation options.*
- *Coordinated with Mt. Adams Fruit, Port staff, and HNTB to establish bridge closure times needed to lower drilling equipment to the Washington shoreline.*
- *FHWA provided written clarification regarding acquisition of property owned by public agencies that participated in formation of the Bridge Authority:*
    - *FHWA considers all six participating public agencies project sponsors for right-of-way purposes.*
    - *Federal-aid funds cannot be used to purchase property already owned by those agencies.*
    - *The Port will continue coordinating with the Bridge Authority and FHWA regarding Port property and facility relocation needs.*
- *Coordinated legal and real estate review of HRWSBA right-of-way and permitting requests, including National Scenic Area land-use acknowledgments affecting Port property.*
- *ODOT, WSDOT, and the Port are finalizing an agreement establishing responsibilities for ongoing federally required bridge inspections, with ODOT serving as the lead inspection agency.*

Airport

- *Received the occupancy permit for the new T-hangars and taxi lane; tenants from the waiting list are now filling the hangars.*
- *Received all executed FAA grant agreements for audit purposes.*
- *Supported Jeff Renard with the FBO transition from HoodAero to FlyIt:*
    - *Coordinated real estate and Finance review of reimbursement rates.*
    - *Ensured contracts received legal review and complied with Port policy.*
    - *Evaluated the net benefit to the Port under the previous contract.*

Airport Terminal Project

- *Betts + Coles continues work on the Phase I Environmental Site Assessment (ESA), due August 23.*
- *Submitted a Phase I ESA progress update to EDA to keep the agency informed.*
- *Attended the Region 1 Area Commission on Transportation (ACT) meeting to observe prioritization of Connect Oregon projects. Hood River ACT members successfully advocated to move the Airport Terminal project from sixth to third in the regional ranking. Connect Oregon Administrator John Boren noted that the vote moved the project from "out of the discussion" to "in the discussion" statewide. Funding remains uncertain, but the project is now more competitively positioned.*
- *Exploring potential traffic impacts at the Windmaster intersection.*
- *Requested a SUM Design work order to estimate the cost of evaluating development and land-use requirements associated with the terminal.*
- *Because EDA funding has not yet been awarded, directed that only the minimum prudent work be authorized to preserve the Port's land-use position and avoid unnecessary design expenditures.*

Administrative and Operations Facilities

- *Participated in osprey rescue efforts, with particular attention to operational risk and safety issues.*
- *Participated in staff programming discussions for the 200 N. Wasco building remodel. The project is being advanced in two phases: programming, design, and procurement documents will be completed before final*

bridge replacement financing; construction procurement and remodeling will proceed once financing is secured.

- *The Indian Creek Trail deed has been updated (see Attachment A) and will be brought to the Commission for authorization in September.*
- *Supported staff with procurement for removal of the boathouse.*

Lower Mill Transaction

- *Led staff coordination and advised the Commission throughout the transaction.*
- *Ensured the process complied with Port policy while protecting the Port's negotiating position.*
- *Connected sale proceeds to planned airport and waterfront capital investments.*
- *County hearing is scheduled for August 20th*

Strategic Business Plan

- *Continued close coordination with Points Consulting and provided substantive review of draft SBP deliverables, including objectives, goals, strategic priorities, financial condition, Port history, and implementation concepts.*
- *Worked with Points Consulting to strengthen the connection between the five-year SBP and the Port's biannual Fall/Spring Planning Sessions, with those sessions serving as the ongoing implementation, prioritization, and accountability process.*
- *Reviewed the draft Port Assets ROI analysis and recommended refinements to better distinguish current asset performance, private-market income potential, and redevelopment potential.*
- *Continued coordination on the Economic Impact Analysis and preparations for the upcoming Commission SBP workshop, including presentation of objectives, goals, survey findings, and implementation concepts.*
- *Continued reviewing the overall SBP structure to ensure the final plan functions as an ongoing Commission governance and decision-making tool, rather than solely as a five-year planning document.*
- *Planned SBP videos were canceled due to air-quality conditions. It remains uncertain whether they can be rescheduled and produced.*
- *Airport Management Report - see Attachment B*
- *Meetings Attended/Scheduled*
    - *Waterfront Clean-up, Aug 15*
    - *KIHR, Aug 17*
    - *SBP Planning, Aug 18*
    - *Staff, Aug 18*
    - *Commission, Aug 18*
    - *Staff Mtg, Aug 19*
    - *NDI Tour, Aug 19*
    - *EDA RAB, Aug 20*
    - *Rotary Lunch, Aug 20*
    - *Port Team Bldg., Aug 22*
    - *MCHA Board, Aug 24*
    - *HRWSBA, Aug 24*
    - *Overwatch Intro, Aug 25*
    - *EDA Phase 1 Due, Aug 23*
    - *EDA Deadline, Aug 24*
    - *Staff Mtg, Aug 25*
    - *Rotary Lunch, Aug 27*
    - *Staff Mtg, Sep 1*
    - *SBP Planning, Sep 1*
    - *Port Foundation, Sep 3*
    - *Rotary Lunch, Sep 3*
    - *Rotary Programs, Sep 3*
    - *Airport Lunch, Sep 7*
    - *Staff Mtg, Sep 8*
    - *WSP RAB, Sep 9*
    - *Rotary Board, Sep 9*
    - *Bi-State Rec., Sep 10*
    - *Rotary Lunch, Sep 10*
    - *HRWSBA, Sep 14*
    - *SBP Planning, Sep 15*
    - *Staff Mtg, Sep 15*
    - *Commission, Sep 15*
    - *Staff Mtg, Sep 16*
    - *EDA RAB, Sep 17*
    - *Rotary Lunch, Sep 17*

ADMINISTRATION – PATTY ROSAS

- ***Action Required:*** *All Commissioners must complete the Public Meetings Training for the Port to receive the 10% insurance credit through the 2027 SDIS Best Practices Program. Commissioners who have not yet completed the training are asked to do so as soon as possible. Please contact Patty if you need help accessing it.*

- *Supported the Strategic Business Plan process by creating the Port history pages.*
- *Completed records management and leadership training.*
- *Coordinated communications for the August 7 bridge closure, which received overwhelmingly positive community feedback, including more than 60 emails and 1,000 Facebook reactions.*
- *Social Media Posts for July:*
    - *7/30/26 - Overnight Bridge Closures*
    - *7/23/26 - Board Meeting*
    - *7/23/26 - Single Lane Closure*
    - *7/22/26 - Newsletter*
    - *7/21/26 - Lower Hanel Mill Update*
    - *7/21/26 - Bridge Incident*
    - *7/17/26 - Single Lane Closure*
    - *7/17/26 - Board Meeting*
    - *7/10/26 - Board Meeting*
    - *7/3/26 - Office Closure*
    - *7/1/26 - Bridge Inspections*

FINANCE – DEBBIE SMITH-WAGAR/JANA SCOGGINS

Fiscal Year-End Close:

- *Continued year-end closing work for FY 2025-26, including finalizing revenue reconciliations and reviewing accounts to ensure revenues and expenditures are recorded in the correct fiscal year.*

Annual Audits:

- *Completed the FY 2023-24 financial statement audit and began preparing for the upcoming FY 2024-25 and FY 2025-26 audits.*

HRWSBA Accounting & Audit Preparation:

- *Continued reconciliation of HRWSBA financial activity and preparation of supporting records for upcoming audits.*

Organizational Restructure & Budget:

- *Evaluated the financial and budget impacts of proposed organizational and staffing changes to support implementation of the Port's organizational restructure.*

Ongoing Financial Operations:

- *Continued daily accounts payable, accounts receivable, cash receipts, banking, payroll, and other routine financial activities while completing fiscal year-end work.*

REAL ESTATE/ASSET MANAGEMENT – AMANDA ROSE

Big 7 Building

- *Tenancy throughout the Big 7 Building remains stable, with existing tenants continuing to thrive and operate successfully.*
- *Staff continues to actively market the approximately 11,000 square feet of available space and engage with prospective tenants to support long-term occupancy of the building.*

Jensen Building

- *SUM Design recently completed a roof walk to assist staff in working through the final project details and scope in preparation for procurement of the Jensen Building Roof Project.*
- *Tenancy remains stable across the building*

Wasco Loop Building

- *Staff is currently engaged in active negotiations through a Letter of Intent with a prospective tenant seeking to occupy available space within the Wasco Loop Building.*

Marina East

- *Staff intends to meet with Columbia River Acupuncture to discuss their future plans and better understand how their continued tenancy may align with the Port's longer-term development plans for Marina East.*

Marina West

- *Discussions and negotiations with the DMV remain ongoing regarding a potential relocation to the Wasco Building, pending completion of design work with SUM Design to address oversized vehicle parking needs at the site.*

Airport

- *Staff is working closely with Airport staff to actively market and fill the new D-Hangar spaces, with continued focus on maximizing occupancy and supporting ongoing demand for hangar space at the Airport.*

Maritime Building

- *Hood River Distillers continues to perform well, with stable tenancy and no significant building or operational issues to report.*

Halyard Building

- *Staff is working closely with pFriem to discuss next steps and coordinate planning for upcoming capital improvement projects at the Halyard Building.*

Timber Incubator Building

- *Tenancy at the Timber Incubator Building remains stable, with tenants continuing to thrive and the building performing well with no significant property or operational issues to report.*

Hood River Museum

- *Port staff and Museum staff continue to communicate and coordinate effectively, with Museum operations running smoothly and no significant property-related issues to report.*

Facility Department:

- *The Facilities Department continues to evolve, with three new full-time employees recently joining the team to fill positions resulting from staff turnover and strengthen overall departmental capacity.*
- *The overnight Facilities Monitor position continues to be successful, providing valuable after-hours coverage and support, with staff pleased with the positive impact the position has had on Port operations.*

Wasco Court 1:

- *SUM Design and Port staff continue to work closely together to advance and complete the design of the Port's new administrative offices at the Wasco Court property.*

Bridge:

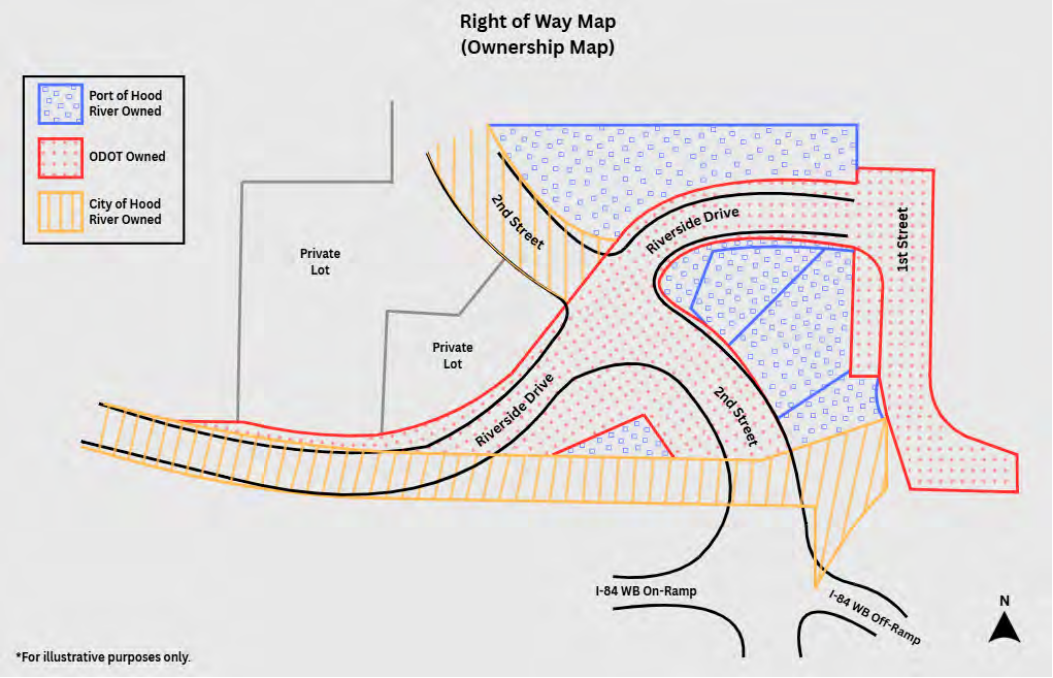
- *The Port is assisting HRWSBA with coordination and support for overnight bridge closures during the early morning hours of August 18, 19, and 20 to complete geotechnical exploration near the Washington shoreline.*
- *As part of the ongoing geotechnical exploration work, Port staff will also support HRWSBA during scheduled overnight bridge closures on August 27–28, September 1–4, and September 9–11.*
- *Bridge Steel & Coating Maintenance work is scheduled to begin on September 14, 2026, marking the start of this important bridge maintenance project.*

CAPITAL DEVELOPMENT/PLANNING - MEGAN CHANNELL

Waterfront Transportation Improvements:

- *Waterfront Infrastructure Progress Report, WSP – see Attachment C*
- *The project team is updating the 60% design plan with responses to ODOT comments.*

- *The FY27 Congressionally Directed Spending request ($1M for Phase I construction) is still pending.*
- *The ODOT STIP amendment and Immediate Opportunity Fund grant amendment are still in process. Business Oregon submitted the required support letter to ODOT.*
- *EDA confirmed they will send the revised Section 106 consultation letters. Port staff and EDA are confirming grant expenditure deadlines and needed extension requests.*
- *Port staff met with CAT and their consultant team to collaborate on the waterfront transportation improvement designs and timelines (July 23).*
- *Terra Surveying completed its initial survey review to confirm the roundabout project area ownership. The Port will be coordinating with ODOT and the City on next steps related to future operations and maintenance and ownership post project completion. See map:*



- *Met with City Urban Renewal Administrator (August 7) to discuss the Waterfront Urban Renewal Plan and potential funding mechanisms. Port will continue to coordinate with City staff on future Plan amendment processes, as appropriate. Port also shared general roundabout design and procurement process information with the City to inform their Mt. Adams/Cascade roundabout project development.*

Parking Program:

- *Lightwell Hotel confirmed they are no longer requesting leased parking spaces at the Anchor Way parking lot.*
- *Passport and ParkMobile continue to function well, staff continue enforcement of the Port's pay-to-park program.*

Marina East and West Redevelopment Opportunity:

- *See "Consent Agenda" for more information regarding the proposed exclusive negotiation agreement.*

Port of Hood River Foundation:

- *The next Foundation Board meeting is being rescheduled to mid-September, with a continued focus on defining priority projects and programs.*

Port Admin Building:

- *Port staff is working with SUM Design on the floorplan design development.*

Marina Basin Master Plan:

- *The Port and consultant team held a kick-off meeting on August 11. The consultant team is reviewing the community input provided through the Strategic Business Plan engagement and the prior master plans to inform the updated concept plans.*

Commercial Dock Repairs:

- *See "Consent Agenda" for more information regarding the contract for the commercial dock repair.*

General Waterfront & Marina Related Activities:

- *Events:*
  - *The Hood River Soil and Water Conservation District organized a volunteer cleanup of puncture vines along the waterfront on July 22.*
  - *The Marina Meltdown event was successfully held at Marina Beach from July 31–August 2.*
  - *Rotary organized a volunteer waterfront clean up on August 15, focused near the Event Site, Lot 1 and Nichols Basin.*
  - *Staff are preparing for AWSI Trade Show and CGW2's Gear Swap events, scheduled for early September.*
- *The Confederated Tribes of Warm Springs will be conducting Unmanned Aerial Systems (UAS) LiDAR data collection at the Hood River confluence with the Columbia River as part of a fish habitat and ecosystem assessment with the Army Corps of Engineers. Port staff conducted a site visit with the Confederated Tribes of Warm Springs on July 30, and the drone will be launched from Marina Beach August 18-21. Oregon State University plans to collect additional aerial LiDAR data of the study area in mid-September.*
- *Replacement "Slow-No-Wake" buoys at the Event Site were successfully deployed on July 31 by the Hood River County Marine Sheriff and Port Facilities staff member Kent Leng. Thank you again to the Marine Sheriff for volunteering their time and vessel for the buoy deployment and to CGW2 for donating two of the replacement buoys.*
- *Three quotes were received for the marina women's restroom repairs following the June fire/vandalism incident. Port staff worked with the Port's insurance adjuster to review the repair options and have selected the low-bid quote from Adams Restoration (initial quote of ~$8,600). The selected quote was also determined to be the most responsive to the scope of repairs needed.*
- *Port staff are scheduling the annual treatment for algae growth in the marina. The estimated cost of treatment is approximately $5,000 (same cost as 2025 treatment).*
- *Commissioner Sheppard and Megan presented a Waterfront overview at the July 23 Rotary lunch.*
- *Megan and Emily met with Jetty Light, operator of the Cascade Locks Sternwheeler (August 7), to further discuss their safe winter harbor needs (as approved by the Commission in April 2026). Jetty Light also expressed interest in scheduling dates for tour boarding/de-boarding during winter months.*
- *Parking enforcement and Event Site host volunteers have continued educating waterfront users on the Port's Animal Control policy, which requires animals to be leashed and under the control of an adult when on Port property.*

-###-

After recording return to:
City of Hood River
Attn: City Manager
211 Second Street
Hood River, OR 97031

Grantor: Port of Hood River
Grantee: City of Hood River
Consideration: Zero

BARGAIN AND SALE DEED

WHEREAS, the PORT OF HOOD RIVER, an Oregon port district ("Grantor"), is the fee simple owner of that certain real property, located in Hood River County, Oregon, and more particularly described in Exhibit A, B & C, incorporated herein by this reference, as Parcel 1, Parcel 2 and Parcel 3 (collectively the "Trail Parcels"); and

WHEREAS, the CITY OF HOOD RIVER, an Oregon municipal corporation ("Grantee"), that owns and operates a public recreational trail system within its corporate boundaries in Hood River County, Oregon; and

WHEREAS, Grantor desires to convey to Grantee the Trail Parcels described in Exhibit A, B & C; and incorporate them into Grantee's existing public recreational trail system.

NOW THEREFORE, for valuable consideration in the form of nonmonetary mutual promises, receipt of which is hereby acknowledged, Grantor hereby conveys to Grantee all of Grantor's right and interest in the Trail Parcels, described in Exhibit A, B & C. The true consideration for this conveyance is zero dollars.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11,

CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010

For Grantor, Port of Hood River,
an Oregon port district:

By: _____ Date: _____
Kevin M. Greenwood, Executive Director

STATE of OREGON)
) ss.
County of Hood River)

This instrument was acknowledged before me on _____, 2026 by Kevin M. Greenwood, Executive Director and authorized representative of Grantor the Port of Hood River.

