

PORT OF HOOD RIVER COMMISSION
Tuesday, March 29, 2016
Marina Center Boardroom
Upon Conclusion of Spring Planning Work Session

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Acknowledgment of Retiring Lead Toll Collector, Glenn Brittenham
 - a. Proclamation of Commendation and Appreciation (*McElwee – Page 3*)
4. Consent Agenda
 - a. Approve Minutes of March 10, 2016 Regular Session (*Genevieve – Page 5*)
 - b. Approve 2016-20 Food Vendor Concession Permits for Sandbar Café and Local Grind at the Event Site (*Liz – Page 11*)
 - c. Approve 2016 Concession Permit for Bob Stawicki Photography at the Event Site (*Liz – Page 17*)
 - d. Approve 2016-18 Concession Permit for Gorge Paddling Center at the Nichols Basin (*Liz – Page 21*)
 - e. Approve 2016 Food Vendor Concession Permit for Dhaba Dhaba at the Nichols Basin (*Liz – Page 29*)
5. Director’s Report (*Michael – Page 35*)
6. Commissioner, Committee Reports
 - a. Mission to Washington, D.C. – Shortt, Scholl (March 13-17)
 - b. Urban Renewal – Davies, Streich (March 14)
 - c. Marina Ad-hoc Committee (March 24)
7. Action Items
 - a. Ratify Contract with Tim Clackum Diving for Marina Basin Commercial Dock Work Not to Exceed \$8,000 (*Michael – Page 41*)
 - b. Approve Payment to Naito Development, LCC for concrete pedestrian path Not to Exceed \$7,627.96 (*Liz – Page 47*)
8. Commission Call
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to be Filed
10. Possible Action
11. Adjourn

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

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

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*Proclamation of Commendation and Appreciation
to GLENN BRITTENHAM
for Meritorious Service to the Port of Hood River*

WHEREAS, Glenn Brittenham is retiring from the Port of Hood River and will work his last shift as Lead Toll Collector on March, 31, 2016; and

WHEREAS, Glenn Brittenham has served the Port of Hood River and the Columbia River Gorge communities tirelessly since May 11, 1988 as one of our most active toll collectors and tourism ambassadors for these past twenty-eight years; and

WHEREAS, Glenn Brittenham has served as an important first point of contact for Hood River-White Salmon Interstate Bridge customers during this tenure; and

WHEREAS, Glenn Brittenham has played a vital role in helping new toll collectors develop a positive self image, sense of belonging and a sense of competence; and

WHEREAS, Glenn Brittenham has earned the respect of the general public, and has been the recipient of numerous accolades, and will be dearly missed by both his morning customers and co-workers; and

WHEREAS, Glenn Brittenham has helped the Port of Hood River achieve its mission through his everyday contribution and commitment to his profession;

**Now, therefore, on this 29th day of March, 2016, the Board of Commissioners
does hereby proclaim that
May 11, 2016 shall be known as GLENN BRITTENHAM DAY**

Jon Davies

Fred Duckwall

Rich McBride

Brian Shortt

Hoby Streich

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Port of Hood River Commission
Meeting Minutes of March 10, 2016 Regular Session
Marina Center Boardroom
5:00 P.M.

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

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

Absent: None.

Media: Patrick Mulvihill, Hood River News

1. CALL TO ORDER: President Brian Shortt called the meeting to order at 5:00 p.m.

a) Modifications, Additions to Agenda: Per staff, a hard copy of the contract attachment for Action Item A was provided.

2. PUBLIC COMMENT: None

3. CONSENT AGENDA:

- a. Approve minutes of February 16, 2016 Regular Session and February 24, 2016 Special Session
- b. Approve License for Anchor Way Utility Placement for Hood River Electric Cooperative Approve
- c. Accounts Payable to Jaques Sharp in the Amount of \$7,435

Commissioner Streich requested that Consent Item B be moved to Action Item D for further discussion.

Motion: Move to approve Consent Agenda items A and C.

Move: Duckwall

Second: Streich

Discussion: Commissioner Davies noted potential conflict of interest in that Jaques Sharp law office is a customer of Columbia River Insurance.

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

MOTION CARRIED

4. Reports, Presentations and Discussion Items:

a. Airport Master Plan Update – Dave Miller, Century West Engineering: Fred Kowell introduced Mr. Miller, noting that the Airport Master Plan (AMP) has been submitted to the FAA and is now pending final approval. Mr. Miller reviewed the AMP, providing details on the preliminary preferred alternative; a forecast of future demand; how the lack of available hangar space has affected the growth of based aircraft at the airport and the available land for new hangars; FAA facility requirements, including the overrun being published as a stopway. Mr. Miller provided an illustration of the Airport Layout Plan (ALP) along with details on the current zoning of adjacent land parcels, proposed airside improvements, preferred north ramp landside improvements, a terminal plan view of preferred alternative elements of the ALP, and south ramp landside area options. Mr. Miller reported that the 100% complete draft AMP has been submitted to the FAA for their formal review. There will be a 90 day period for their approval of the ALP, and 30-60 days for acceptance of the AMP. Then the AMP must be posted for public comment, and the Port would need to coordinate with Hood River County for local adoption. Mr. Miller fielded questions from the Commission about the Through The Fence agreements, potential traffic increase from publishing the stopway, model airport projects for public-private partnerships on development, and liability questions in regard to drone or unmanned aerial vehicles.

b. Connect VI Grant Application Update: McElwee presented the Connect VI Airport Modal Review Committee presentation that was given as part of the Connect VI grant application review process on March 1. McElwee and Scholl gave an update on the review process, noting that the next step is Regional Solutions review and then Area Commission on Transportation review, scheduled for April 4. The Hood River Airport Aviation Technology & Emergency Response Center project is currently the only aviation project in Region 1, and is currently sitting at seventh position in the aviation project rankings. Staff will continue to update on the proposal review as it proceeds.

c. FAST Act Next Steps: McElwee reported that ODOT and WSDOT sponsored an application to FHWA for National Highway System designation for the Hood River Bridge, which was approved. McElwee noted that the Port faces serious challenges in applying for the first round of funding, with applications due April 14, requirements for inclusion on local plans, clear preference for large projects that are ready for construction within 18 months of the obligation of funds. McElwee further explained the program's requirement for a 40% local match to the federal award. McElwee expressed his opinion that, given all of these significant challenges, it would be very unlikely that the Port would be ready to submit a defensible application by the April 14 deadline. Commission President Shortt asked legal counsel to clarify the requirements for engineering contracts likely to result from the project. Commissioner Davies asked McElwee to further clarify the local match and what would be needed to be able to meet that requirement. Shortt described his desire to bring in collaborative partners from the local freight-dependent industries. Shortt proposed a dedicated bridge toll increase to meet the match. Kowell explained upcoming debt retirement and new debt issuance possible in 2018, as well as the Port's potential ability to fund 40% of the match via toll increases over time. McElwee noted that staff will have alternate scenarios prepared for discussion during Spring Planning. Commissioner Davies recommended the creation of a new bridge authority that is separate from the Port for the operation and management of a new bridge. Scholl explained the difference between the Large Projects (over \$100M) and Small Projects (less than \$100M) programs of the FASTLane Program in terms of deadlines to construction. Scholl also clarified that pre-construction activities were eligible for funding. Davies expressed his discomfort with the Port contributing the 40% match with no assurance that the Port would have any future role or ownership of the newly constructed bridge. McBride expressed his gratitude for the positive support from our delegation on the state and federal level and that he supported submitting an application in the first round.

d. Waterfront Parking Plan: McElwee presented key factors for Commission consideration and discussion including a review of the schedule, seasonality, hard and soft costs for installation, possible sales of passes and cost structure for those passes. The Commission discussed the new burden on local residents in this new fee for access to the waterfront; recommendations for carpool spaces, bus stops, or trolley stops; configuration changes to the ingress and egress points of the Event Site parking lot and the creation of a "festival street" for use by local organizations like the Saturday Market and Farmers Market. There was also discussion about the Event Site season pass sales and how this new paid parking would affect that program. Legal Counsel noted that an IGA with the City will be needed. The Commission discussed hours and seasons of enforcement, management for different parking areas (Marina Beach, Marina Boat Launch, Jensen Building, Hook, etc.)

e. Naito Hotel Trail Connection to Pedestrian Bridge Proposed Final Design: McElwee reviewed the requirements of the Emergency Access Easement (EAE) agreement with Naito Development regarding the concrete (or asphalt) path connection from the hotel property to the pedestrian bridge and encouraged the Commissioners to visit the project site. Naito Development designers are proposing the creation of a large berm on the east side of the building to shield the lower level rooms from road traffic and to increase

privacy, which would require a new agreement. The Commission had general consensus that a concrete path was preferred, at a minimum of 10 feet wide. McBride asked for clarification on fire truck access requirements at the site to Spit Road.

f. Lower Mill Development, Crystal Springs Water District (CSWD) Off-Site Requirements: Medenbach provided an update to CSWD’s informal requirement that the Port perform 3,500 off-site, adjacent water system improvements. Medenbach reported that a joint meeting with CSWD and state and local fire officials resulted in the determination that the current system meets fire requirements. Medenbach reported that legal counsel is preparing a memo to CSWD regarding their statute and requirements, roles and responsibilities for the off-site system requirements. McBride asked for an update on the dirt work. Medenbach replied that the work should take about a week to finish once the weather conditions allow, expected in April.

5. DIRECTOR’S REPORT: McElwee provided the following highlights: President Shortt and Genevieve Scholl will attend the PNWA Mission to Washington in the following week. Hook Trail construction is proceeding well. The Esperanza was craned into the Marina and subsequently towed away. The Pastime has also departed for Alaska, but would like to return in the fall. Lift span repair work is now underway. McElwee commended Celestino Negrete, Jay Bravo Cruz, and Rob Arnold for their 9PM-5AM shifts flagging on the bridge in bad weather and also John Mann for being on call for inspections throughout the night all nights the work is being performed. Shortt inquired about LED light inspections on the bridge and a potential vendor for an assessment. Shortt commented on the current work load at the staff level.

8. COMMISSIONER, COMMITTEE REPORTS:

a. Marina Ad-hoc: McElwee reported that the February 18 meeting focused primarily on the south basin dock and the proposal submitted by Lars Bergstrom included in the packet. McElwee noted that detailed discussion of the committee’s proposal for the purchase of modular docks and needed repairs to the rub rails, connection points, gates would take place during Spring Planning. Davies asked whether the proposed improvements could potentially take place this year, and McElwee replied that he is inclined to recommend that.

9. ACTION ITEMS:

a. Authorize contract with Berger Abam for Planning Services for Lot #1 Preliminary Subdivision not to exceed \$21,999 plus reasonable reimbursable expenses:

Motion: Move to authorize contract with Berger Abam for Planning Services for Lot #1 Preliminary Subdivision not to exceed \$21,999 plus reasonable reimbursable expenses.

Move: Duckwall

Second: McBride

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

MOTION CARRIED

b. Approve contract with Terra Surveying for Surveying Services for Lot #1 Preliminary Subdivision not to exceed \$5,500 plus reasonable reimbursable expenses:

Motion: Move to approve contract with Terra Surveying for Surveying Services for Lot #1 Preliminary Subdivision not to exceed \$5,500 plus reasonable reimbursable expenses, subject to legal counsel review.

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

MOTION CARRIED

- c. **Approve contract with Martin Schott & Associates for Wetland Delineation Services not to exceed \$5,860:** Medenbach described needed wetland delineation services for the upcoming FAA improvement projects and the Connect VI project, if approved.

Motion: Move to approve contract with Martin Schott & Associates for Wetland Delineation Services not to exceed \$5,860.

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

MOTION CARRIED

- d. **Approve License for Anchor Way Utility Placement for Hood River Electric Cooperative (HREC):** Commissioner Streich asked for clarification on the vault in regards to whether there was any way the Port could utilize their core drill in preparation for the utility relocation for Lot 1 development. Medenbach will inquire with HREC on that request. McElwee asked for clarification on the south side of Lot 5 utilities location and why HREC would rather not use that existing easement.

Motion: Move to approve license for Anchor Way utility placement for Hood River Electric Cooperative.

Move: Streich
Second: Duckwall

Discussion: McElwee asked for clarification on the south side of Lot 5 utilities location and why HREC would rather not use that existing easement. Shortt asked whether this is a perpetual license. Legal counsel recommended a rewording on the license. Streich withdrew his motion to allow further consideration of the location of the utilities.

MOTION WITHDRAWN

8. COMMISSION CALL: McBride reported that his only opposition in the County Commission election has withdrawn from the race. Legal Counsel noted that he has been asked to review whether McBride could hold a position on both the County and Port Commissions concurrently for a short period. Davies reminded all that the SDAO board training would be hosted by Columbia River Insurance at the Hood River Fire Station on April 4.

9. EXECUTIVE SESSION: The Commission was again called into Executive Session at 8:00 p.m. under ORS 192.660(2)(e) Real Estate and ORS 192.660(2)(h) Legal Counsel. The Commission was called back into Regular Session at 9:05 p.m.

10. POSSIBLE ACTION: As a result of Executive Session, the following actions were taken:

- a. **Authorize Amendment No. 4 to the Amended and Restated Disposition and Development Agreement with Key Development Corporation for Parcels 1 and 2 of the Waterfront Business Park, including a reduction in purchase by \$42,000.**

Motion: Authorize Amendment No. 4 to the Amended and Restated Disposition and Development Agreement with Key Development Corporation for Parcels 1 and 2 of the Waterfront Business Park, including a reduction in purchase by \$42,000.

Move: McBride

Second: Duckwall

Vote: Aye: Duckwall, Shortt, McBride and Streich

Absent: Davies

MOTION CARRIED

b. Authorize staff to proceed with closing the sale of the Expo Center Property, pursuant the DDA Agreement as amended in Amendment No 4.

Motion: Authorize staff to proceed with closing on the Expo Center Property, per the DDA Agreement as amended in Amendment No 4.

