



## PORT OF HOOD RIVER COMMISSION

### AGENDA

Tuesday, December 19, 2023

Port Conference Room

1000 E. Port Marina Drive, Hood River

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1. **Call to Order** – 5:00 PM
  - a. Modifications, Additions to Agenda
  - b. Public Comment (5 minutes per person per subject; 30-minute limit) (*Written public comment received, Page 7*)
  
2. **Consent Agenda**
  - a. Approve Minutes from the November 14, 2023 Fall Planning Work Session and Regular Session and the December 7 Special Meeting (*Patty Rosas, Page 3*)
  - b. Approve Resolution 2023-24-7 Adopting Financial Policy (*Debbie Smith-Wagar, Page 11*)
  - c. Approve Resolution No 2023-24-8 Changing Marina Boat Launch Parking Lot Rates (*Genevieve Scholl, Page 33*)
  - d. Approve Amendment to Lease with Oregon DMV in the Marina West Building (*Greg Hagbery, Page 37*)
  - e. Authorize Renewal of SDIS Property/Casualty Insurance Policy for 2024 (*Debbie Smith-Wagar, Page 43*)
  - f. Approve Accounts Payable to Campbell Phillips in the Amount of \$4,185.00 (*Debbie Smith-Wagar, Page 83*)
  
3. **Informational Reports**
  - a. Bridge Replacement Project Update (*Michael Shannon, Page 87*)
  
4. **Presentations & Discussion Items**
  - a. Review Fall Planning Goals (*Kevin Greenwood, Page 93*)
  - b. Hood River White Salmon Bridge Authority (HRWSBA) Agreement Concepts (*Chapman, Gehring, Page 133*)
  - c. Participation on City of Hood River Urban Renewal District board (*Heather Gehring, Page 137*)
  
5. **Executive Director Report** (*Kevin Greenwood, Page 155*)
  - a. Acknowledgement of the Service of Genevieve Scholl, Deputy Executive Director
  - b. Scope of Work for Architectural Services
  
6. **Commissioner, Committee Reports**
  
7. **Action Items**
  - a. Authorize Staff to Pursue Land Use Application for Lower Hanel Property (*Kevin Greenwood, Page 167*)
  - b. Approve Resolution 2023-24-9 Lowering the Load Limit on the Bridge (*Kevin Greenwood, Page 173*)

8. **Commission Call**

9. **Confirmation of Commission Directives to Staff**

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10. **Executive Session** - If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, **ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees**, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(n) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations.

11. **Possible Action**

- a. Approve One-Year Extension to Executive Director’s Employment Agreement (*Kristi Chapman, Page 177*)

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

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### Fall Planning Work Session

**PRESENT: Commissioners:** Kristi Chapman, Ben Sheppard, Heather Gehring (left at 3:46 p.m.), Mike Fox, and Tor Bieker. **Legal Counsel:** None. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Greg Hagbery, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon **Guests:** None

**ABSENT:** None

**MEDIA:** Noah Noteboom, Columbia Gorge News

- I. **WELCOME:** Commissioner Chapman opened the work session at 1:36 p.m. and welcomed everyone to the meeting.
- II. **MEETING OVERVIEW:** Kevin Greenwood, Executive Director, provided a brief overview of Fall Planning. The purpose of the meeting was to review goals and projects set forth in the prior year budget process and prepare for spring planning in the next budget cycle. In addition, Greenwood addressed items that staff saw as a priority.
- III. **MISSION AND VISION STATEMENT:** Commissioner Tor Bieker led a group discussion on drafting a new mission and vision statement that would more closely align with the transition that the Port of Hood River ("Port") will be facing in the next few years. The Commission identified key components for the mission and vision statement that included development, accessibility, excellent service, and supporting other agencies and businesses in the community. The discussion concluded with direction to staff to provide mission and vision statement options that focus on the next five years and present it to the Commission at the next meeting.

Genevieve Scholl, Deputy Executive Director, discussed the need for a Public Relations (PR) firm to increase and enhance public awareness of Port provided public services. A discussion ensued regarding the PR scope of work. There was consensus from the Commission not to proceed with the proposed economic impact study from EcoNorthwest. Furthermore, the Commission suggested a working committee to help plan the bridge centennial celebration and use the PR firm for assistance but not make it their primary role. The PR firm should also focus on the Ports future and highlight success stories from tenants and other users.

- IV. **CURRENT FINANCIAL OVERVIEW:** Debbie Smith-Wagar, Finance Director, reviewed the proposed changes to the financial policies that are no longer relevant to the Port. These changes include the Return-on-Investment calculation related to the investment value, and cash reserves being referred to as a percentage of the Ports net depreciable assets. Commissioner Fox requested that there be accountability across the entire organization and added that each operating center manager should be responsible for their operating center in terms of cost and revenue.

Smith-Wagar noted that as they move forward with new financial software, the fund structure will need to be updated to reflect the activities and needs of the current Port. Smith-Wagar summarized the proposed structure of the accounting system which consists of combining the current General Fund and portions of the existing Revenue Fund. As well as pulling bridge operations out of the Revenue Fund and combining it with the current Bridge Repair Fund. There was consensus from the Commission to move forward with the proposed fund structure.

Smith-Wagar sought feedback on a proposed five-year capital improvement plan that will help determine amounts that will need to be held in reserve to either pay for the improvements or facilitate borrowing to make the improvements. Smith-Wagar provided an example of the proposed structure. Commissioner Fox suggested including a summary describing the projects, as well as including a revenue forecast.

- V. **WATERFRONT PARKS & RECREATION SUSTAINABILITY:** Greenwood presented a chart that breaks the waterfront recreation into calendar years to see activity more easily without splitting the summer up between two fiscal years. Greenwood noted that although pay to park was a great success in reducing the negative net income, more still needs to be done. A list of ideas was presented to the Commission to help close the gap. A discussion ensued and concluded with direction to staff to consider the possibility of hiring out Port staff to other governmental agencies and using private landscaping businesses for park maintenance. A five-year operating levy and transfer of parks should be considered as a last resort. Furthermore, the Commission does not want to reduce services at the parks, and fees for events and concessionaires should align with the fair market rate.

Daryl Stafford, Waterfront Manager, discussed waterfront recreation service levels and amenities and touched on key issues such as maintaining current levels of service, parking congestion, and limited access to launch for watersports. Stafford suggested adding Marina Beach to paid parking in 2025 to address issues and achieve goals. The Commission directed staff to identify ownership of the Marina Jetty and update records if it is owned by the Port. Staff was also directed to engage with American Cruise Lines, Inc. for possible development at the Marina Jetty.

Scholl sought direction from the Commission on parking system changes such as lowering the cost of parking in the Marina Boat Launch parking lot and offering a senior discount in the parking lots. There was consensus from the Commission to proceed with a premium pass that can be used at the Event Site, West Jensen, and the Marina Boat Launch parking lot for \$200. The single pass for the Marina Boat Launch parking lot at \$100 with a senior discount of 25% that only applies to the Marina Boat Launch parking lot.

VI. **KEY ISSUES FOR FY 2023-24:**

- a. **Lower Mill Financing Options** – There was consensus from the Commission not to proceed with development at the Lower Mill property in Odell at this time. A discussion followed regarding temporary housing for the bridge effort. Greenwood noted that he met with the community development director to discuss the feasibility of temporary housing at Lower Mill, and it was determined that there was an opening for workforce housing for the bridge effort though it is not an easy process. Staff was directed to proceed with the effort of temporary housing at Lower Mill.
- b. **New Administration Location** – Greenwood addressed the relocation of the current Port administrative and maintenance facilities and proposed acquiring the services of an architect to help determine the best location. The Commission debated on the new administration location and determined that the most feasible location was the Marina #1 building. Staff was directed to bring in the services of an architect to determine the best use of the site and surrounding areas. Lastly, it was noted that the administrative office and maintenance facilities should be relocated no later than the start of 2025.
- c. **Lot 1 Improvements** – The Commission reached consensus on pursuing the development of a roundabout at Second Street and Riverside. There was also consensus to amend the KPFF contract to change the scope of work and pursue other grants. The question was posed to the Commission

whether the Port would commit \$1.7 million to complete the EDA project if no other grants were obtained. The Commissions response was for the Port to partner with the City of Hood River.

- d. **South Apron Development** – Greg Hagbery, Property Manager, summarized available grants for the construction of 10 T-Hangars at the Ken Jernstedt Airfield (4S2). In a best-case scenario, the project would require 4S2 to invest at least \$396,430, and in a worst-case scenario 4S2 would need to invest \$715,100. Hagbery added that the Critical Oregon Airport Relief (COAR) grant program may be able to provide up to \$318,000 in grant reimbursement when the airport sponsor is bringing more than that in additional match dollars to complete a project. A discussion followed and concluded with consensus from the Commission to proceed with the construction of the T-Hangars and pursue all available funding. Commissioner Fox recommended identifying the reserves that are available for investment.
- e. **Bridge Replacement Impacts** – Michael Shannon, HNTB Project Director, summarized issues that will have a direct impact on Port property and operations. The main issue is construction that is anticipated to begin in October 2025. The construction will have an impact on things such as the relocation of the Port administrative functions, and the boat launch. Many of the issues will be addressed in an Intergovernmental Agreement (IGA) which the Hood River-White Salmon Bridge Authority (HRWSBA) is currently drafting. Shannon advised the Commission that it would be in their best interest to relocate with in the next year to accommodate construction. There was direction from the Commission to look at the possibility of adding a boat launch, boat storage, and relocating operational functions by the start of 2025.
- f. **Bridge Repairs/Maintenance** – Greenwood provided an update on bridge repairs and noted that several projects that are on the budget have been completed. In addition, Wiss, Janney, Elstner Associates, Inc. (WJE) scope of work for electrical and mechanical was higher than expected and staff may need to go out for bid. Commissioner Fox requested follow up with WJE for a more detailed explanation of why the cost was much higher than expected. A discussion ensued regarding the reduction of the load rating to help minimize further damage to the bridge. The Commission reached consensus to lower the load rating and inform the truckers of what is happening and why. Staff will draft a resolution for approval at the next meeting.
- g. **Employee Handbook Update** – Scholl walked through the employee handbook recommended changes for the Commissions consideration. One of those changes includes implementing and incentivizing career-track professional development and skills training programs for certain positions. A discussion followed and concluded with deferring this item to the next meeting.

**VII. OTHER:** None

**VIII. ADJOURN:** The Fall Planning Work Session was adjourned by unanimous consent at 4:27 p.m. The Commission was called back into Regular Session at 4:27 p.m.

**ATTEST:**

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Kristi Chapman, President

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Michael Fox, Secretary

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### Regular Session

**PRESENT: Commissioners:** Kristi Chapman (Arrived 1:11 p.m.), Ben Sheppard, Heather Gehring (Left at 3:46 p.m.), Mike Fox, and Tor Bieker. **Legal Counsel:** None. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Greg Hagbery, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon **Guests:** None

**ABSENT:** None

**MEDIA:** Noah Noteboom, Columbia Gorge News

1. **CALL TO ORDER:** Commissioner Ben Sheppard called the meeting to order at 1:04 p.m.
  - a. **Modifications or additions to the agenda:** None
2. **EXECUTIVE SESSION:** Commissioner Ben Sheppard recessed Regular Session at 1:05 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) – Real Property Transactions.

**POSSIBLE ACTION:** The Commission was called back into Fall Planning Work Session at 1:36 p.m. No action was taken as a result of Executive Session.

### 3. FALL PLANNING WORK SESSION – minutes provided separately.

#### 4. CONSENT AGENDA:

- a. Approve minutes from October 17, 2023 Regular Session
- b. Approve purchase of Variable Message Sign in the amount of \$21,150
- c. Approve Amendment No. 11 to Contract with WSP for engineering services related to bridge replacement.
- d. Ratify sublease agreement between Ferment Brewing Company and Camp 1805 in the Jensen Building.
- e. Approve 2024 Marina Rules & Regulations Update
- f. Approve accounts payable to Campbell Phillips in the amount of \$3,075.50

**Motion:** Move to approve Consent Agenda.

**Move:** Sheppard

**Second:** Bieker

**Discussion:** None

**Vote:** **Ayes:** Chapman, Sheppard, Fox, and Bieker

**Absent:** Gehring

**MOTION CARRIED**

### 5. INFORMATIONAL REPORTS: No Discussion.

### 6. PRESENTATIONS & DISCUSSION ITEMS: None.

### 7. EXECUTIVE DIRECTOR REPORT: No Discussion.

### 8. COMMISSIONER, COMMITTEE REPORTS:

- a. Airport Advisory Committee – Commissioner Tor Bieker reported that they met with WAAAM in hopes of building a partnership for airport development and future opportunities.

- 9. **ACTION ITEMS:** None.
  
- 10. **COMMISSION CALL:**
  - a. Commissioner Fox suggested that the Variable Message Sign should have remote access to be able to turn it on and off.
  
- 11. **CONFIRMATION OF DIRECTIVES:**
  - a. Staff to verify that the Variable Message Sign has remote access.
  
- 12. **EXECUTIVE SESSION:** President Kristi Chapman recessed Regular Session at 4:33 p.m. to call the Commission into Executive Session under ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees.
  
- 13. **POSSIBLE ACTION:** The Commission was called back into Regular Session at 4:45 p.m. No action was taken as a result of Executive Session.
  
- 14. **ADJOURN:** The meeting was adjourned by unanimous consent at 4:46 p.m.

**ATTEST:**

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Kristi Chapman, President

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Michael Fox, Secretary



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**Special Meeting**

**PRESENT: Commissioners:** Kristi Chapman, Heather Gehring, Mike Fox, Tor Bieker, and Ben Sheppard. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Ryan Klapprich, and Patty Rosas.