_____
Notary Public – State of Oregon
My commission expires: _____

For Grantee, conveyance accepted by City of
Hood River, an Oregon municipal corporation:

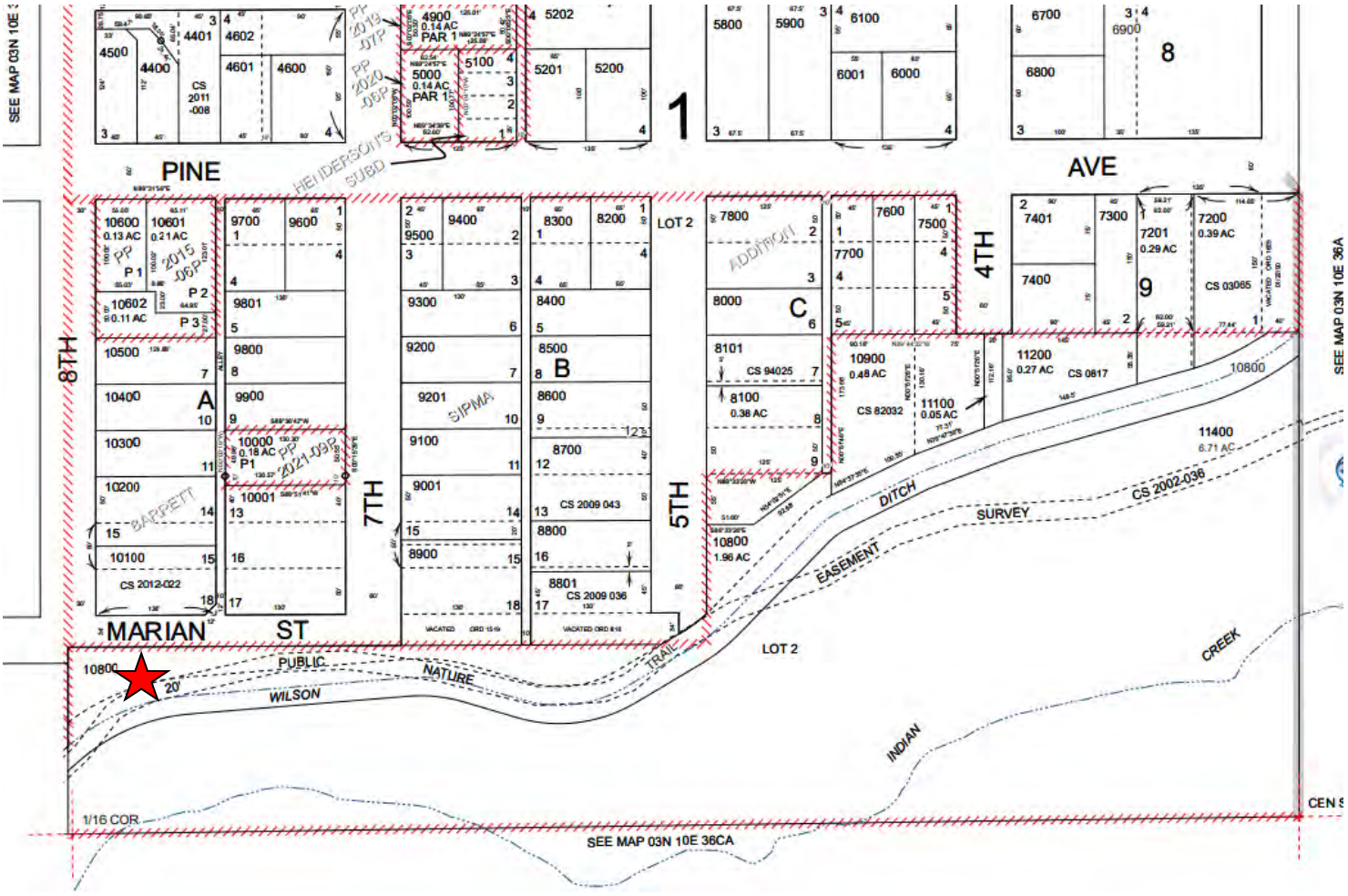
By: _____ Date: _____
Abigail Elder, City Manager

STATE of OREGON)
) ss.
County of Hood River)

This instrument was acknowledged before me on _____, 2026 by Abigail Elder, City Manager and authorized representative of Grantee the City of Hood River.

_____
Notary Public – State of Oregon
My commission expires: _____

EXHIBIT A - Parcel 1 / TL 10800



Parcel 1:

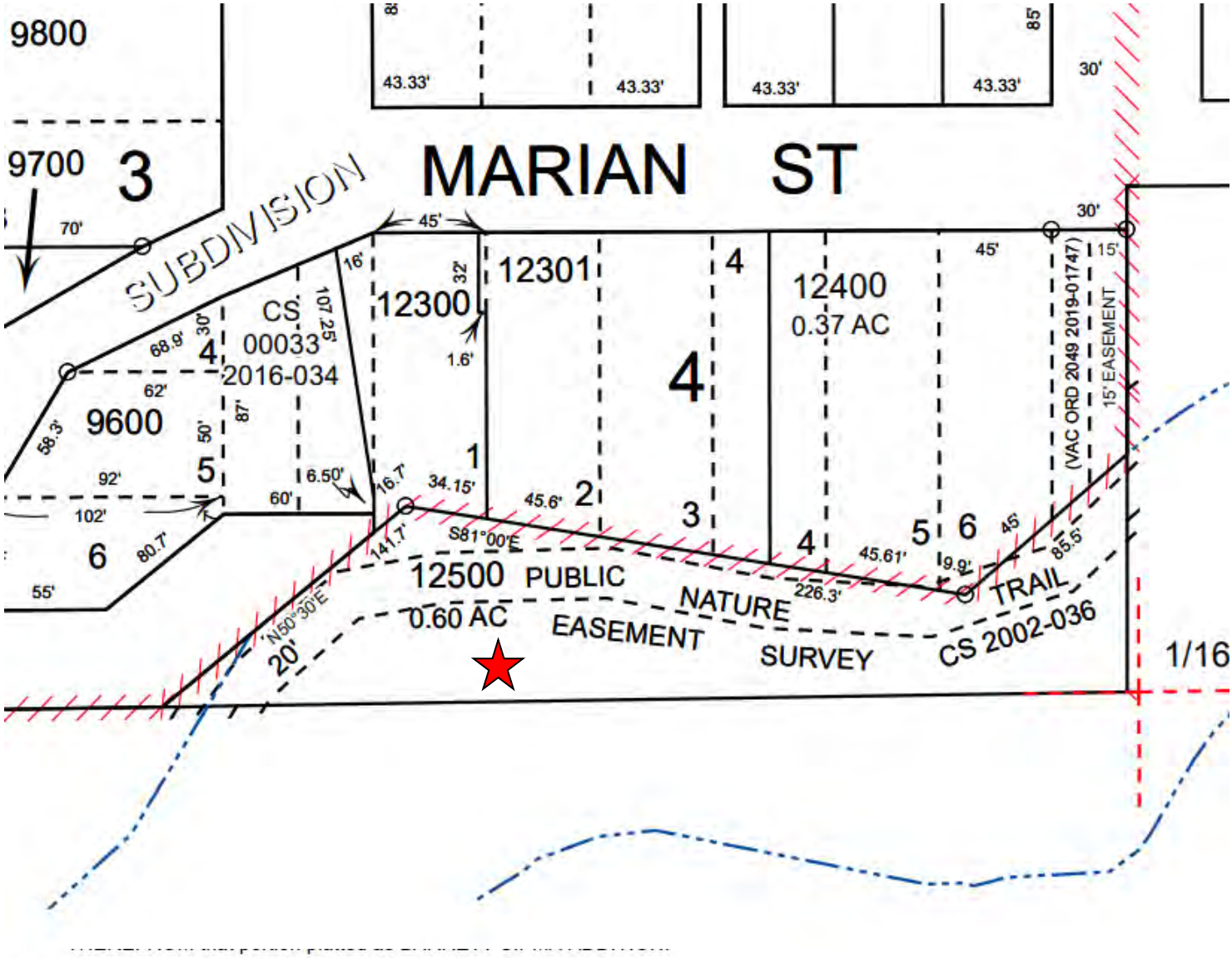
All that portion of Government Lot 2, Section 36, Township 3 North Range 10 East of the Willamette Meridian in the City of Hood River, County of Hood River and State of Oregon, which is South of the original plat of PARKHURST, EXCEPTING THEREFROM, that portion conveyed to Archibald A. Schenck et al., by deed recorded July 23, 1906 in Book K, page 87, Hood River County Deed Records; ALSO EXCEPTING THEREFROM that portion conveyed to Earl M. Spaulding by deed recorded June 17, 1924 in Book 18, page 148, Hood River County Deed Records. ALSO EXCEPTING THEREFROM that portion platted as BARRETT SIPMA ADDITION.

AmeriTitle

3N10E36BD TL 10800
Hood River, OR 97031

THIS MAP IS FURNISHED AS AN ACCOMMODATION STRICTLY FOR THE PURPOSES OF GENERALLY LOCATING THE LAND. IT DOES NOT REPRESENT A SURVEY OF THE LAND OR IMPLY ANY REPRESENTATIONS AS TO THE SIZE, AREA OR ANY OTHER FACTS RELATED TO THE LAND SHOWN THEREOF

EXHIBIT B - Parcel 2 / TL 12500



Parcel 2:

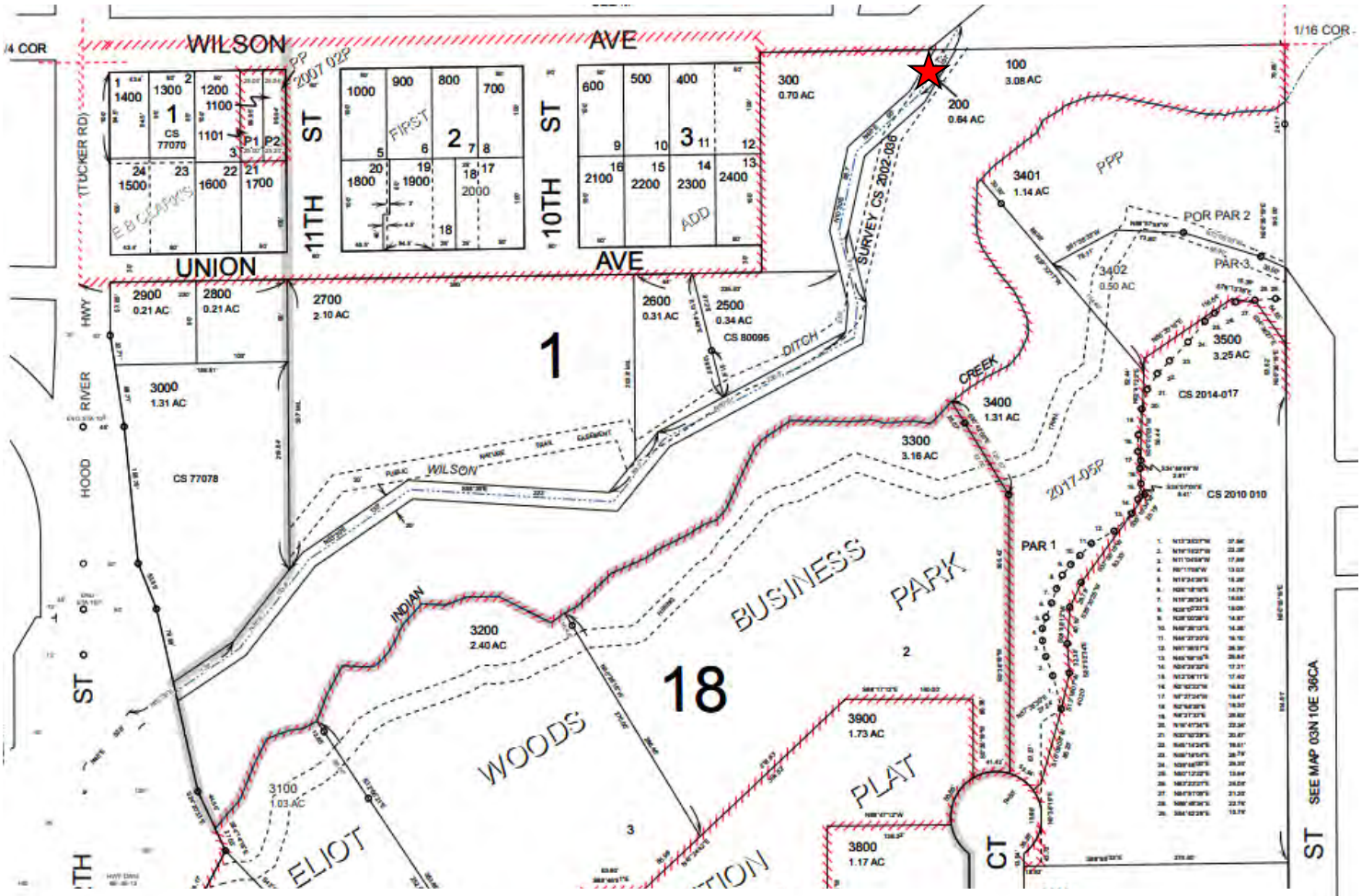
Beginning at an iron bar 922 feet East of the Quarter section corner between sections 35 and 36 in Township 3 North of Range 10 East of the Willamette Meridian: thence North 50° 30' East 141.7 feet; thence South 81° East 226.5 feet; thence North 48° East 855 feet to East line of Lot 3 in Section 36 Township 3 North Range 10 East; thence South on East line of said Lot 3, 91 feet to Southeast corner of said Lot 3; thence West on South line of said Lot 3, 397feet to the place of beginning.

AmeriTitle

3N10E36BC TL 12500
Hood River, OR 97031

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EXHIBIT C - Parcel 3 / TL 00200



Parcel 3:

A strip of land Twenty feet wide as a right of way for a water ditch or flume, where the ditch now owned by Diamond Fruit Growers is now located, being Ten feet on each side of the center line of said ditch where the said ditch is now located through the Northwest Quarter of the Southwest Quarter of Section Thirty-six, Township Three North of Range Ten East of the Willamette Meridian. The said Twenty foot right of way is more particularly described by the survey thereof, as follows:

Beginning at a stake 258.9 feet North of the Northeast corner of the J. M. Benson Donation Lan Claim; thence North 45° East 82.6 feet; thence North 52° 30' East 138 feet; thence North 36° East 123.6 feet; thence 53° 30' East 135 feet; thence South 88° 30' East 223 feet; thence North 37° East 88.2 feet; thence North 60° East 236.5 feet; thence North 3° East 37.5 feet; thence North 16° West 62.5 feet; thence North 10° 30' East 88.7; thence North 46° East 90 feet; thence North 29° East 101 feet to a post 969 feet East of the Quarter Section corner common to Sections 35 and 36, Township 3 North, Range 10 East W. M.; EXCEPT that portion awarded to the State Highway Commission by Judgment entered September 11, 1968 in Suit No. 6004.

AmeriTitle

3N10E36CB TL 200
Hood River, OR 97031

THIS MAP IS FURNISHED AS AN ACCOMMODATION STRICTLY FOR THE PURPOSES OF GENERALLY LOCATING THE LAND. IT DOES NOT REPRESENT A SURVEY OF THE LAND OR IMPLY ANY REPRESENTATIONS AS TO THE SIZE, AREA OR ANY OTHER FACTS RELATED TO THE LAND SHOWN THEREOF

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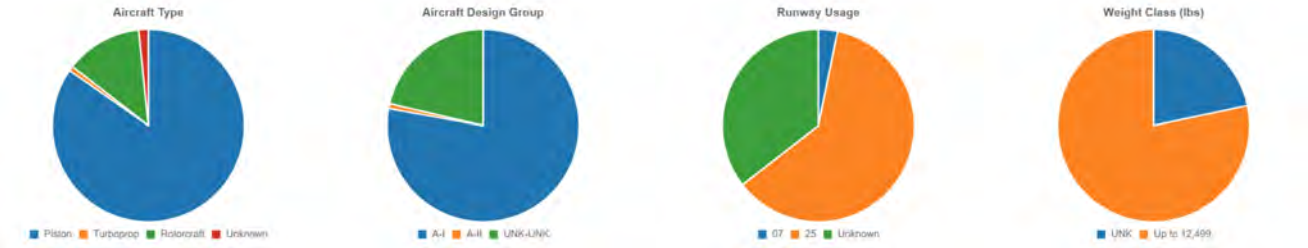
Ken Jernstedt Airfield Monthly Report

July 2026

Prepared by: Jeff Renard, Airport Manager, Aviation Management Services (AMS)
Submitted to: Kevin Greenwood
Date: August 18, 2026

Aircraft Traffic Count

- **July to date** **471 (8/12)**
- **2026 to date** **6814** flight operations
- **2025** 10,869 flight operations
- **2024** 10,328 flight operations



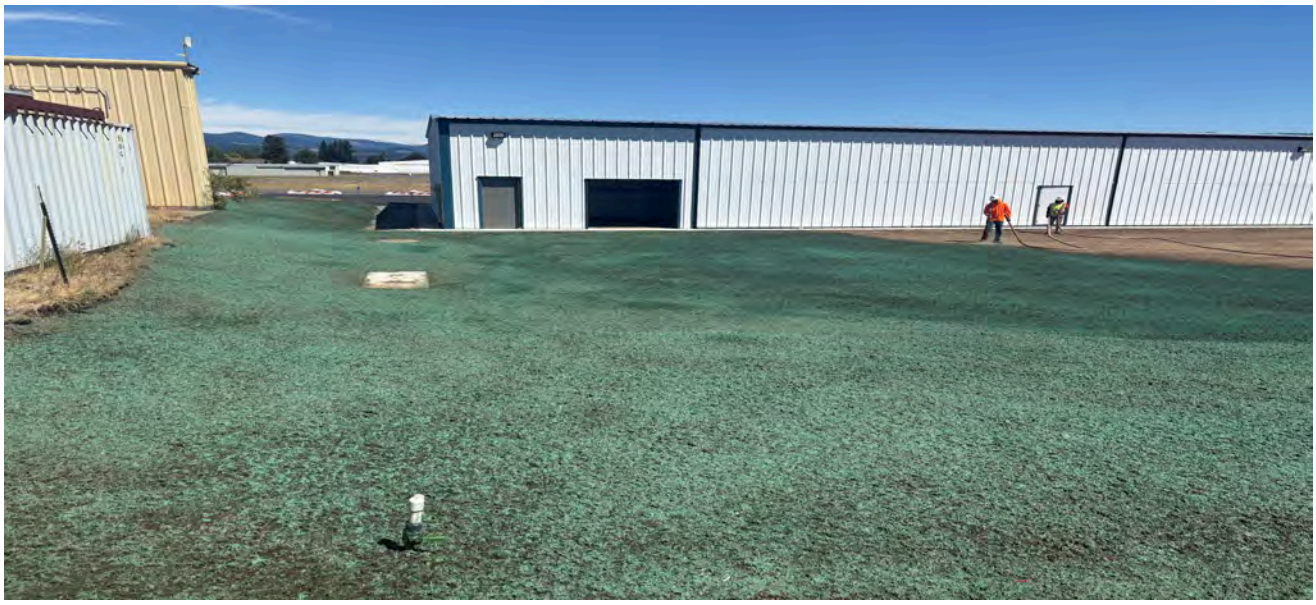
Operational Updates



2026 Total Fuel sales 18,576 gallons YTD.

	4S2							
					Flow Fee		Amount	Date
	Month	100LL Island	100LL Truck	Totals	$0.10		Paid	Paid
	January	2125	515	2640	$264.00		$264.00	2/6
	February	1260	627	1887	$188.70		$188.70	3/6
	March	1926	681	2607	$260.70		$260.70	4/10
	April	3319	755	4074	$407.40		$407.40	5/15
	May	4568	1030	5598	$559.80		$559.80	6/12
	June	5083	1499	6582	$658.20		$658.20	7/10
	July	4550	1350	5900	$590.00		$590.00	8/7
	August	994	242	1236	$123.60			
	September	0	0	0	$0.00			
	October	0	0	0	$0.00			
	November	0	0	0	$0.00			
	December	0	0	0	$0.00			
		23825	6699	30524	$3,052.40			
		$0.10	$0.10	0				
		$2,382.50	$669.90	30524				

T Hangar / Taxiway Construction: The Turf Taxiway grass is growing!!





The hangar project will have its final walk through acceptance on Friday the 14th

Facilities: The landscape / mowing contractor continues to make the rotations thru the airport property, we will be taking care of the landscaping tune up prior to the coming Fly In in September.

Staff is working with the Crystal Springs Water team to sort out a water leak at the terminal building area.

Grants : We continue to submit the invoices and work reports to the FAA for comment and payment.

FBO: The FBO Contract has been awarded and FlyIT Academy will commence operations 8/17/2026

AAC: Next Quarterly Meeting: September 18, 2026 – 4:00 PM – Port Conference Room

Tree Removal: The trees are coming down, the wind has not helped the timing of some of this project. The contractor will be hauling off the downed trees and starting on the East side this week.



Complaints/Issues: None to report this month.