Move: McBride

Second: Duckwall

Vote: Aye: Duckwall, Shortt, McBride and Streich

Absent: Davies

MOTION CARRIED

c. Authorize the Executive Director to file a proof of loss with CHUB Insurance for damages to the bridge.

Motion: Authorize the Executive Director to file a proof of loss with CHUB Insurance for damages to the bridge.

Move: Duckwall

Second: McBride

Vote: Aye: Duckwall, Shortt, McBride and Streich

Absent: Davies

MOTION CARRIED

d. Authorize payment to attorneys Haglund & Associates for an amount not to exceed \$35,000.

Motion: Authorize payment to attorneys Haglund & Associates for an amount not to exceed \$35,000.

Move: Duckwall

Second: Streich

Vote: Aye: Duckwall, Shortt, McBride and Streich

Absent: Davies

MOTION CARRIED

11. ADJOURN: At 9:05 p.m. President Shortt entertained a motion to adjourn the meeting.

Motion: Move to adjourn

Move: Duckwall

Second: McBride

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

Absent: Davies

MOTION CARRIED

Respectfully submitted,

Genevieve Scholl

ATTEST:

Brian Shortt, President, Port Commission

Jon Davies, Secretary, Port Commission



Prepared by: Liz Whitmore
Date: March 29, 2016
Re: Sandbar Café and Local Grind
2016-20 Concession Permits

Susie Dow, owner of the Sandbar Café and Larry Abell, owner of Local Grind have been operating as food vendors at the lower cruise ship dock at the Event Site for the past three years. They have been excellent tenants and are interested in extending their concession permit for an additional 5 years. The timeframe for these permits will align with the 2016-20 Waterfront Recreation Permits previously approved by the Commission. See attached.

RECOMMENDATION: Authorize a concession permit with Susie Dow of the Sandbar Café and Larry Abell of the Local Grind for the 2016-20 seasons, subject to legal counsel review.

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**PORT OF HOOD RIVER
2016-2020 SELF-CONTAINED FOOD VENDOR CONCESSION/LAND LEASE PERMIT**

The PORT OF HOOD RIVER (hereafter "Port") hereby permits **Susan Dow** dba **The Sandbar Cafe** (hereafter "Permittee") to operate a seasonal commercial concession at the Event Site during hours the Event Site is open to the public, using a self-contained stationary food unit on Port property, subject to applicable statutes, ordinances and rules. The location of the concession is at the Cruise Ship Dock at the Event Site located at Second Street and Portway Avenue in Hood River, OR. See attachment "Exhibit A". This permit authorizes Permittee to keep the self-contained food unit on site from May 1 through September 30 ("concession period").

Permit Fees: Permittee shall pay the following fees for the duration of the concession period:

- 2016: \$1050** (includes utilities)
- 2017: \$1075** (includes utilities)
- 2018: \$1100** (includes utilities)
- 2019: \$1125** (includes utilities)
- 2020: \$1150** (includes utilities)

The fee is payable on June 15 as a lump sum or in two equal payments on June 1 and August 1. Electricity and water are available at the cruise ship dock and are not separately metered. Permittee is responsible for all costs for garbage and waste disposal. Fees will not be prorated for partial months. The Port of Hood River is not liable for losses or damages of any kind.

Renewal of this Permit will be contingent upon Permittee following the requirements of the Concession Permit from the prior year and the Port's evaluation thereof. Permittee shall notify the Port no later than December 1 if it does not intend to renew the Permit for the next season.

Insurance Requirements: Permittee agrees to pay for and maintain a comprehensive commercial general liability insurance policy with a company or companies with insurance limits of a minimum of **\$500,000 combined single limit**, and to name the Port as an additional insured. In addition, Permittee agrees to hold the Port harmless from and to indemnify and save the Port, the Port's Commissioners, officers, employees or agents harmless from all claims from any persons, firms, or corporations arising as a result of any business conducted by Permittee on Port property, or arising from any act of Permittee's agents or employees; and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon, and against all losses, including expenses and attorneys' fees incurred by the Port before suit, after a lawsuit has been filed, or on appeal, by reason of claims for injury to or death of persons and loss of or damage to property arising out of or in any manner connected with Permittee's conduct while operating the concession or in conjunction with operation of the concession, or in any way connected with Permittee's concession, or while operating under the terms of this concession, to the extent any such loss if not otherwise covered by Permittee's insurance.

Operations: The Port reserves the right, in the Port's sole discretion, at any time during the term of this Permit to require Permittee to cease operations for a specified period, to change Permittee's hours of operation, to change Permittee's location of operation, to require removal or concealment of signs or other advertising used by Permittee, and reserves the right to restrict or prohibit the sale of any product by Permittee. Permittee understands that development on Port of Hood River waterfront properties may preclude renewal of the concession permit, or allow the Port to terminate a renewal term prior to commencement. Permittee shall not display any advertising signs other than identification on the mobile food unit without the Port's prior consent. Permittee agrees to be responsible for removal of any debris and dispose of garbage from Permittee's concession area, and to assist the Port and its staff, to the extent Permittee is able to, in monitoring the area (i.e., warning or reporting illegal activities to the police, as appropriate, persons who are defacing Port property, who are drunk or disorderly, or who are acting in any way which is or might be dangerous to persons or property in the area).

Seating: Designated seating areas will be required for both food vendors operating on lower cruise ship dock. Port will provide seating to be used by Permittee. Per City of Hood River, seating must be available to public at all times.

Location: Permittee is operating a seasonal commercial concession at Food Vendor Location #1 (see Exhibit A) on property owned by the Port on the lower cruise ship dock at the Event Site. Permittee may set up the self-contained food unit in an area designated by the Port. Permittee may use area under ramp for storage, but agrees that it will not use any additional adjacent property area without the express consent of the Port.

Licenses: All conditions of the City of Hood River’s Transient Merchant License, the County of Hood River Health Department, and the Oregon Liquor Control Commission are applicable to this commercial concession permit. Failure to comply with those conditions will lead to the revocation of this permit. It is the Permittee’s responsibility to obtain these licenses.

Failure to Comply: The Port may immediately revoke this permit if Permittee fails to comply with any conditions of the permit, as set forth herein. In addition, the Port may revoke the permit, in its complete discretion, after giving Permittee at least 30 days’ prior notice of its intent to do so.

THE ABOVE CONDITIONS ARE AGREED TO THIS ____ DAY OF _____, 2016.

PERMITTEE:
The Sandbar Cafe

APPROVED:

Susan Dow
PO Box 127
Underwood, WA
(541) 490-4222
susiekdow@gmail.com

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
(541) 386-1645
porthr@gorge.net

**PORT OF HOOD RIVER
2016-20 SELF-CONTAINED FOOD VENDOR CONCESSION/LAND LEASE PERMIT**

The PORT OF HOOD RIVER (hereafter "Port") hereby permits **Larry Abell** of **The Local Grind** (hereafter "Permittee") to operate a seasonal commercial concession at the Event Site during hours the Event Site is open to the public, using a self-contained stationary food unit on Port property, subject to applicable statutes, ordinances and rules. The exact location of the concession is designated on attachment "Exhibit A". This permit authorizes Permittee to keep the self-contained food unit on site from May 1 through September 30 ("concession period").

Permit Fees: Permittee shall pay the following fees for the duration of each concession period.

2016: \$840 (includes utilities)
2017: \$860 (includes utilities)
2018: \$880 (includes utilities)
2019: \$900 (includes utilities)
2020: \$920 (includes utilities)

The fee is payable on June 15 as a lump sum or in two equal payments on June 1 and August 1. Electricity and water are available at the cruise ship dock and are not separately metered. Permittee is responsible for all costs for garbage and waste disposal. Fees will not be prorated for partial months. The Port of Hood River is not liable for losses or damages of any kind.

Renewal of this Permit will be contingent upon Permittee following the requirements of the Concession Permit from the prior year and the Port's evaluation thereof. Permittee shall annually notify the Port no later than December 1 of its intention to renew the Permit for the next season.

Insurance Requirements: Permittee agrees to pay for and maintain a comprehensive commercial general liability insurance policy with a company or companies with insurance limits of a minimum of **\$500,000 combined single limit**, and to name the Port as an additional insured. In addition, Permittee agrees to hold the Port harmless from and to indemnify and save the Port, the Port's Commissioners, officers, employees or agents harmless from all claims from any persons, firms, or corporations arising as a result of any business conducted by Permittee on Port property, or arising from any act of Permittee's agents or employees; and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon, and against all losses, including expenses and attorneys' fees incurred by the Port before suit, after a lawsuit has been filed, or on appeal, by reason of claims for injury to or death of persons and loss of or damage to property arising out of or in any manner connected with Permittee's conduct while operating the concession or in conjunction with operation of the concession, or in any way connected with Permittee's concession, or while operating under the terms of this concession, to the extent any such loss if not otherwise covered by Permittee's insurance.

Operations: The Port reserves the right, in the Port's sole discretion, at any time during the term of this Permit to require Permittee to cease operations for a specified period, to change Permittee's permitted hours of operation, to change Permittee's location of operation, to require removal or concealment of signs or other advertising used by Permittee, and reserves the right to restrict or prohibit the sale of any product by Permittee. Permittee understands that development on Port of Hood River waterfront properties may preclude renewal of the concession permit, or allow the Port to terminate a renewal term prior to commencement. Permittee shall not display any advertising signs other than identification on the mobile food unit without the Port's prior consent. Permittee agrees to be responsible for removal of any debris and dispose of garbage from Permittee's concession area, and to assist the Port and its staff, to the extent Permittee is able to, in monitoring the area (i.e., warning or reporting illegal activities to the police, as appropriate, persons who are defacing Port property, who are drunk or disorderly, or who are acting in any way which is or might be dangerous to persons or property in the area).

Seating: Designated seating areas will be required for both food vendors operating on lower cruise ship dock. Port will provide seating to be used by Permittee. Per City of Hood River, seating must be available to public at all times.

Location: Permittee is operating a seasonal commercial concession at Food Vendor Location #2 (see Exhibit A) on property owned by the Port on the lower cruise ship dock at the Event Site. Permittee may set up the self-contained food unit in an area designated by the Port and agrees that it will not use any additional adjacent property area without the express consent of the Port.

Licenses: All conditions of the City of Hood River’s Transient Merchant License and the County of Hood River Health Department are applicable to this commercial concession permit. It is the Permittee’s responsibility to obtain these licenses. A license from the Oregon Liquor Control Commission is not permissible for this location. Failure to comply with these conditions will lead to the revocation of this permit.

Failure to Comply: The Port may immediately revoke this permit if Permittee fails to comply with any conditions of the permit, as set forth herein. In addition, the Port may revoke the permit, in its complete discretion, after giving Permittee at least 30 days’ prior notice of its intent to do so.

THE ABOVE CONDITIONS ARE AGREED TO THIS ____ DAY OF _____, 2016.

PERMITTEE:
The Local Grind

APPROVED:

Larry Abell
4821 NE 32nd Place
Portland, OR 97211
(503) 701-4531
info@dinneratyourdoor.com

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
(541) 386-1645
porthr@gorge.net



Prepared by: Liz Whitmore
Date: March 29, 2016
Re: Bob Stawicki Photography
2016 Concession Permit

Bob Stawicki, owner of Bob Stawicki Photography has applied for a concession permit to operate his business from the Event Site at the location just inside the entrance at the west side (where Grant Myrdal Photography was previously located). Bob has been photographing waterfront recreationists from his Zodiac boat on the Columbia River for the past three years and is seeking to have a booth at the Event Site where people can view photos and purchase them. See attached concession permit.

RECOMMENDATION: Authorize a concession permit with Bob Stawicki of Bob Stawicki Photography for the 2016 season, subject to legal counsel review.

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**PORT OF HOOD RIVER
2016 SELF-CONTAINED PHOTOGRAPHY VENDOR CONCESSION/LAND LEASE PERMIT**

The PORT OF HOOD RIVER (hereafter "Port") hereby permits **Bob Stawicki** of **Stawicki Photography** (hereafter "Permittee") to operate a seasonal commercial concession at the Event Site during hours the Event Site is open to the public, using a self-contained stationary unit on Port property, subject to applicable statutes, ordinances and rules. This permit authorizes Permittee to keep the self-contained unit on site from April 1, 2016 through October 1, 2016 ("concession period").

Permit Fees: Permittee shall pay **\$1400** for the duration of the concession period. The fee is payable on June 15 as a lump sum or in two equal payments on June 1 and August 1. Electricity is available and is not separately metered. Permittee is responsible for all costs for garbage and waste disposal. Fees will not be prorated for partial months. The Port of Hood River is not liable for losses or damages of any kind.

Insurance Requirements: Permittee agrees to pay for and maintain a comprehensive commercial general liability insurance policy with a company or companies with insurance limits of a minimum of **\$1,000,000 combined single limit**, and to name the Port as an additional insured. In addition, Permittee agrees to hold the Port harmless from and to indemnify and save the Port, the Port's Commissioners, officers, employees or agents harmless from all claims from any persons, firms, or corporations arising as a result of any business conducted by Permittee on Port property, or arising from any act of Permittee's agents or employees; and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon, and against all losses, including expenses and attorneys' fees incurred by the Port before suit, after a lawsuit has been filed, or on appeal, by reason of claims for injury to or death of persons and loss of or damage to property arising out of or in any manner connected with Permittee's conduct while operating the concession or in conjunction with operation of the concession, or in any way connected with Permittee's concession, or while operating under the terms of this concession, to the extent any such loss if not otherwise covered by Permittee's insurance.

Operations: The Port reserves the right, in the Port's sole discretion, at any time during the term of this Permit to require Permittee to cease operations for a specified period, to change Permittee's permitted hours of operation, to change Permittee's location of operation, to require removal or concealment of signs or other advertising used by Permittee, and reserves the right to restrict or prohibit the sale of any product by Permittee. Permittee understands that development on Port of Hood River waterfront properties may preclude renewal of the concession permit, or allow the Port to terminate a renewal term prior to commencement. Permittee shall not display any advertising signs other than identification on the mobile unit without the Port's prior consent. Permittee agrees to be responsible for removal of any debris and dispose of garbage from Permittee's concession area, and to assist the Port and its staff, to the extent Permittee is able to, in monitoring the area.