**ABSENT:** None

**MEDIA:** None

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 10:00 a.m.

**2. ACTION ITEMS:**

- a. **Authorize Purchase of HVAC Equipment for the Big 7 Building from Refrigeration Supplies Distributor Not to Exceed \$14,734.**

**Motion:** Move to authorize purchase of HVAC equipment from Refrigeration Supplies Distributor in an amount not to exceed \$14,734 for the Big 7 Building.

**Move:** Fox

**Second:** Gehring

**Discussion:** Commissioner Mike Fox expressed his concern with the lower price difference between the other vendors and questioned whether the quality was there. Ryan Klapprich, Facilities Manager, assured the Commission that this was the best option, and added that it was a like-brand with warranty.

**Vote:** **Aye:** Chapman, Gehring, Sheppard, Bieker, and Fox  
**MOTION CARRIED**

- b. **Authorize Creation of Executive Assistant Position.**

**Motion:** Move to authorize Executive Assistant Job Position.

**Move:** Bieker

**Second:** Sheppard

**Discussion:** Commissioner Kristi Chapman noted that with the retirement of Genevieve Scholl as the Port's Deputy Executive Director, the Personnel Committee and Executive Director have discussed changing the position to an Executive Assistant position. A discussion ensued regarding concerns with the job description in correlation with the wage and job title.

**Vote:** **Aye:** Chapman, Gehring, Sheppard, and Bieker.  
**Nay:** Fox  
**MOTION CARRIED**

**3. ADJOURN:** The meeting was adjourned by unanimous consent at 10:35 a.m.

**ATTEST:**

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Kristi Chapman, President

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Michael Fox, Secretary

# Commission Memo

Prepared by: Debbie Smith-Wagar, Finance Director  
Date: December 19, 2023  
Re: Port Financial Policies

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The Port has formal policies covering Financial Planning, Budget, Financial Reporting, Revenue, Reserves, Cost Allocation, Cash Management, Payment Processing, Debt Management, IT Management and Policies, and Network Access. These policies have not had an intensive review in recent years, so as part of Fall Planning the Finance Department reviewed the policies.

Most of the changes identified were more for consistency than actual changes to policy. Many of the policies in place, such as the extensive debt policy, are not currently relevant to the Port, but may be in the future. The one area that was updated was the section on reserves. The prior policies identified reserves as a percent of book value of the Port's capital assets. This calculation did not accurately reflect the analysis that should be applied to reserves...reserves should be a function of smoothing cash flow (for example, when economic downturns affect revenue), and anticipated outflows for repairing and maintaining the Port's extensive capital assets.

These policies are administrative in nature and are guiding principles rather than specific requirements.

**RECOMMENDATION:** Approve resolution updating Financial Administrative Policies.

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**PORT OF HOOD RIVER**  
**Resolution No. 2023-24-7**

**A RESOLUTION ADOPTING UPDATED FINANCIAL POLICIES**

**WHEREAS**, the Port of Hood River has on-going financial policies ; AND

**WHEREAS**, the policies have not been updated for a number of years; AND

**WHEREAS**, best practice is to review the policies on a regular basis; NOW THEREFORE

THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

The updated financial policies contained in Exhibit A are adopted to guide financial decisions for the Port of Hood River.

Adopted by the Board of Commissioners of the Port of Hood River this 19th day of December, 2023.

**SIGNED**

\_\_\_\_\_  
Kristi Chapman, President

**ATTEST**

\_\_\_\_\_  
Mike Fox, Secretary

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## **PORT OF HOOD RIVER FINANCIAL ADMINISTRATIVE POLICIES**

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### **PURPOSE**

The Financial Administrative Policies and Procedures, articulates the policies, goals and major objectives which will guide the Port in its fiscal responsibilities for the foreseeable future.

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### **FINANCIAL PLANNING FIN-2.01**

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#### **Policy**

The Port of Hood River will prepare a long-range financial plan to guide the Board of Commissioners in adopting the Port budget and to assist the Board in ensuring the delivery of services through all types of economic cycles. The plans will help the Board of Commissioners evaluate the impact of the financial needs of delivering all the necessary activities performed by the Port within its boundaries. The plan will also assist in coordinating funding needs among the Port's various functions and needs.

Financial planning and budgeting will be based on the following principles:

- Revenue estimates will be prepared on a conservative basis to minimize the possibility that economic fluctuations could jeopardize ongoing service delivery during the fiscal year.
- Expenditure estimates will anticipate needs that are reasonably predictable.
- Forecasts will rely on a common set of basic economic assumptions that will be established, updated and distributed by the Finance Director. The forecasts will also identify other assumptions used in their preparation and associated risks. Examples of risks can include rates, legislation and legal rulings that affect Port liability, pension systems or health benefit plans, as well as regional economic trends that affect Port revenues and grants. The Port will test both its financial planning methodology and use of planning tools in order to provide timely and accurate information that is disseminated to the Board.

#### **Financial Plans and Forecasts**

- The Administration will prepare an annual audited financial report. This report will include a comprehensive overview of the Port's financial condition.
- Financial plans will be prepared annually for the Port. If appropriate, the plan will identify additional resources needed to continue current service levels like adjustments to services provided.

#### **Operation and Maintenance**

- The Port will preserve its current physical assets and plan in an orderly manner for future capital investments, including the operating and maintenance costs associated with new or additional capital improvements or major equipment.
- The Port will use its best efforts to identify and include full costs of future maintenance needs and operating costs of new capital improvements and equipment prior to funding as part of the Budget.
- In general, all assets will be maintained at a level that protects capital investment and minimizes future maintenance and replacement costs. A high priority should be placed on maintenance where deferring maintenance will result in greater costs to restore or replace neglected facilities/equipment.
- Maintenance and operations of major capital assets should be given priority over acquisition of new assets, unless an analysis indicates a net benefit or the funding source to acquire or develop a new asset cannot be used for operations and maintenance.
- Factors that reduce operating and maintenance costs, such as upgrades, remodels and/or technological advances, will be considered when reviewing operation and maintenance requests. Priority may be given to projects that do not require operation and maintenance adjustments or that reduce those costs.
- The budget will seek to provide sufficient funding for adequate operations, maintenance, scheduled replacement and enhancements of capital assets and equipment. Whenever Port staff identify that there is a significant discrepancy between the need to maintain or modernize Port infrastructure or facilities and the funds available for such improvements, the Executive Director or designee will present a strategy for meeting these needs to the Board of Commissioners.

## **Responsibility**

The Finance Director will coordinate the presentation of the Port's financial plan with the Executive Director providing overall guidance.

## **BUDGET FIN-2.02**

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### **Policy**

The Port will develop and implement a budget process that will:

Make prudent use of financial resources.

- Include financial forecast information to ensure that the Port is planning adequately for current and future needs.
- Involve community members, elected officials, employees and other key stakeholders.
- Provide performance and other analytical data to assist in assessing resource effectiveness.
- Comply with Port laws and State of Oregon Local Budget Law.

The Executive Director will develop and present a proposed budget to the Board of Commissioners for consideration and adoption. The Proposed budget will identify major financial and service issues, identify funding requirements and sources of funds, provide supplemental information on programs or functions,



include budget and performance or other details necessary to relate recommendations to the Port's strategic plan and goals.

The Finance Director will assist the Executive Director in Proposed annual budget process and calendar. The proposed process and calendar will support the budget committee participation and Board deliberations.

### **Budget Monitoring**

The Finance Director will maintain a system for financial monitoring and control of the Port's budget during the fiscal year. This system will provide the Board with information on revenue, expenditures and performance at both the Port and fund level. The system will include provisions for amending the budget during the year in order to comply with State of Oregon budgetary statutes and to address unanticipated needs or emergencies. The Finance Director will coordinate the process for budget adjustments requiring Board and possibly Budget Committee approval.

The Finance Director will periodically publish fund financial status reports on the revenues and expenditures to date, and the estimated year-end balance. During the Spring Planning session the Finance Director will report to the Board on the financial results and recommend financial management actions necessary to meet the adopted budget's financial planning goals.

For the Fall Planning session, the Finance Director will report to the Board on the previous year's financial performance and how it relates to the long-term financial forecast with respect to reserves and debt coverage. Included in this report will be any new legislation, rules, regulations or policies that will have a material impact for the rest of the fiscal year.

### **Operating Policies**

1. **Balanced Budget.** In each fund, resources shall be equal to or exceed requirements. Each Port fund budget must identify ongoing resources that at least match expected ongoing requirements. One-time cash transfers and non-recurring ending balances may either be applied to reserves or used to fund one-time expenditures; they will not be used to fund ongoing expenditures, except as provided in section 2 below.
2. **One-time Funds.** One-time funds are resources designed to be used for projects and purchases that can be accomplished within the fiscal year or two but not to be used towards ongoing expenditures. One-time funds may be committed for up to four years for a capital project or a significant planning effort that has a finite duration of four years or less. Such a funding commitment shall be noted in the Proposed Budget. Out-year funding may not be committed in excess of the one-time funds projected to be available in the long-term financial forecast.
3. **Surplus Revenue and Fund Balances.** From time to time additional revenue (grants or surplus beginning fund balances) will be available. The Port will budget only the amount of revenue that is needed to fund projected expenditures within the fiscal year. Anticipated resources not needed to

fund fiscal year spending or unforeseen contingencies shall be included in reserves. The Port will not increase accruals and non-cash enhancements to revenues as a means to influence fund balances at year-end.

4. **Efficiency and Effectiveness.** The Port will optimize the efficiency and effectiveness of its services to reduce costs and improve service quality. The Port will coordinate its service delivery with other applicable public and private service providers. The Port will consider new technology to improve its efficiency and effectiveness.
5. **Self-supporting/Full Cost Recovery Basis.** Port overall operations will be run on a self-supporting basis where doing so will increase efficiency in service delivery and recover the cost (or part thereof) of providing the service by a user fee or charge.
6. **Contingencies.** The Port will budget a contingency amount for each fund adequate to address reasonable but unforeseen requirements within the fiscal year.

### **Port-issued Grants or Loans**

Only the Port Board of Commissioners can authorize loans or grants of any dollar amount. The Board awards a grant or loan by resolution unless it has delegated the authority to staff. Grants are a type of contract subject to different legal rules: Contracts are typically used to purchase goods and services to directly benefit Port operations, while grants are issued for the purpose of supporting an activity of the recipient.

The Port will avoid issuing grants or loans to assist agencies in meeting ongoing service delivery needs. The Port may audit financial records or performance data to ensure funds are spent in accordance with the purpose of the grant or loan.

Grant or loan agreements between the Port and public agencies shall be issued as intergovernmental agreements.

### **Fund Management**

Creation of new funds or elimination of existing funds shall be done by Port resolution. A review and report by the Finance Director will be required prior to Board action. The Finance Director will conduct an annual review to assess if each fund is needed.

Each fund at the Port will have a statement of purpose, adopted by resolution by the Board of Commissioners that contains several required elements.

### **Responsibility**

The Executive Director (or designee) will coordinate the overall preparation and administration of the Port's budget.

## **FINANCIAL REPORTING**

### **FIN-2.03**

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#### **Policy**

The Port shall maintain a system of financial monitoring, control and reporting for all operations, and funds to provide effective means of ensuring that overall Port goals and objectives will be met and to assure the Port's citizens, partners and investors that the Port is well managed and fiscally sound.

#### **Financial Reporting**

The Port will maintain its accounting records and report on its financial condition and results of operations in accordance with state and federal law and regulations, Generally Accepted Accounting Principles (GAAP) and standards established by the Governmental Accounting Standard Board (GASB). Budget reporting will be in accordance with Oregon Local Budget Law.

- A qualified independent firm of certified public accountants will perform an annual financial and compliance audit of the Port's financial statements. The firm's opinions will be presented in the Port's Annual Financial Report (AFR), in the single audit report as required by the Single Audit Act of 1984 and in the independent auditor's Report on Compliance and on Internal Control over Financial Reporting.
- The AFR will be designed to communicate with citizens about the financial affairs of the Port.
- As an additional independent assessment of the quality of the Port's financial reporting, the Port will discuss the use of obtaining the certificate of achievement for excellence in financial reporting from the Government Finance Officers Association.
- The Port will strive to minimize the number of funds. The funds will be categorized by standard GAAP functional classifications. The Port will list current funds and their related GAAP functional classification as well as their Port fund type in the Annual Financial Report.

#### **Responsibility**

The Finance Director will implement this policy and report to the Executive Director and Board of Commissioners on compliance issues. The Finance Director will also develop and maintain Financial Administrative procedures to assist in carrying out these policies.

## **REVENUE**

### **FIN-2.04**

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#### **Policy**

The Port will strive to maximize and diversify its revenue base to raise sufficient revenue to support essential Port services and to maintain such services during periods of declining economic activity. Port services providing private benefits should be paid for by fees and charges as much as possible to

maximize flexibility in the use of Port revenue sources to meet the cost for services of the broader public benefit. The Port's overall revenue structure will be designed to recapture some of the financial benefits resulting from Port economic and community development investments. However, it will also be linked to the overall Port Strategic Plan and its future updates. Revenue collection efforts that produce positive net revenues for Port service delivery will be the highest budget priority.

### **Cost Recovery**

Charges for services that benefit specific users should strive to recover as much of the full cost as possible, which includes all direct costs, overhead, loss of interest and depreciation on capital plant and equipment. Allocation of indirect costs will be established annually by the Finance Director.

The Port may subsidize other programs within the Port's portfolio of services from user fees from its primary revenue generation programs. This will be based on Port objectives that align to its Strategic Plan such as remaining competitive within the region and job production during an economic downturn to these subsidies. However, all such services should strive to mitigate their costs either through revenue generation or efficiencies of operations.