Meetings attended: Port Meeting (online) & Special Meeting, Oregon Department of Aviation State Board Meeting. Hangar inspections and grounds keeping. PAE & Gallant Construction Meeting

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Memorandum

Date:	August 13, 2026
Subject:	Waterfront Development Progress Report – August 2026
From:	Scott Keillor; Jodi Mescher
To:	Megan Channell; Kevin Greenwood Port of Hood River Commissioners

WATERFRONT DEVELOPMENT PROGRESS REPORT

Deliverables Status

Key tasks and deliverables completed through August 2026 include:

- Continued coordination with ODOT to support project development and design review. The project team received and is actively addressing agency comments on the 60% design submittal.
- Terra Surveying (under direct Port contract) completed the deed research for right-of-way ownership within the project area and delivered a map and accompanying technical memorandum.

Upcoming Deliverables and Milestones

- Continue coordination with the City of Hood River on local permitting requirements. The project team is preparing a Site Plan Review application for submittal in early September.
- Advance the project toward the 90% design milestone.
- Finalize the Industrial Opportunity Fund (IOF) Grant Amendment, which is currently under review by Business Oregon.
- Continue coordination with EDA regarding the pending grant amendment, including a possible deadline extension. The project team has conducted multiple outreach efforts to establish regular communication, discuss any outstanding amendment requirements, and support timely review and approval.
- Initiate the Statewide Transportation Improvement Program (STIP) amendment following execution of the IOF Grant Amendment.
- Coordinate with Columbia Area Transit (CAT) to identify opportunities for future transit stop within the project area.
- Evaluate and pursue alternative funding opportunities following the BUILD grant funding decision to support project implementation and maintain project momentum.

WSP USA
WSP.com

Budget Summaries

WSP Owner's Representative Contract spent is estimated at $361,698 on non-contingent tasks (45%) through July 31, 2026.

Task Number	Task Name	Contract Value	Previous Billed	Total Billed to Date	Contract Balance	Percent Invoiced	Current Invoice
1.0	Project Management	132,280.94	67,811.60	72,739.99	59,540.95	54.99%	4,928.39
2.0	Grant Writing	206,637.39	128,554.92	128,770.71	77,866.68	62.32%	215.79
3.0	Grant Management/Reports	40,890.40	20,569.00	21,953.59	18,936.81	53.69%	1,384.59
4.0	Due Diligence	62,443.84	15,936.10	18,086.47	44,357.37	28.96%	2,150.37
5.0	Port and Agency Coordination	301,363.27	103,305.40	108,468.40	192,894.87	35.99%	5,163.00
6.0	Communications Materials	10,461.89	5,130.55	5,130.55	5,331.34	49.04%	0.00
7.0	YE Documents	10,205.07	4,490.41	4,490.41	5,714.66	44.00%	0.00
8.0	NEPA Docs	25,037.98	0.00	0.00	25,037.98	0.00%	0.00
Expenses	Expenses	2,998.20	0.00	0.00	2,998.20	0.00%	0.00
Sub_Sprout	Sprout	15,000.00	1,957.50	1,957.50	13,042.50	13.05%	0.00
Total		**807,318.98**	**347,755.48**	**361,597.62**	**445,721.36**	**44.79%**	**13,842.14**

KPFF/DKS/Walker Macy Design Contract: Est. $559,821.41 of $944,840 budget (59%) through May 31, 2026.

	Fee	% Complete	Invoice To Date	Invoice Previous	Invoice Current
Project Management (includes ASR 1)	64,893.45	100.00	64,893.45	64,893.45	0.00
Site Evaluation and Data Collection (includes ASR 1)	69,367.86	100.00	69,367.86	69,367.86	0.00
ICE Revision (Reallocation of ASR 1 Contingency)	30,898.68	100.00	30,898.68	30,898.68	0.00
Design Engineering (includes ASR 1)	232,843.73	100.00	232,843.73	232,843.73	0.00
Stormwater Analysis (includes ASR 1)	10,550.00	100.00	10,550.00	10,550.00	0.00
Prime Project Management (ASR 2)	60,420.00	21.36	12,905.71	0.00	12,905.71
Civil Design Services (ASR 2)	228,345.58	25.74	58,776.15	0.00	58,776.15
Traffic Engineering Services (ASR 2)	133,255.75	24.88	33,154.03	0.00	33,154.03
includes $6,336.75 in sub markup					
Landscaping Design Services (ASR 2)	44,714.25	5.07	2,267.01	0.00	2,267.01
includes $2,129.25 in sub markup					
Geotechnical Engineering Design Services (ASR 2)	69,550.85	63.50	44,164.79	18,590.94	25,573.85
includes $3,138.85 in sub markup					
Total:	944,840.15	59.25	559,821.41	427,144.66	132,676.75

Risks and Mitigations

1. BUILD grants were not selected for this funding cycle.
    a. Contingency Action: The project team is actively pursuing alternative funding sources and will evaluate opportunities to resubmit for future BUILD grant cycles, if appropriate. The team will continue coordinating with project partners to identify funding pathways that support timely project delivery.

2. Environmental approvals, particularly Section 106 and NEPA compliance. If FHWA needs more environmental documentation, it could delay the Categorical Exclusion (CatEx) determination and delay when federal grants are ready to be obligated. Additionally, if SHPO or other consulting parties dispute the current No Adverse Effect decision, this could push back EDA grant obligations and potentially require changes to the project's design.
    a. Mitigation: Coordinate early with FHWA on CatEx adoption expectations. Ongoing coordination with EDA and/or FHWA to determine next steps (depending on funding partners).
    b. Mitigation: Ongoing coordination with EDA and/or FHWA to determine next steps (depending on funding partners).

3. ODOT ROW / third-party approval delays and resulting cost escalation
    a. Mitigation: Continue to engage ODOT ROW early and confirm conveyance pathway (easement vs. transfer vs. permit); build ROW milestones into schedule.

NEXT STEPS

The project team will continue coordinating with ODOT to address agency review comments and advance the project toward the 90% design milestone. Coordination with Business Oregon, ODOT, and EDA will also continue to support review and approval of the pending IOF and EDA grant amendments, as well as the subsequent STIP amendment. The project team will work with EDA to also discuss potential opportunities for a grant deadline extension, if warranted, to maintain project eligibility. The team will also maintain coordination with the City of Hood River regarding local permitting requirements and prepare a Site Plan Review application for submittal in support of the project's land use approvals.

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Commission Memo

Prepared by: Amanda S. Rose, Director of Real Estate
Date: August 18, 2026
Re: Odell Land – Purchase and Sale Agreement

Following Commission direction at its July 21, 2026 meeting, staff returned the approximately 11-acre Lower Mill industrial property to the market for up to 30 days to allow additional market interest and offers to be considered. During that process, the Port received multiple offers for the property.

To provide all interested parties with a fair opportunity to submit their strongest proposal, on August 11, 2026, staff requested highest and best offers from parties that had submitted proposals. This process provided each interested party notice that there was competing interest in the property and an opportunity to revise or reaffirm its proposal before the Port proceeded with further consideration.

The Port's Real Estate Transaction Policy, adopted February 5, 2013, establishes the framework under which the Port acquires, leases, develops, and disposes of real property. The policy recognizes Port real estate as an important strategic asset and directs the Port to use those assets in support of its mission and broader community objectives. *Real Estate Transaction Policy, p. 1 and Section I.*

The Real Estate Asset Strategy, adopted Aug. 21, 2018, provides a strategic framework for evaluating the Port's real estate portfolio and future development opportunities. Among the factors identified in the strategy are financial performance, development risk, job creation, catalytic development potential and appropriate development timing. *Real Estate Asset Strategy, report pp. 4 and 6.*

Of particular relevance to this transaction, the 2018 Real Estate Asset Strategy specifically identified the Lower Hanel Mill properties as an immediate-action property and recommended sale as the near-term disposition strategy. *Real Estate Asset Strategy, report p. 10.*

These policies direct the Port to manage its real estate portfolio in a manner that supports employment growth and economic development, maintains opportunities for new and existing businesses to locate or expand within the Port District, balances financial return with public policy objectives, and seeks revenues sufficient to support property management, operations, and development whenever possible.

Accordingly, consideration of a sale is not limited solely to purchase price. The Commission may appropriately consider the overall value of the proposed transaction to the Port and community, including the financial terms, proposed use and development of the property,

economic development potential, employment impacts, likelihood of successful completion, and consistency with the Port's broader strategic and public objectives.

The current process is consistent with that framework. Returning the property to the market and providing interested parties an opportunity to submit their highest and best proposals has allowed the Port to evaluate current market interest rather than considering a transaction in isolation. The Commission can therefore consider both the financial value offered for the property and the broader economic and public benefits associated with its disposition.

RECOMMENDATION: MOTION to authorize Executive Director to execute a Purchase and Sale Agreement with _____ subject to final legal review.

Commission Memo

Prepared by:	Kevin Greenwood, Executive Director
Date:	August 18, 2026
Re:	Resolution Modifying Airport Advisory Committee (AAC)

BACKGROUND

On February 17, 2026, the Board adopted Resolution No. 2025-26-16, formally codifying the Airport Advisory Committee pursuant to the Port's By-Laws. The Resolution established the AAC as a permanent advisory committee consisting of:

- Seven appointed voting members serving staggered four-year terms;
- Two permanent voting members representing WAAAM and the Fixed Base Operator (FBO); and
- Two non-voting Port Commissioner liaisons.

Resolution No. 2025-26-16 built upon Resolution No. 2024-25-2, adopted on August 20, 2024, which established staggered four-year terms and authorized appointment of non-electors of the district when no qualified electors are willing to serve.

Terms for Positions 1, 3, 5, and 7 expired on June 30, 2026. Five applications were received for the four vacancies:

- Dave Koebel (incumbent)
- Margo Dameier (incumbent)
- Doug Knight (incumbent)
- Tad McGeer (incumbent)
- Dustin Morantes (new applicant)

At the July 21 Regular Meeting, the Commission appointed Dave Koebel, Dustin Morantes, Doug Knight and Tad McGeer to the AAC. Res. No. 2026-27-3 was not adopted and staff was instructed to return in August.

DISCUSSION

There are three items to discuss:

1. Criteria for Membership – Contract Airport Manager, Jeff Renard, requested that a section (§3(B)) be added to require AAC Membership priority be given to those individuals who are directly involved in the aviation community. That language is included in the resolution presented tonight.
2. Individual Appointments – Currently the AAC Resolution states that there are seven (7) positions. Those positions were filled last month via Commission vote. One incumbent who re-applied was not appointed and Commissioner Bieker asked that staff include in

this evening's resolution for discussion that an eighth position be added and that airport neighbor, Margo Dameier, be appointed to the new position.

3. Membership Appointments – Staff is recommending that future appointments may be made by simply voice vote without a resolution. This is found in §1(E) and will make bi-annual appointments easier and less bureaucratic.

OPTIONS

There are basically two options for the Commission to consider:

1. Renard is recommending that the appointments from last month stand and that no additional members be added at this time. In addition, he is recommending the addition of §3(B) clarifying the backgrounds of AAC members to be pro-aviation community. If this option is preferred by the Commission, the Resolution should be approved by amending the Resolution to strike Section 1(B)(8). Everything else remains.
2. Another option is to allow for a non-aviation member from the community to serve on the AAC as in years past. If the Commission would prefer that policy, the Resolution should be approved by amending the Resolution to strike Section 3(B). Everything else remains.

RECOMMENDATION

MOTION to adopt the resolution with an amendment to strike Section 3(B).

ALTERNATE MOTION

MOTION to adopt the resolution with an amendment to strike Section 1(B)(8).

FISCAL IMPACT

There is no direct fiscal impact associated with the proposed amendment.

ATTACHMENTS:

Resolution No. 2026-27-3

PORT OF HOOD RIVER

Resolution No. 2026-27-3

A RESOLUTION MODIFYING THE AIRPORT ADVISORY COMMITTEE (AAC)

WHEREAS, the By-Laws for the Port of Hood River Board of Commissioners were adopted on May 20, 2025, via Ordinance No. 28 and went into effect 30 days later; AND

WHEREAS, the By-Laws authorize the Board of Commissioners to establish committees to assist the Commission in carrying out its duties (By-Laws, Section 4(G)); and

WHEREAS, the Commission last modified the rules of the Airport Advisory Committee ("AAC") via Res. No. 2025-26-16 on February 17, 2026; and

WHEREAS, during appointments to the AAC at the July 21 meeting, the Commission discussed additional changes to the resolution; NOW THEREFORE

THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. Membership and quorum requirements.

A. There shall be ten voting members on the AAC
B. Appointed Positions:
    1. Position 1. Dave Koebel, through June 30, 2030
    2. Position 2. Ken Musser, through June 30, 2028
    3. Position 3. Dustin Morantes, through June 30, 2030
    4. Position 4. Andreas von Flotow, through June 30, 2028
    5. Position 5. Doug Knight, through June 30, 2030
    6. Position 6. Matt Swihart, through June 30, 2028
    7. Position 7. Tad McGeer, through June 30, 2030
    8. Position 8. Margo Dameier, through June 30, 2028
C. Permanent Positions:
    1. Western Antique Aeroplane & Automobile Museum (WAAAM)
    2. Fixed Base Operator (FBO)
D. Liaisons: Two Port Commissioners serve as non-voting liaisons to the AAC.
E. Future members may be appointed by majority vote of the Commission during an open meeting and not necessarily by resolution.

Section 2. Appointing Requirements.

A. Recruitment process can be found in the Port By-laws Section 4(G)(4).
B. Permanent positions are appointed by WAAAM and the FBO and ratified by the Port Commission as part of the annual business resolution each July.
C. Commissioner liaisons will be appointed as part of the annual business resolution each July.

Section 3. Criteria for Membership.

A. Appointed and Permanent positions may include non-electors of the district.
B. AAC membership priority shall be given to those individuals who are directly involved in the aviation community – pilots, aircraft owners, aviation businesses, flight instruction, or other aeronautical users of the airfield – so that the Committee's advice to the Commission reflects working knowledge of airport operations, safety, and the needs of the aviation tenants and users it serves.

Section 4. Meeting Frequency. The AAC meets not less than once a quarter based upon the

availability of members, or as otherwise determined by the Airport Manager. Meetings shall be noticed following public meeting rules.

Section 5. Staff person assignment. The Port's Airport Manager shall serve as the staff liaison to the AAC and shall provide administrative, technical, and procedural support of the committee. The Port's Director of Real Estate & Asset Management (or similar) is the alternate staff liaison.

Section 6. Length of membership terms. Positions on the AAC are for four years; Permanent positions have no term limitations; Liaisons are appointed annually.

Section 7. Committee category: Permanent.

Section 8. Purpose, scope and authority. The purpose of the AAC is to provide advisory input to Port staff and the Port Commission on matters related to airport planning, development, operations, policies, and community interface. The AAC serves in a recommendatory capacity only and has no independent decision-making authority. All final decisions remain with the Port Commission.

Section 9. Budget for carrying out purpose. Staff/contractor time and printed materials.

Section 10. Acknowledgement of budgetary impacts to the port. The AAC may propose policy considerations to the full Commission that will need budget authority. Potential projects and initiatives will be shared by staff with the Commission for formal budget and procurement authorities.

Adopted by the Board of Commissioners of the Port of Hood River on this 21st day of July 2026.

SIGNED **ATTEST**

_____ _____

Heather Gehring, President Kristi Chapman, Secretary

Commission Memo

Prepared by: Debbie Smith-Wagar, Finance Director
Date: August 18, 2026
Re: Bridge Replacement Impact on Existing Toll Facility

Purpose

Much of this information was provided in March. The contractor designing the replacement bridge, Kiewit, has requested assurance from the Port that the Commission is aware that construction activities will necessitate some changes to the existing toll plaza. This memo provides an update on anticipated impacts to the existing toll facility resulting from the Bridge Replacement Project and outlines current planning efforts to maintain continuity of operations during construction.

The attached resolution is intended as an acknowledgement that the Port Commission is aware of this impact on the toll plaza and will negotiate in good faith when it comes time to actually make the changes.

Background

As the Bridge Replacement Project advances, a key workstream is the development of *continuity of operations* (ConOps) planning. This project is unique in that the Port owns and operates the existing bridge and toll facility, while the Bridge Authority is managing construction and will own the replacement bridge.

Current Assessment

Engineering teams have evaluated several options for accommodating the construction impacts. The leading concept is to remove the full toll booth structure, including the physical booth and overhead shelter, and divert all traffic to the two easternmost lanes.

Some equipment currently located inside the toll booth must remain on site for operational continuity. The working plan is to relocate the internet connection and required systems to a roadside cabinet positioned on the east side of the roadway.

Kapsch, the Port's roadside equipment and transponder vendor, has been actively involved in these discussions. Various equipment configurations have been evaluated, including alternatives to the current tolling hardware. At present, the preferred solution remains under review. Across all options, the Port has emphasized the critical importance of uninterrupted toll system functionality.

Note that this change will not be needed until construction begins. The best-case scenario currently (from the project point of view) is summer of 2027 for the changes to take place. Prior to these changes it will be necessary for the Port and the Bridge Authority to enter into

an intergovernmental agreement designating responsibilities for the entity that will oversee the project and for the costs of the project to be paid by the project.

Key Considerations

- Traffic will be consolidated into the eastern lanes once the toll booth and shelter are removed.
- Certain operational equipment must remain in the field and will be relocated accordingly.
- Kapsch is assisting in identifying solutions that minimize system downtime or process disruptions.
- The Bridge Authority—as the entity constructing the replacement bridge—will be responsible for covering project-related costs associated with toll facility impacts.

An attached image illustrates the existing bridge approach with the proposed alignment for the new bridge overlaid. The engineering analysis shows that construction activities will require removal of the two western-most lanes of the existing toll facility. This is the same illustration that was presented in March.

Conclusion

Planning work is ongoing, with all parties focused on maintaining tolling continuity throughout construction. The Port continues to participate actively to ensure that operational needs are fully understood and that responsible funding for all necessary modifications is

RECOMMENDATION: MOTION to approve Resolution No. 2026-27-4 approving the Toll Plaza Plan for Replacement Bridge Construction.



● Page 3

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PORT OF HOOD RIVER

Resolution No. 2026-27-4

A RESOLUTION APPROVING THE TOLL PLAZA PLAN FOR REPLACEMENT BRIDGE CONSTRUCTION

WHEREAS, the Port of Hood River (Port) recognizes that replacement of the existing bridge is in the Port's best interest; AND

WHEREAS, the path of the replacement bridge begins at nearly the same location as the existing bridge; AND

WHEREAS, construction will affect the existing toll plaza; AND

WHEREAS, the contractor currently providing design services for the replacement bridge needs assurance that the Port agrees to reconfigure the toll plaza; NOW THEREFORE

THE PORT RESOLVES AS FOLLOWS:

The Port agrees that the existing toll plaza will need to be reconfigured to accommodate construction activities once the project receives full funding. The Port agrees to negotiate, in good faith, an intergovernmental agreement with the Hood River White Salmon Bridge Authority to formally agree on the changes necessary to the toll plaza.

Adopted by the Board of Commissioners of the Port of Hood River this 18th day of August, 2026.

SIGNED

_____

Heather Gehring, President

ATTEST

_____

Kristi Chapman, Secretary

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Commission Memo

Prepared by: Debbie Smith-Wagar, Finance Director
Date: August 18, 2026
Re: Audit Results FY 2023-24

Tara Kamp, partner with Clear Trail CPAs, will be attending the meeting to give an overview of the fiscal year 2023-24 audit.

The auditors had four findings (material weaknesses) that need to be addressed by an action plan that is filed with the Oregon Secretary of State's Office. The findings are outlined and addressed in the action plan attached to the resolution following this memo.

A material weakness is defined as "a deficiency, or combination of deficiencies, in internal control over financial reporting that creates a reasonable possibility that a material misstatement of financial statements will not be prevented or detected on a timely basis."

The first material weakness had to do with the reporting of unavailable revenue. When reporting governmental funds, such as the Bridge Replacement Fund, revenue not received in cash within 60 days of the end of the year is reported as "unavailable". The Port's financial statements were initially prepared that way, accounting for BUILD20 grant revenue received in cash in December 2024 as "unavailable". However the auditors pointed out that the requests for reimbursement were filed late, and that is what accounted for the delay in receiving the cash. In that case the amount should not be reported as unavailable. The amount was material to the financial statements.