Location: Permittee is operating a seasonal commercial concession at the Event Site on property owned by the Port at the Event Site. Permittee may set up the self-contained unit in an area designated by the Port and agrees that it will not use any additional adjacent property area without the express consent of the Port. See Exhibit A.

Photography Requirements: Photographing kiteboarding and windsurfing from the Event Site shore is not permissible. The Port of Hood River requests that no photography take place on the west shore of the Sandbar to maintain safe conditions for all users.

Boat Requirements: Launching and landing of motorized boat is not permissible at the Event Site shore. Permittee may tie-off at west groin only. The following documents and equipment are mandatory: current certificate of number (registration) on board the PWC, properly displayed identify number with current validation sticker, coast guard approved PFD (inherently buoyant) for both the operator and rider, operational engine cutoff switch, sound producing device, operational type B-1 fire extinguisher, and a boater education card with the operator. Before concession period commences, Permittee shall contact the Hood River Sheriff's Office at (541) 387-7034 and

request a boat examination. This examination shall be accomplished before boat is put into the water. Upon successful completion of the examination the Permittee will be issued an inspection decal.

Licenses: All conditions of the City of Hood River’s Transient Merchant License are applicable to this commercial concession permit. It is the Permittee’s responsibility to obtain this license. Failure to comply with these conditions will lead to the revocation of this permit.

Failure to Comply: The Port may immediately revoke this permit if Permittee fails to comply with any conditions of the permit, as set forth herein. In addition, the Port may revoke the permit, in its complete discretion, after giving Permittee at least 30 days’ prior notice of its intent to do so.

THE ABOVE CONDITIONS ARE AGREED TO THIS _____ DAY OF _____, 2016.

**PERMITTEE:
Stawicki Photography**

APPROVED:

**Bob Stawicki
1004 Panorama Point Road
White Salmon, WA 98672
(503) 320-4413
bob@iwasphotographed.com**

**Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
(541) 386-1645
porthr@gorge.net**



Prepared by: Liz Whitmore
Date: March 29, 2016
Re: Columbia Gorge Kayak School
2016-18 Concession Permit

Todd Anderson, owner of Columbia Gorge Kayak School, has been operating at the Nichols Basin and has requested an extension of his concession permit. Todd has shown great initiative maintaining his concession area and has been both professional and flexible with the construction schedule last year. See attached for concession permit and Exhibit A, previously reviewed by legal counsel.

RECOMMENDATION: Authorize a concession permit with Todd Anderson of the Columbia Gorge Kayak School for the 2016-18 seasons.

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**PORT OF HOOD RIVER
2016-2018 WATERFRONT RECREATION CONCESSION PERMIT**

The **PORT OF HOOD RIVER** (hereafter "Port") hereby permits **Columbia Gorge Kayak School, LLC** (hereafter "Permittee") to operate a commercial concession on Port property, subject to applicable statutes, ordinances and rules, at the area on the west shore of the Nichols Basin adjacent to the seawall.

Port Property and Public Trust Uses: The Port enters into waterfront recreation concession permits which govern management, safety procedures, upland operations, and insurance and emergency response procedures on Port-owned properties. This Permit does not convey the right of the Permittee to operate on stated-owned land, including portions of the Delta. Permittee is allowed to operate on the property owned by the Port. Schools shall not preclude any public trust uses (fishing, recreation, navigation and commerce) of the state-owned open water.

Permittee shall inform students that fishers from the Yakama, Warm Springs, Umatilla and Nez Perce tribes are on the Columbia River exercising their tribal treaty right to fish. Salmon harvested by the tribes is essential to the tribal religion, diet, and economy. The following net and board safety tips are a few things that will help to keep everyone safe while we share the Columbia: look out for buoys, floats, nets and ropes as well as boats; keep a 10 to 20 foot clearance from the buoy line; NEVER try to sail over a net; never assume that a boat operator can see you; and never cut shoreline ropes or ropes that are attached to buoys or nets. (Information provided by the Columbia River Inter-Tribal Fish Commission.)

Permit Duration and Fees: **Unless revoked by the Port or not renewed, this Permit shall be valid for a six (6) month maximum time period each annual season beginning April 1 and ending October 1, 2016, 2017, and 2018.** Renewal of this Permit will be contingent upon Permittee following the requirements of the Concession Permit from the prior year and the Port's evaluation and approval thereof, in the Port's discretion. Permittee shall notify the Port no later than **December 1** if it does not intend to renew the Permit for the next season. If Permittee ceases its operations or changes business ownership during the Permit term, the Permit may be transferred with prior Port written consent, or the Permit may be revoked by the Port in the Port's discretion.

Permittee shall pay a permit fee of **\$2,400 per season** for the term of this permit, payable on June 15 as a lump sum or payable in four equal monthly installments, beginning June 1, July 1, August 1, and September 1. Commencing in 2017, fees will be adjusted by a percentage increase equal to the percentage change in the Consumer Price Index (CPI) for the most recent 12-month period for which a published CPI is available. The CPI figure will be taken from the index entitled CPI-U for Portland, OR – all items and major group figures for all urban consumers, or, if such index is unavailable, will be taken from a similar index published by the United States Bureau of Labor Statistics. However, in no event will the annual increase be less than 1 percent or more than 5 percent. The fee will not be adjusted and no refunds will be given if activities are temporarily suspended by the Port, or due to any circumstances beyond the Port's control, including but not limited to weather, water levels, or site constraints.

Operations, Licenses, and Laws: Operations may be conducted after 8:00 a.m. daily, unless requested orally or in writing by the Port with 72-hours' notice not to operate on certain days and in certain areas as designated by the Port. Permittee shall be responsible to obtain any required licenses and permits as a condition of granting this concession. These additional permits include any required from Oregon State Marine Board, U.S. Coast Guard, and the City

of Hood River for outfitting, guiding, and operating a transient (6-month) business within the city limits. Copies of all permits shall be submitted to the Port prior to Permittee beginning concession operations on Port property. Permittee shall be responsible for any real or personal property taxes assessed against its equipment or structures located on Port property.

All conditions of the City of Hood River's Transient Merchant License are applicable to this commercial Concession Permit unless the owner operates a permanent retail business within the City of Hood River. The City of Hood River requires it be named as an additional insured on Permittee's insurance policy under this License. Failure to comply with those conditions may lead to the revocation of this Permit.

Permittee shall comply with all State and local laws and Port rules and regulations while operating on Port property. Failure to do so may result in the immediate revocation of this Permit.

Concession Location Requirements: Permittee may set up the concession in the area designated by the Port at the **Nichols Basin**. See Exhibit A – Concession Area. Permittee agrees that it will not use any of the adjacent grounds without the express consent of the Port. This includes public parking area, areas for signage, and kayak storage on dock. The dock is to be shared-use, open to the public during park hours. Permittee may maintain a temporary trailer or small building not to exceed the space designated by the Port within the Concession Area. However, permittee shall not block vehicular access to areas north of the Concession Area. Customers will be required to pay any parking/user fees charged at the sites. Port and Permittee will review Concession Area requirements annually and make adjustments as necessary.

Permittee agrees to be responsible for daily removal of any debris from Permittee's Concession Area, and to assist the Port and its staff, to the extent Permittee is able, in monitoring and maintaining the area. This may include mowing the grass in the area adjacent to the seawall. Permittee shall notify the Port to report illegal activities; persons defacing Port property; drunk or disorderly behavior or those acting in any way which is or might be dangerous to persons or property in the area.

The Port must pre-approve in writing all landscaping or site improvement work or projects in the area. Concession sites operate within the boundaries and regulations of all regulating authorities for the Columbia River and the waterfront, including but not limited to, U.S. Army Corps of Engineers, U.S. Coast Guard, Oregon State Marine Board, Oregon Department of State Lands, and City of Hood River's land use ordinances. Failure to stop work when directed by the Port will result in the immediate revocation of this Permit.

Permittee agrees that its temporary concession activity is occurring on public property owned by the Port. This is a non-exclusive Concession Permit. Port personnel and the adjacent concession, if any, shall be allowed to drive vehicles or otherwise pass through the Concession Area at any time. If any individual or group leases any portion of Port property for an exclusive-use event, Permittee must yield access to the property during that event. The Port will provide at least 72-hours' prior notice of exclusive-use events on properties typically used by Permittee.

Permittee agrees to remove any building or trailer and all end-of-season carpet, flags, signs, and other concession materials from Port properties by **October 1** of each year. All temporary trailers or small buildings must be designed to be removed with 24-hours' notice if required by the Port. Failure to promptly remove a trailer, moveable building or other Permittee personal property by October 1 or if requested by the Port may lead to the revocation of this Permit.

Indemnification: Permittee agrees to indemnify and save Port, Port Commissioners, officers, employees or agents harmless from any claims by any persons, firms, or corporations arising from business conducted on the permitted premises or from anything done by Permittee at the permitted premises, and will further indemnify and save Port harmless from all claims arising as a result of any breach or default on the part of Permittee under the terms of this permit, or arising from any act of Permittee's agents, contractors, employees, or licensees in or about the permitted premises, and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon; and in case any action or proceeding is brought against Port by reason of any such claim, Permittee, upon notice from Port, covenants to resist and defend such action or proceeding by counsel.

Insurance Requirements: Permittee agrees during the term hereof to pay for and maintain a policy of general commercial liability insurance in effect with respect to the permitted premises with minimum coverage of one million dollars (\$1 million) combined single limits. The Port may, with written notice, raise the minimum insurance requirement to an amount of insurance that is reasonably commercially available. The policy shall name the Port as additional insured, and expressly include Port's Commissioners, officers, employees, or agents as additional named insured, and shall contain a clause that the insurer will not cancel or change the insurance without first giving Port at least ten days prior written notice. The insurance shall be provided by an insurance company registered to do business in the State of Oregon, or by a company approved by Port, which approval shall not be unreasonably withheld.

Instructors may be hired as an independent contractor by Permittee; however, such instructors must provide the Port of Hood River proof of general commercial liability insurance with minimum coverage of \$1,000,000 covering the independent contractor and naming the Port as an additional insured, the same as Permittee is required to provide. The insurance company or its broker or agent must be licensed to do business in Oregon and the Port reserves the right to verify that insurance coverage is provided by a valid insurance carrier. Permittee shall not allow an independent contractor to begin teaching until certification and coverage is verified by the Port. It is the preference of the Port that all staff be hired as employees and covered under the Permittee's Workers' Compensation policy.

Permittee shall provide Port with a Certificate of Insurance ("COI") as proof of insurance coverage, prior to Permittee beginning concession operations on Port property. The COI shall specifically state that (1) The Port of Hood River is named as an additional insured; (2) Personal water craft liability is covered for kiteboarding; (3) Subcontractor liability is covered.

Permittee shall provide Port a complete list of all employees and subcontractors who will work for or with Permittee on or from Port property when Permittee submits a COI to Port. The list shall describe the type of work each person listed will do for or with Permittee. If Permittee subsequently hires an employee or contracts with an independent contractor not named on Permittee's list provided to Port, Permittee shall notify the Port within 7 days after hiring date. Permittee shall provide Port with a document with that person's name and job description, and in the case of an independent contractor shall submit that person's name and work to be performed with the required sub-contractor proof of insurance prior to work beginning.

Instructor Requirements: Permittee shall provide proof of instructor certifications to the Port before Permittee begins concession operations on Port property. All instructors must have a valid CPR/First Aid certificate. New instructors hired mid-season must provide all required certifications to the Port office prior to beginning employment. Failure to provide instructor certifications may result in concession permit being revoked.

Permittee and any independent contractor allowed to act as an instruction shall abide by the requirements of their insurance provider regarding instructor/student ratios, first aid training,

safety, and instructor certifications. Failure to comply with those requirements may lead to the revocation of this Permit.

Retail Sales and Signage: Permittee is allowed to sell incidental kiteboard, windsurf or SUP supplies and equipment in conjunction with the instruction or rental concession valued at \$50 or less per item; however, the concession is not to be used for a retail operation or display.

Permittee shall not display any advertising signs other than identification on vehicles, boards, kites, sails, or flags on Port property without the Port's prior consent.

Outside Clinics: All instruction and/or events of any kind on any Port property must be administered by a permitted concession with certified instructors as required by the Port under "Instructor Requirements" in this concession permit. This includes free clinics. Permittee is allowed to sponsor these events and agrees to notify the Port of any concession-sponsored demonstrations and events on or from Port property. The Port will notify Permittee of any scheduling conflicts with other events. Liability insurance for each sponsored event(s) is required. There will be no exceptions.

Revocation of Permit: The Port may immediately revoke this permit if Permittee fails to comply with any conditions of the Permit, as set forth herein. In addition, the Port may revoke the Permit without cause, in its complete discretion, after giving Permittee at least 30-days' prior written notice of its intent to do so. If the Port revokes the Permit, Permittee shall vacate the Permit site(s) and remove all Permittee's structures, equipment and concession materials by the effective date of the revocation. Permittee shall not be entitled to claim any damages or to receive compensation from the Port if the Port revokes the Permit. However, if the Port revokes the Permit without cause and Permittee has prepaid a Permit fee, the amount prepaid applicable to the period on and after the revocation date shall be refunded to Permittee.

Notice: Any notice or communication under this Concession Permit will be deemed given and delivered (a) forty eight (48) hours after being deposited, postage prepaid in the U.S. Mail by registered or certified mail, return receipt requested, addressed the mailing address of the party shown below, or (b) when received, if personally delivered to Todd Anderson for Permittee and to Michael McElwee for the Port of Hood River. Either party may change the mailing address or party to receive notice by providing notice to the other as provided in this paragraph.

Authority to Sign: The person signing below for Permittee warrants they have authority to do so.