### **Investment in Real Estate**

**Return of Investment** – The Port should provide a rate of return that covers the debt service and operating costs of the investment, over the life of the asset.

The method used should be a “Cash on Cash Return before Debt Service and Capital Outlay”. This ratio looks at revenues less operating costs (excludes depreciation) to come up with net operating income. Net operating income is then divided by the asset (investment) value. This ratio reflects the return on an asset or group of assets and provides a gauge for policymakers in moving forward with an acquisition or capital improvement. As debt markets fluctuate, so will the rate of return calculation at any point in time to evaluate whether an investment meets the criteria of covering its costs and allowing for some replacement value of the asset into reserves.

### **Additional Resources**

The Port will use and obtain resources according to the following principles:

1. The Port will use as efficiently as possible the resources that it already collects.
2. The Port will collect as efficiently as possible the resources to which it is already entitled.
3. The Port will seek new resources, consistent with its financial policies and Port Strategic Plan.
4. The Port will strive for a total revenue mix that encourages growth and keeps jobs within the Hood River region.
5. The Port will enforce its authority to collect revenue due the Port, including litigation if necessary.

### **Grants**

The Port will avoid using grants to meet ongoing service delivery needs. Prior to a grant application submittal, or acceptance if an application is not required, all grants will be reviewed by the Executive Director (or designee) to ensure compliance with state, federal and Port regulations. The Port will

budget expenditures for grant-funded programs only after receipt of the grant award or letter of commitment and only for the amount of the grant award to be expended within the fiscal year.

#### *Revenue Projections, Surpluses and Shortfalls*

- Revenue Projections shall be conservatively estimated.
- Revenue Shortfalls. Overall revenue shortfall will require an adjustment in the Spring Planning session with a corresponding reduction to appropriation or from contingency.

#### **Responsibility**

The Executive Director (or designee) will oversee compliance of this policy with the participation of staff.

### **RESERVES**

#### **FIN-2.05**

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#### **Policy**

Reserves will be established and maintained to ensure the continued delivery of Port services to address emergencies, address a temporary revenue shortfall or provide stability during economic cycles. Sufficient reserves will be managed to provide adequate cash flow, stabilize the Port's interest rates and provide continuity in service delivery.

The Port shall maintain adequate cash reserves which on an aggregate basis is equivalent to 10% of the net depreciable assets held by the Port. Each fund shall maintain a positive cash position at any time during a fiscal year and at year-end.

The Port will maintain a reserve to:

- Insulate programs and current service levels from large and unanticipated one-time expenditure requirements, a revenue reduction due to changes in the economy, adverse litigation or any similar unforeseen action.
- Temporarily insulate programs and current service levels from slower revenue growth that typically occurs during an economic recession.  
Provide for debt service requirements when debt is issued.  
Provide for large capital asset repairs and acquisition.

The reserve will allow the Port to smooth out fluctuations in revenue and cushion against economic downturns until the Port has the opportunity to make planned changes to service levels.

Reserve minimums should be two months of operating expenses and 50% of the next year's capital improvement plan that is funded by Port revenues. The target balance is six months of operating expenses and one year of the next year's capital improvement plan that is funded by Port revenues. Reserves may be higher when significant capital projects are anticipated in the five-year capital improvement plan, and/or when significant capital purchases are anticipated.

Debt service reserves will follow debt covenants.

### **Responsibility**

The Finance Director will manage and monitor the reserves in each fund and report on the current and projected level of the reserve funds during each budget process.

## **COST ALLOCATION**

### **FIN-2.06**

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#### **Policy**

The Port will establish and maintain a consistent methodology for allocating the costs of the Port's Maintenance and Administration functions and activities that benefit or are used by several Port cost centers. The goal is to provide stable, predictable and equitable costs and rates to cost centers or functional areas that pay for these services.

The two primary methods used to allocate indirect costs of administration and maintenance to Port cost centers are through Overhead Rates or allocations developed annually by the Finance Director. Direct costs are allocated directly to those cost centers that incur such costs.

#### **Interagency Agreements (IAs)**

Costs for services or activities provided to customers that can be defined on a per unit basis or like kind methodology will be allocated as such. Designated cost centers of the Port will strive to recover their costs by charging rates (ie. Airport, Marina, toll bridge) that depict what is being recovered.

#### **Responsibility**

The Finance Director is authorized to develop and issue procedures with input from the Board and other appropriate stakeholders in order to implement the cost allocation policies.

## **CASH MANAGEMENT**

### **FIN-2.07**

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#### **Policy**

The Port will manage its cash assets to ensure accurate records, reduce the chance of loss or theft and allow the Port to maximize interest income. The Finance Director will ensure the accurate and timely accounting, investment and security of all cash assets, and will develop, maintain and constantly seek to improve cash management systems. All cash received by the Port will be deposited to the Port bank account(s).

Only the Port's Board of Commissioners is authorized to establish bank accounts for the Port. The Finance Director will reconcile and balance the cash and investment accounts established by the Board.

#### **Responsibility**

The Finance Director will be primarily responsible for implementing this policy.

## **PAYMENT PROCESSING**

### **FIN-2.08**

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#### **Policy**

The Port will ensure that its banking services, systems and procedures, including electronic payment processing, are easy for the public to use, provide a cost-effective service and maintain security for transactions.

The Port will maintain all Port banking-related services, including those related to payment card or ACH (automated clearinghouse) processing. Payment cards refer to credit and debit cards. Electronic payment processing refers to the use of credit, debit or ACH methods of payment.

The Finance Director prior to approval of a request to implement a payment card process, will perform a cost/benefit analysis that assesses the financial and operational impacts of providing this type of service and assess alternatives to credit/debit card use.

#### **Security Standard**

All electronic payment processing services must be processed in a Port-approved secure environment. The Payment Card Industry - Data Security Standard (PCI-DSS) shall be the Port's standard for processing electronic payments in a secure environment. This PCI-DSS environment includes the physical, network and software environment for the payment card service. The Port will only use external software for electronic payment processing services that is Payment Application-Data Security Standard (PA-DSS) compliant. The PCI-DSS compliant environment meets the U.S. Department of Treasury recommendation to process ACH payments with sound, risk-based security controls in all ACH systems.

Third-party processors and/or agents acting on behalf of the Port in the collection of funds are required to deposit all collected funds directly to the Port owned and collateralized bank account.

#### **Responsibility**

The Finance Director is authorized to develop and issue procedures with input from other appropriate stakeholders in order to implement the electronic payment processing policy. The Finance Director will provide guidance and direction to the Port and staff with regard to the cost/benefit analysis for electronic payment card processing. The Information Technology consultant will provide guidance and direction to the Port in the technical requirements and security policies.

## **DEBT MANAGEMENT**

### **FIN-2.09**

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#### **Policy**

#### **I. COMPREHENSIVE CAPITAL PLANNING AND FINANCING**

The Port will strive to maintain a debt coverage ratio of 2.0, which is two times the outstanding debt held by the Port at any given time. This policy assists the Port in not accumulating more debt than it can possibly pay off and allows the Port to acquire debt on the market at very good to excellent terms, thereby providing the lowest possible capital to its public.

- A. **Capital Planning and Financing Approach.** The Port shall utilize an integrated approach to capital planning and financing in preparing a multi-year Capital Improvement Plan. Coordination and preparation of the Port Capital Improvement Plan (the "CIP") shall reside with the Executive Director or designee. The CIP shall be for the ensuing five to ten fiscal years and shall be updated at least annually as part of the Port budget process. The CIP shall contain a comprehensive description of the sources of funds, including current revenue requirements; identify the timing of project expenditures and their impact on future operating and capital budgets; and evaluate the impact of the projects on the amount and timing of bonds to be issued, debt service requirements, outstanding debt, and debt burden. In developing the CIP, an assessment shall be undertaken to determine whether the planned financings conform with policy targets related to (1) the magnitude and composition of the Port's indebtedness, and (2) the fiscal resources of the Port to support such indebtedness over the next ten years. Affordability impacts of the CIP shall be evaluated in consultation with the Board of Commissioners.
  
- B. **Maintenance, Replacement and Renewal.** Consistent with its philosophy of keeping its capital facilities and infrastructure systems in good repair and to maximize the capital asset's useful life, the Port will set aside sufficient current revenues to finance ongoing maintenance needs and to provide reserves for periodic replacement and renewal.
  
- C. **Debt Authorization.** All Port debt issued for the purpose of funding capital projects shall be authorized by the Board of Commissioners and should have been included in the CIP or agreed by the Board that the CIP should be modified. Such modification shall occur only after the Board has received a report of the impact of the contemplated borrowing on the existing CIP and recommendations as to the financing arrangements from the Finance Director.
  
- D. **Debt Planning.** It shall be the responsibility of the Finance Director to coordinate the timing, process, and sale of Port debt required in support of the CIP. The Finance Director shall make recommendations to the Board as necessary in order to accomplish Port financing objectives.

## II. LIMITATIONS ON PORT INDEBTEDNESS

- A. **Target Limitations on Non-Self-Supporting Unlimited Tax General Obligation Indebtedness.** The Port shall in the future, as a matter of policy, conduct its finances so that the amount of direct, non-self-supporting, unlimited tax general obligation ("UTGO") debt outstanding at any time that is subject to approval by the voters (excluding long-term, non-self-supporting leases) does not exceed 0.75% of the Port's taxable real market value.
  
- B. **Target Limitations on Lease-Purchase Financing of Equipment and Furnishings.** The Port may enter into short-term lease-purchase obligations to finance the acquisition of capital equipment



and furnishings with estimated useful lives of less than ten years. Repayment of these lease-purchase obligations shall occur over a period not to exceed the useful life of the underlying asset or in any case no longer than ten years from the issue date of such obligations. The Finance Director shall be responsible for developing procedures and for setting repayment terms and amortization schedules, in consultation with any lender.

- C. **Target Limitations on the Issuance of Revenue-Secured Debt Obligations.** The Port shall finance the capital needs of its revenue producing enterprise activities through the issuance of revenue-secured debt obligations. Prior to issuing revenue-secured debt obligations, the Finance Director will develop financial plans and projections showing the feasibility of the planned financing, required rates and charges needed to support the planned financing, and the impact of the planned financing on the customers who use such services (ie. marina slip lessees, bridge toll users, etc.) and other affected parties. The amount of revenue-secured debt obligations issued by the Port will be limited by the feasibility of the overall financing plan as recommended by the Finance Director.

Revenue-secured debt obligations will be reviewed and approved by both the Finance Director and the Executive Director before being sent to the Board for approval.

- D. **Pension Obligation Debt.** The Port may (at some time in the future) elect to fund accrued pension liabilities through the issuance of pension obligation bonds rather than funding such obligations on a pay-as-you-go basis. The principal amount of outstanding pension obligations and the debt service on such obligations shall be excluded from calculations of outstanding debt under Section II (A) (B) and (C) of this debt policy.

### III. **STRUCTURE AND TERM OF PORT INDEBTEDNESS**

- A. **Rapidity of Debt Repayment.** Generally, borrowings by the Port should be of a duration that does not exceed the economic life of the improvement that it finances and where feasible should be shorter than the projected economic life. Moreover, to the extent possible, the Port should design the repayment of debt so as to recapture rapidly its credit capacity for future use. The Port may choose to structure debt repayment so as to wraparound existing obligations or to achieve other financial planning goals. Such alternative structures shall be subject to the approval of the Board.
- B. **Use of Variable-Rate Securities.** The Port will not recommend issuing securities that pay a rate of interest that varies according to a pre-determined formula or results from a periodic remarketing of the securities. There may be a business case in the future that merits the issuance of such securities and will be presented to the Board if such factors would be materially significant and beneficial to the Port. Prior to issuing variable rate debt, a plan shall be developed to address interest rate risk associated with these instruments.
- C. **Pledge of Restricted Funds to Secure Debt.** The Port has the power to make an irrevocable pledge of a security interest in an account created exclusively for the security of holders of Port obligations. Before such funds are used to secure a prospective financing, policies regarding the use of such restricted funds shall be developed by the Finance Director, subject to approval by the Board, to ensure that the use of such funds to secure bonds does not violate restrictions on such funds and that underlying program commitments can be maintained in addition to meeting

debt service obligations on debt secured by the restricted funds. These policies shall be presented as recommendations to the Board prior to or at the time issuance of the secured debt is to be authorized.

- D. Use of Subordinate Lien Obligations.** Creation of a subordinate lien financing structure, if appropriate, shall be based on the overall financing needs, expected credit ratings, if any, relative cost of a subordinate lien structure, and impacts on the Port as determined by the Finance Director and the Executive Director, in consultation with the Board.

**IV. SHORT-TERM DEBT AND INTERIM FINANCING**

- A. Lines and Letters of Credit.** Where their use is judged by the Finance Director to be prudent and advantageous to the Port, the Port has the power to enter into agreements with commercial banks or other financial entities for purposes of acquiring lines or letters of credit that shall provide the Port with access to credit under terms and conditions as specified in such agreements. Before entering into any such agreements, takeout financing or intended amortization for such lines or letters of credit must be planned for and determined to be feasible. Any agreements with financial institutions for the acquisition of lines or letters of credit shall be approved by the Board of Commissioners. Lines and letters of credit entered into by the Port shall be in support of projects contained in the approved Capital Improvement Plan.

**B. CONDUIT FINANCINGS**

The Port may sponsor conduit financings for activities (i.e., economic development, etc.) that have a general public purpose and are consistent with the Port's overall mission and policy objectives. All conduit financings must insulate the Port completely from any credit risk or exposure and must first be reviewed by the Finance Director and Executive Director before being submitted to the Board for authorization and implementation.