The second material weakness had to do with recording invoices in the correct fiscal year. A failure of internal controls allowed the error to occur. There is now a checklist that will be prepared at the end of each fiscal year to make sure that all invoices are recorded in the correct fiscal year.

The third material weakness was related to the second one, because the invoices that were recorded in the incorrect fiscal year were also submitted for grant reimbursements, so the forms filed with the Federal Highways Administration for the BUILD20 grant had the wrong dates for the expenditures. The new checklist will correct this internal control issue.

The fourth material weakness was for grant reporting. The Port did not file reports for the BUILD20 grant during the fiscal year. This was due to a communication issue with a vendor, but it is the Port's responsibility to make sure grant reports are filed timely. All grant reporting dates have been added to the finance department calendar to address this issue.

The first two material weaknesses were for financial reporting, and the second two were specific to grant reporting. The Oregon Secretary of State Audits Division requires a response to the first two, and the annual federal grant filing requires a response to the second two issues. All have been combined into one resolution and response.

RECOMMENDATION:
MOTION to approve Resolution No. 2026-27-5 approving the audit action plan for fiscal year 2023-24.

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PORT OF HOOD RIVER

Resolution No. 2026-27-5

A RESOLUTION APPROVING THE AUDIT ACTION PLAN FOR FISCAL YEAR 2023-2024

WHEREAS, the Port of Hood River (Port) is required under ORS 190.091 to have an annual audit; AND

WHEREAS, the Port is required to address significant deficiencies and material weaknesses identified in its audit; AND

WHEREAS, the Port's auditors, Clear Trail CPAs, LLC, identified four material weaknesses; NOW THEREFORE

THE PORT RESOLVES AS FOLLOWS:

Approve the Action Plan attached as Exhibit A.

Adopted by the Board of Commissioners of the Port of Hood River this 18th day of August, 2026.

SIGNED

_____

Heather Gehring, President

ATTEST

_____

Kristi Chapman, Secretary

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August 19, 2026

Oregon Secretary of State
Audits Division
255 Capitol St. NE, Suite #180
Salem, OR 97310

Plan of Action for Port of Hood River

Port of Hood River respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2024. The audit was completed by the independent auditing firm Clear Trail CPAs, LLC and reported the deficiencies listed below. The plan of action was adopted by the members of the governing body at their meeting on August 18, 2026, as indicated by signature below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. Deficiency #1 – Financial Reporting
    a. Type of deficiency: Material Weakness – During our testing of unavailable revenue we noted that reimbursement grants were inaccurately recognized as unavailable during the fiscal year. We recommend thoroughly reviewing unavailable revenue for accuracy.
    b. The Port has implemented a new checklist to confirm that unavailable revenue is reported correctly.
    c. Already implemented.

2. Deficiency #2 – Financial Reporting
    a. Type of deficiency: Material Weakness– During our testing of the Port's Schedule of Expenditures of Federal Awards (SEFA) and federal reimbursements, we noted an instance where revenues and the associated federal expenditures were allocated to the incorrect fiscal year. We recommend the Port review invoices to ensure accuracy of allocation.
    b. The Port has implemented a new checklist to confirm that expenditures are allocated to the correct fiscal year.
    c. Already implemented.

3. Deficiency #3 – Federal Grant Reporting
    a. Type of deficiency: Material Weakness – During our testing of the Port's BUILD20 reporting requirements, we noted the SF-270 report dates were not accurate as a result of the associated expenditures being adjusted. We recommend the Port refiles affected SF-270 to match the reported expenditures for the fiscal year.

b. The checklist noted in Deficiency #2 is also being used to make sure the SF-270s are correct. We are working with the Federal Highway Administration to see about re-filing SF-270s.
c. Already implemented.

4. Deficiency #4 – Federal Grant Reporting
    a. Type of deficiency: Material Weakness – During our testing of the Port's BUILD reporting requirements, we noted the SF-425 reports were not filed for the fiscal year. We recommend the Port file SF-425s timely.
    b. The due dates of all federal grants have been added to the finance calendar and are being filed timely.
    c. Already implemented.

Heather Gehring, President _____ _____
Name and Title Signature

PORT OF HOOD RIVER

HOOD RIVER COUNTY, OREGON

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2024








Port of Hood River, Oregon

Financial Statements

For the fiscal year ended June 30, 2024

Prepared by:

Port of Hood River Staff

Port of Hood River, Oregon
June 30, 2024

BOARD OF COMMISSIONERS

Name	Term Expires
Kristi Chapman, President	June 30, 2027
Heather Gehring, Vice-President	June 30, 2025
Mike Fox, Secretary	June 30, 2025
Tor Bieker, Treasurer	June 30, 2027
Ben Sheppard	June 30, 2025

All Commissioners receive mail at the address listed below.

ADMINISTRATION

Kevin Greenwood, Executive Director
Debbie Smith-Wagar, Finance Director
1000 E Port Marina Drive
Hood River, Oregon 97031

PORT OF HOOD RIVER
Annual Financial Report
June 30, 2024

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FINANCIAL SECTION

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CLEAR TRAIL CPAS
Clear Solutions, Clear Results
2850 SW Cedar Hills Blvd, #2074, Beaverton OR 97005 • 503-586-7170 • ClearTrailCPAS.com

July 31, 2026

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
Port of Hood River
Hood River County, Oregon

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities and each major fund of the Port of Hood River, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities the business-type activities, and each major fund of the Port of Hood River, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Port of Hood River and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Port of Hood River's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.
.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Port of Hood River's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Port of Hood River's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and other required supplementary information as noted in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information presented as required supplementary information, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary information, as listed in the table of contents, and the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CRF) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, are presented for purposes of additional analysis and are not a required part of the basic financial statements. The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the

supplementary information, as listed in the table of contents, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the other information, as listed in the table of contents, and the listing of board members containing their term expiration dates, located before the table of contents, but does not include the basic financial statements and our auditors' report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Reports on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated July 31, 2026 on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

In accordance with Government Auditing Standards, we have also issued our report dated July 31, 2026 on our consideration of the internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance.

Tara M Kamp, CPA

Tara M Kamp, CPA
Clear Trail CPAs, LLC

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PORT OF HOOD RIVER

MANAGEMENT DISCUSSION AND ANALYSIS

For the year ended June 30, 2024

Our discussion and analysis of the Port of Hood River's financial position provides an overview of the Port's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the Port's basic financial statements.

FINANCIAL HIGHLIGHTS

The Port's net position increased $7,960,818, or 14.19%, as a result of this year's:

- Net position of our governmental activities increased by $7,337,705 or 47.72%.
- Net position of our business-type activities increased by $623,113 or 1.53%.
- The total cost of all the Port's programs in 2024 was $14,405,176; in 2023 this cost was $10,215,981, a 41% increase.

The primary reason for this large increase in net position was due to grant revenue received for bridge replacement. State and federal grant revenue for the bridge replacement project was approximately $8.1 million. Investment earnings were also higher in fiscal year 2023-24 compared to the prior year primarily due to higher interest rates.

Expenses were higher primarily due to planning for the new bridge. Other reasons for the increase are discussed below in more detail.

PORT'S ACTIVITIES HIGHLIGHTS

General Fund

The Port's General Fund is primarily used to record property tax collections and expenditures related to policy making and strategic planning as it pertains to the Port's mission and values. Property taxes are a small percentage of the Port's overall revenue, so most expenditures in the General Fund are reimbursed from the Revenue Fund.

Bridge Repair Fund

The Bridge Repair Fund is reported as a major fund.

Toll revenue is transferred from the General Fund into the Bridge Repair Fund to pay for repairs and maintenance on the existing bridge. Major repairs for fiscal year 2023-24 include a project to replace wire ropes on the bridge lift span and replacing underwater pier caps. Significant welding to repair the deck grating was also completed in fiscal year 2023-24.

Bridge Replacement Fund
The Port received $5 million of American Rescue Plan Act (ARPA) grant funds in the last days of fiscal year 2021-22 for planning the replacement bridge across the Columbia River at Hood River. The State of Washington also awarded the Port a $5 million grant for the project, and the Port was successful in obtaining a $5 million Better Utilizing Investment to Leverage Development (BUILD) grant from the federal government. Those grants and the expenditures associated with them are now being recorded in the Bridge Replacement Fund.

The Port recognized more than $8.1 million in grant proceeds for the replacement bridge project in fiscal year 2023-24 and expended a similar amount of money on the project. Also, in fiscal year 2023-24 a new entity was formed, the Hood River White Salmon Bridge Authority (Bridge Authority), and this entity will take over responsibility for building the new bridge.

Bi-State Bridge Fund
In September 2023 the Port increased tolls on the toll bridge. The incremental toll revenue is committed to building a reserve fund for the Bridge Authority so it can borrow money to help finance the new bridge. A new fund, the Bi-State Bridge Fund, was created to record the additional toll revenue and track the payments to the Bridge Authority. An intergovernmental agreement between the Port and the Bridge Authority governs the use of the funds.

Governmental Fund Balances
Other than the Replacement Bridge Fund, the other governmental fund balances increased 12.46% in the General Fund and 4.96% in the Bridge Repair Fund as resources were transferred into the funds from the Revenue Fund.

USING THIS ANNUAL REPORT
This annual report consists of a set of financial statements. The Statement of Net Position and the Statement of Activities provide information concerning the activities of the Port as a whole and present a view of the monetary standing of the Port for the fiscal year end date of June 30, 2024. Fund financial statements provide information on both governmental and proprietary, or business-type funds. A review of these statements will provide information on the Port's revenues, expenditures, capital assets and liabilities and ultimately compare where we were financially when the year started and where we are at the end of the fiscal year.

Reporting the Port as a Whole
The Statement of Net Position and the Statement of Activities provide the background information to determine how the Port's financial situation has changed since the previous year. These statements use "accrual-based accounting," which is similar to accounting procedures used in the private sector. Accrual-based accounting records the Port’s assets and liabilities according to when they were due, not when they were actually paid or received.

These statements report the Port's "net position" and how it changed. This allows one to determine the Port’s fiscal health, or financial position. Net position represents the difference between what the Port owes and what the Port owns. Increase or decrease in net position, taken

in conjunction with the actual activities undertaken by the Port, determine whether the Port's financial health is increasing or decreasing.

The financial statements divide the Port's activities into two areas:

- Governmental Activities - The General Fund, the Bridge Repair Fund, the Bridge Replacement Fund, and the Bi-State Bridge Fund are the primary areas here. Governmental activities include revenues from property taxes, grants, and resources from Revenue Fund transfers in. It includes a wide variety of expenses, including contracts for service, utilities, supplies, and general administrative costs. In the fund statements, these funds are reported using modified accrual accounting and breaks expenditures into basic services- general government and capital outlay.

- Business-type (proprietary) Activities – The Revenue Fund is included here. Most revenues are toll revenue, building lease revenue, and parking fees. Expenses include everything needed to provide those services - personal services, materials and services, and depreciation.

THE PORT'S SITUATION AT THE END OF THE FISCAL YEAR

Table 1 below shows the Port's net position by Governmental and Business-type Activities and provides a comparison to last year's net position. Overall, the Port's net position increased from $56,086,936 to $64,047,754 this year. This increase was primarily due to grant revenue and higher interest earnings.

TABLE 1 - NET POSITION
AS OF JUNE 30,

	Governmental Activities		Business-Type Activities Revenue Fund		Total All Funds	
	2024	2023	2024	2023	2024	2023
Current assets	$ 10,734,285	$ 6,968,097	$ 13,151,874	$ 11,738,290	$ 23,886,159	$ 18,706,387
Restricted assets	-	3,592,256	1,365,270	1,611,389	1,365,270	5,203,645
Leases receivable	-	-	4,609,711	5,921,376	4,609,711	5,921,376
Capital assets	15,960,274	9,270,742	32,161,341	32,904,699	48,121,615	42,175,441
Total Assets	26,694,559	19,831,095	51,288,196	52,175,754	77,982,755	72,006,849
Pension related deferrals	71,976	52,389	721,298	825,133	793,274	877,522
OPEB related deferrals	504	466	2,749	8,582	3,253	9,048
Total Deferred Outflows of Resources	72,480	52,855	724,047	833,715	796,527	886,570
Current liabilities	3,871,977	4,386,345	4,517,845	3,077,175	8,389,822	7,463,520
Long-term debt	-	-	190,000	1,754,534	190,000	1,754,534
Net pension liability	146,890	93,882	1,472,031	1,478,689	1,618,921	1,572,571
Total OPEB liability	5,753	2,924	35,343	46,333	41,096	49,257
Total Liabilities	4,024,620	4,483,151	6,215,219	6,356,731	10,239,839	10,839,882
Pension related deferrals	26,720	24,248	267,764	381,912	294,484	406,160
OPEB related deferrals	2,097	654	12,849	7,296	14,946	7,950
Lease related deferrals	-	-	4,182,259	5,552,491	4,182,259	5,552,491
Total Deferred Inflows of Resources	28,817	24,902	4,462,872	5,941,699	4,491,689	5,966,601
Net Position						
Net investment in capital assets	15,960,274	9,270,742	31,891,341	30,976,165	47,851,615	40,246,907
Restricted - debt service	-	-	94,938	286,300	94,938	286,300
Unrestricted	6,753,328	6,105,155	9,347,873	9,448,574	16,101,201	15,553,729
Total Net Position	$ 22,713,602	$ 15,375,897	$ 41,334,152	$ 40,711,039	$ 64,047,754	$ 56,086,936

Net position increased 14.19%. Unrestricted net position – the portion of that area used to finance day-to-day operation without outside restraints, such as debt covenants, legislation, or other legal requirements, increased 3.52% overall. The net investment in capital assets (the capital asset value minus depreciation and net of any debt associated with the acquisition of capital assets) accounts for 74.71% of the Port's net position.

Table 2 shows the Change in Revenues and Expenses by Governmental and Business-type Activities and provides a comparison to last year's net position.

TABLE 2 - GOVERNMENTAL AND BUSINESS-TYPE ACTIVITIES
FOR THE FISCAL YEARS ENDING JUNE 3OTH

	Governmental Activities		Business-type Activities		Total Primary Government	
Revenues	**2024**	**2023**	**2024**	**2023**	**2024**	**2023**
Program revenues						
Charges for services - tolls	$ -	$ -	$ 8,541,238	$ 5,833,527	$ 8,541,238	$ 5,833,527
Leases, rents and fees	-	-	3,369,670	3,823,240	3,369,670	3,823,240
Capital grants	8,138,496	3,613,653	471,124	286,200	8,609,620	3,899,853
General Government Revenues						
Property taxes	95,855	95,626	-	-	95,855	95,626
Interest earnings	428,081	226,115	980,568	820,800	1,408,649	1,046,915
Other sources	4,906	14,893	336,056	241,721	340,962	256,614
Total Revenues	8,667,338	3,950,287	13,698,656	11,005,488	22,365,994	14,955,775
Expenses						
Governmental Activities						
General government	422,464	567,368	-	-	422,464	567,368
Bridge repair and replacement	6,487,419	2,564,612	-	-	6,487,419	2,564,612
Business-type Activities						
Toll bridge	-	-	2,416,564	2,236,408	2,416,564	2,236,408
Industrial	-	-	1,933,882	1,867,922	1,933,882	1,867,922
Commercial	-	-	355,566	318,993	355,566	318,993
Waterfront industrial	-	-	150,699	260,708	150,699	260,708
Waterfront recreation	-	-	729,656	669,398	729,656	669,398
Marina	-	-	413,513	371,253	413,513	371,253
Airport	-	-	898,016	809,107	898,016	809,107
Administration	-	-	365,171	292,565	365,171	292,565
Maintenance	-	-	187,349	178,052	187,349	178,052
Interest on long-term debt	-	-	44,877	79,595	44,877	79,595
Total Expenses	6,909,883	3,131,980	7,495,293	7,084,001	14,405,176	10,215,981
Transfers	5,580,250	3,890,303	(5,580,250)	(3,890,303)	-	-
Increase in Net Position	7,337,705	4,708,610	623,113	31,184	7,960,818	4,739,794
Beginning Net Postion	15,375,897	10,667,287	40,711,039	40,679,855	56,086,936	51,347,142
Ending Net Position	$ 22,713,602	$ 15,375,897	$ 41,334,152	$ 40,711,039	$ 64,047,754	$ 56,086,936

The Port's total revenues increased by $7.41 million primarily due to higher grant revenue. Total expenses increased by $4.19 million, mostly due to additional repairs on the existing bridge, along with costs expended on the replacement bridge.

GENERAL BUDGETARY HIGHLIGHTS

- The Port Commission adopted a conservative fiscal year 2023-2024 budget. Due to spending at a level that was even more conservative than budgeted and revenues coming in somewhat higher than budget, the fund balance of the General Fund ended the year $114,926 higher than was budgeted. The beginning fund balance was also higher than budget leading to an overall fund balance that was $207,252 higher than budget.

Areas of legal appropriations are personal services, materials and services, capital outlay, debt service, and contingency.

CAPITAL ASSETS

At June 30, 2024, the Port had $47.85 million invested in land, buildings and improvements, the bridge, and equipment. This represents an increase (net of depreciation) of $7.60 million, primarily due to capitalized planning for the new bridge. The Port also paid off a loan that had financed the purchase of one of its industrial properties (the Luhr Jensen building). Additional information on capital assets is available in Note 2D.

Table 3
Capital Assets at Year-end
Net of Depreciation

	Governmental Activities		Business-type Activities		Total	
	2024	2023	2024	2023	2024	2023
Land and const. in progress	$ 8,276,969	$ 2,502,891	$ 11,200,924	$ 10,984,438	$ 19,477,893	$ 13,487,329
Land improvements	-	-	17,498,555	17,140,901	17,498,555	17,140,901
Buildings & improvements	-	-	20,964,830	20,972,671	20,964,830	20,972,671
Bridge & improvements	19,844,702	17,915,700	9,945,779	9,753,784	29,790,481	27,669,484
Equipment	483,991	483,991	884,448	1,015,427	1,368,439	1,499,418
Vehicles	-	-	322,605	322,605	322,605	322,605
Less: accumlated depreciation	(12,645,388)	(11,631,841)	(28,655,800)	(27,285,127)	(41,301,188)	(38,916,968)
NET CAPITAL ASSETS	$ 15,960,274	$ 9,270,741	$ 32,161,341	$ 32,904,699	$ 48,121,615	$ 42,175,440

DEBT OUTSTANDING

As of year-end the Port had total debt outstanding of $270,000. All of the debt is associated with business-type activities assets. Total debt decreased as the Port paid off a bank loan that was used to finance the purchase of an industrial property and made its regularly scheduled debt service payments. Additional information on long-term debt is available in Note 2F.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The Port is involved in a variety of activities that all contribute to the economic health and vitality of the community. The major source of funds for Port operations continues to be the toll bridge, accounting for 71.71% of Port revenues, excluding grants. Lease revenues and other fees decreased due to increased vacancies. Waterfront activities continue to increase as tourism grows in the wake of the pandemic. All Port asset centers (i.e. bridge, industrial/commercial buildings, waterfront, marina, and the airport) continue to provide the Port with significant financial resources which enables diversification of the revenue mix. The Port is considering development opportunities at the Lower Hanel Mill site and is in the final process of developing the site for future industrial uses like warehousing and/or manufacturing.

Challenges facing the Port include the commission’s pledge to end reliance on toll revenue for anything other than bridge repair and replacement by July 1, 2026. In prior years the toll revenue was used for economic development and as a resource for the Port’s airport and park and recreation areas. As we move toward 2026 other sources of funding will need to be identified to support airport operations, economic development, and parks and recreation.