THE ABOVE CONDITIONS ARE AGREED TO THIS _____ DAY OF _____, 2016.

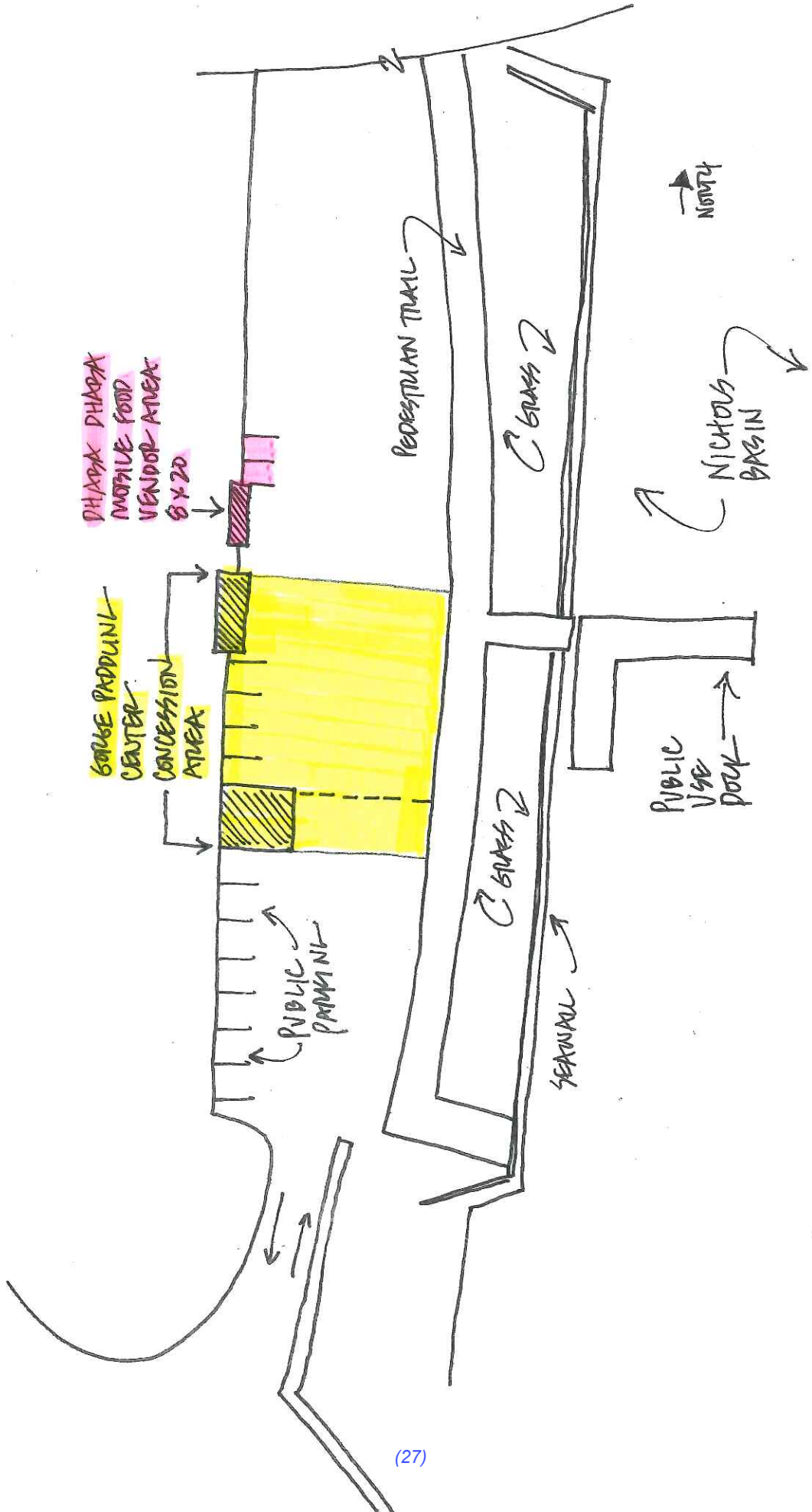
PERMITTEE:

APPROVED:

Todd Anderson
Columbia Gorge Kayak School LLC
6 Oak Street
Hood River, OR 97031
(541) 806-4190

Michael McElwee
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
(541) 386-1645

EXHIBIT "A"



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Prepared by: Liz Whitmore
Date: March 29, 2016
Re: Dhaba Dhaba – Indian Tandoori
2016 Concession Permit

An advertisement was placed in the Hood River News for three weeks requesting letters of interest from individuals seeking a concession permit to operate as a food vendor in the Nichols Basin area to the north of the Gorge Paddling Center. Port staff received two submittals and recommends that Evan Klein of Dhaba Dhaba – Indian Tandoori be approved for a concession permit for the 2016 season. Evan comes highly recommended, and has a strong culinary background and professional approach. See attached permit and Exhibit A.

RECOMMENDATION: Authorize a concession permit with Evan Klein, owner of Dhaba Dhaba – Indian Tandoori for the 2016 season, subject to legal counsel review.

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**PORT OF HOOD RIVER
2016 SELF-CONTAINED FOOD VENDOR CONCESSION/LAND LEASE PERMIT**

The PORT OF HOOD RIVER (hereafter "Port") hereby permits **Evan Klein** of **Dhaba Dhaba – Indian Tandoori** (hereafter "Permittee") to operate a seasonal commercial concession at the Nichols Basin during hours the Nichols Basin is open to the public, using a self-contained stationary food unit on Port property, subject to applicable statutes, ordinances and rules. The exact location of the concession is designated on attachment "Exhibit A". This permit authorizes Permittee to keep the self-contained food unit on site from May 1 through September 30 ("concession period").

Permit Fees: Permittee shall pay \$800 (includes utilities) for the duration of the concession period.

The fee is payable on June 15 as a lump sum or in two equal payments on June 1 and August 1. Electricity and water are available at the Nichols Basin and are not separately metered. Permittee is responsible for all costs for garbage and waste disposal. Fees will not be prorated for partial months. The Port of Hood River is not liable for losses or damages of any kind.

Insurance Requirements: Permittee agrees to pay for and maintain a comprehensive commercial general liability insurance policy with a company or companies with insurance limits of a minimum of **\$500,000 combined single limit**, and to name the Port as an additional insured. In addition, Permittee agrees to hold the Port harmless from and to indemnify and save the Port, the Port's Commissioners, officers, employees or agents harmless from all claims from any persons, firms, or corporations arising as a result of any business conducted by Permittee on Port property, or arising from any act of Permittee's agents or employees; and from all costs, counsel fees, and liabilities incurred in any action or proceeding brought thereon, and against all losses, including expenses and attorneys' fees incurred by the Port before suit, after a lawsuit has been filed, or on appeal, by reason of claims for injury to or death of persons and loss of or damage to property arising out of or in any manner connected with Permittee's conduct while operating the concession or in conjunction with operation of the concession, or in any way connected with Permittee's concession, or while operating under the terms of this concession, to the extent any such loss if not otherwise covered by Permittee's insurance.

Operations: The Port reserves the right, in the Port's sole discretion, at any time during the term of this Permit to require Permittee to cease operations for a specified period, to change Permittee's permitted hours of operation, to change Permittee's location of operation, to require removal or concealment of signs or other advertising used by Permittee, and reserves the right to restrict or prohibit the sale of any product by Permittee. Permittee understands that development on Port of Hood River waterfront properties may preclude renewal of the concession permit, or allow the Port to terminate a renewal term prior to commencement. Permittee shall not display any advertising signs other than identification on the mobile food unit without the Port's prior consent. Permittee agrees to be responsible for removal of any debris and dispose of garbage from Permittee's concession area, and to assist the Port and its staff, to the extent Permittee is able to, in monitoring the area (i.e., warning or reporting illegal activities to the police, as appropriate, persons who are defacing Port property, who are drunk or disorderly, or who are acting in any way which is or might be dangerous to persons or property in the area).

Location: Permittee is operating a seasonal commercial concession at the Nichols Basin (see Exhibit A) on property owned by the Port. Permittee may set up the self-contained food unit in an area designated by the Port and agrees that it will not use any additional adjacent property area without the express consent of the Port.

Licenses: All conditions of the City of Hood River's Transient Merchant License and the County of Hood River Health Department are applicable to this commercial concession permit. It is the Permittee's responsibility to obtain these licenses. Failure to comply with these conditions will lead to the revocation of this permit.

Failure to Comply: The Port may immediately revoke this permit if Permittee fails to comply with any conditions of the permit, as set forth herein. In addition, the Port may revoke the permit, in its complete discretion, after giving Permittee at least 30 days' prior notice of its intent to do so.

THE ABOVE CONDITIONS ARE AGREED TO THIS ____ DAY OF _____, 2016.

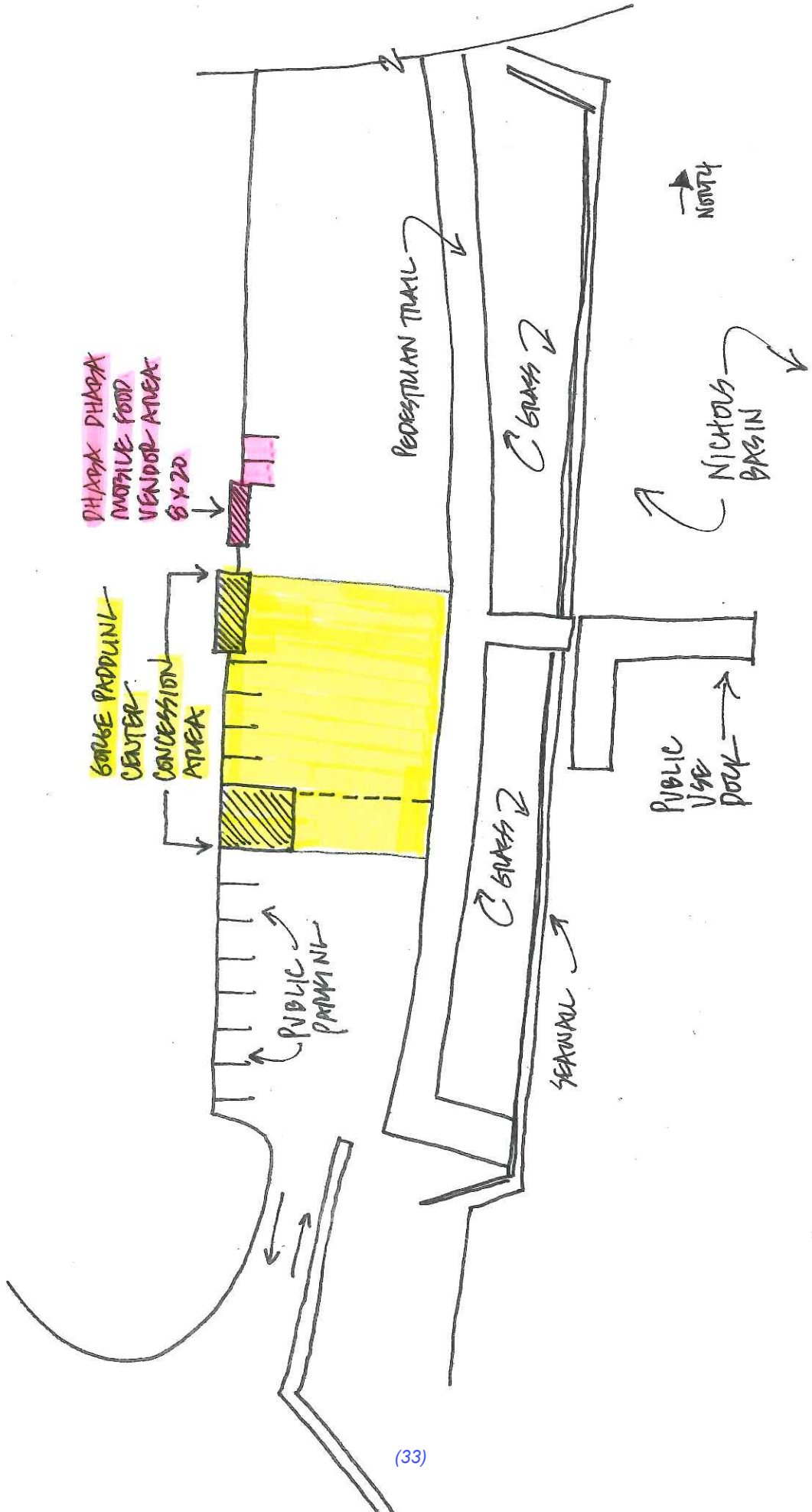
PERMITTEE:
Evan Klein

APPROVED:

Dhaba Dhaba – Indian Tandoori
716 Oak Street #1
Hood River, OR 97031
(805) 766-3791
evankleinfb@gmail.com

Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
(541) 386-1645
porthr@gorge.net

EXHIBIT "A"



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Executive Director's Report

March 29, 2016

Staff & Administrative

- Big thanks to President Shortt and Genevieve Scholl for representing the Port of Hood River at the PNWA “Mission to Washington” March 13-17.
- As you know, lead-toll taker and Glenn Brittenham will be retiring April 1 after 28 years at the Port. Staff is honoring Glenn with a potluck and a few special retirement gifts. We have asked the Commission to approve a proclamation honoring Glenn on May 11.
- We are hiring two new part-time toll staff and promoting one from part-time to full time to fill Glenn’s position.
- The Port’s 2016 Spring Newsletter & 2015 Annual Report is complete and will be mailed by April 1.
- The Port’s new website and social media pages went live this week. Please visit the new portofhoodriver.com and send Genevieve any feedback. We are in a month-long technical support period with the web developer, Gorge Web Design and receiving excellent and timely response to all requests.
- Reminder that the Budget Committee will meet on April 19, and if necessary we will need to have a Commission meeting April 12 depending on the need for Commission approval on any time-sensitive issues. Please let Laurie know your availability for both dates.