Conduit financings shall either:

1. Carry an investment grade rating by Moody's Investors Service and/or Standard & Poor's Corporation, respectively.
2. Be sold via a private sale only to 'accredited investors" pursuant to Oregon state law.

The obligated borrower in a conduit financing shall be responsible for complying with all arbitrage rebate requirements associated with the bonds and shall, prior to the closing of the bonds, enter into a contract for rebate services with a firm recognized as having expertise in performing arbitrage rebate calculations for tax-exempt bonds.

**V. FINANCING PROPOSALS**

Any capital financing proposal made to the Port involving a pledge or other extension of the Port's credit through the sale of securities, execution of loans or leases, or making of guarantees or otherwise involving directly or indirectly the lending or pledging of the Port's credit shall be referred to the Finance Director, who in a timely manner shall be responsible for analyzing the proposal, responding to the proposal, and recommending to the Executive Director and the Board, the required action to be taken.

## **VI. SELECTION OF FINANCE CONSULTANTS AND SERVICE PROVIDERS**

The Port's Finance Director shall be responsible for establishing a solicitation and selection process for securing professional services that are required to develop and implement the Port's debt program. Goals of the solicitation and selection process shall include encouraging participation from qualified service providers, both local and regional, and securing services at competitive prices. The solicitation and selection process for such services will comply with Port requirements for professional services.

- A. Bond Counsel.** The Finance Director in consultation with the Executive Director will be responsible to oversee and coordinate the marketing of all Port indebtedness, with advice from Port Legal Counsel, Financial Advisor and underwriters with regard to a capital financing and the selection of Bond Counsel to be employed for such a financing. Staff will provide a recommendation to the Board on making such a selection.
- B. Underwriters.** The Finance Director in consultation with the Executive Director shall solicit proposals for underwriting services when such level of debt offering warrants underwriting services. The selection of underwriter will be for an individual financings or a specified time period. The Board shall make such selections taking into consideration the recommendations of staff.
- C. Financial Advisor.** The Finance Director in consultation with the Executive Director will be responsible to oversee and coordinate the marketing of all Port indebtedness, with advice from Port Legal Counsel, bond counsel and underwriter with regard to a capital financing and the selection of the Financial Advisor to be employed for such a financing. Staff will provide a recommendation to the Board on making such a selection.
- D. Paying Agent.** The Finance Director, in consultation with the Financial Advisor shall determine the paying agent services from qualified commercial and trustee banks. The cost of providing such services shall be used by the Finance Director, along with other qualitative measurements, in selecting a Paying Agent.
- E. Other Service Providers.** The Finance Director shall periodically solicit for providers of other services necessary to carry out the debt issuance activities of the Port (escrow agents, verification agents, trustees, etc.). The Finance Director, in selecting such additional service providers, shall evaluate the cost and perceived quality of service of the proposed service provider.

## **VII. METHOD OF SALE**

- A.** The Port, as a matter of policy, shall issue its debt obligations through either a competitive sale, negotiated sale or a private placement. The Finance Director will determine the sale method that benefits the Port by producing the best results to the Port. In such instances where the Port deems that the preferred method of sale is a competitive bid, and the bids received through a competitive sale are deemed unsatisfactory or bids are not received, the Finance Director will be allowed to solicit either a negotiated sale or private placement.
- B. Use of Technology in Bond Sale Process.** The Port shall encourage the use of electronic bidding systems, electronic dissemination of disclosure information and other technological methods whenever the use of such technology is expected to reduce sale costs and enhance market participation in Port financings.

## VIII. REFUNDING OF PORT INDEBTEDNESS

- A. **Debt Service Savings--Advance Refundings.** The Port may issue advance refunding bonds (as defined for federal tax law purposes) when advantageous, legally permissible, prudent, and net present value savings equals or exceeds 3 percent, calculated in accordance with Oregon Administrative Rules on Advance Refundings when such laws are applicable.
- B. **Debt Service Savings--Current Refundings.** The Port may issue current refunding bonds (as defined for federal tax law purposes) when advantageous, legally permissible, prudent, and net present value savings equal or exceed \$100,000.
- C. **Restructuring of Debt.** The Port may choose to refund outstanding indebtedness when existing bond covenants or other financial structures impinge on prudent and sound financial management. Savings requirements for current or advance refundings undertaken to restructure debt are done so in the Port's overall best financial interests.
- D. **Open Market Purchase of Port Securities.** The Port may choose to defease its outstanding indebtedness through purchases of its securities on the open market when market conditions make such an option financially feasible. The Finance Director shall be responsible for developing procedures for executing open market purchases and the savings objectives to be achieved by undertaking such actions.

## IX. USE OF CREDIT ENHANCEMENT

The Port shall use credit enhancement (letters of credit, bond insurance, surety bonds, etc.) when such credit enhancement proves cost-effective. Credit enhancement may be used to improve or establish a credit rating on a Port debt obligation if such credit enhancement is cost effective or if in the opinion of the Finance Director, the use of such credit enhancement meets the Port's debt financing goals and objectives.

## X. CREDIT RATINGS

- A. **Rating Agency Relationships.** The Finance Director shall be responsible for maintaining relationships with the rating agencies, if applicable, that assign ratings to the Port's various debt obligations. This effort shall include providing periodic updates on the Port's general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.
- B. **Use of Rating Agencies.** The Finance Director in coordination with the Executive Director shall be responsible for determining whether or not a rating shall be requested on a particular financing, and which of the major rating agencies shall be asked to provide such a rating.
- C. **Minimum Long-Term Rating Requirements.** The Port's minimum rating requirement for its direct, long-term, debt obligations is a rating not lower than "A3" by Moody's Investors Service or "A-" by Standard & Poor's Corporation. If such a debt obligation cannot meet this requirement based on its underlying credit strength, then credit enhancement shall be sought to ensure that

the minimum rating is achieved. If credit enhancement is unavailable or is determined by the Finance Director to be uneconomic, then the obligations may be issued without a rating.

## **XI. REBATE REPORTING AND COVENANT COMPLIANCE**

The Finance Director shall establish a system of record keeping and reporting to meet the arbitrage rebate compliance requirements of the federal tax code. This effort shall include tracking investment earnings on bond proceeds, calculating rebate payments in compliance with tax law, and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the Port's outstanding debt issues.

Additionally, general financial reporting and certification requirements embodied in bond covenants shall be monitored to ensure that all covenants are complied with.

## **XII. ONGOING DISCLOSURE**

The Finance Director shall be responsible for providing ongoing disclosure information to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.

## **XIII. OTHER POLICIES AND REQUIREMENTS**

- A. Annual Audit of the Port.** The annual audit of the Port shall describe in detail all funds and fund balances established as part of any direct debt financing of the Port. The audit may also contain a report detailing any material or rate covenants contained in any direct offering of the Port and whether or not such covenants have been satisfied.

### **Responsibility**

The Finance Director will be responsible for the implementation of this policy. Any amendments to this policy must be approved by the Board after consultation with the Executive Director.

## **IT MANAGEMENT AND POLICIES**

### **FIN-2.10**

#### **Policy**

Responsibility for protecting Port information systems and data is shared by several individuals throughout the Port including, Users, Consultants, and the Finance Director. The purpose of this policy is to describe the specific sub-areas of the IT Management Policies.

#### **Role & Responsibilities**

The Finance Director provides a key role of centralized oversight, direction, and support for all information systems security-related services for the Port. These responsibilities include, but are not limited to the following key areas:

- Support for Port security policy development, implementation, and enforcement.
- Support for strategic security planning and plan implementation.
- Support for security awareness and education programs.
- Incident response services as needed.
- Security consulting services as needed.
- Support for the development and implementation of all appropriate security standards and guidelines as necessary for the Port.

## **Users**

All Users have a critical role in the effort to protect and maintain Port information systems and data. Users of Port computing resources and data should review the administrative rules behind the accompanying IT policies.

## **NETWORK ACCESS – 2.10.1**

The Network Access Policy is to establish rules for the access and use of the Port’s network infrastructure.

Access to the Port’s network and applications will be made available to all users that follow a standard process to determine access requirements.

- Comply with all Port policies and guidelines.
- Protect all Port assets and never share access accounts, privileges and associated passwords.
- Maintain the confidentiality of sensitive information to which they are given access privileges.
- Accept accountability for all activities associated with the use of their user accounts and related access privileges.
- Ensure that use of port computers, email, internet access, computer accounts, networks, and information stored, or used on any of these systems is restricted to authorized purposes and defined acceptable use policies.
- Report all suspected security and/or policy violations to an appropriate authority (e.g. Finance Director, Executive Director).
- Follow all specific policies, guidelines and procedures established by the Port.

## **REMOTE NETWORK ACCESS – 2.10.2**

Port employees and approved contractors that remotely connect to the Port network should do so using a VPN connection authorized by the Port with a designated logon and password, established, controlled and managed by the Port.

### **USER & ADMINISTRATIVE PASSWORDS – 2.10.3**

The Port will establish a standard for the creation of passwords, the protection of those passwords, the association of passwords with user accounts and the frequency of password changes.

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Port facility, has access to the Port network, or stores any non-public Port information.

Passwords are used for various purposes at the Port. Some of the more common uses include: user level accounts, web accounts, email accounts, screen saver protection and network equipment logins. Everyone should be aware of how to select a good password.

### **VIRUS PREVENTION & RECOVERY – 2.10.4**

All computers, systems and network devices connected to Port networks should have effective virus prevention, detection and eradication.

The Port shall ensure that employees are provided with information on safe practices for virus protection and that these safe practices are observed at all times. Port employees are reminded of the expectation to observe safe practices regarding the use of computers to minimize the risks of viruses.

### **INCIDENT REPORTING & RESPONSE – 2.10.5**

For the purposes of this policy an "Information Security Incident" is any accidental or malicious act with the potential to result in misappropriation or misuse of confidential information (social security number, health records, financial transactions, etc.) of an individual or individuals, significantly imperil the functionality of the information technology infrastructure of the Port, provide for unauthorized access to Port resources or information, allow Port information technology resources to be used to launch attacks against the resources and information of other individuals or organizations.

In the case an information security incident is determined to be of potentially serious consequence, the responsibility for acting to resolve the incident and to respond to any negative impact rests with the Finance Director working in conjunction with the IT consultant.

All Port employees shall take appropriate actions to report and minimize the impact of information security incidents. Reporting unlawful or improper actions of Port employees is expected and covered in the Port's Personnel Manual.

#### **IT Support Professionals**

IT technology professionals have additional responsibilities for information security incident handling and reporting for the systems they manage.

## **PORTABLE COMPUTING DEVICES – 2.10.6**

This policy covers all portable computing devices (IPAD's, IPOD's, Smart Phones, etc) owned, maintained and operated by the Port.

Note: Laptop and notebook computers are covered under the same policies applicable to desktop computers & workstations.

- Only approved portable computing devices may be used to access Port information systems.
- Where technically feasible, all portable computing devices must be password protected and have an inactivity timeout.
- In general, sensitive Port data should **not** be stored on portable computing devices.
- All remote access to the Port network must be either through a Port approved access gateway or via an Internet Service Provider (ISP).
- All Port employees must be responsible to secure portable computing devices in their care and possession and immediately report any loss or theft of such devices to the Finance Director.

## **PHYSICAL SECURITY – 2.10.7**

The Port requires that appropriate environmental, protection and access controls be in place to protect computing and information resources. Proper and adequate physical security and protection is the responsibility of all Port employees.

### **Physical Security**

Physical security measures are an important part of any effort to protect information system assets and services. As with logical security measures at the Port, physical security measures required for protecting Port computing resources shall be commensurate with the nature and degree of criticality of the computer systems, network resources, and data involved. Control measures will be applied in accordance with systems environment sensitivity and criticality.

All Port employees must be responsible to secure information assets in their care and possession and immediately report any loss or theft of such assets to their management and the Finance Director. Additionally, all Port employees must be aware of unauthorized individuals (e.g. maintenance, public and others visiting, delivery personnel, vendors, etc) and be prepared to challenge individuals entering a restricted area(s).

POLICY UPDATED December 2023.



# Commission Memo



Prepared by: Genevieve Scholl  
Date: December 19, 2023  
Re: Marina Boat Launch Parking Lot Rate Change

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During the May 16, 2023 meeting, the Commission approved Resolution No. 2022-23-12 setting new waterfront parking rates, fees, zones and hours that included the expansion of paid parking areas to include the Hook and the Marina. During the October 13, 2023 meeting the Commission received staff's preliminary financial report on the 2023 parking revenue and expenses. During the November 14 Fall Planning work session, staff requested Commission direction on potential pricing changes for the Marina Boat Launch parking lot, and the Commission directed staff to proceed with offering a 2024 annual pass for the Boat Launch lot only at \$100, with a 25% discount available for seniors. Event Site passes will continue to be valid in the Boat Launch lot as well, but the senior discount is not available for those passes.

The attached resolution formalizes this pricing change and authorizes a change to the Port's Master Rate and Fee Schedule.

**RECOMMENDATION:** Approve Resolution No. 2023-24-8 Authorizing Changes to the Master Rate and Fee Schedule for the Marina Boat Launch parking lot.