The Port receives property taxes which are recorded in the General Fund, however these taxes only account for less than 1% of total revenues and are used to fund governmental activities. Capital grants continue to play a vital role in how the Port develops its properties like the airport, bridge, and the remaining undeveloped land on the Hood River waterfront. The 10+ acre property ("Lot 1") is prime light industrial property that represents the last remaining large, developable property on the waterfront. The Port is currently assessing streets and traffic flow in the area using money from an economic development grant.

The following categories are helpful in describing the Port's separate business units:

Bridge – Bridge traffic decreased for the year with 4,119,661 crossings, a 7.7% decrease as compared to the previous year. Bridge repairs that closed the bridge or caused single-lane closures accounted for some of the decrease. A significant weather event in January 2024 reduced traffic in the area for one week as ice and snow closed the major highway that runs through Hood River, Interstate 84, for a few days and caused employers to close businesses during that time as well. On June 27, 2024, a truck towing a large piece of machinery hit the lift span on the bridge, causing it to be closed immediately due to safety concerns. The bridge reopened on June 30, 2024 to passenger cars and trucks only. Repairs were completed in July.

This year saw continued capital improvements to the bridge with the completion of the wire rope rehabilitation on the lift span, replacement of underwater pier caps, and significant deck welding. The tolling system underwent a complete overhaul behind the scenes as the Port's back office system moved from a server-based program to a cloud-based program. The 30-year plan for the bridge continues to be refined as the Port moves toward bridge replacement.

Leased Properties – This year, capital improvements included a partial window replacement on the Luhr Jensen Building and asphalt repaving and HVAC updates to the Halyard Building. Work was completed on a full assessment of all of the Port's buildings to begin development of a long-term capital improvement plan focusing on the Port's income-producing properties.

Lease revenues and other reimbursable fees (i.e., utilities and property taxes) for the industrial and commercial properties were $2,527,167 reflecting a decrease of $(223,133) over the prior year. This is mostly due to vacancies and some additional write-offs for uncollectible receivables. Developed property (i.e., industrial and commercial) operating expenses amounted to $2,358,974 of which $548,913 was depreciation. Expenses were slightly higher by $173,059, 7.92%, primarily due to higher wages and utility costs.

Undeveloped Property – There continues to be various discussions on the remaining undeveloped lots at the waterfront. The Port continues to engage the local community as well as incorporate the remaining lots into its Strategic Business Plan which will assist in defining the development options for the remaining parcels. Traffic impacts continue to be a concern for developing the property. The Port received a grant to help pay for traffic mitigation at a main intersection near the undeveloped waterfront property. Undeveloped property expenses amounted to $150,699,

a decrease of $41,753 from the prior year. The decrease is due to lower professional services as the Port focuses on the actual needs of the area.

Recreation – The Port continues to program and manage waterfront activities; during peak periods of the summer this area has considerable traffic and use. The recreational usage along the waterfront continues to challenge the Port's ability to meet public user expectations. The growth in kiteboarding, windsurfing, and the addition of paddle boarding has waterfront users competing against each other for time, access to the water, and space. In May 2023 the Port expanded its paid parking areas to include more of the waterfront along with the boat launch parking lot. This year recreation revenues amounted to $273,492 which is a decrease of $57,347 from the prior year, mostly due to less parking revenue being recorded in the Recreation category and more of the parking revenue going to the vacant industrial land department. Recreation expenses amounted to $729,656 of which $138,700 was depreciation. Expenses were higher than the prior year by $60,258, primarily due to higher wages for maintenance staff and higher utilities. The Port is looking for ways to increase other revenues to help support waterfront recreation.

Marina – The marina continues to have a wait list of nearly 100 potential slip renters seeking space in a Marina with a total of 165 slips. The marina has a history of 100% occupancy and this year is no exception. For the year, marina revenues amounted to $429,369 which is virtually unchanged from the prior year. Cruise ship dockings continued throughout the summer months. Marina expenses were $413,513, of which $102,813 was depreciation. Expenses were higher by $42,260 from the prior year due to higher maintenance and utility costs related to the marina.

Airport – Airport hangar rates were not increased in 2024 after a 10% increase in 2023. Airport revenues were $300,248 which is $18,691 more than the prior year. Capital grants amounted to $185,807 for the remainder of fuel tank replacement and work on the AWOS system. Expenses amounted to $898,016 of which $524,972 was depreciation. Expenses increased by $88,909 from the prior year, which primarily was attributable to more professional services and maintenance.

Economic Factors - The Port has a stable set of resources for ongoing operations and maintenance such as tolls and lease revenues but will face challenges as it reduces the amount of toll revenue available for economic development. The Hood River area continues to see a high demand for housing but also continues to have a limited supply of developable properties, keeping housing prices high which puts a strain on the workforce.

Uncertainties about future economic changes and financial impacts are common throughout the region. To deal with the swings in the economy and to plan for future capital expansion, the Port has routinely set aside resources to meet its financial policies.

The Budget Committee (five Port commission members and five citizen members) considered a wide range of factors when establishing the budget for the fiscal year ending June 30, 2025. Estimates were made for a range of revenues, including property taxes, toll revenue, lease income, and grants. The committee approved cost-of-living and step increases for all staff. The number of full-time equivalent (FTE) employees did not change. Before construction of the new

bridge can get underway the Port will need to move its administrative offices since the existing building is in the path of the new bridge approach. Planning for this transition is included in the fiscal year 2024-2025 budget. The Port is also considering selling one of its under-performing industrial buildings to free up cash to be invested in other revenue-generating ventures.

Requests for Information

This financial report is designed to provide a general overview of the Port of Hood River's finances for all those with an interest in the Port's finances. Questions concerning any of the information provided in the report or requests for additional financial information should be addressed to:

Port of Hood River
Finance Director
1000 E Port Marina Drive
Hood River, Oregon 97031

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BASIC FINANCIAL STATEMENTS

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PORT OF HOOD RIVER

STATEMENT OF NET POSITION
JUNE 30, 2024

	Governmental Activities	Business-Type Activities	Total
ASSETS			
Cash and investments	$ 3,188,382	$ 11,734,372	$ 14,922,754
Cash and investments (restricted)	-	1,365,270	1,365,270
Receivables (net)	7,545,903	849,584	8,395,487
Prepaid expenses	-	282,809	282,809
Supply inventory	-	21,792	21,792
Deposits	-	158,317	158,317
Note receivable	-	105,000	105,000
Leases receivable	-	4,609,711	4,609,711
Capital assets, non-depreciable	8,276,969	11,200,924	19,477,893
Capital assets, (net of accumulated depreciation)	7,683,305	20,960,417	28,643,722
Total Assets	26,694,559	51,288,196	77,982,755
DEFERRED OUTFLOWS OF RESOURCES			
Pension related deferral	71,976	721,298	793,274
OPEB related deferral	504	2,749	3,253
Total Deferred Outflows of Resources	72,480	724,047	796,527
LIABILITIES			
Current Liabilities			
Accounts payables and other liabilities	-	2,858,368	2,858,368
Breezeby outstanding	-	923,350	923,350
Unearned revenue	3,871,977	572,322	4,444,299
Interest payable	-	781	781
Accrued compensated absences	-	83,024	83,024
Due within one year	-	80,000	80,000
Non-Current Liabilities			
Net pension liability	146,890	1,472,031	1,618,921
Total OPEB liability	5,753	35,343	41,096
Due in more than one year	-	190,000	190,000
Total Liabilities	4,024,620	6,215,219	10,239,839
DEFERRED INFLOWS OF RESOURCES			
Pension related deferral	26,720	267,764	294,484
OPEB related deferral	2,097	12,849	14,946
Lease related deferrals	-	4,182,259	4,182,259
Total Deferred Inflows of Resources	28,817	4,462,872	4,491,689
NET POSITION			
Net Investment in Capital Assets	15,960,274	31,891,341	47,851,615
Restricted for:			
Debt service	-	94,938	94,938
Unrestricted	6,753,328	9,347,873	16,101,201
Total Net Position	$ 22,713,602	$ 41,334,152	$ 64,047,754

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

STATEMENT OF ACTIVITIES
For the year ended June 30, 2024

		Program Revenues		Net Revenue (Expenses) and Changes in Net Position		
Functions/Programs	Expenses	Charges for Services	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Governmental Activities:						
General government	$ 422,464	$ -	$ -	$ (422,464)	$ -	$ (422,464)
Bridge repair	1,268,294	-	-	(1,268,294)	-	(1,268,294)
Bridge replacement	5,219,125	-	8,138,496	2,919,371	-	2,919,371
Total Governmental Activities	6,909,883	-	8,138,496	1,228,613	-	1,228,613
Business Type Activities						
Revenue Fund	7,450,416	11,910,908	471,124	-	4,931,616	4,931,616
Interest on Long Term Debt	44,877	-	-	-	(44,877)	(44,877)
Total Business Type Activities	7,495,293	11,910,908	471,124	-	4,886,739	4,886,739
Total Primary Government	$ 14,405,176	$ 11,910,908	$ 8,609,620	1,228,613	4,886,739	6,115,352
		General Revenues:				
		Property taxes		95,855	-	95,855
		Earnings on investments		428,081	980,568	1,408,649
		Miscellaneous		4,906	336,056	340,962
		Total General Revenues		528,842	1,316,624	1,845,466
		Transfers		5,580,250	(5,580,250)	-
		Change in net position		7,337,705	623,113	7,960,818
		Net Position beginning of year		15,375,897	40,711,039	56,086,936
		Net Position end of year		$ 22,713,602	$ 41,334,152	$ 64,047,754

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2024

	Funds				
	General	Bridge Repair	Bridge Replacement	Bi-State Bridge Replacement	Total Governmental Funds
ASSETS					
Cash and investments	$ 1,171,159	$ 1,713,209	$ -	$ 303,566	$ 3,187,934
Cash with fiscal agent	448	-	-	-	448
Due from Bridge Replacement Fund	-	3,671,102	-	-	3,671,102
Taxes receivable	2,824	-	-	-	2,824
Grants receivable	-	-	7,543,079	-	7,543,079
Total Assets	$ 1,174,431	$ 5,384,311	$ 7,543,079	$ 303,566	$ 14,405,387
LIABILITIES					
Due to Bridge Repair Fund	$ -	$ -	$ 3,671,102	$ -	$ 3,671,102
Unearned revenue	-	-	3,871,977	-	3,871,977
Total Liabilities	-	-	7,543,079	-	7,543,079
DEFERRED INFLOWS OF RESOURCES					
Unavailable revenue - property taxes	2,180	-	-	-	2,180
Total Deferred Inflows of Resources	2,180	-	-	-	2,180
FUND BALANCES					
Committed for bridge repair and replacement	-	5,384,311	-	303,566	5,687,877
Unassigned	1,172,251	-	-	-	1,172,251
Total Fund Balances	1,172,251	5,384,311	-	303,566	6,860,128
Total Liabilities,Deferred Inflows of Resources, and Fund Balances	$ 1,174,431	$ 5,384,311	$ 7,543,079	$ 303,566	$ 14,405,387

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS
TO STATEMENT OF NET POSITION
JUNE 30, 2024

Total Fund Balances - Governmental Funds	$	6,860,128
Amounts Reported for Governmental Activities in the Statement of Net Position are different because:		
Deferred Outlfows of Resources - Pension Related Deferral		71,976
Deferred Outflows of Resources - OPEB Related Deferral		504
The proportionate share of the net pension liability is not reported as a liability in the governmental funds		(146,890)
The total OPEB liability is not reporteed as a liability in the governmental funds		(5,753)
Deferred Inflows of Resources - Pension Related Deferral		(26,720)
Deferred Inflows of Resources - OPEB Related Deferral		(2,097)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.		
Property taxes		2,180
Capital assets, net used in Governmental Activities are not financial resources and therefore are not reported in the funds.		15,960,274
Net Position of Governmental Activites	$	22,713,602

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
For the year ended June 30, 2024

	Funds				
	General	Bridge Repair	Bridge Replacement	Bi-State Bridge Replacement	Total Governmental Funds
REVENUES					
Property taxes	$ 95,634	$ -	$ -	$ -	$ 95,634
Interest	35,811	250,406	88,416	53,448	428,081
Miscellaneous	-	4,906	-	-	4,906
Income from grants	-	-	8,138,496	-	8,138,496
Total Revenues	131,445	255,312	8,226,912	53,448	8,667,117
EXPENDITURES					
Current					
General government	418,244	-	-	-	418,244
Bridge repair	-	214,523	-	-	214,523
Bridge replacement	-	-	2,510,605	2,708,519	5,219,124
Capital Outlay					
Bridge repair and replacement	-	1,727,155	5,980,242	-	7,707,397
Total Expenditures	418,244	1,941,678	8,490,847	2,708,519	13,559,288
Excess (Deficiency) of Revenues Over (Under) Expenditures	(286,799)	(1,686,366)	(263,935)	(2,655,071)	(4,892,171)
OTHER FINANCING SOURCES (USES)					
Operating transfers in	416,724	1,940,954	263,935	2,958,637	5,580,250
Total Other Financing Sources (Uses)	416,724	1,940,954	263,935	2,958,637	5,580,250
Net change in Fund Balances	129,925	254,588	-	303,566	688,079
FUND BALANCE - Beginning	1,042,326	5,129,723	-	-	6,172,049
FUND BALANCE - Ending	$ 1,172,251	$ 5,384,311	$ -	$ 303,566	$ 6,860,128

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the year ended June 30, 2024

Net Change in Fund Balances - Total Government Funds		$ 688,079
Amounts Reported for Governmental Activities in the Statement of Activities are are different because:		
Government Funds report Capital Outlays as Expenditures while Governmental Activities report Depreciation Expense to allocate those Expenditures over the life of the assets. This is the amount by which Depreciation exceeded Capital Outlays in the current period.		
Expenditures for Capital Assets	7,707,397	
Less: Current Year Depreciation	(1,017,864)	6,689,533
Property taxes		220
The pension expense represents the change in net pension asset (liability) from year to year due to changes in total pension liability and the fair value of the pension plan net position available to pay pension benefits.		
Pension expense represents net change in total pension liability for the year.		(35,894)
OPEB expense represents the net change in total OPEB liability for the year.		(4,233)
Change in Net Position of Governmental Activities		$ 7,337,705

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

STATEMENT OF NET POSITION
PROPRIETARY FUND
JUNE 30, 2024

	REVENUE FUND
ASSETS	
Current Assets	
Cash and investments	$ 11,734,372
Accounts receivable (net of allowance for uncollectibles)	849,584
Prepaid expenses	282,809
Inventory	21,792
Non-Current Assets	
Cash and investments (restricted)	1,365,270
Deposits	158,317
Note receivable	105,000
Leases receivable	4,609,711
Capital assets (net of accumulated depreciation)	
Land	8,940,897
Construction in progress	2,260,027
Land improvements	11,117,958
Buildings & improvements	8,111,805
Bridge	1,483,270
Equipment and vehicles	247,384
TOTAL ASSETS	51,288,196
DEFERRED OUTFLOWS OF RESOURCES	
Pension related deferral	721,298
OPEB related deferral	2,749
TOTAL DEFERRED OUTFLOWS OF RESOURCES	724,047
LIABILITIES	
Current Liabilities	
Accounts payable and other current liabilities	2,858,368
Breezeby outstanding	923,350
Unearned revenue	572,322
Interest payable	781
Accrued compensated absences	83,024
FlexLease payable - due within one year	80,000
Non-Current Liabilities	
Net pension liability	1,472,031
Total OPEB liability	35,343
FlexLease payable - due in more than one year	190,000
TOTAL LIABILITIES	6,215,219
DEFERRED INFLOWS OF RESOURCES	
Pension related deferrals	267,764
OPEB related deferral	12,849
Lease related deferrals	4,182,259
TOTAL DEFERRED INFLOWS OF RESOURCES	4,462,872
NET POSITION	
Net investment in capital assets	31,891,341
Restricted - debt service	94,938
Unrestricted	9,347,873
TOTAL NET POSITION	$ 41,334,152

See the accompanying notes to the basic financial statements

PORT OF HOOD RIVER

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION - PROPRIETARY FUND
For the year ended June 30, 2024

	REVENUE FUND
OPERATING REVENUES	
Bridge tolls	$ 8,541,238
Leases, rents and fees	3,369,670
Total Operating Revenues	11,910,908
OPERATING EXPENSES	
Personnel services	2,612,179
Materials and services	3,213,348
Depreciation expense	1,624,889
Total Operating Expenses	7,450,416
Operating Income	4,460,492
NON-OPERATING REVENUES (EXPENSES)	
Interest income	543,422
Interest related to leases	437,146
Income from other sources	239,937
Interest expense	(44,877)
Gain on disposal of capital assets	96,119
Total Non-operating Revenues (Expenses)	1,271,747
Income before Capital Contributions and Operating Transfers	5,732,239
CAPITAL GRANTS AND TRANSFERS	
Capital grants and contributions	471,124
Operating transfers out	(5,580,250)
Total Capital Contributions and Transfers	(5,109,126)
Change in Net Position	623,113
Total Net Position - Beginning	40,711,039
Total Net Position - Ending	$ 41,334,152

See the accompanying notes to the basic financial statements

PORT OF HOOD RIVER

STATEMENT OF CASH FLOWS
PROPRIETARY FUND
For the year ended June 30, 2024

	REVENUE FUND
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	$ 11,870,021
Cash paid to suppliers	(1,594,569)
Cash paid to employees and benefits	(2,632,264)
Net Cash Provided by Operating Activities	7,643,188
CASH FLOWS FROM NONCAPITAL FINANCIAL ACTIVITIES	
Income from other sources and grants	239,937
Transfers to other funds	(5,580,250)
Net Cash (Used) by Noncapital Financing Activities	(5,340,313)
CASH FLOWS FROM CAPITAL FINANCIAL ACTIVITIES	
Capital grant and contribution monies received	471,124
Interest paid on capital debt	(72,386)
Principal payment on capital debt	(1,658,534)
Acquisition and construction of capital assets	(785,412)
Net Cash (Used) for Capital and Related Financing Activities	(2,045,208)
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment earnings	980,568
Net Cash Provided by Investing Activities	980,568
Net Increase in Cash	1,238,235
CASH AND EQUIVALENTS - BEGINNING OF YEAR	11,861,407
CASH AND EQUIVALENTS - END OF YEAR	$ 13,099,642
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATIONS	
Operating Income	$ 4,460,492
Adjustments to reconcile operating income to net cash:	
Depreciation	1,624,889
(Increase) Decrease in:	
Accounts receivable	1,384,063
Prepaid expenses	4,017
Inventory	(5,645)
Decrease (Increase) in:	
Accounts payable	1,620,407
Accrued liabilities	(3,510)
Pension items	(16,971)
OPEB items	396
Unearned revenues	(54,718)
Lease items	(1,370,232)
Net Cash Provided by Operating Activities	$ 7,643,188

See the accompanying notes to the basic financial statements

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NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The financial statements of the Port of Hood River, Oregon, have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

Port of Hood River (Port) is a municipal corporation governed by an elected board of commissioners consisting of a president, vice-president, secretary, treasurer, and a fifth commissioner. As required by generally accepted accounting principles in the United States of America, all activities of the Port have been included in these financial statements.

Component units, as defined by the Governmental Accounting Standards Board (GASB) Statement No. 14, 39 and 61, are separate organizations which are included in the reporting entity because of the significance of their operational or financial relationships with the Port. There are no component units reported herein.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on bridge toll revenues and lease income.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as *program revenues* include:

1) Charges to customers or applicants for goods, services, or privileges provided,
2) Operating grants and contributions, and
3) Capital grants and contributions, including special assessments.

Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Port considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due. Property taxes associated with the current fiscal period are recognized as revenues in the current fiscal period if collected within 60 days after year end.

D. Budgetary Basis of Accounting

While the financial position, results of operations, and changes in fund balance or net position is reported on the basis of accounting principles generally accepted in the United States of America (GAAP), the budgetary basis of accounting differs from generally accepted accounting principles. The budgetary statements provided as part of required supplementary information and supplementary information elsewhere in this report are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The primary differences between the budgetary basis and GAAP are that capital outlay is expensed when purchased, depreciation and amortization expenses are not reported, property taxes are recognized as revenue based on when they are received instead of when levied, inventory is recorded on the consumption basis, and proceeds of long-term borrowing are recognized as an “other financing source” and principal paid is considered an expenditure when paid.