Recreation/Marina

- The Hook pedestrian path is expected to be paved the week of March 28. Emery & Sons is completing work on the rigging area and seat wall. Engineer Stu Cato has inspected the project at various intervals and advised that it meets requirements as stated in the City/Port agreement.
- PacifiCorp has agreed to participate in the moving of the live-front power cabinet on Marina Green. Work will occur this spring. The Port will be responsible for trenching and conduit. PacifiCorp will run wire and place new transformers. This is a very significant contribution from PacifiCorp and we will take appropriate steps to thank them when the work is complete.
- Naito Development has revised their path plans and is seeking design approval for the pathway east of the new hotel.

Development/Property

- The Sheppard's project is facing some challenges accessing power and natural gas utilities. It is likely the project will need to connect to the Port's Lot #5 utility corridor.
- MCCOG has notified staff that they are seeking to move out of the Wasco Business Building by July 1, 2016.
- Parcel Two of the Expo property closed on March 17 -- net proceeds to the Port: \$1.6 million. Demolition of the Expo Building will commence in the next few weeks.

Airport/Marina

- Capital maintenance of the Cruise Ship Dock will begin March 28. This work is important to retain the integrity of the dock and for the cruise ships. The contract is a ratification action on the agenda.
- Our Connect VI Project "Hood River Airport Aviation Technology & Emergency Response Center" will be reviewed by the Region I ACT on April 4. The next step will be review by the State-wide committee in May. Regional Solutions endorsed the project in mid-March.

Bridge/Transportation

- Our claim notice was issued March 18. Chubb was asked to respond within 30-days.
- The two new span guides have been installed. The work was done ahead of schedule by Advanced American Diving. Port crews provided overnight flagging for eight nights in difficult conditions. I have approved a small bonus for the three Facilities staff involved.
- HDR completed two days of evaluation of the lift span control systems on March 22 and 23. Systems were found to be mostly in good shape and operational, except for the two skew adjuster resolvers located at the cable sheaves. New resolvers will need to be purchased and installed which will take 5-6 weeks.
- HDR has completed the pier concrete assessment. Sampling and lab testing occurred on three piers. All concrete was found to be in very good condition.

Other Stories *continued from page 1*

why the FAA has allocated \$3 million for upgrades in the next four years, and the Airport is in a positive position to receive another \$1.3 million from the State.

OneGorge We know that an effective way to advocate for legislation and projects that help the Gorge is to show collaboration and broad local support. And it's most effective if public agencies and private businesses advocate together. OneGorge provides the platform. Thanks to over 100 entities that have signed up and aided this effort.

Elected Officials The contribution by our state and federal elected officials over the past two years has been tremendous. Bottom line: The Nichols Basin path happened quickly because Rep. Walden and Sen. Merkley amended the federal WRRDA bill. Bridge replacement efforts were enhanced because elected officials from both states supported an amendment to the 2015 FAST Act. The bridge is FAST Act-eligible because State Rep. Johnson and Sen. Thomsen supported SB 1510. Well done.

Waterfront Safety River "rescues" occur often in summer. The Hood River Sheriff's Dept. and Marine Deputy Quintin Nelson do a great job with summer patrols of the waterfront. Their visibility increases safe boating behavior and they respond to a number of emergencies. But who most frequently responds when a kiter or windsurfer is in distress? Kiteboard schools, each with a wave runner and rescue protocols; and they are around most days in the summer.

David Meriwether County Administrator Meriwether is retiring in June. I have rarely met a public official with his combination of common sense, smarts and good nature, or who has earned such high respect from his peers. He has done a lot for this community in deed and in tone. I will also miss his Arkansas humor.

Facilities Staff Public works employees everywhere do remarkable work, often unnoticed - until a storm event or emergency occurs. The Port has eight employees who do a myriad of construction, repair and maintenance

projects. The bridge is always a big focus. Painting the centerline at 3:00 a.m.? Climbing the towers to change navigation lights? Overnight traffic control? Check. And many more. People say Port facilities have never looked better. They are the reason why.

There are other stories and many other individuals who have a positive impact on your port and deserve recognition. We hope to share more another day. ●

<p>PORT MEETINGS</p> <p>Regular Port Commission meetings are held on the 1st and 3rd Tuesday of each month in its Boardroom at Marina Center Building (1000 E. Port Marina Drive). The Port welcomes your questions, comments and suggestions.</p>	<p>PORT DIRECTORY</p> <p>Commissioners Brian Shortt Fred Duckwall Jon Davies Rich McBride Hoby Streich Executive Director - Michael McElwee</p> <p>Contact Telephone..... (541) 386-1645 Fax..... (541) 386-1395 Email..... porthr@gorge.net www.portofhoodriver.com Newsletter Production - Pageworks Design, Inc.</p>
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Progress made toward Bridge Replacement

Although replacement of the Hood River Interstate Bridge is uncertain and in the distant future, important groundwork has been laid to bring the concept of a new bridge in this stretch of the Mid-Columbia a little closer to a reality.

This criterion boosts the Hood River Interstate Bridge's qualifications for funding. However, eligible bridge and highway projects in the program are required to be on the National Highway System (NHS). In 1997, the Washington legislature designated the area between SR-14 and the Oregon State line on the current bridge as part of the Washington State highway system. The portion of the Bridge in Oregon is not designated as part of the State Highway System.

"Whether the Port will apply for grant funds in the first round of funding or in subsequent rounds is unclear until we get more information, and evaluate our potential for success," explained Port Executive Director Michael McElwee. "It's important that the public knows we still have a long way to go, and under the most optimistic scenarios, bridge replacement could still be 10, 15 or more years away."

A major concern is the 40% local match requirement of the NSFHP grant program. To illustrate, a \$275 million project might qualify for a \$165 million grant, requiring a match of \$110 million. For a long time, the assumption has been that significant federal, state, and local financial partners would be needed for bridge replacement.

The Port currently presumes its first application for federal funding will

A significant opportunity opened up when projects in National Scenic Areas (NSA) were stipulated in a major federal transportation funding bill. The FAST Act (Fixing America's Surface Transportation Act) was signed into law last December, authorizing \$305 billion over the next five years. A section of the Act creates a new \$4.5 billion Nationally Significant Freight and Highway Projects (NSFHP) discretionary grant program and specifically states that projects located in NSAs are eligible.

"It's important that the public knows we still have a long way to go, and under optimistic scenarios, bridge replacement could still be 10, 15 or more years away."

essential for federal funding eligibility. Applications for the first round of funding are due April 14.

Please see Bridge Replacement on page 3

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

**PRSRT STD
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 Portland, OR**



Michael McElwee

The Port is engaged in a diverse range of projects and activities. Each week, it seems, there are new opportunities, challenges and initiatives to consider. The

annual report provides detail about some efforts, but there are many less visible. Here are a few of those other stories and recognition of some who have provided positive contributions.

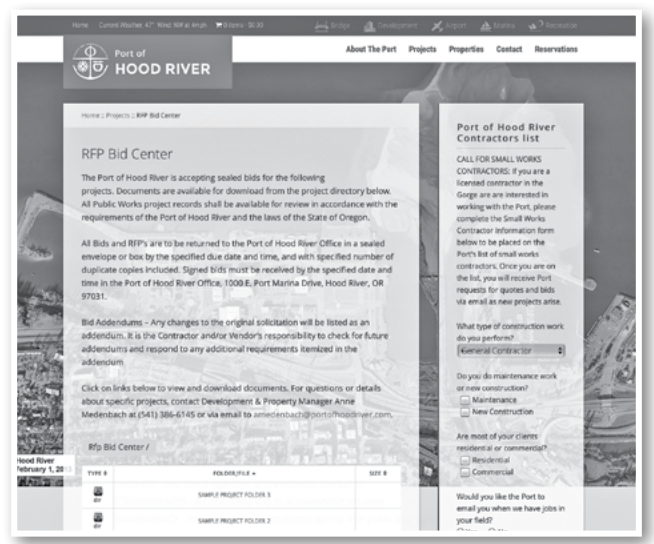
The City The Hook has been closed this winter for construction of a new sewer outfall. The City of Hood River has managed this challenging project well, and the contractor, Emery & Sons, has been stellar. The Port piggy-backed construction of a new path, seat wall and rigging area onto the City's work. Users of the Hook should be pleased by the changes.

Youth Sailing The Marina is increasingly becoming a hot spot for youth sailing. Jamie & Andy Mack (Gorge Junior Sailing), Lars Bergstrom (High School sailing team), and many at the Hood River Yacht Club have been passionate, positive leaders in this effort. Sailing is available to anyone, at little cost, and provides an exciting new focus of activity in the Marina. (Sign up for Gorge Junior Sailing through Community Ed.)

Airport Advisory Committee There is a committee for nearly everything, but the volunteer AAC, chaired by Jeremy Young, is one that provides particular energy, expertise and leadership in enhancing our small aviation jewel, the Ken Jernstedt Airfield. The work of the AAC and the success of WAAAM are reasons

Please see Other Stories on page 4

New Website *continued from page 1*



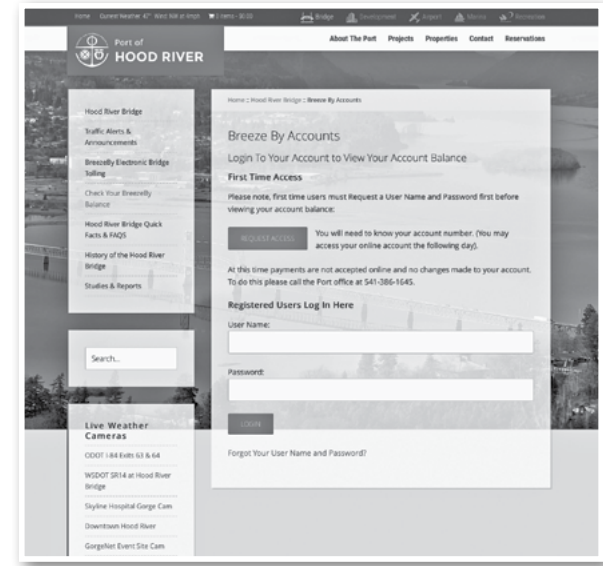
The Port's new website includes an RFP Bid Center with a sign-up form for contractors.

The new site's main navigation menu includes links for the Bridge, Industrial Development, Airport, Marina, and Recreation. The Bridge pages include traffic alerts and announcements, BreezeBy Electronic Tolling and general information. The Waterfront Recreation

section includes visitor information, links to Port-approved watersport schools and concessions, seasonal Event Site parking pass sales, upcoming events, current wind info, a live marine traffic map, and links to live weather cameras. The Airport section offers information on the Airport Master Plan, T-Hangar spaces, pilot information, and events. Marina pages include moorage information, Marina rules and regulations, cruise ship docking, information on the Marina Master Plan, waterfront access zone map, picnic shelter reservations and more. The Industrial Development pages include general information plus specific project data on activities like Lot 1 Development and Lower Mill Site Redevelopment.

Scholl expressed her appreciation to Holzman for completing the project on schedule and under budget, and also thanked Richard Hallman, Blaine Franger, and Judy Newman of WAAAM for their contributions of photography for the website.

Gorge Web Design offers fully customized website solutions that are easy to navigate and responsive to mobile, tablet laptop and desktop devices. ●



Soon, improved account access will be available to BreezeBy customers at portofhoodriver.com

Please visit our website and subscribe to our online Enews
PORT NEWS ONLINE
portofhoodriver.com

New Port Website offers improved function and design

The Port recently launched a redesigned website (portofhoodriver.com) with the help of local web developer Gorge Web Design. The new mobile-friendly site offers enhanced functionality and clean design, with a scalable framework for future expansion or updates.

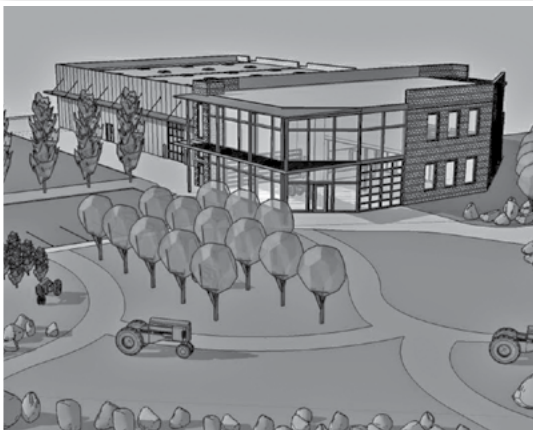
"Our primary objectives were to simplify the organization of the site to help people find information more easily, as well as expand transactional capabilities for our users," explains Genevieve Scholl, the Port's Communications and Special Projects Manager.

The new site has e-commerce features in place, such as online sales of Event Site season parking passes (available in May), and reservations booking of the Marina picnic shelter and Port conference room. Later this year, an interface with the new electronic tolling system software currently under development by P-Square Solutions will allow real-time BreezeBy account management.

Dee Holzman of Gorge Web Design relayed that the new site will also streamline email communications. In addition to BreezeBy customers' traffic alerts for bridge closures, subscribers may join a general interest or Port News list, and contractors can sign up to receive bid notifications in the new RFP Bid Center.