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**PORT OF HOOD RIVER**  
**Resolution No. 2023-24-8**

**A RESOLUTION AUTHORIZING MASTER RATE AND FEE SCHEDULE  
CHANGE FOR MARINA BOAT LAUNCH PARKING LOT**

**WHEREAS**, on May 16, 2023, the Commission approved Resolution No. 2022-23-12 setting waterfront parking rates, fees, zones and hours; AND

**WHEREAS**, that resolution authorized paid parking in the Marina Boat Launch parking lot at a rate of \$2.50 per hour up to \$15.00 per day and the option to purchase an annual pass in the amount of \$200 regardless of vehicle length; AND

**WHEREAS**, the Commission has received written and oral public testimony requesting lower rates and certain discounts; AND

**WHEREAS**, the Commission now wishes to offer an annual pass for the Marina Boat Launch parking lot in the amount of \$100 and provide a 25% discount for that pass to persons 60 years of age or older; NOW THEREFORE,

THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

**Section 1.** An annual pass for the Marina Boat Launch parking lot only will be offered at a cost of \$100, with a 25% discount offered to persons sixty years of age or older.

Adopted by the Board of Commissioners of the Port of Hood River this 19th day of December, 2023.

**SIGNED**

\_\_\_\_\_  
Kristi Chapman, President

**ATTEST**

\_\_\_\_\_  
Mike Fox, Secretary

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# Commission Memo



Prepared by: Greg Hagbery  
Date: December 19, 2023  
Re: DMV- Lease extension

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The DMV has been a tenant in the Marina Park 2 building since 2002. Their current lease term expires on December 31, 2023. Their Lease Agreement includes two more term extensions and staff has been notified of their desire to extend their lease.

Staff informed the DMV that the Port is only able to offer a two-year extension due to considerations regarding the new bridge project. The attached Lease Amendment also includes a clause that allows both parties to terminate the Lease Agreement at any time. The Amendment also includes an increase in base rent of 2.5%. This increase was negotiated at length and staff feels this is an appropriate increase given their current rate as compared to current market rates.

Staff recommends approval of this Amendment.

**RECOMMENDATION:** Approve Lease Amendment with The State of Oregon, ODOT at the 610 E. Port Marina Drive, Hood River.

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**STATE OF OREGON**  
**LEASE AMENDMENT**

THIS LEASE AMENDMENT, dated \_\_\_\_\_, 2023 (“Effective Date”), is made by and between PORT OF HOOD RIVER, a municipal corporation of the State of Oregon (“Lessor”) and the STATE OF OREGON, acting by and through its Department of Transportation, Driver and Motor Vehicle Services Division (“Lessee”).

Lessor and Lessee are parties to a State of Oregon Lease dated December 3, 2002, as amended on November 23, 2004, November 7, 2008, December 14, 2010, December 27, 2012, November 8, 2013, October 22, 2014, December 14, 2015, December 29, 2016, and December 19, 2018 (as so amended, the “Lease”), covering “Premises” described as approximately 1,200 rentable square feet of government office use and client services space at the Port of Hood River, Port Marina Park, Hood River, Oregon, more particularly described as a portion of a building located at T3N R11E of the W.M, Section 30, Parcel 10098, also known as 610 E. Port Marina Drive, Hood River, Hood River County, Oregon 97031.

In consideration of the mutual agreements contained herein, Lessor and Lessee agree that the Lease shall be amended as of the Effective Date:

1. **Term.** Section 1 of the Lease, as previously amended, is hereby amended as follows:

1. **Term.** Lessee has provided timely notice to Lessor of Lessee’s election to exercise its option to extend the Lease as provided in Section 3 – Option to Extend. Accordingly, the term of this Lease is hereby extended for a period of **two (2) years** commencing on **January 1, 2024**, and continuing through **December 31, 2025**. Lessee has zero (0) options to extend this Lease remaining.

2. **Rent.** Section 2 of the Lease, as previously amended, is hereby amended to include the following:

2. **Rent.** Lessee shall pay Base Rent in arrears by the 10<sup>th</sup> day of each month for the preceding month or partial month. The Base Rent for any partial month shall be prorated on a per diem basis. The monthly Base Rent for the extension shall be per the following Rent Schedule:

<u>LEASE PERIOD</u>	<u>BASE RENT</u>
01/01/2024 - 12/31/2024	\$2,719.98
01/01/2025 - 12/31/2025	\$2,787.98

3. **Option to Extend.** Section 3 of the Lease, as amended, is hereby deleted in its entirety.

4. **Notices.** Section 20 of the Lease is hereby deleted in its entirety and replaced with the following:

20. **Notices.** Notices between the parties shall be in writing, effective when personally delivered to the address for such party specified herein under “Parties” on Page 1 of the Lease; if emailed or faxed, effective the day sent (unless sent after 5:00 p.m., P.T., in which case the email or fax shall be deemed sent the following business day); or if mailed, effective seventy-two (72) hours following mailing to the address for such party specified herein under “Parties” on Page 1 of the Lease, or such other address as either party may specify by notice to the other.

5. **Tax Laws.** Pursuant to ORS 305.385(6), Lessor represents and warrants the following:

(a) Lessor is not in violation of any Oregon Tax Laws. “Oregon Tax Laws” means a State tax imposed by ORS 320.005 to 320.150 (Amusement Device Taxes); ORS 403.200 to 403.250 (Tax for Emergency

Communications); ORS 118 (Estate Tax); ORS 314 (Income Tax); ORS 316 (Personal Income Tax); ORS 317 (Corporation Excise Tax); ORS 317A (Corporate Activity Tax); ORS 318 (Corporation Income Tax); ORS 321 (Timber and Forest Land Taxation); ORS 323 (Cigarettes and Tobacco Products); or any local taxes administered by the Oregon Department of Revenue under ORS 305.620.

(b) Lessor is not currently delinquent on any Taxes. "Taxes" means: (i) all property taxes and assessments of any public authority against the premises and the portion of the Property upon which the premises is located, and the ownership, management or operation thereof; (ii) any rent tax, local improvement district tax, gross receipts tax and tax on Lessor's interest under the Lease; and (iii) any tax in lieu of or in addition to the foregoing, whether such tax is now in effect.

Except as expressly amended hereby, all other terms and conditions of the Lease shall remain in full force and effect.

*[remainder of page intentionally left blank]*



This Lease Amendment shall not become effective nor be binding on the State of Oregon or the Lessee agency until it has been executed, in the signature spaces provided below, by all parties to the Lease Amendment.

**LESSOR:** PORT OF HOOD RIVER, a municipal corporation of the State of Oregon

Signature \_\_\_\_\_, 2023  
Name \_\_\_\_\_ Date  
Title \_\_\_\_\_

**LESSEE:** The State of Oregon, acting by and through its Department of Transportation, Driver and Motor Vehicle Services Division

Signature \_\_\_\_\_, 2023  
Name \_\_\_\_\_ Date  
Title \_\_\_\_\_

*APPROVED BY OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES*

Signature \_\_\_\_\_, 2023  
Name Brady Ricks Date  
Title Manager, Real Estate Services

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: December 19, 2023  
Re: SDIS Insurance Renewal

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The Port is insured by SDIS (Special Districts Insurance Trust) for its property/casualty exposure. This SDIS policy will see an increase of 21.26%. SDIS uses each member's budget as part of their criteria in the development of their premiums. As we have moved forward with Bridge Replacement efforts, the non-personnel side of our budget has grown, which correlates to some extent to the increase in the SDIS premium.

**RECOMMENDATION:** Approve the SDIS insurance renewal for property/casualty coverage for the Port for \$132,176.

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## MEMORANDUM

**DATE:** November 27, 2023

**TO:** SDIS Independent Insurance Agents & SDIS Property/Casualty Insurance Program Participants

**FROM:** SDIS Underwriting Department

**SUBJECT:** 2024 SDIS Property/Casualty Insurance Renewal

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As noted in the update packet memo, our reinsurers have advised us that we should expect significant premium increases due to financial and claims pressures on a statewide, national and international level. The good news is that due to the continued strong financial position of the Trust, we were able to absorb a large portion of that increase. However, some of that increase will need to be passed to the members. As such, we are advising members to budget for an *average* contribution increase of around 13.5%.

Please note that the Service Group Discount is listed on the Preliminary Renewal Summary for those members that are also covered by SAIF for workers' compensation and have elected to join the SDAO-SAIF Servicing Group. As a reminder, this is a 4% discount on Liability, Property, Auto Liability and Auto Physical Damage coverage.

Enclosed you will find your members' preliminary renewal packets with the documents listed below. Please remember these are *preliminary* only. Final renewal packets with the official invoices and declarations pages will be issued on January 1, 2024 and will include any changes that were made between now and that date.

### **Preliminary Renewal Packet**

- Preliminary Contribution Summary - *Reflects the Best Practices credit and Service Group Discount, if applicable.*
- Liability Coverage Preliminary Summary
- Auto Coverage Preliminary Summary
- Property Coverage Preliminary Summary
- Earth Movement Coverage Preliminary Summary
- Flood Coverage Preliminary Summary
- Equipment Breakdown Protection Preliminary Summary
- Cyber Coverage Preliminary Summary

- Comprehensive Crime Coverage Preliminary Summary
- Updated General Liability, Automobile, Property - Schedule I, Schedule II and Extra Items Schedules (if applicable)
- Policy Year 2023 to 2024 Rate Change Comparison Report
- Loss ratio reports for districts that have over a 65% loss ratio in any one line of coverage from policy years 2018-2022. These are the years we use to calculate each district's experience factor.
- Automobile ID Cards – These are at the end of the packet. There is a separate page that can be combined with and used as the back of the ID cards if you wish to print them yourself. If you want a cardstock version of the auto ID cards mailed to you, please contact us at [underwriting@sdao.com](mailto:underwriting@sdao.com).

### **Rate Change Comparison Report**

We have again included the Rate Comparison Report on the last page of the preliminary renewal packet. ***The report displays the changes from the 2023 renewal to the 2024 renewal.*** This will show the change in rates as well as how your district's individual contribution is affected by any changes in exposures that you may have experienced in the last year.

Thank you for your continued support of Special Districts Insurance Services. We are pleased to continue offering the best coverage at the most affordable price for Oregon's special districts. If you have any questions or concerns, please email us at [underwriting@sdao.com](mailto:underwriting@sdao.com) or call 800-285-5461.

**Preliminary Renewal Summary - NOT AN INVOICE**

**Invoice Number:** 39P16164-182    **Entity ID:** 16164    **Effective Date:** 1/1/2024    **Expiration Date:** 12/31/2024    **Invoice Date:** 12/01/2023

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

**Coverage**

**Contribution**

<b>SDIS Liability Coverage</b>		\$52,674
	Less Best Practices Credit	(\$5,267)
	<u>Less Service Group Discount</u>	<u>(\$2,107)</u>
	Adjusted Contribution	\$45,300
<b>Auto Liability*</b>		\$4,652
	Less Best Practices Credit	(\$465)
	<u>Less Service Group Discount</u>	<u>(\$186)</u>
	Adjusted Contribution	\$4,001
<b>Non-owned and Hired Auto Liability</b>		\$175
<b>Auto Physical Damage</b>		\$2,776
	<u>Less Service Group Discount</u>	<u>(\$111)</u>
	Adjusted Contribution	\$2,665
<b>Hired Auto Physical Damage</b>		\$0
<b>Property</b>		\$83,578
	Less Best Practices Credit	(\$8,358)
	<u>Less Service Group Discount</u>	<u>(\$3,343)</u>
	Adjusted Contribution	\$71,877
<b>Earthquake</b>		\$7,290
<b>Flood</b>		\$0
<b>Equipment Breakdown</b>		\$0
<b>Crime</b>		\$868
<b>Cyber</b>		Included
	Total	\$132,176

**THIS IS NOT AN INVOICE, PLEASE DON'T PAY THE AMOUNT IN THIS SUMMARY**

Your final contribution, and renewal packet, will be posted online on 01/01/2024.

\* Includes Excess Auto and Auto Supplemental coverages.

**PRELIMINARY SDIS Liability Coverage Summary - NOT A GUARANTEE OF COVERAGE**

**Certificate Number:** 39P16164-182

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

<b>SDIS Liability Coverage:</b>	<b>Description</b>	<b>Limit<sup>(1)</sup></b>	<b>Deductible<sup>(2) (3)</sup></b>
	Per Occurrence Limit of Liability	\$10,000,000	None
	Per Wrongful Act Limit of Liability	\$10,000,000	None
	Annual Aggregate Limit of Liability	No Limit Except As Outlined Below	None

**Additional Coverages:** List only includes sublimited Additional Coverages. Unless indicated in Section III Additional Coverages, of the SDIS Liability Coverage Document, the following limits are not added to the above identified Limit(s) of Liability.

<b>Coverage</b>	<b>Limit<sup>(4)</sup></b>	<b>Participant Limit<sup>(5)</sup></b>	<b>All Participants Limit<sup>(6)</sup></b>	<b>Deductible</b>	<b>Contribution</b>
Ethics Complaint Defense Costs	\$2,500	\$5,000		None	Included
EEOC/BOLI Defense Costs	\$10,000,000			None	Included
Limited Pollution Coverage	\$250,000	\$250,000		None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000	Not Applicable <sup>(7)</sup>	None	Included
Criminal Defense Costs	\$100,000	\$100,000	\$500,000	None	Included
Premises Medical Expense	\$5,000	\$5,000		None	Included
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000		None	Included
Applicators Pollution Coverage	\$50,000	\$50,000		None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000	\$200,000	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000		None	Included
OCITPA Expense Reimbursement	\$100,000	\$100,000	\$500,000	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000	\$5,000,000	None	Included
Communicable Disease Defense	\$50,000	\$50,000	\$2,000,000	None	<u>Included</u>
				<b>Total Contribution:</b>	<b>\$45,300</b>

**Reference**

- (1) Subject to a \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) Subject to a \$10,000 controlled burn deductible for failure to follow DPSST guidelines.
- (3) Subject to a \$25,000 Employment Practices Deductible when SDIS not contacted for legal advice prior to termination.
- (4) Named Participant's maximum limit per Occurrence or Wrongful Act.
- (5) Named Participant's maximum limit for the Coverage Period.
- (6) Maximum limit of coverage, for all SDIS Trust Participants for the Coverage Period. Does not apply to Injunctive Relief Defense Costs (7).
- (7) Maximum limit of coverage, for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act, is \$100,000.