The Port reports the following major governmental funds:

The *General Fund* is the Port’s primary administration fund. Financial transactions not specifically related to the Port’s other funds are accounted for therein. The major revenue sources are property taxes, interest income and revenues transferred from the Port’s enterprise fund.

The *Bridge Repair Fund* is a special revenue fund. This fund accounts for the revenues and expenditures related to the bridge capital improvements that are made to maintain or extend its structures, surfaces, and integrity of its components into the future. It is financed by transfers received from a portion of the bridge toll revenues and by interest income earned from within the fund.

The *Bridge Replacement Fund* is a special revenue fund. This fund accounts for the revenues and expenditures related to the bridge replacement activities. It is financed primarily by grants. Although this fund is focused on building a capital asset, the Port will not own the bridge when it is completed, so the fund is not a capital projects fund.

The *Bi-State Bridge Replacement Fund* is a special revenue fund. This fund accounts for toll revenue that is committed for the replacement bridge project. In September 2023 the Port increased tolls, and that additional toll revenue was pledged to build reserves to finance construction of the replacement bridge.

The Port reports the following major enterprise fund:

The *Revenue Fund* is the Port's enterprise fund. This fund was established to account for the revenues and expenses of the Port's operating activities. The primary sources of revenue are bridge tolls, lease rentals, fees, grant proceeds, and proceeds from the sale of any assets.

Proprietary funds distinguish operating revenues and expenses from non-operating items. The principal operating revenues of the enterprise fund are bridge tolls, lease rentals and fees, and operating grants. Operating expenses for the enterprise fund include administrative expenses, maintenance, insurance, and depreciation on capital assets. All other revenues and expenses are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Port's policy to use restricted resources for their intended purposes first then unrestricted resources as they are needed. Within unrestricted resources, committed and assigned are considered spent (if available) for their intended purposes before unassigned amounts.

E. Cash and Investments

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Fair Value Inputs and Methodologies and Hierarchy

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based upon the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each fund has the ability to access, or

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs), or

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each fund's own assumptions used in determining the fair value of investments).

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for an identical asset or liability (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgement exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

F. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the reporting period. Actual results could differ from those estimates.

G. Budgets

A budget is prepared for all funds, in accordance with the modified accrual basis of accounting and legal requirements set forth in the Oregon Local Budget Law. The budget process begins in each fiscal year with the establishment of the Budget Committee. Recommendations are developed through late winter with the Budget Committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The Board of Commissioners may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is then adopted, appropriations are made, and the tax levy declared no later than June 30th.

Expenditure budgets are appropriated at the following levels for each fund:

LEVEL OF CONTROL	
Personnel Services	Interfund Transfers
Materials and Services	Debt Service
Capital Outlay	Operating Contingency

Appropriations lapse at the fiscal year-end. Management may amend line items in the budget without Commissioner approval as long as appropriation levels (the legal level of control) are not changed. Supplemental appropriations may occur if the Commissioners approve them due to a need which exists that was not determined at the time the budget was adopted.

Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2024.

H. Assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position or equity

1. Deposits and investments – restricted and unrestricted
   The Port's cash and cash equivalents are considered to be cash on hand, checking deposits, short-term investments with original maturities of three months or less from the date of acquisition and investments in securities with existing maturities of eight years or less. Investments are recorded at fair value when a market price is available. Assets whose use is restricted to specific purposes by state law or bond indenture are segregated on the Statement of Net Position.

2. Receivables and payables
   Property tax receivables are deemed to be substantially collectable or recoverable through foreclosure. Accordingly, no allowance for doubtful accounts is deemed necessary with regard to property taxes. All other receivables are shown net of an allowance for uncollectable.

   Property taxes are levied and become a lien as of July 1. Property taxes are assessed in October and tax payments are due November 15th. Under the partial payment schedule, the first one-third of taxes are due November 15th, the second one-third on February 15th, and the remaining one-third on May 15th. A three percent discount is allowed if full payment is made by November 15th, and a two percent discount is allowed if two-thirds payment is made by November 15th. Taxes become delinquent if not paid by the due date and interest accrues after each trimester at a rate of one percent per month. Property foreclosure proceedings are initiated three years after the tax due date.

   Accounts receivable, accordingly, do have an allowance for doubtful accounts that is monitored based upon the payment trends of accounts and their business's ability to pay. If an account depicts financial stress, an agreement is normally renegotiated to keep a past due balance from becoming uncollectible.

   Lease receivables are recognized at the net present value of the leased assets at a borrowing rate either explicitly described in the agreement or implicitly determined by the Port, reduced by principal payments received.

3. Inventories
   The Port's inventory at year end is stated at cost, using the first in first out method.

4. Prepaid Expenses
   Certain payments to vendors reflect costs applicable to a future accounting period(s) and are recorded as prepaid items in both government-wide and fund financial statements.

5. Capital Assets

   In accordance with GASB Statement No. 34, the Port has reported all capital assets, which include property, equipment, and infrastructure assets (e.g., roads, bridges), in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Port as assets with an initial individual cost of more than $5,000 and an estimated useful life in excess of two years. The useful lives generally range from 5 to 40 years for land and building improvements, 20 to 60 years for bridge and related improvements, and 5 to 15 years for equipment. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

   The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for land, buildings, and improvements are capitalized as projects are purchased or constructed. Capital assets other than land and construction in progress are depreciated using the straight-line method over the estimated useful life of the asset.

6. Compensated Absences

   It is the Port's policy to permit employees to accumulate earned but unused vacation leave, which will be paid to employees upon separation from service. All vacation pay is accrued when incurred in the government-wide financial statements and in the proprietary fund financial statements. The Port allows for a maximum of 240 hours of vacation to be carried forward at the end of a calendar year.

7. Non-current liabilities

   In the government-wide financial statements long-term debt and notes payable are reported as long-term liabilities in the Port's Statement of Net Position.

   In the fund financial statements, governmental fund types recognize bond premiums, or discounts at the time of bond issuance and are either reported as other financing sources or uses. The face amount of debt issued is reported as other financing sources.

   Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

8. Net position & fund balance

   In the government-wide Statement of Net Position, net investment in capital assets represents total capital assets less accumulated depreciation and capital related debt, net of unspent bond proceeds. Restricted net position represents net position that is not subject solely to the Port's own discretion. The statement of net position reports $94,938 of restricted net position which is restricted for the Port's future bond debt service. Unrestricted net position represents amounts not included in other categories.

In the fund financial statements, fund balance is reported in a classification that is comprised of a hierarchy based on the extent to which the Port is bound to honor constraints on the specific purpose for which amounts in those funds can be spent. The Port reports fund balances in the following categories:

Nonspendable fund balance includes amounts that cannot be spent because either 1) it is not in a spendable form, such as inventory or prepaid items or 2) legally or contractually required to be maintained intact.

Restricted fund balance has externally enforceable limitations imposed by creditors, grantors, contributors, laws and regulations of other governments, or laws through constitutional provisions or enabling legislation.

Committed fund balance is self-imposed limitations at the highest level of decision-making authority (Board of Commissioners). The Board of Commissioners' approval is required to commit resources or to rescind the commitment. This is done by vote and/or passing a resolution.

Assigned fund balance represents limitations imposed by management and/or Board of Commissioners that do not meet the criteria to be classified as restricted or committed. Assigned fund balance requests are submitted to the Executive Director and/or the Board of Commissioners for approval.

Unassigned fund balance represents the residual net resources in excess of the other classifications. The general fund is the only fund that can report a positive unassigned fund balance, and any governmental fund can report a negative unassigned fund balance.

It is the policy of the Port that resources are to be expended in the following order: Restricted, Committed, Assigned, and Unassigned.

9. Deferred outflows/inflows of resources

Deferred outflows of resources represent a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resource (expense/expenditure) until then. These include deferrals related to the PERS pension plan and the Port's OPEB are also reported as deferred outflows on the Statement of Net Position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period(s) and therefore will not be recognized as an inflow of resources (revenue) until that time. The Port has two types of deferred inflows under the modified accrual basis of accounting, property taxes and grants. Accordingly, the item *unavailable revenue* is only reported in the governmental funds balance sheet. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available. The Port also has three items which arise under full accrual accounting in the statement of net position: deferrals related to the PERS pension plan, the Port's OPEB, and the Port's leases receivable.

10. Retirement Plans

Substantially all of the Port's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense, information about the fiduciary net position of PERS, along with additions to and deductions from PERS's fiduciary net position, have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value. GASB Statements 68 and 71 have been implemented as of July 1, 2014.

NOTE 2 – DETAILED NOTES ON ALL FUNDS

A. Cash and investments

Deposits with financial institutions

The Port's deposits are held in a qualified bank depository meeting the requirements specified by the Oregon State Treasurer's office as well as the Port's investment policy.

Being a qualified bank depository provides an additional level of collateral to mitigate the level of custodial risk that may be present when deposits exceed the $250,000 level of insured funds by the Federal Depository Insurance Corporation (FDIC). The level of custodial risk relates to the level of insurance a financial institution will provide if financial difficulties were to occur that would affect Port deposits.

The bank balance as of June 30, 2024 maintained by the Port was $6,626,698. At various times during the fiscal year, bank balances exceeded the FDIC limit but any funds in excess of the FDIC insured limit were covered by collateral pledged by qualified depositories. These depositories are qualified by the Oregon State Treasurer's office.

	Balance	
	Book	**Bank**
Checking Account - General	$ 609,268	$ 709,887
Checking Account - Payroll	983	983
Money Market	5,915,828	5,915,828
Total Checking Deposits	$ 6,526,079	$ 6,626,698

Investments

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7 like external investment pool and is not registered with the U. S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund's compliance with all portfolio guidelines can be found in their annual report when issued.

The LGIP seeks to exchange shares at $1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at $1.00 per share, it is possible to lose money by investing in the pool. The fair value of the Port's position is the same as the value of the Port's pool shares. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. Amounts in the State treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial reports of the Oregon Short Term Fund can be found here:

http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx. If the link has expired please contact the Oregon Short Term Fund directly.

At June 30, 2024, the Port held a significant amount of its investments in the LGIP having a carrying amount of $6,402,139 which approximates fair value. As of June 30, 2024, the fair value of the position in the LGIP is 100.39% of the value of the pool shares as report in the Oregon Short Term Fund audited financial statements. The Port held other agency, banking and energy investments worth $3,357,483.

Current investment ratings and weighted average maturities depicted as follows:

Investment Type	Credit Quality	Type of Issuer	Fair Value Activity Level	Fair Value	Weighted Avg to Maturity in Years
LGIP	Not Rated	66%	Quoted Market Price, Level 1	$ 6,402,139	
Port of Morrow	Moody Aa2	2%	Quoted Market Price, Level 1	199,242	0.17
Federal Home Loan Bank	Moody Aaa	2%	Quoted Market Price, Level 1	199,466	0.67
ExxonMobil	Moody AA2	2%	Quoted Market Price, Level 1	196,694	0.72
Federal Farm Credit Bank	Moody AAA	2%	Quoted Market Price, Level 1	194,236	1.90
San Bernadino County	Moody A1	5%	Quoted Market Price, Level 1	487,515	2.21
Marion County School District	Moody Aa1	2%	Quoted Market Price, Level 1	186,748	1.96
California State	Moody Aa2	3%	Quoted Market Price, Level 1	340,182	2.25
California State University	Moody AA2	2%	Quoted Market Price, Level 1	183,286	2.34
California State GO	Moody Aa2	2%	Quoted Market Price, Level 1	188,990	2.25
Port of Oakland	Moody A1	1%	Quoted Market Price, Level 1	87,264	2.83
San Bernadino School District	Moody A1	2%	Quoted Market Price, Level 1	181,844	3.08
Port of Morrow	Moody Aa2	2%	Quoted Market Price, Level 1	192,472	3.17
Port of Morrow	Moody Aa2	2%	Quoted Market Price, Level 1	192,472	3.17
North Clackamas School District	Moody Aa1	2%	Quoted Market Price, Level 1	175,444	3.96
Freddie Mac	Not Rated	2%	Quoted Market Price, Level 1	184,276	5.11
Portland Community College	Moody Aa1	2%	Quoted Market Price, Level 1	167,352	5.96
		100%		$ 9,759,622	

As of June 30, 2024 the Port held the following cash and investments:

	General Fund	Special Revenue Funds	Enterprise Fund	Total Fair Value
Cash on Hand	$ -	$ -	$ 1,875	$ 1,875
Checking Deposits	-	-	610,251	610,251
Money Market	-	-	5,915,828	5,915,828
Cash with Fiscal Agent	448	-	-	448
Local Government Investment Pool	1,171,159	2,016,775	3,214,205	6,402,139
Investments (at fair value)	-	-	3,357,483	3,357,483
Total Cash & Investments	$ 1,171,607	$ 2,016,775	$ 13,099,642	$16,288,024

The cash and investments are reflected in the financial statements as follows:

Cash & Investments	$ 1,171,607	$ 2,016,775	$ 11,734,372	$14,922,754
Cash & Investments - restricted	-	-	1,365,270	1,365,270
Total Cash & Investments	$ 1,171,607	$ 2,016,775	$ 13,099,642	$16,288,024

Fair value of financial assets and liabilities:

The Port estimates the fair value of its monetary assets and liabilities based upon the existing interest rates related to such assets and liabilities compared to the current market rates of interest for instruments of a similar nature and degree of risk. The Port estimates that all of its monetary assets and liabilities approximate fair value as of June 30, 2024.

Custodial credit risk

Custodial credit risk is the risk that in the event of failure of the bank and/or counterparty, the Port will not be able to recover the value of its deposit and investments or collateral securities in possession of an outside party.

Credit risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. The State Treasurer's investment pool account is unrated as to credit risk.

Interest rate risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment.

Concentration of credit risk

Concentration of credit risk is the risk of a loss attributed to the magnitude of a government's investment in a single issuer. The Port has a formal policy that places a limit on the amount that it may invest in any one issuer and mitigates the other types of investment risk through analysis of the securities it will purchase that will align with its Investment policy both in maturity, investment quality, capital needs and safekeeping. The LGIP investment represents 65.6% of the Port's total investments.

B. Receivables

Accounts receivable consist of amounts due for grants, rents, taxes and other fees. The balances for governmental and business-type activities on June 30, 2024 are as follows:

	Type of Activities		
	Governmental	Business	Total
Accounts receivables - trade	$ -	$ 1,526,829	$ 1,526,829
Grants receivable	7,543,079	34,664	7,577,743
Taxes receivable	2,824	-	2,824
Interest receivable	-	21,405	21,405
Less: Allowance for doubtful accounts	-	(733,314)	(733,314)
Net accounts receivable	$ 7,545,903	$ 849,584	$ 8,395,487

C. Leases Receivable

The Port adopted GASB 87 for the year ended June 30, 2022. The primary objective of this statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this statement, a lessor is required to recognize a lease receivable and a deferred inflow of resources.

The Port has multiple leases for various industrial, commercial, and airport property. The receivable and deferred inflow activity for the current year is as follows:

Business-Type Activities	Receivable Outstanding June 30,2023	Additions	Reductions	Receivable Balance June 30,2024
Industrial Properties				
Big 7, interest at 7.5%, monthly principal and interest payments of $22,746, due 2025	$ 70,137	$ 32,166	$ 51,681	$ 50,622
Halyard, interest at 7.5%, monthly principal and interest payments of $26,066, due 2035	2,438,099	-	134,495	2,303,604
Jensen Building, interest at 7.5%, monthly principal and interest payments of $31,717, due 2031	871,057	-	344,330	526,727
Maritime Building, interest at 7.5%, monthly principal and interest payments of $26,067, due 2029	1,507,625	-	206,743	1,300,882
Timber Incubator Building, 7.5% interest, monthly principal and interest payments of $3,561, due 2027	123,090	146,726	58,690	211,126
Wasco Building, interest at 7.5%, monthly principal and interest payments of $15,176, due 2027	627,655	-	627,655	-
Commercial				
Marina East, interest at 7.5%, monthly principal and interest payments of $1,625 due 2024	20,110	40,622	26,667	34,065
Marina West, interest from 0.03% to 7.5%, monthly principal and interest payments of $3,649, due 2028	166,062	-	54,654	111,408
Airport		-	-	
Various leases, interest at 7.5%, monthly principal and interest payments of $4,511, due 2026	97,541	-	26,264	71,277
Total Business-Type Activities	$ 5,921,376	$ 219,514	$1,531,179	$ 4,609,711

Business-Type Activities	Deferred Inflows Outstanding June 30,2023	Additions	Reductions	Deferred Inflows Balance June 30,2024
Industrial Properties				
Big 7, interest at 7.5%, monthly principal and interest payments of $22,746, due 2025	$ 80,832	$ 32,166	$ 63,922	$ 49,076
Halyard, interest at 7.5%, monthly principal and interest payments of $26,066, due 2035	2,269,912	-	193,183	2,076,729
Jensen Building, interest at 7.5%, monthly principal and interest payments of $31,717, due 2031	809,108	-	337,393	471,715
Maritime Building, interest at 7.5%, monthly principal and interest payments of $26,067, due 2029	1,416,928	-	236,155	1,180,773
Timber Incubator Building, 7.5% interest, monthly principal and interest payments of $3,561, due 2027	112,876	146,726	64,217	195,385
Wasco Building, interest at 7.5%, monthly principal and interest payments of $15,176, due 2027	588,809	-	588,809	-
Commercial				
Marina East, interest at 7.5%, monthly principal and interest payments of $1,625 due 2024	18,798	40,622	26,250	33,170
Marina West, interest from 0.03% to 7.5%, monthly principal and interest payments of $3,649, due 2028	163,807	-	52,869	110,938
Airport		-	-	
Various leases, interest at 7.5%, monthly principal and interest payments of $4,511, due 2026	91,421	-	26,948	64,473
Total Business-Type Activities	$ 5,552,491	$ 219,514	$1,589,746	$ 4,182,259

Future maturities are as follows:

	Industrial Leases Receivable			
Year Ending June 30,	Principal	Interest	Total Future Payments	Related Deferred Inflows
2025	$ 640,106	$ 306,486	$ 946,592	$ 693,965
2026	626,634	260,214	886,848	643,223
2027	642,430	212,150	854,580	610,665
2028	502,829	168,559	671,388	463,903
2029	516,449	131,059	647,508	445,671
2030-2034	1,237,085	334,178	1,571,263	971,365
2035	227,429	7,166	234,595	144,886
	$ 4,392,962	$ 1,419,812	$ 5,812,774	$ 3,973,678

	Commercial Leases Receivable			
Year Ending June 30,	Principal	Interest	Total Future Payments	Related Deferred Inflows
2025	$ 42,120	$ 2,207	$ 44,327	$ 42,498
2026	41,898	1,460	43,358	41,638
2027	42,689	669	43,358	41,638
2028	18,765	37	18,802	18,334
	$ 145,472	$ 4,373	$ 149,845	$ 144,108

	Airport Leases Receivable			
Year Ending June 30,	Principal	Interest	Total Future Payments	Related Deferred Inflows
2025	26,923	4,433	31,356	25,789
2026	29,013	2,343	31,356	25,789
2027	15,341	337	15,678	12,895
	$ 71,277	$ 7,113	$ 78,390	$ 64,473