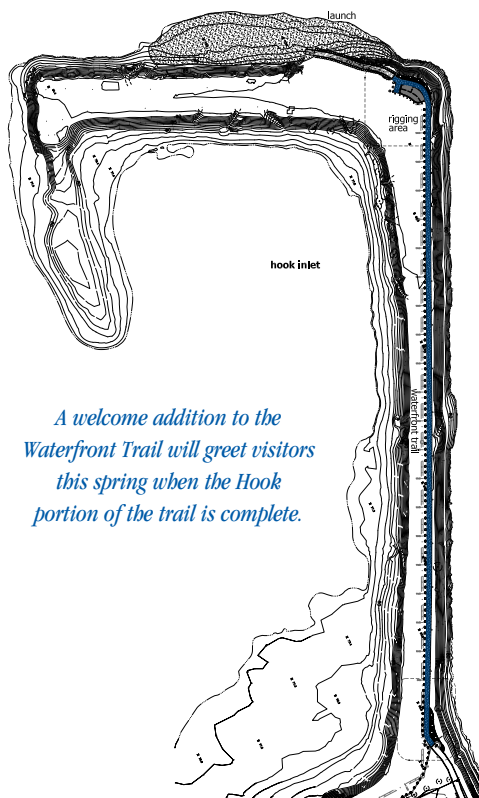
Please see New Website on page 4



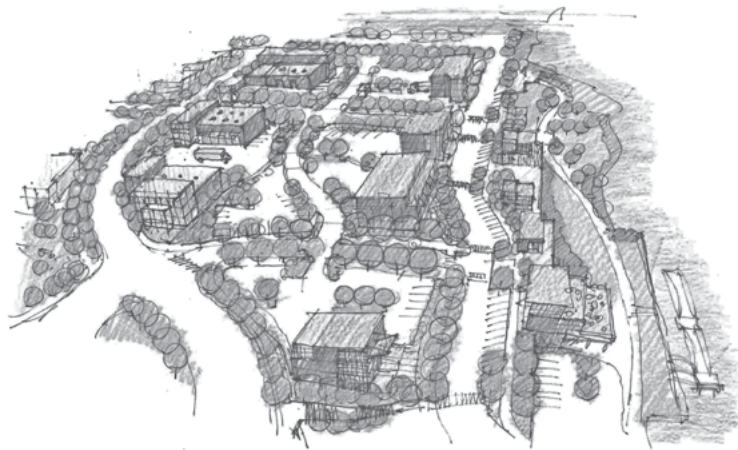
Sheppard's breaks ground

Construction begins this spring on a new waterfront building for Sheppard's, one of the oldest family-owned businesses in the Hood River Valley. C.M and W.O. Sheppard purchased 1.93 acres of land at N. 2nd Ave. and Riverside Drive in January for \$649,374 after fulfilling requirements of its Disposition and Development Agreement (DDA) with the Port.

The company plans to construct a 20,000 square-foot light industrial building for assembly, repair and sales of agriculture machine products. The project is moving along as scheduled, with substantial completion expected in late 2016.



A welcome addition to the Waterfront Trail will greet visitors this spring when the Hook portion of the trail is complete.



A Lot 1 development plan paves the way for a subdivision application to the City of Hood River.

Lot 1 Concept Planning Update

A development plan for Lot 1 is now complete, outlining critical considerations that include development goals and objectives, Lot 1's high visibility, preliminary construction cost estimates, and schedule. Walker|Macy completed the plan after a public process and visioning period balancing cost factors, funding options and community needs.

Design guidelines and job density requirements will be developed reflecting existing covenants. A center swath through Lot 1 is planned to serve as a view corridor from town to the river, with pedestrian access and vegetated storm water runoff treatment. At this time, the Port plans to maintain ownership of rights-of-way and lot leasing is assumed, although the Commission has yet to determine its lease/sell strategy.

This conceptual subdivision and infrastructure plan serves as a basis for the preparation of a subdivision application to the City of Hood River sometime this year. The Port will select a consultant to work on a subdivision application this spring, which will identify legal lots.

Hook Trail Project

Another major trail improvement is underway on Hood River's waterfront as the City and Port work toward the completion of the Hook Trail project. The City's sewer outfall relocation project will soon be complete, laying the groundwork for the City's portion of the Hook Trail project, which includes paving an asphalt extension of the existing trail; from the northwest corner of the Maritime Building to the northwest point of the Hook.

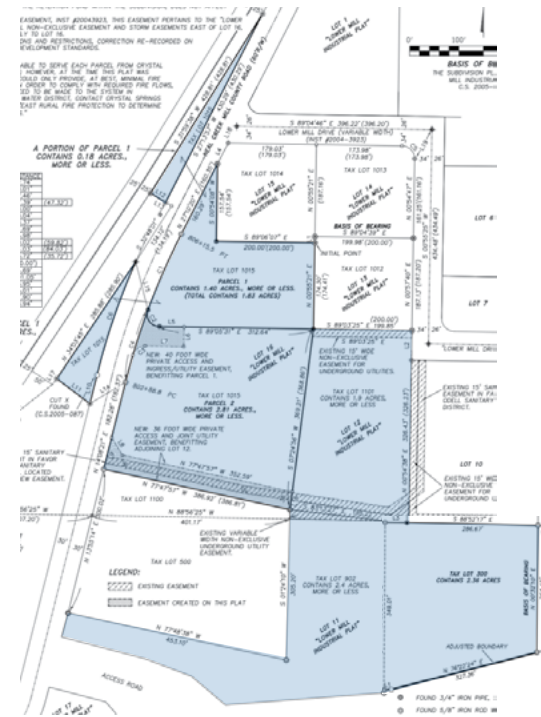
The Port's portion of the project includes construction of a synthetic turf rigging area, stone seat wall, and solar light bollards lining the asphalt path. Emery & Sons Construction Group is carrying out the work. A \$25,895 Oregon Parks and Recreation Department grant and a \$20,000 contribution from Hood River Valley Parks and Recreation District have helped fund the projects. The City's share of the project should be completed in late March, with the Port's portion finished later this spring.

Lower Mill Site redevelopment in progress

Three industrial lots will soon be available at the Port's recently acquired Lower Mill Site as progress continues on redevelopment on this M-1 (Industrial) zoned site.

After the recent purchase of 2.36 acres of neighboring land, the total site acreage is 12.36, sub-divided into lots ranging from 1.9 to 4.76 acres available for sale. Fill and grading work is 75% complete and will resume after two solid weeks of dry weather. The Port is now working on bringing utilities to individual lots, with onsite utilities out for bid this Spring.

For more information about the Lower Mill Site or other Port property available for lease, contact Anne Medenbach, Property & Development Manager for the Port of Hood River, 541-386-5116.



A Partition Plat of the Lower Mill Site identifies tax lots and parcel borders.

pFriem now sole Halyard tenant

pFriem Family Brewing is now the sole tenant at the Port's 20,000 square-foot Halyard Building on the Hood River Waterfront. The craft brewery has experienced rapid growth since opening in 2011 as the first Halyard tenant in one of four units.

Almost immediately, the company expanded into the neighboring suite, and added an outdoor patio. In 2015, the brewery took over Suite 103 when PocketFuel ceased operations, and early this year the company signed a lease for Suite 104 at Halyard when small manufacturing firm Real Carbon moved to the Port's Big 7 Building.

pFriem's expansion aids the brewery in boosting production capacity up to 20,000 barrels of beer annually. They are expecting to produce over 10,000 barrels this year, compared to their initial 1,500 barrel output in 2012. The extra space will help the company significantly expand production of barrel-aged ales. pFriem currently has 60 employees, and was recently named Oregon Brewery of the Year at the Oregon Beer Awards.



pFriem Family Brewing now fills The Halyard Building.

Lift Span repairs scheduled

A lift span inspection carried out on Nov. 20 resulted in damage to the bridge deck and span guides that must be repaired before the lift span can be raised safely. The USCG issued a Notice to Mariners about the lift span closure. Since the bridge crosses a federal waterway, the Port is obligated to take immediate and sustained actions to keep the lift span open.

HDR Engineering developed a plan to replace two damaged deck panels immediately north of the lift span as well as the two span guides, and share in the cost of repairs. The replacement deck panels have been fabricated at a cost of \$13,260 and delivered, with installation to follow the repair of span guides.

Span guides are affixed to the lift span at a total of eight locations, four at each end, providing lateral stability as the span is raised. Two lower span guides on the south end were damaged and must be replaced. HDR recommended the new span guides be fabricated to include rollers to allow for smoother movement as the lift span is raised, which adds about \$13,000 to the cost, but would result in smoother lift operations. Fabrication and installation of the improved span guides are estimated at \$66,000.

The Port has ratified contracts for the repairs, with night work scheduled to meet commitments with the USCG for lift span operability.

Bridge Replacement continued from page 1

address the need for an update to the Draft Environmental Impact Study (EIS), a final EIS, and preliminary engineering of a new bridge. If successful, a subsequent application would seek federal funds for construction, assuming future transportation legislation and monetary backing occurs. Staff is also preparing financing model assumptions for funding, and exploring options for revenue bonds for the next series of necessary projects. However, it is unlikely that the Port would own and/or manage a new bridge if one is constructed in the future.

The FAST Act provides at least six years of long-term funding certainty for surface transportation. Many state and local governments are eager to move forward with major transportation projects and competition will be intense. Despite great pressure to fund projects in large metropolitan areas, this new program recognizes federal involvement may be needed for infrastructure projects in NSA designated areas where strict use and development restrictions and increased visitation may impact communities. In fact, the FAST Act requires that 25% of the authorized \$305 billion be spent in rural areas.



Investigation continues into bridge allision

An insurance claim and supporting investigations continue for the Hood River Interstate Bridge allision, with the Port of Hood River devoting a significant amount of staff time and resources to assist in identifying the responsible party.

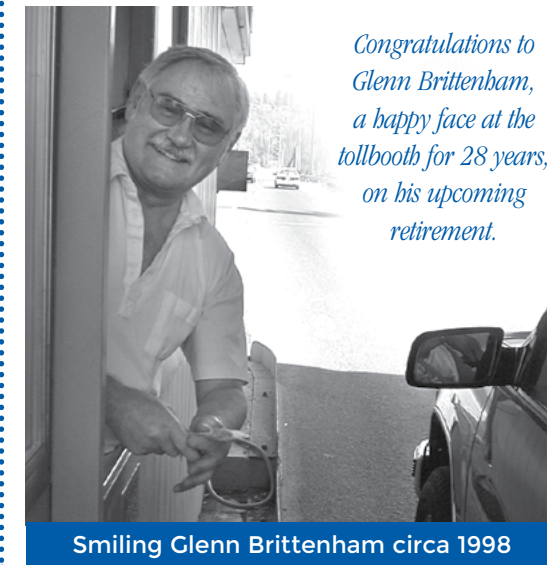
Port representatives believe the north lift span support of the Bridge was struck by a barge tow last September, resulting in damage to the concrete pier and cable connection points of the lift span. To date, engineering evaluations, a U.S. Coast Guard (USCG) investigation, and coordination with ACE, which provides insurance for the Bridge, are either complete or underway.

HDR Engineering has evaluated apparent damage to the lift span and pier concrete, including a tower survey, evaluation of the lift span structural, mechanical, and electrical systems, and preparation of a Lift Span Assessment Report. Past inspections provide baseline comparisons of the Bridge condition before and after the incident.

Key findings indicate there is concrete pier and lift span damage, the north tower is out of plumb, span guides are rubbing on guide rails, and there is socket slippage. Vibrations are severe at a full lift height.

David McCurry of HDR Engineering emphasized there is no danger for vehicular traffic on the Bridge. Short-term actions include repair of skew controls, deck seating, expansion joint gap, span guide systems and monitoring tower alignment. Cost for these short-term actions range from \$5,000-\$80,000. McCurry also recommended replacement or rehabilitation of the wire ropes in the next two to five years, with an estimated cost in the \$800,000 to \$1 million range.

ACE has assigned a subrogation team that includes a Portland adjustor and Seattle law and engineering firms to identify a party responsible for the damage. After contacting the USCG, the Port also took steps to aggressively pursue an investigation, retaining a law firm that hired a marine surveyor, accessed lock records, communicated with major Columbia River tow boat operators, and inspected some barges. Maritime traffic records have been obtained and closer scrutiny is underway in an attempt to identify the specific tow that may have impacted the Bridge.



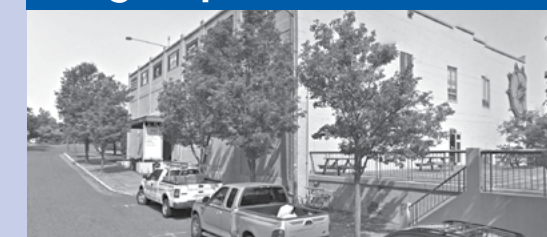
Congratulations to Glenn Brittenham, a happy face at the tollbooth for 28 years, on his upcoming retirement.

Smiling Glenn Brittenham circa 1998

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Financial State of the Port

The Port of Hood River's current financial condition is summarized in this overview based on the detailed Audit Report for the Fiscal Year ending June 30, 2015. Two key government-wide statements account the Port's Net Position and changes. Net Position – the difference between assets and liabilities – is one way to measure the Port's financial health. Government-wide financial statements of the Port are divided into two categories:

Governmental funds – Two governmental funds are maintained by the Port: the General Fund and the Bridge Repair and Replacement Fund. The General Fund records transactions related to policy-making and planning with regard to the Port's mission and strategic plan, general administration, and a portion of support services. The Bridge Repair and Replacement fund is a Special Revenue Fund used to record repair and replacement activity associated with the Bridge and any debt-related activities.

Business-type funds – Business type activities are used to distinguish operating revenues and expenses from non-operating items. The Port maintains an enterprise fund called the Revenue Fund which records the following fees: Fees - toll bridge users; Lease revenues - industrial, commercial and mix-use tenants; Rent for marina boat slips and airport hangars; Fees for recreational events and programs.