**Forms applicable to Named Participant: SDIS Liability Coverage Document - 01/01/2024**

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.



**Preliminary Auto Liability and Auto Physical Damage Coverage Summary**  
**NOT A GUARANTEE OF COVERAGE**

**Certificate Number:** 39P16164-182

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

**Preliminary Coverage Summary is provided only for those coverages where a contribution is shown.**

**Auto Liability**

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability	\$500,000	None	\$4,001
Non-Owned/ Hired Auto Liability	\$500,000	None	\$175

**Applicable Coverage Document:** SDIS Auto Liability Coverage Document January 1, 2024

**Auto Physical Damage**

Coverage	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	Per Schedule	Per Schedule	\$2,665
Hired Auto Physical Damage	No Coverage	No Coverage*	No Coverage

**Applicable Coverage Document:** SDIS Auto Physical Damage Coverage Document January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Liability Coverage Document and SDIS Auto Physical Damage Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

\* If two deductibles are displayed (ie: \$100/\$200), the first applies to Comprehensive Coverage and the second Collision Coverage.

**Preliminary Auto Excess Liability Coverage Summary  
NOT A GUARANTEE OF COVERAGE**

**Certificate Number:** 39P16164-182

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

**Preliminary Coverage Summary is provided only for those coverages where a contribution is shown.**

**Excess Auto Liability**

<b>Coverage</b>	<b>Limit of Liability*</b>	<b>Retention</b>	<b>Contribution</b>
Excess Auto Liability	\$9,500,000	\$500,000	Included with Auto Liability
Excess Non-Owned/ Hired Auto Liability	\$9,500,000	\$500,000	Included with Non-Owned/ Hired Auto Liability

**Applicable Coverage Document:** SDIS Excess Auto Liability Coverage Document - January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Excess Auto Liability Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Excess Auto Liability Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

\* Per Accident Limit of Liability.

**Preliminary Auto Supplemental Coverage Summary  
NOT A GUARANTEE OF COVERAGE**

**Certificate Number:** 39P16164-182

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

**Preliminary Coverage Summary is provided only for those coverages where a contribution is shown.**

**Auto Supplemental**

<b>Coverage</b>	<b>Limit of Liability</b>	<b>Deductible</b>	<b>Contribution</b>
Personal Injury Protection	See Coverage Document	None	Included with Auto Liability
Uninsured/ Underinsured Motorist Bodily Injury	\$500,000 Per Accident	None	Included with Auto Liability

**Applicable Coverage Document:** SDIS Auto Supplemental Coverage Document - January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Auto Supplemental Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Auto Supplemental Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions which they relate.

**Preliminary Property Coverage Summary  
NOT A GUARANTEE OF COVERAGE**

**Certificate Number:** 39P16164-182

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

**Scheduled Property Values**

\$36,500,558 Buildings, Other Structures and Scheduled Outdoor Property  
\$672,439 Personal Property  
\$484,390 Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

**Total Limit of Indemnification (Per Occurrence)**

\$37,657,388 The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.  
\$300,000,000 SDIS Per Occurrence Aggregate Loss Limit

**Sublimits (Per Occurrence)**

The subjects of coverage listed below are sub-limited within the above shown "Total Limit of Indemnification (Per Occurrence)". The Limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

**Covered Property**

*Section VIII - Covered Property in the SDIS Property Coverage Document*

\$250,000 Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment  
\$100,000 Property of Employees/Volunteers (subject to a \$5,000 maximum per person)  
\$100,000 Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days  
\$10,000 Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

**Additional Coverages**

*Section X - Additional Coverages in the SDIS Property Coverage Document*

\$5,000,000 Debris Removal  
*Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.*  
\$50,000 Pollutant Clean-up and Removal from Land or Water  
*Sublimit is \$50,000 or 20% of the scheduled location(s) value, whichever is less.*  
\$10,000 Fungus as a Result of a "Covered Cause of Loss"  
*Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less*  
\$10,000 Preservation of Undamaged Covered Property  
*Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less.*

- \$250,000 Professional Services  
*Sublimit is \$250,000 or 10% of the covered portion of the loss, whichever is less.*
- \$25,000 Fire Department Service Charge
- \$10,000 Recharging of Fire Extinguishing Equipment
- \$10,000 Arson Reward
- \$5,000,000 Increased Cost of Construction - Enforcement of Ordinance or Law  
*Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.*
- \$500,000 Increased Cost of Construction - Cost Resulting from Unforeseen Delay  
*Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.*
- \$500,000 Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities  
*Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.*

**Additional Coverages - Business Income and Extra Expense**

*Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document*

- \$1,000,000 Business Income
- \$1,000,000 Extra Expense
- \$25,000 Enforcement of Order by Government Agency or Authority
- \$25,000 Business Income from Dependent Property
- \$100,000 Interruption of Utility Services
- \$25,000 Inability to Discharge Outgoing Sewage

**Coverage Extensions**

*Section XII - Coverage Extensions in the SDIS Property Coverage Document*

- \$2,000,000 Property in the Course of Construction  
*If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction.*
- \$500,000 Newly Acquired or Constructed Property  
*No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII.A.*
- \$25,000 Unscheduled Outdoor Property
- \$250,000 Malicious Mischief or Vandalism to Tracks and Artificial Turf Fields
- \$250,000 Property in Transit
- \$250,000 Accounts Receivable
- \$50,000 Property Damaged by Overflow of Sewers or Drains
- \$100,000 Covered Leashold Interest  
*Sublimit is lesser of amount listed here or an amount prorated based on time between the Loss and the earlier of: Lease Expiration, Re-occupancy of leased property, or lease of new property.*
- \$250,000 Valuable Papers and Records  
*Sublimit is lesser of: Cost to research, restore and replace the lost information; Actual Cash Value in its blank state of the damaged or destroyed paper, tape or other media if records are not actually researched, restored or replaced; or the amount of the sublimit listed here.*
- \$25,000 Data Storage Media
- \$250,000 Miscellaneous Property Damaged by Specified Cause of Loss or Theft  
*Sublimit lesser of: Appraised Value, Fair Market Value, or Sublimit listed here.*
- \$20,000,000 Property Damaged by an Act of Terrorism or Sabotage  
*The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.*

**Additional Sublimits**

*Sublimits showing below, if any, are in addition to the sublimits shown above.*

**Locations Covered**

Locations that are specifically listed on the Named Participant's Property Schedule.

**Perils Covered**

Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

**Deductibles**

As indicated on the Schedule of Property Values on file with the Trust.

**Contribution**

\$71,877

**Applicable Coverage Document:** SDIS Property Coverage Document - January 1, 2024

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This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Property Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

## Preliminary Earth Movement Endorsement Summary

### NOT A GUARANTEE OF COVERAGE

**Certificate Number:** 39P16164-182

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

**PLEASE CAREFULLY REVIEW AS THE ENDORSEMENT WILL MODIFY/ AMEND THE PROPERTY COVERAGE DOCUMENT**

As consideration for an additional contribution paid by the **Named Participant**, in the amount of **\$7,290**, the **Property Coverage Document** will be amended by adding the following to Section **XII. COVERAGE EXTENSIONS**:

**L. Extension of Coverage for Property Damaged by Earth Movement**

Subject to the additional conditions and limitations set forth below, we will indemnify you for direct physical loss or damage to **Covered Property** caused by or resulting from **earth movement** that occurs on premises listed on the Schedule of Property Values on file with the Trust.

1. This **Coverage Extension** is subject to per-occurrence deductibles as follows:
  - a. The deductible shall be no less than the greater of:
    - (1) \$5,000;
    - (2) Two percent (2%) of the **actual cash value** of the **Covered Property** damaged by **earth movement** in a single **occurrence** on premises listed on the Schedule of Property Values on file with the Trust; or
    - (3) The Deductible stated in the Declarations.
  - b. The deductible shall be no more than the greater of:
    - (1) \$50,000; or
    - (2) The Deductible stated in the Declarations.
2. For the purposes of this **Coverage Extension** only, **earth movement** means:
  - a. Sudden and accidental earthquake, seaquake, shock, tremor, landslide, submarine landslide, avalanche, subsidence, sinkhole, collapse, mud flow, rock fall, **volcanic activity**, or any similar seismic activity, resulting in cracking, crumbling, lateral movement, rising, shifting, settling, sinking, or upheaval of **land**;
  - b. **Flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement**, regardless of any other cause or event that contributes concurrently or in any sequence to such **flood**; and
  - c. **Collapse** directly caused by **earth movement**.
3. **Earth Movement** does not mean, and we will not indemnify you or anyone else for, damage caused by, resulting from, or consisting of:
  - a. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, exacerbated by, or arising out of artificial means or artificially created soil conditions, including contraction, corrosion, erosion, excessive or insufficient moisture, expansion, freezing, improperly compacted soil, insufficient fill, liquefaction, slope instability, slumping, subsidence, or thawing;
  - b. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, exacerbated by, or arising out of underground activity of animals, vegetation, or **water**; or
  - c. Any **water movement** or **flood**, except for **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement** as described in section **XII.L.2**.

4. All **Earth Movement** that occurs within a 72-hour period will constitute a single **occurrence**.
5. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damaged **Covered Property** is expressly identified on the Schedule of Property Values on file with the Trust as having coverage for **earth movement**.
6. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damage or loss occurs during the **Property Coverage Period**, and is discovered and reported to the Trust by you within one year of the ending date of the **Property Coverage Period**.
7. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless you notify us as soon as reasonably possible after the **earth movement** occurs and allow us to inspect the damaged **Covered Property** prior to making any repairs or replacing the damaged or destroyed **Covered Property**.
8. Indemnification under this **Coverage Extension** is subject to the following limits:
  - a. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** in any single **occurrence** is **\$10,000,000**;
  - b. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** during the **Coverage Period**, is an **Annual Aggregate Loss Limit** of **\$10,000,000**;
  - c. The **SDIS Per-Occurrence Aggregate Loss Limit**;
  - d. An **SDIS Annual Aggregate Loss Limit** of **\$300,000,000** for all damage or loss caused by, resulting from, or arising out of **earth movement, flood, or both**.
9. Any amounts paid under this **Coverage Extension** are included in, subject to, and not in any event in addition to, the **Total Limit of Indemnification** stated in the Declarations.


---

This proposed Endorsement amends Section **XII. Coverage Extensions** of the **Property Coverage Document** only, and does not modify, amend, waive or otherwise affect any of the other terms, conditions, limitations, exceptions, or exclusions of the **Property Coverage Document**.

**This summary is made and is mutually accepted by the Trust and the Named Participant subject to all provisions, stipulations, and agreements of the applicable SDIS Property Coverage Document that it proposes to amend. Reference the applicable SDIS Property Coverage Document, as amended by this and any other applicable endorsements, for complete terms and conditions.**



**Preliminary Comprehensive Crime Coverage Summary**  
**NOT A GUARANTEE OF COVERAGE**

Insured by Travelers Casualty and Surety Company of America 

**Travelers Policy Number:** 105870359

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

This summary is a coverage descriptions intended to provide important information about the protection available to the referenced insured under the Crime Master Policy (the "Master Policy"). Keep this coverage description for your records. This coverage description is not an insurance policy and does not amend, extend or alter coverage afforded by the Master Policy described herein. The insurance afforded by the Master Policy as described herein is subject to all the terms, exclusions and conditions of such Master Policy. The period is specified in the Master Policy.

The Master Policy has been issued to: Special Districts Insurance Services Trust – see attached Schedule of Named Insured’s listed per spreadsheet List of Special Districts Members, Schedule Limits and Retentions. Address: 727 Center Street NE, Salem, Oregon, 97301. Policy Number 105870359 Underwritten by: Travelers Casualty and Surety Company of America, Hartford, CT 06183 ("Travelers") to provide insurance to an Insured for as described in this Certificate.

<u>Reference</u>	<u>Coverage (For Any One Loss)</u>	<u>Limit</u>	<u>Retention</u>
A1.	Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI -7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044	\$250,000	\$1,000
A2.	ERISA Fidelity - same limit as A.1 (CRI-19044)	\$250,000	\$1,000
B.	Forgery or Alteration	\$250,000	\$1,000
C.	On Premises	\$250,000	\$1,000
D.	In Transit	\$250,000	\$1,000
E.	Money Order Counterfeit Currency	\$250,000	\$1,000
F1.	Computer Fraud	\$250,000	\$1,000
F2.	Computer Restoration - same limit as A1 or maximum limit of \$100,000	\$100,000	\$1,000
G.	Funds Transfer Fraud	\$250,000	\$1,000
H1.	Personal Accounts Forgery or Alteration - same limit as A.1	\$250,000	\$1,000
H2.	Identity Fraud Expense Reimbursement - same limit as A1 or maximum of \$25,000	\$25,000	\$0
CRI-19070	Social Engineering Fraud - same limit as A1 or maximum of \$250,000	\$250,000	\$1,000
I.	Claims Expense	\$5,000	\$0
CRI-7072	Third Party Entity Funds Coverage	Not Covered	Not Covered

**Contribution:** \$868

This document provides a brief summary of Crime Coverage from Travelers Casualty and Surety Company of America (Travelers) and in-no-way replaces or supersedes the Travelers policy or coverage terms. Please refer to the Travelers Crime Coverage Form for detailed coverages, exclusions and conditions that may apply.