D. Capital Assets

Capital asset activity for governmental activities for the year ended June 30, 2024 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities:				
Capital assets not being depreciated:				
Construction in progress	$ 2,502,891	$ 7,707,397	$ 1,933,319	$ 8,276,969
Total capital assets, not being depreciated	2,502,891	7,707,397	1,933,319	8,276,969
Capital assets being depreciated:				
Bridge & improvements	17,915,700	1,933,319	4,317	19,844,702
Electronic toll equipment	483,991	-	-	483,991
Total capital assets being depreciated	18,399,692	1,933,319	4,317	20,328,693
Less: Accumulated depreciation for:				
Bridge & improvements	(11,410,657)	(973,925)	4,317	(12,380,265)
Electronic toll equipment	(221,184)	(43,939)	-	(265,123)
Total accumulated depreciation	(11,631,841)	(1,017,864)	4,317	(12,645,388)
Total capital assets being depreciated, net	6,767,851	915,455	8,634	7,683,305
Governmental activities capital assets, net	$ 9,270,742	$ 8,622,852	$ 1,941,953	$ 15,960,274

Capital asset activity for business-type activities for the year ended June 30, 2024 is as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
Business-type activities:				
Capital assets not being depreciated:				
Land	$ 8,940,897	$ -	$ -	$ 8,940,897
Construction in progress	2,043,541	805,707	589,221	2,260,027
Total capital assets, not being depreciated	10,984,438	805,707	589,221	11,200,924
Capital assets being depreciated:				
Land improvements	17,140,901	363,148	5,494	17,498,555
Buildings & improvements	20,972,671	97,136	104,977	20,964,830
Bridge & improvements	9,753,784	191,995	-	9,945,779
Equipment - office	453,469	-	44,786	408,683
Equipment - operations	561,958	27,148	113,341	475,765
Vehicles	322,605	-	-	322,605
Total capital assets being depreciated	49,205,388	679,427	268,598	49,616,217
Less: Accumulated depreciation for:				
Land improvements	(5,696,496)	(689,196)	5,095	(6,380,597)
Buildings & improvements	(12,314,907)	(631,817)	93,699	(12,853,025)
Bridge & improvements	(8,277,229)	(185,280)	-	(8,462,509)
Equipment - office	(291,216)	(56,227)	42,081	(305,362)
Equipment - operations	(457,190)	(32,762)	113,341	(376,611)
Vehicles	(248,089)	(29,607)	-	(277,696)
Total accumulated depreciation	(27,285,127)	(1,624,889)	254,216	(28,655,800)
Total capital assets being depreciated, net	21,920,261	(945,462)	14,382	20,960,417
Business-type activities capital assets, net	$ 32,904,699	$ (139,755)	$ 603,603	$ 32,161,341

Depreciation using the straight-line method was charged to functions/programs of the primary government as follows:

	Governmental Activities	*Business-Type Activities*
Bridge Repair Fund	$ 1,017,864	$ -
Revenue Fund	-	1,624,889
Total Depreciation Expense	$ 1,017,864	$ 1,624,889

The Port has various leased properties (see above for lease receivable details). Costs of leased properties (also included in the above capital asset detail) are as follows:

Properties	Land	Land Improvements	Buildings	Total
Industrial Buildings	$ 4,954,436	$ 985,249	$ 14,238,606	$ 20,178,291
Commercial Buildings	196,337	71,942	2,316,981	2,585,260
Airport	1,362,814	13,587,686	1,618,543	16,569,043
Waterfront	2,391,910	2,498,864	945,797	5,836,571
Marina	35,400	354,814	1,844,903	2,235,117
Total Cost	8,940,897	17,498,555	20,964,830	47,404,282
Accumulated Depreciation	-	(6,380,597)	(12,853,025)	(19,233,622)
Total Cost, net	$ 8,940,897	$ 11,117,958	$ 8,111,805	$ 28,170,660

E. Interfund receivables, payables, and transfers

The composition of interfund transfers to the General, Bridge Repair, Bridge Replacement, and Bi-State Bridge Replacement funds to cover their fund expenses at June 30, 2024, are as follows:

	Transfers	
	In	Out
General Fund	$ 416,724	$ -
Bridge Repair Fund	1,940,954	-
Bridge Replacement Fund	263,935	-
Bi-State Bridge Fund	2,958,637	
Revenue Fund	-	5,580,250
Total	$ 5,580,250	$ 5,580,250

The Bridge Replacement Fund's primary cash flow is reimbursable grants. Since the fund has limited cash available, the Bridge Repair Fund has provided cash to pay vendors prior to reimbursement requests. At June 30, 2024 the Bridge Replacement Fund owed the Bridge Repair Fund $3,671,102. That interfund liability will be eliminated when grant funds are received.

F. Long-term debt

In the following table, long-term debt information is presented with respect to governmental and business-type activities. The table below presents current year changes in those obligations and the current portions due for each issue. Each issuance of debt is defined below as well as their annual debt service requirements to maturity. The long-term debt activity for the year ended June 30, 2024 is as follows:

Business-Type Activities	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Direct Borrowings and Placements					
Flexlease - Series 2010E	$ 50,000	$ -	$ 25,000	$ 25,000	$ 25,000
Flexlease - Series 2013B	300,000	-	55,000	245,000	55,000
Bonds					
Taxable General Revenue Bond	1,578,534	-	1,578,534	-	-
Total Business-Type Activities	$ 1,928,534	$ -	$ 1,658,534	$ 270,000	$ 80,000

Flexlease Payable – Business-Type Activity

The Port has entered into two financing agreements with the Special Districts Association of Oregon Flexlease Program to finance the expansion of the Port's marina and to upgrade its electrical infrastructure with associated dock improvements. The Flexlease program issued Certificates of Participation Series 2010E and 2013B, totaling $290,000 and $770,000, respectively. The interest rates for the 2010E and 2013B series are fixed for each series and range from 1.5% to 4.4% and 2.0% to 3.90%, respectively. Revenues as well as special assessments from the expanded and improved marina are expected to fund the debt service for each series. Upon the event of default, the Trustee shall not have the right to declare the unpaid principal components of the installment payments due and payable, but can initiate whatever action necessary under law. Events of Default – failure to pay installment payments or make false statements in the official statement, and not comply with disclosure requirement. There are no acceleration clauses. Annual debt service requirements to maturity of the 2010E Flexlease payable is as follows:

	Flexlease Series 2010E - Business-Type Activities		
Year Ending June 30,	Principal	Interest	Total Debt Service
2025	$ 25,000	$ 550	$ 25,550
Total	$ 25,000	$ 550	$ 25,550

Interest expense during the current fiscal year on the 2010E series Flexlease Loan was $1,650.

Annual debt service requirements for the 2013B Flexlease loan is as follows:

	Flexlease Series 2013B - Business-Type Activities		
Year Ending June 30,	Principal	Interest	Total Debt Service
2025	$ 55,000	$ 9,788	$ 64,788
2026	60,000	7,200	67,200
2027	65,000	4,388	69,388
2028	65,000	1,463	66,463
	$ 245,000	$ 22,838	$ 267,838

Interest expense during the current fiscal year on the 2013B series Flexlease Loan was $12,263.

Taxable General Revenue Bond – Business-Type Activity

In March 2020 the Port decided to refinance a loan used to purchase an industrial property on the waterfront, the Luhr Jensen building.

The taxable general revenue bond had semi-annual payments due on January and July 15th every year with a fixed rate of interest rate of 3.75%. Among other covenants, bridge tolls were pledged for repayment. During the 2023-2024 budget process the decision was made to pay off the loan. All outstanding principal and interest were paid in January 2024.

Interest expense during the current fiscal year on the taxable general revenue bond was $31,211.

NOTE 3 – OTHER INFORMATION

A. Oregon Public Employees Retirement System (PERS)

Plan Description – The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A.

a) **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.

i) Pension Benefits. The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, and 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated either by a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results. A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after

reaching age 50. Tier 1 general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier 2 members are eligible for full benefits at age 60.

ii) Death Benefits. Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following contributions are met:
- member was employed by PERS employer at the time of death,
- member died within 120 days after termination of PERS covered employment,
- member died as a result of injury sustained while employed in a PERS-covered job, or
- member was on an official leave of absence from a PERS-covered job at the time of death.

iii) Disability Benefits. A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

iv) Benefit Changes after Retirement. Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA is 2%.

b) **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.

i) Pension Benefits. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age: Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General Service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

ii) Death Benefits. Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

iii) Disability Benefits. A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall

receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

iv) Benefit Changes after Retirement. Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

Contributions – PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2021 actuarial valuation, which became effective July 1, 2023. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2024 were approximately $309,137 excluding amounts to fund employer specific liabilities. In addition, approximately $102,983 in employee contributions were paid by Port employees in fiscal 2024.

At June 30, 2024, the Port reported a net pension liability of $1,618,921 for its proportionate share of the net pension liability. The pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability, was determined by an actuarial valuation dated December 31, 2021. The Port's proportion of the net pension liability was based on a projection of the Port's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of the measurement date of June 30, 2023 and 2022, the Port's proportion was 0.0086% and 0.0103%, respectively. Pension expense for the year ended June 30, 2024 was $18,922.

The rates in effect for the year ended June 30, 2024 were:

(1) Tier 1/Tier 2 – 18.70%
(2) OPSRP general services – 17.03%

Deferred inflows/outflows are as follows:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	$ 79,170	$ (6,419)
Changes of assumptions	143,815	(1,072)
Net difference between projected and actual earnings on investments	29,099	-
Changes in proportionate share	115,070	(199,140)
Differences between employer contributions and employer's proportional share of system	116,983	(87,853)
Total (prior to post-MD contributions)	484,137	(294,484)
Contributions subsequent to the MD	309,137	-
Total	$ 793,274	$ (294,484)

The amount of contributions subsequent to measurement date will be included as a reduction of the net pension liability in the fiscal year ended June 30, 2025.

Amounts reported as deferred outflows or inflow of resources related to pension will be recognized in pension expense as follows:

Year Ending June 30,	Amount
2025	$ 94,474
2026	28,486
2027	(86,613)
2028	133,763
2029	(4,617)
Total	$ 165,493

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated February 2, 2024. Oregon PERS produces an independently audited Annual Comprehensive Financial Report which can be found at:

oregon.gov/pers/Documents/Financials/ACFR/2023-ACFR.pdf

Actuarial Valuations – The employer contribution rates effective July 1, 2023 through June 30, 2025 were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year) and (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

Actuarial Methods and Assumptions:

Valuation date	December 31, 2021
Experience Study Report	2020, Published July 20, 2021
Actuarial cost method	Entry Age Normal
Amortization method	Level percentage of payroll
Asset valuation method	Market value of assets
Inflation rate	2.40 percent
Investment rate of return	6.90 percent
Projected payroll growth	3.40 percent
Cost of Living Adjustment	Blend of 2.0 percent COLA and graded COLA (1.25/0.15 percent) in accordance with *Moro* decision, blend based on service.
Mortality	**Healthy retirees and beneficiaries:** Pub-2010 Healthy Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. **Active members:** Pub-2010 Employee, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valutaion. **Disabled retirees:** Pub-2010 Disable Retiree, sex distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2020 Experience Study which is reviewed for the four-year period ending December 31, 2020.

Assumed Asset Allocation:

Asset Class/Strategy	Low Range	High Range	OIC Target
Debt Securities	20.0%	30.0%	25.0%
Public Equity	22.5%	32.5%	27.5%
Real Estate	9.0%	16.5%	12.5%
Private Equity	17.5%	27.5%	20.0%
Real Assets	2.5%	10.0%	7.5%
Diversifying Strategies	2.5%	10.0%	7.5%
Opportunity Portfolio	0.0%	5.0%	0.0%
Total			100.0%

Source: June 30, 2023 PERS ACFR; p. 125

Long-Term Expected Rate of Return:
To develop an analytical basis for the selection of the long-term expected rate of return assumption, in January 2023 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target	Compound Annual Return (Geometric)
Global Equity	27.50%	7.07%
Private Equity	25.50%	8.83%
Core Fixed Income	25.00%	4.50%
Real Estate	12.25%	5.83%
Master Limited Partnerships	0.75%	6.02%
Infrastructure	1.50%	6.51%
Hedge Fund of Funds - Multistrategy	1.25%	6.27%
Hedge Fund of Funds - Hedge	0.63%	6.48%
Hedge Fund of Funds - Macro	5.62%	4.83%
Assumed Inflation- Mean		*2.35%*

Source: June 30, 2023 PERS ACFR; p. 92

Discount Rate – The discount rate used to measure the total pension liability was 6.90 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Port's proportionate share of the net pension liability to changes in the discount rate – The following presents the Port's proportionate share of the net pension liability calculated using the discount rate of 6.90 percent, as well as what the Port's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.90 percent) or 1-perentage-point higher (7.90 percent) than the current rate.

	1% Decrease (5.9%)	Discount Rate (6.9%)	1% Increase (7.9%)
Port's proportionate share of the net pension liability	$ 2,674,153	$ 1,618,921	$ 735,804

Changes Subsequent to the Measurement Date

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based upon the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting change, if available.

There are no changes subsequent to the June 30, 2023 Measurement Date that meet this requirement and thus would require a brief description under the GASB standard.

Deferred Compensation Plan

A deferred compensation plan is available to employees wherein they may execute an individual agreement with the Port for amounts earned by them to not be paid until a future date when certain circumstances are met. These circumstances are: termination by reason of death, disability, resignation, or retirement; unforeseeable emergency; or by requesting a de minimus distribution from inactive accounts valued less than $5,000. Payment to the employee will be made over a period not to exceed 15 years. The deferred compensation plan is one which is authorized under IRC Section 457 and has been approved in its specifics by a private ruling from the Internal Revenue Service. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the Port.

OPSRP Individual Account Program (OPSRP IAP)

Plan Description – Employees of the Port are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003. Chapter 238A created the Oregon Public Service Retirement Plan (OPSRP), which consists of the Defined Benefit Pension Program and the Individual Account Program (IAP). Membership includes public employees hired on or after August 29, 2003. PERS members retain their existing defined benefit plan accounts, but member contributions are deposited into the member's IAP account. OPSRP is part of OPERS, and is administered by the OPERS Board.

Pension Benefits – Participants in OPERS defined benefit pension plans also participate in their defined contribution plan. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of the five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account and vested employer account as a lump-sum payment or in equal installments over a 5, 10, 15, or 20 year period or an anticipated life span option. Each distribution option has a $200 minimum distribution limit.

Death Benefits – Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions – Employees of the Port pay six (6) percent of their covered payroll. Effective July 1, 2020, currently employed Tier 1/Tier 2 and OPSRP members earning $2,500 or more per month (increased to $3,333 per month on January 1, 2022) will have a portion of their 6 percent monthly IAP contributions redirected to an Employee Pension Stability Account. The Employee Pension Stability Account will be used to pay part of the member's future benefit. Of the 6 percent monthly contribution, Tier1/Tier 2 will have 2.5 percent redirected to the Employee Pension Stability Account and OPSRP will have 0.75 precent redirected to the Employee Pension Stability Account, with the remaining going to the member's existing IAP account. Members may voluntarily choose to make additional after-tax contributions into their IAP account to make a full 6 percent contribution to the IAP. The Port did have employees that chose to make voluntary optional contributions to their IAP accounts for the year ended June 30, 2024.

Retirement Health Insurance Account

Plan Description – As a member of the Oregon Public Employees Retirement System (OPERS) the Port contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The Plan is closed to new entrants after January 1, 2004. OPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700.

Funding Policy – Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to $60 dollars or the total monthly cost of Medicare companion health insurance premium coverage, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of $60 dollars shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance form OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating employers are contractually required to contribute to RHIA at a rate assessed each year by OPERS, and the Port currently contributes 0.53% of annual covered OPERF payroll and 0.45% of OPSRP payroll under a contractual requirement in effect until June 30, 2023. Consistent with GASB Statement 75,

the OPERS Board of Trustees sets the employer contribution rates as a measure of the proportionate relationship of the employer for the employer's portion is determined by comparing the employer's actual, legally required contributions made during the fiscal year of all employers. The Port's contributions to RHIA for the years ended June 30, 2022, 2023, and 2024 are $285, $240, and $0 respectively, which equaled the required contributions each year. As of June 30, 2024, the Port's net OPEB liability/(asset) and deferred inflows and outflows were not considered significant by management and were not accrued to the government wide statements.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online, or by contacting PERS at the following address: PO Box 23700, OR 97281-3700.

http://www.oregon.gov/pers/EMP/Pages/GASB.aspx

B. Post-Employment Benefits Other Than Pensions (OPEB)

Plan Description – A program is provided for the availability for retirees and their spouses to purchase healthcare insurance at the same group rates as the Port pays for its active employees. No plan has been established to account for this activity. Since the former employees' service has caused this benefit to be available, generally accepted accounting principles requires that the costs of these services be calculated and shown as a cost of operations and/or as a liability for providing a future benefit in the financial statements. Disclosure of the liability is mandatory.

Funding Policy – The benefits from this program are paid by the Port on a self-pay basis and the required contribution is based on projected pay-as-you go financing requirements. There is no obligation on the part of the Port to fund these benefits in advance.

Actuarial Methods and Assumptions – The Port engaged an actuary to perform an evaluation as of July 1, 2023 using entry age normal Actuarial Cost Method. The Single Employer OPEB Plan liability was determined using the following actuarial assumptions, applied to all periods including the measurement.

Discount Rate per Year – 3.65%
General Inflation Rate per year - 2.4%
Salary Scale per year – 3.4%

Health Care cost Trends:

Year	Trend
2023	6.75%
2024	6.50%
2025	5.75%
2026	5.25%
2027-2028	5.00%
2029	4.75%
2030-2031	4.50%
2032	4.25%
2033-2045	4.00%
2046-2064	4.25%
2065-2071	4.00%
2072+	3.75%

Mortality rates were based on rates adopted by the Oregon Public Employees Retirement System (PERS) for its December 31, 2022 actuarial valuation of retirement benefits.

Turnover rates were based on percentages developed for the valuation of benefits under Oregon PERS and vary by years of service.

Disability rates were not used.

Retirement rates were based on Oregon PERS assumptions. Annual rates are based on age, Tier 1/Tier 2, OPSRP, duration of service, and employment classification.

The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations.

The Port does not pay for any explicit retiree OPEB under GASB 75.

Changes in Total OPEB Liability

Balance as of June 30, 2022	$ 49,463
Changes for the Year:	
Service Cost	4,572
Interest	1,153
Changes of Assumptions or Other Input	(4,621)
Benefit Payments	(1,310)
Net Change for the Year	(206)
Balance as of June 30, 2023	$ 49,257

Balance as of June 30, 2023	$ 49,257
Changes for the Year:	
Service Cost	3,999
Interest	1,829
Economic/Demographic Gains/Losses	(3,753)
Changes of Assumptions or Other Input	(7,036)
Benefit Payments	(3,200)
Net Change for the Year	(8,161)
Balance as of June 30, 2024	$ 41,096

Sensitivity of the Total Other Post-Employment Benefit Liability to Changes in Discount and Trend Rates – The following presents the total other post-employment benefit liability (TOL), calculated using the discount rate of 3.65 percent, as well as what the liability would be if it was calculated using a discount rate 1-percentage-point lower (2.65 percent) or 1-percentage-point higher (4.65 percent) than the current rate. A similar sensitivity analysis is then presented for changes in the healthcare cost trend assumption:

June 30, 2024	1% Decrease	Current Discount Rate	1% Increase
Total OPEB Liability	$ 44,029	$ 41,096	$ 38,270

June 30, 2024	1% Decrease	Current Trend Rate	1% Increase
Total OPEB Liability	$ 36,942	$ 41,096	$ 45,828

At June 30, 2024, the Port reported deferred outflows of resources and deferred inflows of resources related to the OPEB plan from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	$ 319	$ (6,083)
Changes of assumptions	2,868	(8,863)
Total (prior to post-measurement date contributions)	3,187	(14,946)
Contributions made subsequent to the measurement date	66	-
Total deferred outflows (inflows) of resources	$ 3,253	$ (14,946)

Deferred outflows of resources related to OPEB of $66 relating to the Port's contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the year ended June 30, 2025. Other amounts reported as deferred outflow or inflow of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ending June 30,	Amount
2025	$ (1,566)
2026	(2,865)
2027	(2,718)
2028	(1,871)
2029	(1,610)
Thereafter	(1,129)
Total	$ (11,759)

C. Risk Management

The Port is exposed to various risks of loss related to torts; theft or damage to and destruction of assets; errors and omissions; and natural disasters for which the Port carries commercial insurance. There have been no settlements in the past four fiscal years that exceeded insurance coverage.