TABLE 1 - Net Position as of June 30, 2015

	Governmental Activities		Business-Type Activities		Total All Funds	
	2015	2014	2015	2014	2015	2014
Unrestricted - Current and Other Assets	\$ 70,175	\$ 61,472	\$ 4,268,801	\$ 3,812,304	\$ 4,281,201	\$ 3,874,076
General Fund						
Bridge Repair and Replacement Fund	342,742	342,798			342,742	342,798
Restricted - Current and Other Assets						
Bridge Repair and Replacement Fund	718,650	715,000			718,650	715,000
Net Pension Asset	10,577	-	191,220	-	201,797	-
Capital Assets			30,104,046	29,936,551	30,104,046	29,936,551
General Fund	7,000	7,000			7,000	7,000
Bridge Repair and Replacement Fund	8,377,734	8,720,122			8,377,734	8,720,122
Total Assets	9,526,878	9,846,392	34,564,067	33,748,855	44,090,945	43,595,248
Deferred Charges	28,000	35,000	-	-	28,000	35,000
Total Deferred Outflows of Resources	28,000	35,000	-	-	28,000	35,000
Long-Term Debt			2,957,665	3,053,363	5,387,665	6,133,363
Bridge Repair and Replacement Fund	2,430,000	3,080,000				
Other Liabilities			694,035	489,005	698,935	495,216
General Fund						
Bridge Repair and Replacement Fund	4,900	6,211				
Total Liabilities	2,434,900	3,086,211	3,651,700	3,542,368	6,086,600	6,628,579
Net Deferred Pension Asset	15,722	-	284,246	-	299,968	-
Total Deferred Inflows of Resources	15,722	-	284,246	-	299,968	-
Net Position						
Net Investment in Capital Assets			27,146,381	26,883,188	33,101,115	32,530,310
General Fund	7,000	7,000				
Bridge Repair and Replacement Fund	5,947,734	5,640,122				
Restricted - Bridge and Replacement Fund	718,650	715,000			718,650	715,000
Unrestricted	70,175	61,472	3,481,740	3,323,299	3,912,612	3,756,358
General Fund						
Bridge Repair and Replacement Fund	360,897	371,587				
Total Net Position	\$ 7,104,256	\$ 6,795,181	\$ 30,628,121	\$ 30,206,487	\$ 37,732,377	\$ 37,001,668

TABLE 2 - Governmental and Business-type activities for the fiscal year ending June 30, 2015

	Governmental Activities		Business-type Activities		Total Primary Government	
	2015	2014	2015	2014	2015	2014
Revenues						
Program revenues						
Charges for services - Tolls			\$ 3,616,889	\$ 3,407,828	\$ 3,616,889	\$ 3,407,828
Leases, rents and fees			2,315,901	2,428,839	2,315,901	2,428,839
Operating grants			7,144	9,100	7,144	9,100
Capital grants			689,782	372,089	689,782	372,089
General Government Revenues						
Property taxes	\$ 63,088	\$ 59,598			63,088	59,598
Interest earnings	3,906	5,115	35,639	21,826	39,546	26,941
Other sources	-	-	42,097	10,880	42,097	10,880
Gain on sale of capital assets			-	29,312	-	29,312
Transfers	1,393,471	1,195,473	(1,393,471)	(1,195,473)		
Total Revenues	1,460,465	1,260,186	5,313,981	5,084,401	6,774,447	6,344,587
Expenses						
Governmental Activities						
General government	314,220	345,534			314,220	345,534
Bridge repair and replacement	737,848	731,073			737,848	731,073
Interest on long-term debt	80,011	110,856	139,140	176,714	219,151	287,570
Business-type Activities						
Toll bridge			1,376,465	1,297,034	1,376,465	1,297,034
Industrial			1,318,992	1,464,853	1,318,992	1,464,853
Commercial			196,608	168,891	196,608	168,891
Waterfront Industrial			120,418	120,418	120,418	181,846
Waterfront Recreation			450,328	482,688	450,328	482,688
Marina			272,980	231,468	272,980	231,468
Airport			487,772	357,944	487,772	357,944
Administration			76,440	80,497	76,440	80,497
Maintenance			14,074	94,967	14,074	94,967
Total Expenses	1,132,079	1,187,463	4,453,217	4,536,902	5,585,296	5,724,365
Increase (decrease) in Net Assets	328,386	72,723	860,764	547,499	1,189,150	620,222
Beginning Net Position - Restated	6,775,870	6,722,458	29,857,357	29,658,988	36,633,227	36,381,446
Ending Net Position	\$ 7,104,256	\$ 6,795,181	\$ 30,718,121	\$ 30,206,487	\$ 37,822,377	\$ 37,001,668

Statement of Net Position

Net Position serves as a useful indicator of a government's financial position especially when viewed over multiple time periods. Port assets exceeded liabilities by \$37,732,377 at the fiscal year close, representing a \$730,709 increase over the prior year.

Table 1 depicts an increase in total assets of \$495,697, which is primarily attributable to a \$276,329 increase in cash and investments with a significant portion coming from tolls. The remaining difference is attributable to the recording of a net pension asset and infrastructure constructed.

The largest portion of the Port's Net Position, at 87%, are net investment in capital assets (e.g. bridge, land, buildings, and equipment) and reported net of accumulated depreciation less any outstanding related debt. The Port uses these capital assets to provide services to the public: thus, they do not represent resources available for future spending. Restricted Net Position total of \$718,650 represents cash and investments that are legally restricted for debt service related from the 2013 general revenue (Bridge) bonds. Finally, the remaining \$3,907,712 is unrestricted meaning it is available to meet the Port's ongoing obligations.

Statement of Activities

As with the statement of Net Position, the Port reports governmental activities by the two distinct funds, the General Fund and the Bridge Repair and Replacement Fund. As indicated in Table 2, total Net Position of the Port increased by \$730,709 or 2% compared to the prior year.

Governmental Activities

The Net Position for governmental activities increased \$304,175 or less than 4.5% from the prior year. This increase is primarily due to higher interfund transfers from the enterprise fund to the governmental funds for capital improvements.

Financial highlights of governmental fund activities for the year include:

- Nearly \$328,499 in bridge capital improvements.
- Property taxes continue to increase close to 3% as projected.
- Debt service decreased in the first full year paying on the 2013 General Revenue Refunded bonds as the previous year payment was on both the 2003 and 2013 bonds.
- Depreciation increased by \$12,680 as capital improvements are placed into service in the current year and depreciation is recorded.

Business-type Activities

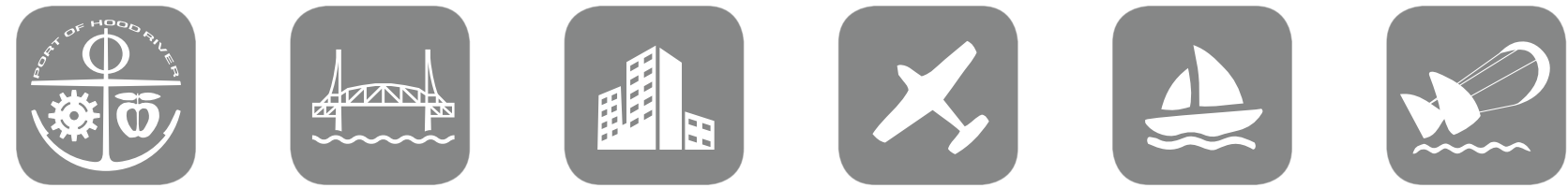
Business type activities generated a \$421,634 (1.4%) increase in the Port's total Net Position. The financial results for this year include a \$209,061 increase in toll revenues or 6.1%, of which bridge traffic accounts for 4.8% of the revenue increase. The remaining 1.3% relates to the reduction of discounts provided to customers for tickets and electronic tolling. This was offset by a reduction in lease revenues of \$112,938 brought on by the vacancy of the Expo Center and a tenant leaving the Big 7 facility. Capital grants were significant for the Port. A \$505,015 grant contributed to the \$819,230 Nichols Basin West Edge trail project, while a \$119,517 FAA grant was received for the airport master planning process. The overall net increase in revenues amounted to \$229,580. This was offset by increases in expenses of \$6,315 or 1.4% from the prior year.

Financial Analysis and Outlook:

The Port is involved in a variety of activities that 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 61% of operating revenues. Lease revenues should incur slight increases. The Port had a 95% occupancy rate as the year ended. Expansion of light industrial properties could provide additional financial resources. The Port receives property taxes that account for 1% of total revenues. Capital grants continue to play a vital role in how the Port develops its properties, which includes airport improvements, infrastructure along the waterfront, and light industrial properties. The Port receives an operating grant from the Oregon Marine Board to assist in the operations of the Marina. The Port continues to develop light industrial properties which may result in new tenants, jobs, and financial resources.

The Port looks at its business units in the following categories: Bridge, Leased Properties, Undeveloped Property, Recreation, Marina, Airport and Economic Factors.

Request for Information – A full Financial State of the Port with more detail can be found online at portofhoodriver.com. If you have questions about this report or would like additional information, please contact the Port's Chief Financial Officer Fred Kowell at fkowell@portofhoodriver.com.



PORT OF HOOD RIVER 2015 ANNUAL REPORT

Message from President Brian Shortt

Sitting at the table with my fellow Commissioners, it sometimes feels as though we are focused on short-term projects and gains. The reality is my colleagues and I are often thinking far into the future, knowing that careful planning and short-term steps help pave the way for long-term goals.

The early 2000s will go down in local history as a significant period of development on Hood River's waterfront. Within a relatively short time, the construction of the Halyard Building, development of Waterfront Park, and the Port's Waterfront Development Strategy spurred private development of several more new or refurbished light industrial and commercial buildings on the waterfront. Significant revitalization is occurring.

The Port of Hood River's role in the next decade will be equally—possibly more—transformative as the agency sets its sights on Lot 1 development and possible bridge replacement. As an economic development agency, it's important for Port Commissioners to plan for the future. To do so, we must understand where our community is now, where we are heading, and where our potential opportunities lie. Long-range planning requires examining community strengths, identifying resources and partners, and having ongoing dialog to strategize collaboratively about overcoming challenges. What do we want our community to be? How can the Port of Hood River help facilitate the vision, and who would be the proper partners to achieve success?

Take, for instance, the strength of youth robotics and local STEM (science, technology, engineering, math) programs in our community. How could our youth be better equipped to creatively solve future technological needs of local industries, like agriculture? Who would the appropriate partners be for that discussion—our local school district, community college, OSU Extension Center, local industry leaders and associations, other government agencies?

Hood River will continue to be a desirable place to live, work and visit. However, local

challenges with affordable housing mean our kids must be educated for careers and trades that match our environment in hopes they may eventually build their homes here. With foresight and coordination among agencies and private businesses, the Port can partner to unravel some community problems, strengthen our programs, and outline a vision for Hood River County's future economy.

Coalition building is about identifying partners and fostering collaborative actions to achieve success. The OneGorge Advocacy Group is an example of a grassroots coalition that, in a relatively short time, has already delivered real results in actions addressing regional issues.

OneGorge supported the Port's efforts to strategize about long-term replacement of the Hood River White Salmon Interstate Bridge. The bridges of the Gorge are critical infrastructure for our regional economy. With short-term steps, our community may soon be in a coveted position: eligible for federal funding for bridge replacement. Covering the cost of assessments and planning efforts to continue momentum toward a new bridge are parts of the Commission's more immediate discussions towards this end.

Where are we now? Where do we want to be? How can we get there? These are questions Port Commissioners frequently consider in the pursuit of progress. Often responses to challenges include strategic collaboration and multiple short-term activities with intention toward accomplishments for long-term solutions.

Sincerely,
Brian Shortt, Port Commission President

2015 Year in Review



JANUARY

- Classic Wings Aero Services , the Fixed Base Operator (FBO) at Ken Jernstedt Airfield since 2009, extended their operator agreement for five more years.
- The Ports of Hood River and Cascade Locks held a joint meeting, discussing their respective bridges, capital plans, tolling technology, and advocacy efforts for regional issues.
- An Inter-Governmental Agreement (IGA) with the City of Hood River was approved for planning services associated with the Waterfront Refinement Plan.
- The Pedestrian Bridge, on a 5-year inspection cycle, was examined by Extreme Access Inc.
- The Nichols Basin Trail bid opening resulted in an apparent low bidder, Crestline Construction.
- David McCurry of HDR Engineering presented project goals and objectives for a Lift Span Inspection and Rehabilitation Planning Project.
- The Hook Launch Project was awarded to Crestline with work to begin late January.
- Sheppards signed a Disposition and Development Agreement (DDA) with the Port for purchase of 1.93 acres of waterfront property located at Riverside Drive and N. 2nd Street.

please see Year in Review on page 2

2015 Year in Review continued

FEBRUARY



Hook Launch

■ The Port Commission approved a combined lease to pFrien Brewing Co., LLC for Suites 101, 102 and 103 of the Halyard Building. With the patio area, the company's lease totaled 14,766 feet.

■ A contract with A&E Heating and Air, Inc. for HVAC unit replacement in the Jensen Building was approved by the Port Commission, at a cost of \$24,830.

■ Perimeter stones were installed at the Hook Launch ramp in preparation of a concrete pour.

MARCH

■ A structural analysis of the upper and lower Event Site docks was completed by KPFF Consulting Engineers, finding good overall condition of structural elements, and a limited number of recommended repairs.



Event Site Docks

■ Sheppard's representatives presented a conceptual design for a new 20,000 s.f. light industrial building for Sheppard's Farm Equipment Supply facility.

■ Gorge Electric was hired by the Port to complete a Lighting Upgrade in the Big 7 Building at a cost of \$9,890.

■ The Port entered into a contract with Walker|Macy for conceptual planning for Lot 1, with the intent of eventually preparing a subdivision plan with development objectives and strategy for Lot 1 for planning services at a cost up to \$65,000.

■ A contract was awarded to Blackline, Inc. for Slurry and Crack Seal at various Port properties totaling 24,067 square yards of asphalt at Event Site and Boat Launch, not to exceed \$67,803.

■ A contract with Eastside Paving, Inc. in the amount of \$168,279 was approved for 9,377 square yards of asphalt overlays at various Port locations.



Pedestrian Bridge Trail

APRIL

■ The Port Commission held its Spring Planning Work Session on April 9, covering overviews of current building assets analysis, future building development priorities, bridge tolling technology, actions for future bridge replacement, regional advocacy and lobbying, waterfront recreation.

■ The Port Commission approved an increase in Event Site parking fees for the summer of 2015 to help offset waterfront recreation services and maintenance costs. Daily passes for standard vehicles rose from \$5 to \$6, and oversized vehicles from \$10 to \$15.

■ The Port Commission approved a contract with Gorge Electric for on-call services on the Hood River bridge.

MAY

■ The Port of Hood River began its annual series of Budget meetings on May 5. The Port's budget is a key document by which Port Commission policy and project direction is planned and implemented.