**Preliminary SDIS Trust Cyber Coverage Summary  
NOT A GUARANTEE OF COVERAGE**

**Policy Number:** 39P16164-182

**Coverage Period:** 1/1/2024 through 12/31/2024

**Named Participant**

Port Of Hood River  
1000 E Port Marina Dr  
Hood River, OR 97031-1186

**Agent of Record**

Columbia River Insurance  
PO Box 500  
Hood River, OR 97031-0016

**Cyber Total Aggregate Limit of Liability** \$150,000

**First Party Coverage's Sublimit of Liability** \$50,000

**First Party Coverage Includes:**

- Network Interruption
- Event Management
- Cyber Extortion
- Data Restoration
- Computer and Legal Experts
- Public Relations
- Business Income

**Third Party Liability Coverage's Sublimit of Liability** \$100,000

**Third Party Coverage Includes:**

- Security Failure or Privacy Event
- Media Content
- Regulatory Action

**SDIS Trust Cyber Annual Aggregate Limit of Liability** \$5,000,000

**SDIS Member Contribution** Included

**Applicable Coverage Document:** SDIS Cyber Coverage Document, effective January 1, 2024

This Summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Cyber Coverage Document. This summary only represents a brief and incomplete summary of coverage. Other conditions and exclusions apply as described in the SDIS Cyber Coverage Document. Titles are provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

**Port Of Hood River**

Policy Year: 01/01/24 to 12/31/24

Agent: Columbia River Insurance

**Automobile Schedule**

Auto Liability Per Occurrence Deductible: \$0.00

Auto Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision   Comp		Value	AL Contribution	APD Contribution
	2003	Chevrolet	Flat Bed PU	1GBHC24U43E339116	No	No	\$500	\$100	\$2,500.00	\$275.63	\$0.00
	<b>Weight Class:</b> Lgt Truck		<b>Valuation:</b> No APD		<b>Term:</b> 01/01/2024 to 12/31/2024						
	2003	Freightliner	FL70 Dump Truck	1FVABUBSX3DL06175	Yes	Yes	\$500	\$100	\$8,000.00	\$384.21	\$62.36
	<b>Weight Class:</b> Hvy Truck		<b>Valuation:</b> Functional		<b>Term:</b> 01/01/2024 to 12/31/2024						
09	2005	Ford	F250 Pickup	1FTSW21Y65EC25668	Yes	Yes	\$500	\$100	\$25,000.00	\$275.63	\$194.87
	<b>Weight Class:</b> Lgt Truck		<b>Valuation:</b> Functional		<b>Term:</b> 01/01/2024 to 12/31/2024						
	2013	Nissan	Frontier	1N6AD0CW7DN724695	Yes	Yes	\$500	\$100	\$22,361.00	\$263.10	\$174.31
	<b>Weight Class:</b> Med Truck		<b>Valuation:</b> Functional		<b>Term:</b> 01/01/2024 to 12/31/2024						
	2013	Nissan	Frontier SV	1N6AD0CW5FN729595	Yes	Yes	\$500	\$100	\$24,492.00	\$367.51	\$190.91
	<b>Weight Class:</b> Lgt Truck		<b>Valuation:</b> Functional		<b>Term:</b> 01/01/2024 to 12/31/2024						
	2015	Dodge	Ram 2500	3C6LR5BT1FG508240	Yes	Yes	\$500	\$100	\$29,521.00	\$275.63	\$230.11
	<b>Weight Class:</b> Lgt Truck		<b>Valuation:</b> Functional		<b>Term:</b> 01/01/2024 to 12/31/2024						
	2015	Nissan	Frontier	1N6AD0CW7DN727425	Yes	Yes	\$500	\$100	\$23,466.00	\$263.10	\$182.91
	<b>Weight Class:</b> Med Truck		<b>Valuation:</b> Functional		<b>Term:</b> 01/01/2024 to 12/31/2024						

Auto Code	Year	Make	Description	Vehicle Identification #	Collision	Comp	Deductible Collision   Comp		Value	AL Contribution	APD Contribution
	2016	Nissan	Frontier	1N6AD0CWXGN773500	Yes	Yes	\$500	\$100	\$25,798.00	\$250.57	\$201.09
	<b>Weight Class:</b>	Priv. Pass	<b>Valuation:</b>	Functional	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2016	Utility	Utility Trailer - Welder	TUTWF6122	Yes	Yes	\$500	\$100	\$1,197.00	\$91.89	\$9.33
	<b>Weight Class:</b>	Lgt Truck	<b>Valuation:</b>	Functional	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2017	Utility	Addco DH25 Trailer	4SEPA0913HM4SE196	Yes	Yes	\$500	\$100	\$16,000.00	\$83.53	\$124.71
	<b>Weight Class:</b>	Priv. Pass	<b>Valuation:</b>	Functional	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2018	Dodge	2500 PU	3C6LR5BT9JG345152	Yes	Yes	\$500	\$100	\$30,664.00	\$250.57	\$265.57
	<b>Weight Class:</b>	Priv. Pass	<b>Valuation:</b>	Replacement	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2019	Nissan	Frontier	1N6ADOCW4KN746186	Yes	Yes	\$500	\$100	\$28,000.00	\$263.10	\$242.52
	<b>Weight Class:</b>	Med Truck	<b>Valuation:</b>	Replacement	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2019	Ram	2500 PU	3C6UR5CJ5KG652336	Yes	Yes	\$500	\$100	\$29,753.00	\$367.51	\$257.68
	<b>Weight Class:</b>	Lgt Truck	<b>Valuation:</b>	Replacement	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2019	Utility	2831lbs	59KBU1822K1003460	Yes	Yes	\$500	\$100	\$4,703.00	\$83.53	\$40.73
	<b>Weight Class:</b>	Priv. Pass	<b>Valuation:</b>	Replacement	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2021	Chevrolet	Silverado	1GB3YLE71MF168640	Yes	Yes	\$500	\$100	\$27,107.00	\$250.57	\$234.77
	<b>Weight Class:</b>	Priv. Pass	<b>Valuation:</b>	Replacement	<b>Term:</b>	01/01/2024 to 12/31/2024					
	2022	Chevrolet	Colorado	1GCHTCEN5N1203905	Yes	Yes	\$500	\$100	\$29,052.00	\$250.57	\$251.62
	<b>Weight Class:</b>	Priv. Pass	<b>Valuation:</b>	Replacement	<b>Term:</b>	01/01/2024 to 12/31/2024					

**Weight Class**

Priv. Pass = (0 - 10,000 LBS)  
Lgt Truck = (0 - 10,000 LBS)  
Med Truck = (10,001 - 20,000 LBS)  
Hvy Truck = (20,001 - 45,000 LBS)  
XHvy Truck = (OVER 45,000 LBS)

**Valuation Codes**

Replacement = Replacement Cost Valuation  
Functional = Functional Replacement Cost

<b>Total:</b>	\$327,614.00	\$3,996.65	\$2,663.49
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**Port Of Hood River**

Policy Year: 01/01/24 to 12/31/24

Agent: Columbia River Insurance

**Schedule of Property Values - Section 1  
Building, Other Structures and Scheduled Outdoor Property**

Premises: Administration													
<b>Covered Property:</b> Fence <b>Unique ID:</b> 16164P615 <b>Address:</b> 700 E Port Marina Drive Hood River OR, 97031 <b>Coverage Class:</b> Scheduled Outdoor Property													
Loc Code		% Sprinkler	0	Appraiser		Year Built	1975	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$8,550.08
Protect Class	7	Security Alarm	No	App Code		# of Stories	0	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FRAME			Comments						Contribution	\$19	Total Value	\$8,550.08
<b>Covered Property:</b> Visitor Center <b>Unique ID:</b> 16164P610 <b>Address:</b> 700 E Port Marina Drive Hood River OR, 97031 <b>Coverage Class:</b> Building													
Loc Code		% Sprinkler	100	Appraiser	CBIZ	Year Built	1972	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	5757	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$1,318,807.06
Protect Class	7	Security Alarm	No	App Code	12-01	# of Stories	2	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FRAME			Comments						Contribution	\$2,625	Total Value	\$1,318,807.06
<b>Premises Total:</b>										<b>Contribution</b>	\$2,644	<b>Total Value</b>	\$1,327,357.14
Premises: District Facility													
<b>Covered Property:</b> Restroom - Beach <b>Unique ID:</b> 16164P5142 <b>Address:</b> Marina Beach Road Hood River OR, 97031 <b>Coverage Class:</b> Building													
Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2001	Equip Brk Cov	No	Flood Zone*	A	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	360	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$75,036.23
Protect Class	7	Security Alarm	No	App Code	17-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	JOISTED MASONRY			Comments						Contribution	\$163	Total Value	\$75,036.23
<b>Premises Total:</b>										<b>Contribution</b>	\$163	<b>Total Value</b>	\$75,036.23

**Premises: District Facility- 200 PWA**

**Covered Property:** Restroom - Event Site **Unique ID:** 16164P5323 **Address:** 200 Portway Avenue Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2001	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	360	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$75,036.23
Protect Class	7	Security Alarm	No	App Code	05-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	JOISTED MASONRY			Comments						Contribution	\$163	Total Value	\$75,036.23

**Premises Total:** Contribution \$163 Total Value \$75,036.23

**Premises: District Facility- 320 PMD**

**Covered Property:** Yacht Club/Restroom/Shower **Unique ID:** 16164P611 **Address:** 320 E Port Marina Drive Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	100	Appraiser	CBIZ	Year Built	1972	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	2193	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$444,427.58
Protect Class	7	Security Alarm	No	App Code	06-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$56,461.02
Const Class	JOISTED MASONRY			Comments						Contribution	\$980	Total Value	\$500,888.60

**Premises Total:** Contribution \$980 Total Value \$500,888.60

**Premises: District Facility- 800 PMD**

**Covered Property:** Restroom - Boat Launch **Unique ID:** 16164P625 **Address:** 800 E Port Marina Drive Hood River OR, 97031 **Coverage Class:** Scheduled Outdoor Property

Loc Code		% Sprinkler	0	Appraiser	American	Year Built	1998	Equip Brk Cov	No	Flood Zone*	D	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	9/22/2006	Sq Footage	234	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$95,642.32
Protect Class	7	Security Alarm	No	App Code	001-009	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	JOISTED MASONRY			Comments						Contribution	\$208	Total Value	\$95,642.32

**Premises Total:** Contribution \$208 Total Value \$95,642.32

**Covered Property:** Transient Dock **Unique ID:** 16164P627 **Address:** 800 Port Marina Drive Hood River OR, 97031 **Coverage Class:** Scheduled Outdoor Property

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1993	Equip Brk Cov	No	Flood Zone*	A	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$243,288.44
Protect Class	7	Security Alarm	No	App Code	14-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FIRE RESISTIVE			Comments						Contribution	\$499	Total Value	\$243,288.44

**Premises Total:** Contribution \$707 Total Value \$338,930.76

**Premises: District Facility- 900 PWA**

**Covered Property:** Maritime Building **Unique ID:** 16164P5898 **Address:** 900 Portway Ave. Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	100	Appraiser	CBIZ	Year Built	1980	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	38806	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$3,344,782.04
Protect Class	7	Security Alarm	No	App Code	15-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	NONCOMBUSTIBLE			Comments				Contribution	\$6,458	Total Value	\$3,344,782.04		

**Premises Total:** Contribution \$6,458 Total Value \$3,344,782.04

**Premises: District Facility- Marine Drive**

**Covered Property:** State Office **Unique ID:** 16164P609 **Address:** 600 E Port Marine Drive Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1974	Equip Brk Cov	No	Flood Zone*	D	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	2365	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$529,769.08
Protect Class	7	Security Alarm	Yes	App Code	10-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FRAME			Comments				Contribution	\$1,113	Total Value	\$529,769.08		

**Premises Total:** Contribution \$1,113 Total Value \$529,769.08

**Premises: Event Site**

**Covered Property:** Concierge Dock **Unique ID:** 16164P628 **Address:** North 2nd Street Hood River OR, 97031 **Coverage Class:** Scheduled Outdoor Property

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2000	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$377,496.21
Protect Class	7	Security Alarm	No	App Code	16-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FRAME			Comments				Contribution	\$835	Total Value	\$377,496.21		

**Premises Total:** Contribution \$835 Total Value \$377,496.21

**Premises: GL Only**

**Covered Property:** 12 Acres of Light Industrial Land **Unique ID:** 16164P10604 **Address:** 3289 Neal Mill Creek Road Hood River OR, 97031 **Coverage Class:** Not Covered

Loc Code		% Sprinkler	0	Appraiser		Year Built		Equip Brk Cov	No	Flood Zone*		Valuation	Not Covered
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$0.00
Protect Class	5	Security Alarm	No	App Code		# of Stories	0	Earthquake Cov	No	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	NONCOMBUSTIBLE			Comments				Contribution	\$0	Total Value	\$0.00		

**Premises Total:** Contribution \$0 Total Value \$0.00



**Premises: Heron Drive**

**Covered Property:** Timber Incubator Building **Unique ID:** 16164P631 **Address:** 3875 Heron Drive Odell OR, 97044 **Coverage Class:** Building

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1997	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement	
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	5000	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$623,216.56	
Protect Class	7	Security Alarm	No	App Code	08-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00	
Const Class	NONCOMBUSTIBLE			Comments							Contribution	\$1,337	Total Value	\$623,216.56

**Premises Total:** Contribution \$1,337 Total Value \$623,216.56

**Premises: Hood River Airport**

**Covered Property:** Airport Administration - FBO **Unique ID:** 16164P616 **Address:** 3608 Airport Drive Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1975	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement	
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	1445	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$284,974.75	
Protect Class	7	Security Alarm	Yes	App Code	07-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$14,114.69	
Const Class	FRAME			Comments							Contribution	\$628	Total Value	\$299,089.44