D. Contingent Liability

There are no contingent liabilities with the Port.

E. Property Tax Limitations

The State of Oregon has a constitutional limit on property taxes for schools and non-school government operations. The limitation provides that property taxes for non-school operations are limited to $10 to each $1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation debt.

An additional limit reduces the amount of operating property tax revenues available. The reduction was accomplished by rolling property values for 1997-98 back to their 1995-96 values less 10% and limiting

future tax value growth of each property assessed value to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The Constitution also sets restrictive voter approval requirements for most tax and many fee increases, as well as new bond issues.

F. Related Party Transactions

A Port Commissioner owns the local equipment and power-tool supply store. The supplier charges the Port the same amount as all other customers. The Port paid the supplier $22,951 in fiscal year 2024 for parts and equipment. At June 30, 2024 the Port owed the supplier $789.

G. Subsequent Events

Bridge Accident

On June 27, 2024, a piece of heavy equipment being towed by a truck crossing the bridge hit overhead beams on the lift span. The bridge was closed immediately for safety reasons. The bridge reopened to passenger cars and trucks on June 30, 2024, but remained closed to larger vehicles until repairs were made. The bridge was closed from 7:00 p.m. to 7:00 a.m. each night from July 8, 2024 until July 20, 2024. On July 20, 2024 the bridge reopened to all traffic.

Loss to the Port is estimated at $1.4 million. The Port expects the truck's insurance carrier to cover $1.0 million of the loss.

AET

On April 1, 2025, the Port closed the toll booth on the bridge and switched to all electronic tolling (AET). Initial costs include severance pay for the toll takers who were laid off, new signage, and a contract with a third party to print and mail invoices. The switch to AET is expected to save money in the long term.

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REQUIRED SUPPLEMENTARY INFORMATION

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PORT OF HOOD RIVER

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2024

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Year Ended June 30,	(a) Employer's proportion of the net pension liability (NPL)	(b) Employer's proportionate share of the net pension liability (NPL)	(c) Port's covered payroll	(b/c) NPL as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2024	0.01%	$ 1,618,921	$ 1,966,783	82.3%	81.7%
2023	0.01%	1,572,571	1,777,232	88.5%	84.5%
2022	0.01%	1,194,040	1,875,945	63.7%	87.6%
2021	0.01%	2,019,973	1,632,810	123.7%	75.8%
2020	0.01%	1,475,842	1,587,107	93.0%	80.2%
2019	0.01%	1,187,708	1,288,432	92.2%	82.1%
2018	0.01%	1,024,309	1,262,404	81.1%	83.1%
2017	0.01%	1,189,375	1,241,215	95.8%	80.5%
2016	0.01%	474,231	1,182,892	40.1%	91.9%
2015	0.01%	(201,797)	1,144,446	-17.6%	103.0%

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date.

SCHEDULE OF CONTRIBUTIONS

Year Ended June 30,	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's Covered Payroll	Contributions as a percent of covered payroll
2024	$ 309,137	$ 309,137	$ -	$ 1,816,529	17.0%
2023	305,869	305,869	-	1,966,783	15.6%
2022	277,380	277,380	-	1,777,232	15.6%
2021	260,860	260,860	-	1,875,945	13.9%
2020	254,914	254,914	-	1,632,810	15.6%
2019	212,174	212,174	-	1,587,107	13.4%
2018	170,841	170,841	-	1,288,432	13.3%
2017	138,374	138,374	-	1,262,404	11.0%
2016	134,541	134,541	-	1,241,215	10.8%
2015	88,721	88,721	-	1,182,892	7.5%

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date.

PORT OF HOOD RIVER

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2024

SCHEDULE OF THE TOTAL OPEB LIABILITY

Fiscal Year End Date	(a) Total OPEB Liability (TOL)	(b) Covered Payroll	(b/c) TOL as a percentage of Covered Payroll	Valuation Date
June 30, 2024	$ 41,096	$ 2,009,707	2.0%	July 1, 2023
June 30, 2023	49,257	1,966,783	2.5%	July 1, 2021
June 30, 2022	49,463	1,777,232	2.8%	July 1, 2021
June 30, 2021	49,070	1,875,945	2.6%	July 1, 2019
June 30, 2020	40,984	1,632,810	2.5%	July 1, 2019
June 30, 2019	28,767	1,587,107	1.8%	July 1, 2017
June 30, 2018	26,109	1,288,432	2.0%	July 1, 2017

This schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

PORT OF HOOD RIVER

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2024

SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY

Year ended June 30,	Beginning Total OPEB Liability	Service Cost	Interest on Total OPEB Liability	Economic/ Demographic Gains or Losses	Changes of Assumption or Other Input	Benefit Payments	Ending Total OPEB Liability
2024	$ 49,257	$ 3,999	$ 1,829	$ (3,753)	$ (7,036)	$ (3,200)	$ 41,096
2023	49,463	4,572	1,153	-	(4,621)	(1,310)	49,257
2022	49,070	4,117	1,167	(6,658)	2,527	(760)	49,463
2021	40,984	3,523	1,554	-	3,216	(207)	49,070
2020	28,767	2,424	1,195	2,609	6,622	(633)	40,984
2019	26,109	2,388	1,020	-	(725)	(25)	28,767
2018	24,667	2,494	774	-	(1,802)	(24)	26,109

This schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

PORT OF HOOD RIVER

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

GENERAL FUND
For the year ended June 30, 2024

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Property taxes	$ 90,000	$ 90,000	$ 95,634	$ 5,634
Investment earnings	15,000	15,000	35,811	20,811
Total Revenues	105,000	105,000	131,445	26,445
EXPENDITURES				
Current Operating:				
Personal services	326,289	326,289	149,743	176,546
Materials and services	373,550	373,550	268,501	105,049
Total Expenditures	699,839	699,839	418,244	281,595
Excess (Deficiency) of Revenues Over (Under) Expenditures	(594,839)	(594,839)	(286,799)	308,041
OTHER FINANCING SOURCES (USES)				
Transfers in	609,839	609,839	416,724	(193,115)
Total Other Financing Sources (Uses)	609,839	609,839	416,724	(193,115)
Net Change in Fund Balance	15,000	15,000	129,925	114,926
Fund Balance - Beginning	950,000	950,000	1,042,326	92,326
Fund Balance - Ending	$ 965,000	$ 965,000	$ 1,172,251	$ 207,252

PORT OF HOOD RIVER

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

BRIDGE REPAIR FUND
For the year ended June 30, 2024

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Investment earnings	$ 100,000	$ 100,000	$ 250,406	$ 150,406
Miscellaneous	-	-	4,906	4,906
Total Revenues	100,000	100,000	255,312	155,312
EXPENDITURES				
Current Operating:				
Personal services	100,845	100,845	87,988	12,857
Materials and services	186,000	186,000	126,535	59,465
Capital outlay	3,670,000	3,670,000	1,727,155	1,942,845
Contingency	500,000	500,000	-	500,000
Total Expenditures	4,456,845	4,456,845	1,941,678	2,515,167
Excess (Deficiency) of Revenues Over (Under) Expenditures	(4,356,845)	(4,356,845)	(1,686,366)	2,670,479
OTHER FINANCING SOURCES (USES)				
Transfers in	1,156,845	1,156,845	1,940,954	784,109
Total Other Financing Sources (Uses)	1,156,845	1,156,845	1,940,954	784,109
Net Change in Fund Balance	(3,200,000)	(3,200,000)	254,588	3,454,588
Fund Balance - Beginning	5,500,000	5,500,000	5,129,723	(370,277)
Fund Balance - Ending	$ 2,300,000	$ 2,300,000	$ 5,384,311	$ 3,084,311

PORT OF HOOD RIVER

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

BRIDGE REPLACEMENT FUND
For the year ended June 30, 2024

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Investment earnings	$ 2,000	$ 2,000	$ 88,416	$ 86,416
Income from grants	8,575,000	8,575,000	8,138,496	(436,504)
Total Revenues	8,577,000	8,577,000	8,226,912	(350,088)
EXPENDITURES				
Current Operating:				
Personal services	127,000	127,000	38,272	88,728
Materials and services	343,000	2,643,000	2,472,333	170,667
Capital outlay	8,952,000	6,652,000	5,980,242	671,758
Total Expenditures	9,422,000	9,422,000	8,490,847	931,153
Excess (Deficiency) of Revenues Over (Under) Expenditures	(845,000)	(845,000)	(263,935)	581,065
OTHER FINANCING SOURCES (USES)				
Transfers in	845,000	845,000	263,935	(581,065)
Total Other Financing Sources (Uses)	845,000	845,000	263,935	(581,065)
Net Change in Fund Balance	-	-	-	-
Fund Balance - Beginning	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ -	$ -

PORT OF HOOD RIVER

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

BI-STATE BRIDGE FUND
For the year ended June 30, 2024

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Investment earnings	$ -	$ -	$ 53,448	$ 53,448
EXPENDITURES				
Current Operating:				
Materials and services	3,600,000	3,600,000	2,708,519	891,481
Excess (Deficiency) of Revenues Over (Under) Expenditures	(3,600,000)	(3,600,000)	(2,655,071)	944,929
OTHER FINANCING SOURCES (USES)				
Transfers in	3,600,000	3,600,000	2,958,637	(641,363)
Net Change in Fund Balance	-	-	303,566	303,566
Fund Balance - Beginning	-	-	-	-
Fund Balance - Ending	$ -	$ -	$ 303,566	$ 303,566

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SUPPLEMENTARY INFORMATION

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PORT OF HOOD RIVER

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

REVENUE FUND
For the year ended June 30, 2024

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Toll bridge	$ 10,046,000	$ 10,046,000	$ 8,720,158	$ (1,325,842)
Industrial buildings	2,779,600	2,779,600	2,360,965	(418,635)
Commercial buildings	228,350	228,350	166,202	(62,148)
Waterfront industrial land	126,700	126,700	246,570	119,870
Waterfront recreation	319,200	319,200	273,530	(45,670)
Marina	514,900	514,900	429,369	(85,531)
Airport	294,000	294,000	300,248	6,248
Investment income	100,000	100,000	543,422	443,422
Investment valuation gain	-	-	61,817	61,817
Income from grants and other sources	1,366,750	1,366,750	465,654	(901,096)
Total Revenues	15,775,500	15,775,500	13,567,935	(2,207,565)
EXPENDITURES				
Personal services	3,083,800	3,083,800	2,618,248	465,552
Materials and services	3,919,348	3,919,348	3,213,348	706,000
Capital outlay	3,289,901	3,289,901	895,412	2,394,489
Debt service	1,735,500	1,735,500	1,730,920	4,580
Contingency	500,000	500,000	-	500,000
Total Expenditures	12,528,549	12,528,549	8,457,928	4,070,621
Revenues Over (Under) Expenditures	3,246,951	3,246,951	5,110,007	1,863,056
OTHER FINANCING SOURCES (USES)				
Property sales	-	-	5,000	5,000
Transfers out	(6,211,684)	(6,211,684)	(5,580,250)	631,434
Total Other Financing Sources (Uses)	(6,211,684)	(6,211,684)	(5,575,250)	636,434
Net Change in Fund Balance	(2,964,733)	(2,964,733)	(465,243)	2,499,490
Fund Balance - Beginning	10,600,000	10,600,000	11,001,891	401,891
Fund Balance - Ending	$ 7,635,267	$ 7,635,267	$ 10,536,648	$ 2,901,381
Reconciliation to Net Position				
Capital Assets, Net			32,161,341	
Net Pension Liability			(1,472,031)	
Pension Related Deferrals			453,534	
Total OPEB Liability			(35,343)	
OPEB Related Deferrals			(10,100)	
Accrued Interest payable			(781)	
Long Term Debt			(270,000)	
Deferred Note Receivable and Grant			139,644	
Deferred Revenues			(24,514)	
Accrued Payroll			(61,222)	
Accrued Compensated Absences			(83,024)	
Net Position			$ 41,334,152	

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SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

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PORT OF HOOD RIVER

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended June 30, 2024

Federal Grantor/Program Title	Federal Assistance Listing Number	Agency or Pass-Through Number	Pass-Through Agency	Expenditures	Passthrough to Subrecipients
U.S. Department of the Treasury					
Passed through State Agencies:					
Coronavirus State and Local Fiscal Recovery Funds	21.027	8220	Department of Administrative Services	$ 153,017	-
U.S. Department of Transportation					
Direct:					
BUILD Grant	20.933	693JJ32240008	NA	4,245,733	-
Federal Aviation Administration					
Direct:					
Airport Improvement Program	20.106	3-41-0026-017-2022	NA	9,523	-
TOTAL FEDERAL AWARDS				$ 4,408,273	$ -

PORT OF HOOD RIVER

Notes to the Schedule of Expenditures of Federal Awards

June 30, 2024

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards included the federal grant activity of the Port of Hood River under programs of the federal government for the year ended June 30, 2024. The information in this schedule is presented in accordance with the requirements of 2 CFR 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Because the schedule presents only a selected portion of the operations of the Port, it is not intended and does not present the financial position, changes in net position, or cash flow of the Port.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting. Expenditures reported on this schedule are recognized following the cost principles in 2 CFR 200, where certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through identifying numbers are presented where available.

The Port has elected not to use the 10% de minimis indirect cost rate as allowed under Uniform Guidance.

INDEPENDENT AUDITORS' REPORT REQUIRED BY OREGON STATE REGULATIONS

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July 31, 2026

Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Port of Hood River as of and for the year ended June 30, 2024, and have issued our report thereon dated July 31, 2026. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statues as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)**
- **Programs funded from outside sources.**

In connection with our testing nothing came to our attention that caused us to believe the Port of Hood River was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, except for the following:

1. During our testing of bids/quotes, we noted an instance for a vendor where the Port did not perform bidding or quoting procedures. We recommend that the Port performs and documents bids/quotes in accordance with ORS279, ORS279A, ORS279B and ORS279C.
2. During our review of the 2024-2025 budget, we noted that the Port did not make estimates for prior year delinquent tax collections.
3. During our review of the 2024-2025 budget, we noted that the Port did not separate amounts for principal and interest for each debt obligation.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of internal control over financial reporting.

We noted matters involving the internal control structure and its operations that we consider to be material weaknesses under standards established by the American Institute of Certified Public Accountants, which we noted in the Schedule of Findings and Questioned Costs.

This report is intended solely for the information and use of the Board and management and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



Tara M Kamp, CPA
Clear Trail CPAs, LLC

GRANT COMPLIANCE REVIEW

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July 31, 2026

To the Board of Commissioners
Port of Hood River
Hood River County, Oregon

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities and each major fund of the Port of Hood River as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the basic financial statements, and have issued our report thereon dated July 31, 2026.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented, or detected and corrected on a timely basis.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies, therefore material weaknesses may exist that have not been identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses noted as FS-2024-01 and FS-2024-02.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the financial statements are free from material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, which are described in the accompanying Schedule of Findings and Questioned Costs.

Entity's Responses to Findings

The entity's responses to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. The responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Tara M Kamp, CPA
Clear Trail CPAs, LLC

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July 31, 2026

To the Board of Commissioners
Port of Hood River
Hood River County, Oregon

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Port of Hood River's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the major federal programs for the year ended June 30, 2024. The major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Port of Hood River complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Port of Hood River and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to its federal programs.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards,* and the

Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items SA-2024-03 and SA-2024-04. Our opinion on each major federal program is not modified with respect to these matters.

Government Auditing Standards requires the auditor to perform limited procedures on the Port of Hood Rivers's response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance, therefore material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Government Auditing Standards requires the auditor to perform limited procedures on the entity's response to the internal control over compliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. The response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on it.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Tara M Kamp, CPA
Clear Trail CPAs, LLC

PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2024

SECTION I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued	Unmodified	
Internal control over financial reporting:		
Material weakness(es) identified?	☒ yes	☐ no
Significant deficiency(s) identified that are not considered to be material weaknesses?	☐ yes	☒ none reported
Noncompliance material to financial statements noted?	☐ yes	☒ no
Any GAGAS audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?	☐ yes	☒ no

FEDERAL AWARDS

Internal control over major programs:		
Material weakness(es) identified?	☒ yes	☐ no
Significant deficiency(s) identified that are not considered to be material weaknesses?	☐ yes	☒ none reported
Type of auditors' report issued on compliance for major programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance?	☐ yes	☒ no

PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2024

IDENTIFICATION OF MAJOR PROGRAMS

CFDA NUMBER	NAME OF FEDERAL PROGRAM CLUSTER
20.933	BUILD Grant

Dollar threshold used to distinguish between type A and type B programs:	$750,000	
Auditee qualified as low-risk auditee?	☐ yes	☒ no

SECTION II – FINANCIAL STATEMENT FINDINGS

FS-2024-01

CONDITION: During our testing we noted that reimbursement grant revenue was incorrectly recorded as unavailable revenue during the fiscal year. The Port made subsequent corrections.

CRITERIA: Reimbursement grants are considered earned when the corresponding expenditure occurs.

EFFECT: Without controls in place to ensure grant revenue is recorded in accordance with Generally Accepted Accounting Principles, there exists the possibility of a material misstatement to the financial statements.

CAUSE: The grant proceeds were requested later than they should have been, and because the proceeds were received more than 60 days after the end of the year the revenue was recorded as unavailable in the financial statements.

RECOMMENDATION: We recommend grant revenues are recorded in accordance with generally accepted accounting principles.

MANAGEMENT'S RESPONSE: The grant request process has been updated to make grant reimbursement requests in a timely manner, and the year-end checklist has been updated to include a review of unavailable revenue.

FS-2024-02

CONDITION: During our testing of the Schedule of Expenditures of Federal Awards (SEFA) we noted an instance where the federal expenditures were allocated to the incorrect fiscal year. The Port made subsequent corrections.

CRITERIA: The expenditures reported on the SEFA should be only attributable to the year under audit.

EFFECT: Without controls in place to ensure the SEFA is accurate, there exists the possibility of a material misstatement to the financial statements.

CAUSE: The Port was changing to new accounting software at June 30, 2024 and coded some invoices to the wrong fiscal year.

RECOMMENDATION: We recommend the SEFA is reviewed for accuracy at year end and only expenditures attributable to the year under audit are reported.

MANAGEMENT'S RESPONSE: The year-end checklist has been updated to include a review of cutoff.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

SA-2024-03

FEDERAL PROGRAM : BUILD Grant 20.933

CONDITION: During our testing of the SF-270 report, we found that the report was inaccurate because the associated expenditures and subsequent reimbursements were adjusted after it was originally filed, and the report was not subsequently amended to reflect those changes.

CRITERIA: The SF-270 report should be refiled if changes are made after initially filed.

EFFECT: Without accurate reporting, the Port can be found out of compliance by the federal agency.

CAUSE: The dates were incorrect on the report due to an expenditure being recorded incorrectly.

RECOMMENDATION: We recommend the SF-270 reports are re-filed if needed.

MANAGEMENT'S RESPONSE: Additional controls are in place to make sure the expenditures are recorded correctly and reports will be reviewed if any changes are made to expenditures.

SA-2024-04

FEDERAL PROGRAM : BUILD Grant 20.933

CONDITION: During our testing of the reporting requirements for the grant, we noted the Port did not file the SF-425 for the fiscal year.

CRITERIA: The SF-425 report is required to be submitted.

EFFECT: Without submitting required reports, the Port can be found out of compliance by the federal agency.

CAUSE: The Port was relying on a contractor to prepare and file the reports.

RECOMMENDATION: We recommend the SF-425 is filed.

MANAGEMENT'S RESPONSE: The Port recognizes the filing of grant reports is its responsibility and has added a grant calendar to make sure that all reports are filed timely.