■ Marina Moorage Rules and Regulations were updated, and key changes included requirement of 60-day termination notices, and utility fees modifications.

■ Completion of the Pedestrian Bridge Trail project resulted in improved connections between the Pedestrian Bridge and Button Bridge Road.

■ Halgren & Associates completed an assessment of Hood River Marina which Larry Halgren presented to the Port Commission, with recommendations and priorities to inform operational decisions and improvements.

■ Construction of Nichols Basin Trail continued, including the concrete trail, seat walls, and landscaping installation of the irrigation system.

■ A ribbon cutting for the new Hook Launch was held with representatives from Columbia Gorge Windsurfing Association, the Hood River County Chamber of Commerce, Hood River Valley Parks and Recreation District, and the Port of Hood River.



Nichols Basin Trail



Art of Community

JUNE

■ Jeff Pickhardt of Key Development updated the Port on planning, permitting and architectural design progress on three buildings proposed for the Expo property as part of the company's DDA with the Port. Design approval was also granted for the new Turtle Island Building.

■ A License Agreement was approved with Gorge Networks for the installation of conduit and fiber optic line on Port waterfront properties.

JULY

■ P-Square Solutions was awarded the contract for a Tolling System Upgrade for the Hood River bridge.

■ A sponsor agreement with Art of Community was approved by the Port Commission that included the use of six art installations on Port property.

■ The Port of Hood River closed on property at the Lower Hanel Mill site in anticipation of site development. The Port also approved contracts with Vista GeoEnvironmental Services for civil engineering.

AUGUST

■ The Port approved committee assignments for internal committees that include Airport, Budget, Finance, Personnel, Waterfront Recreation and Marina Ad-Hoc.

■ Rick Williams Consulting presented an evaluation of parking issues to the Port Commission, plus possible response strategies for the Hood River Waterfront.

■ BreezeBy account holders totaled 8,000.

■ The Port of Hood River adopted a resolution regulating tobacco and inhalant use at all Port facilities and grounds.

■ Mike Zilis of Walker|Macy presented revised conceptual plans for Lot 1 based on Commission and staff feedback, seeking input on various issues.



Marina Receives 100% Clean Score

■ Facilities Manager John Mann reported on the recently completed Fracture Critical Inspection of the bridge by David Evans & Associates, which noted priorities for repairs and maintenance.

■ OneGorge coalition advocacy awareness and participation grows, with over 100 members.

SEPTEMBER

■ The Port received word that Oregon Parks and Recreation Department ranked the Hook Waterfront Trail project #1 out of 34 projects for their Local Government Grant program, carrying a \$25,895 award.

■ A public Open House on Lot 1 was held on September 15 to share design concepts and receive public comment on development for this site, and its role as a visible waterfront property. Walker|Macy's next steps are to prepare infrastructure cost estimates and a draft subdivision plan for Commission discussion.

■ The Port of Hood River approved a contract with Gorge Web Design for a Port website upgrade.

■ Port staff worked on the bidding process for the Lower Mill Site, focusing on two projects: excavation and stockpile of material, and grade and fill.

■ Anne Medenbach, Port Development and Property Manager, led a tour of the waterfront for the County Planners of Oregon.

■ The Hood River Marina was recertified as a State of Oregon Clean Marina, receiving a 100% score from the Oregon State Marine Board.

OCTOBER

■ Seal coating of the Marina and Event Site parking lots was completed.

■ Pacific Northwest National Labs installed a weather station on Lot 1 which gauges temperature, wind direction and speed, solar radiation, and humidity, with a live feed to portofhoodriver.com.

■ The City of Hood River completed its Site Plan Review application for the Expo Light Industrial buildings.



Airport Master Plan Nears Completion

■ The Port applied for a grade and fill permit and minor partition application with Hood River County to complete necessary permitting for the Lower Mill site.

■ CenturyWest prepared the final draft of the Airport Layout Plan, and reported the Airport Master Plan was 85% complete.

■ Maintenance welding of the bridge deck was completed, and rumble strips were installed near the Toll Booth.

■ The Port Commission voted to discontinue the sale of bridge tickets on January 1, 2016 as it migrates to a new tolling system without ticket purchase/sell capabilities.



Lower Mill Excavation

■ Westech Construction was hired by the Port for the Lower Mill site excavation, sort and stockpile project at a cost of \$78,000 which began October 12, resulting in removal of 29,000 cubic yards of volume.

■ Agreements were approved for eight kiteboard, windsurf and SUP instruction and rentals concessions for the 2016-2020 seasons on Port of Hood River waterfront properties.

NOVEMBER

■ Various tasks related to a recent vessel strike on the Hood River Interstate bridge were underway, including engineering evaluations, a USCG investigation, insurance coordination, and media relations.



Event Site Concessions



Lift Span Damage

■ The Port Commission held its Fall Planning work session to discuss financials, long-term bridge replacement planning, real estate development strategies for the Lower Mill site and Lot 1, Marina, Airport, and its Strategic Business Plan project updates.

■ A lift span inspection carried out on November 20 resulted in damage to the bridge deck and span guides, requiring repairs before the lift span can be raised safely.

■ Oregon Business Magazine published an article in its November/December issue about the Port of Hood River titled "A Waterfront Awakens."



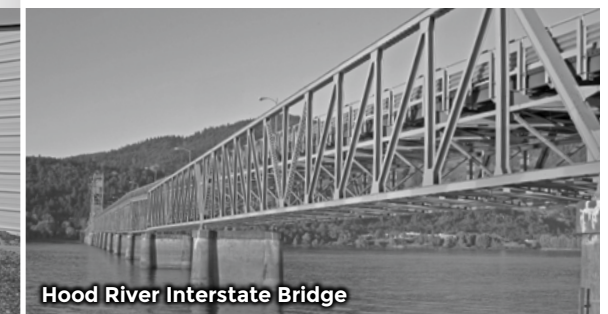
DECEMBER

■ The Port Commission approved a purchase agreement for neighboring property at the Lower Mill site in Odell.

■ A draft Final Development Plan for Lot 1 on the Hood River waterfront was presented to the Port Commission by Walker|Macy.

■ The Port received news that language on National Scenic Areas was included in the final transportation legislation, Fixing America's Surface Transportation (FAST) Act.

■ The Hook closed in order for the City to complete its new sewer outfall project, with plans to construct a trail to the new Hook Launch as the final element of the project.



Hood River Interstate Bridge

WEBLINK



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Prepared by: Michael McElwee
Date: March 29, 2016
Re: Commercial Dock

The Commercial Dock (Dock) needs basic repairs including replacement of whalers rub rails and targeted floatation. This project is in our FY 15/16 work plan and planned to be carried out by Facilities staff. Due to the large amount of activities that Facilities staff is engaged in, many associated with the bridge repairs, it is necessary to contract out for some of the Dock repairs prior to the spring boating season.

Staff has made extensive efforts to find contractors skilled in dock repair. The only contractor that we have found who has experience, skills and responsiveness, and who has completed excellent recent work for the Port is Tim Clackum.

Due to the significant Facilities staff work load for the next few months and Mr. Clackum's schedule availability on March 28-31, I authorized work to proceed. His estimate is based on time and materials not to exceed \$8,000 which is reasonable for the work to be done. Clackum will also place floatation under the South Basin Dock ramp to correct a deficiency there.

RECOMMENDATION: Ratify contract with Tim Clackum for repairs to the Commercial Dock not to exceed \$8,000.

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Small Procurement Contract

1. This Contract is entered into between the Port of Hood River ("Port") and Tim Clackum Diving. ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction. Port shall pay Contractor in accordance with the schedule and/or requirements in attached Exhibit A. The Port of Hood River shall pay a "Not to Exceed" amount of \$8000.00.
2. This Contract shall be in effect from the date at which every party has signed this Contract through completion and following acceptance of the work by the Port of Hood River. Either Contractor or Port may terminate this Contract in the event of a breach of the Contract by the other. Port may terminate this Contract for any reason by giving 15 days written notice to Contractor at Contractor's address listed below. If Port terminates this Contract, Contractor shall only receive compensation for work done and expenses paid by Contractor prior to the Contract termination date.
3. All work products of the Contract, which result from this Contract, are the exclusive property of Port. Port shall have access to all books, documents, papers and records of Contractor which relate to this Contract for purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, and hold harmless Port, its Commissioners, officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this Contract, except to the extent the Port is negligent and responsible to pay damages. Contractor shall provide insurance in accordance with attached Exhibit B.
7. This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
8. This Contract shall be governed by the laws of the State of Oregon and any litigation involving any question arising under this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the provision shall be stricken.
9. Contractor shall adhere to all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written or oral discussions or agreements. Any modification to this Contract shall be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor:	Port of Hood River
Signed:	Signed:
	1000 E. Port Marina Drive, Hood River, OR 97031
	(541) 386-1645/ porthr@gorge.net

**Small Procurement Contract
Exhibit A**

I. SCOPE OF WORK:

II. DELIVERABLES AND TIMEFRAME:

III. CONSIDERATION:

IV. BILLING AND PAYMENT PROCEDURE:

The Contractor shall submit to the Port for payment an itemized invoice in a form and in sufficient detail to determine the work performed for the amount requested. The invoice shall contain at a minimum:

- Invoice date
- Contract project title
- Record of hours worked and a brief description of activities
- Billing rate applied

Invoices for services will be submitted on a monthly basis. Payments due which exceed 90 days from date of invoice may be subject to a monthly charge of 1.5% of the unpaid balance (18% annual).

The Port shall process payment in its normal course and manner for Accounts Payable, net 30 days.

Exhibit A

Cruise Ship Dock Rebuild Scope of Work;

- 1) Remove and stack old bumper lumber to be hauled away by others.
- 2) Salvage and use any reusable all thread.
- 3) Replace perimeter wood with; (2) layers of 3x6 PT lumber provided by others.
- 4) Cap and conceal all-thread bolts and ends with 2x6 PT lumber attached with timber lags.
- 5) All materials provided by others.

**Personal Services Contract
Exhibit B**

INSURANCE

Contractors, please send this to your insurance agent immediately.

During the term of this Contract, Contractor shall maintain in force at its own expense, each insurance noted below:

- 1. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt order ORS 656.027.)

Required and attached OR Contractor is exempt

Certified by Contractor: _____
Signature/Title

- 2. 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 the Contractor's services to be provided under the Contract.

Required and attached Waived by Finance Manager _____

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

Required and attached Waived by Finance Manager _____

- 4. 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 acts, errors or omissions in any way related to this Contract.

Required and attached Waived by Finance Manager _____

- 5. **Certificate of Insurance.** As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract.

The 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 Contract.

Endorsement CG 20 10 11 85 or its equivalent must be attached to the Certificate. The Certificate must contain a standard 30 day notice of cancellation clause which guarantees notification in writing to the Certificate Holder (Port of Hood River). Insuring companies or entities are subject to Port acceptance. If requested, 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.



Prepared by: Liz Whitmore
Date: March 29, 2016
Re: Path Connection at Pedestrian Bridge
Naito Development Change Order

The Emergency Access Easement Agreement between the Port of Hood River and NBW Hood River, LLC states that Naito is required to construct a 10' wide concrete or asphalt paved bicycle and pedestrian path on the east side of the hotel connecting the concrete sidewalk at the front of the hotel to the concrete sidewalk at the Pedestrian Bridge. Plans sent by Naito to the Port for approval show this section to be paved in asphalt. The additional cost for concrete is \$7,627.96. Staff recommends the Port pays this additional cost, resulting in a continuous path in concrete. See attached change order.

RECOMMENDATION: Authorize payment of \$7,627.96 to NBW Hood River, LLC for upgrade to concrete for the pedestrian and bicycle path connection east of the hotel to the Pedestrian Bridge.

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integrity structures llc.

Change Order Request

Project:

Hampton Inn
1 Nichols Parkway
Hood River, OR 97031

Change Order Request #:

Date: 3/5/00

Project #: 14-008

Contractor:

Integrity Structures LLC
212 NE 83rd St
Vancouver WA 98665

Contract Date: 4/16/15

Contract for: Construction

The contract is changed as follows

Scope: Change east port walk way to 6" thick concrete

\$ 7,627.96

Includes: added cost to construct the east walkway in concrete vs. pavement. Concrete will be 6" thick by 10' wide and approximately 156' long.

Excludes:

Not valid until signed by Owner

1. Original contract sum

\$8,473,774.00

2. Contract sum will be increased/decreased by the change order request

\$ 7,627.96

3. Number of additional days required

Signature: _____

Date: _____

Owner: Nichols Hotel LLC

Signature: _____

Date: _____

Architect: 0

Signature: _____

Date: _____

Contractor: Integrity Structures LLC

COR #: 0

Labor costs	Labor	Material	Sub.	Equip.	Total
-------------	-------	----------	------	--------	-------

					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Total on labor					\$ -
Profit / Overhead 10%					\$ -
Sub total					\$ -
Material costs	Labor	Material	Sub.	Equip.	Total
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
Sub total on material					\$ -
Profit / Overhead 10.0%					\$ -
Sub total					\$ -
Subcontractor costs	Labor	Material	Sub.	Equip.	Total
Credit for not using asphalt 2" thick @ \$2.00 / sf			\$ (3,140.00)		\$ (3,140.00)
Wilson (added cost to over ex and back fill for concrete) Hall off (3 loads) time to grade.			\$ 1,250.00		\$ 1,250.00
Mission Concrete supply & install concrete path \$7 / sf			\$ 7,644.00		\$ 7,644.00
added rock for concrete above rock that was needed for asphalt			\$ 1,239.00		\$ 1,239.00
					\$ -
					\$ -
Sub total on subcontractors					\$ 6,993.00
Profit / Overhead 0.0%					\$ -
Sub total					\$ 6,993.00
Subtotal					\$ 6,993.00
Bond / Insurance 1.0%					\$ 69.93
Contractor's fee 8.0%					\$ 565.03
Change Order Total Amount					\$ 7,627.96