**Covered Property:** Fuel Tank **Unique ID:** 16164P630 **Address:** Airport Road Hood River OR, 97031 **Coverage Class:** Scheduled Outdoor Property

Loc Code		% Sprinkler	0	Appraiser	American	Year Built	1997	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement	
Vacant (Y/N)	No	Fire Alarm	No	App Date	6/10/2007	Sq Footage	0	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$81,413.08	
Protect Class	7	Security Alarm	No	App Code	002-009	# of Stories	9	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00	
Const Class	FIRE RESISTIVE			Comments							Contribution	\$167	Total Value	\$81,413.08

**Covered Property:** Helicopter Hangar **Unique ID:** 16164P624 **Address:** 3602 Airport Drive Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1997	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement	
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	2193	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$252,436.19	
Protect Class	7	Security Alarm	No	App Code	07-07	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00	
Const Class	NONCOMBUSTIBLE			Comments							Contribution	\$542	Total Value	\$252,436.19

<b>Covered Property:</b> New Hangar - East T-Hang <b>Unique ID:</b> 16164P622 <b>Address:</b> 3600 Airport Drive Hood River OR, 97031											<b>Coverage Class:</b> Building		
Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2004	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	13110	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$495,493.13
Protect Class	7	Security Alarm	No	App Code	07-05	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	NONCOMBUSTIBLE			Comments					Contribution	\$1,063	Total Value	\$495,493.13	

<b>Covered Property:</b> North Hangar T-Hang <b>Unique ID:</b> 16164P619 <b>Address:</b> 3701 Airport Drive Hood River OR, 97031											<b>Coverage Class:</b> Building		
Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1970	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	14400	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$500,241.19
Protect Class	7	Security Alarm	No	App Code	07-03	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	NONCOMBUSTIBLE			Comments					Contribution	\$1,073	Total Value	\$500,241.19	

<b>Covered Property:</b> Port Hanger #1 <b>Unique ID:</b> 16164P129425S <b>Address:</b> 3608 Airport Drive Hood River OR, 97031											<b>Coverage Class:</b> Other Structure		
Loc Code		% Sprinkler	0	Appraiser		Year Built	1970	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage	3731	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$220,500.00
Protect Class	7	Security Alarm	No	App Code		# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FIRE RESISTIVE			Comments					Contribution	\$453	Total Value	\$220,500.00	

<b>Covered Property:</b> Runway Lighting Airport <b>Unique ID:</b> 16164P618 <b>Address:</b> 3600 Airport Drive Hood River OR, 97031											<b>Coverage Class:</b> Scheduled Outdoor Property		
Loc Code		% Sprinkler	0	Appraiser		Year Built		Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$19,562.07
Protect Class	7	Security Alarm	No	App Code		# of Stories	0	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FRAME			Comments					Contribution	\$43	Total Value	\$19,562.07	

<b>Covered Property:</b> Shop Maintenance Hangar <b>Unique ID:</b> 16164P617 <b>Address:</b> 3624 Airport Drive Hood River OR, 97031										<b>Coverage Class:</b> Building			
Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1970	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	4522	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$362,790.14
Protect Class	7	Security Alarm	No	App Code	07-02	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FRAME			Comments				Contribution	\$802	Total Value	\$362,790.14		

<b>Covered Property:</b> South Hangar T-Hang <b>Unique ID:</b> 16164P620 <b>Address:</b> 3600 Airport Drive Hood River OR, 97031										<b>Coverage Class:</b> Building			
Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1970	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	13680	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$475,228.74
Protect Class	7	Security Alarm	No	App Code	07-04	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	NONCOMBUSTIBLE			Comments				Contribution	\$1,019	Total Value	\$475,228.74		

<b>Covered Property:</b> Yellow Hangar <b>Unique ID:</b> 16164P621 <b>Address:</b> 3650 Airport Drive Hood River OR, 97031										<b>Coverage Class:</b> Building			
Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1970	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	4104	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$415,594.20
Protect Class	7	Security Alarm	No	App Code	07-06	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	NONCOMBUSTIBLE			Comments				Contribution	\$892	Total Value	\$415,594.20		

<b>Premises Total:</b>										Contribution	\$6,682	Total Value	\$3,122,348.18
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**Premises: Industrial Avenue**

<b>Covered Property:</b> Big 7 Building <b>Unique ID:</b> 16164P613 <b>Address:</b> 616 Industrial Avenue Hood River OR, 97031										<b>Coverage Class:</b> Building			
Loc Code		% Sprinkler	100	Appraiser	CBIZ	Year Built	1950	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	Yes	App Date	10/26/2018	Sq Footage	38854	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$7,932,061.62
Protect Class	7	Security Alarm	Yes	App Code	11-01	# of Stories	3	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	MASONRY NONCOMBUSTIBLE			Comments				Contribution	\$13,638	Total Value	\$7,932,061.62		

<b>Premises Total:</b>										Contribution	\$13,638	Total Value	\$7,932,061.62
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**Premises: Marina**

**Covered Property:** 20 Boat Slips **Unique ID:** 16164P9236W **Address:** 200 E Port Marina Drive Hood River OR, 97031 **Coverage Class:** Scheduled Outdoor Property

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2010	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$639,544.27
Protect Class	2	Security Alarm	No	App Code	03-02	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FIRE RESISTIVE			Comments				Contribution	\$1,111	Total Value	\$639,544.27		

**Covered Property:** Cruise Ship Dock **Unique ID:** 16164P9549W **Address:** Swim Beach Hood River OR, 97031 **Coverage Class:** Scheduled Outdoor Property

Loc Code		% Sprinkler	0	Appraiser		Year Built	2003	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage	1800	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$55,548.70
Protect Class	9	Security Alarm	No	App Code		# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	MASONRY NONCOMBUSTIBLE			Comments				Contribution	\$193	Total Value	\$55,548.70		

**Covered Property:** Port Marina Docks **Unique ID:** 16164P626 **Address:** 200 E Port Marina Drive Hood River OR, 97031 **Coverage Class:** Scheduled Outdoor Property

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	1989	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	17302	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$1,242,149.18
Protect Class	7	Security Alarm	No	App Code	03-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FIRE RESISTIVE			Comments				Contribution	\$2,550	Total Value	\$1,242,149.18		

**Premises Total:** Contribution \$3,854 Total Value \$1,937,242.15

**Premises: Marina Center**

**Covered Property:** Garage **Unique ID:** 16164P9076W **Address:** 1000 E Port Marina Drive Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2009	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	2000	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$212,601.92
Protect Class	2	Security Alarm	No	App Code	01-02	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$69,192.96
Const Class	FRAME			Comments				Contribution	\$534	Total Value	\$281,794.88		

<b>Covered Property:</b> Port Office										<b>Unique ID:</b> 16164P6356		<b>Address:</b> 1000 E Port Marina Drive Hood River OR, 97031				<b>Coverage Class:</b> Building	
Loc Code		% Sprinkler	100	Appraiser	CBIZ	Year Built	1986	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement				
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	8160	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$1,264,961.23				
Protect Class	7	Security Alarm	No	App Code	01-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$394,284.88				
Const Class	JOISTED MASONRY			Comments						Contribution	\$3,246	Total Value	\$1,659,246.11				
<b>Premises Total:</b>										Contribution	\$3,779	Total Value	\$1,941,040.99				

**Premises: Marina Park**

<b>Covered Property:</b> Picnic Shelter										<b>Unique ID:</b> 16164P612		<b>Address:</b> 200 E Port Marina Drive Hood River OR, 97031				<b>Coverage Class:</b> Other Structure	
Loc Code		% Sprinkler	0	Appraiser		Year Built	1975	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement				
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage	500	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$13,764.42				
Protect Class	7	Security Alarm	No	App Code		# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00				
Const Class	FRAME			Comments						Contribution	\$30	Total Value	\$13,764.42				

<b>Covered Property:</b> Shed										<b>Unique ID:</b> 16164P6539		<b>Address:</b> Port Marina Drive Hood River OR, 97031				<b>Coverage Class:</b> Building	
Loc Code		% Sprinkler	0	Appraiser		Year Built		Equip Brk Cov	No	Flood Zone*		Valuation	Replacement				
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$17,389.51				
Protect Class	7	Security Alarm	No	App Code		# of Stories	0	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00				
Const Class	FRAME			Comments						Contribution	\$38	Total Value	\$17,389.51				
<b>Premises Total:</b>										Contribution	\$69	Total Value	\$31,153.93				

**Premises: Nichols Basin**

<b>Covered Property:</b> Nichols Basin Shed										<b>Unique ID:</b> 16164P6540		<b>Address:</b> 101 N 1st Street Hood River OR, 97031				<b>Coverage Class:</b> Building	
Loc Code		% Sprinkler	0	Appraiser		Year Built		Equip Brk Cov	No	Flood Zone*		Valuation	Replacement				
Vacant (Y/N)	No	Fire Alarm	No	App Date		Sq Footage		Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$17,389.51				
Protect Class	7	Security Alarm	No	App Code		# of Stories	0	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00				
Const Class	FRAME			Comments						Contribution	\$38	Total Value	\$17,389.51				
<b>Premises Total:</b>										Contribution	\$38	Total Value	\$17,389.51				

**Premises: Portway**

**Covered Property:** Halyard Building **Unique ID:** 16164P9253 **Address:** 707 Portway Ave. Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	100	Appraiser	CBIZ	Year Built	2010	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	20148	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$3,519,982.70
Protect Class	2	Security Alarm	No	App Code	13-01	# of Stories	2	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	NONCOMBUSTIBLE			Comments				Contribution	\$5,804	Total Value	\$3,519,982.70		

**Covered Property:** Luhr Jensen Building **Unique ID:** 16164P9220W **Address:** 400 Portway Ave. Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	100	Appraiser	CBIZ	Year Built	1975	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	71857	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$8,047,395.13
Protect Class	2	Security Alarm	No	App Code	09-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	MASONRY NONCOMBUSTIBLE			Comments				Contribution	\$13,045	Total Value	\$8,047,395.13		

**Premises Total:** Contribution \$18,849 Total Value \$11,567,377.83

**Premises: Toll Plaza**

**Covered Property:** Toll Plaza **Unique ID:** 16164P7103 **Address:** 1010 HR/WS Hwy Hood River OR, 97031 **Coverage Class:** Other Structure

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2005	Equip Brk Cov	No	Flood Zone*		Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	40	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$204,497.06
Protect Class	2	Security Alarm	No	App Code	02-01	# of Stories	1	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$138,385.93
Const Class	JOISTED MASONRY			Comments				Contribution	\$639	Total Value	\$342,882.99		

**Premises Total:** Contribution \$639 Total Value \$342,882.99

**Premises: Wasco**

**Covered Property:** Wasco Business Building **Unique ID:** 16164P7003 **Address:** 205 Wasco Loop Hood River OR, 97031 **Coverage Class:** Building

Loc Code		% Sprinkler	0	Appraiser	CBIZ	Year Built	2005	Equip Brk Cov	No	Flood Zone*	C	Valuation	Replacement
Vacant (Y/N)	No	Fire Alarm	No	App Date	10/26/2018	Sq Footage	14650	Flood Cov	No	Eff Date	1/1/2024	Structure Value	\$3,088,987.92
Protect Class	7	Security Alarm	Yes	App Code	04-01	# of Stories	2	Earthquake Cov	Yes	Deductible	\$1,000	Pers Prop Value	\$0.00
Const Class	FRAME			Comments				Contribution	\$6,490	Total Value	\$3,088,987.92		

**Premises Total:** Contribution \$6,490 Total Value \$3,088,987.92

\* Flood Zones shown on the Schedule of Property Values are an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management

**Total Structure Value** \$36,500,558.49

Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.

**Construction Class Options**

Fire Resistive	Noncombustible
Modified Fire Resistive	Joisted Masonry
Masonry Noncombustible	Frame

**Valuation Options**

Actual Cash Value  
Replacement  
Stated Amount

**Protection Class Description**

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

<b>Total Personal Property Value</b>	\$672,439.48
<b>Total Value</b>	\$37,172,997.97
<b>Total Contribution</b>	\$68,439

**Schedule of Property Values - Section 2**  
*Scheduled Mobile Equipment, Scheduled Personal Property, Scheduled Fine Arts*

Code	Description	Coverage Class	Deductible	Serial Number	Valuation	Effective Date	Expiration Date	Value	Contribution
	2005 John Deere Tractor Front End Loa	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$38,810	\$275.44
	Automated Weather Observation System	Scheduled Personal Property	\$250		Stated Value	1/1/2024	12/31/2024	\$179,240	\$1,272.07
	Boat, Motor, Loader	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$9,523	\$67.59
	Boom Lift - Genie Z45/25J	Mobile Equipment	\$250	Z452513A-48209	Stated Value	1/1/2024	12/31/2024	\$35,650	\$253.01
	Boss 7'-6" Super Duty Straight Blade P	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$6,100	\$43.30
	Boss V-Plow V-XT 8'-2"	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$9,300	\$66.00
	Coastwide-Buffering Machine	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$5,596	\$39.71
	Flail Mower	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$7,000	\$49.68
	John Deer Gator CX	Mobile Equipment	\$250	1M00CXRAEBM0909	Stated Value	1/1/2024	12/31/2024	\$4,400	\$31.23
	John Deere Lawn Mower	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$9,600	\$68.13
	John Deere Lawn Tractor	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$7,575	\$53.76
	Kubota Cab Excavator	Mobile Equipment	\$250	KBCDZ15CUM3E112	Stated Value	1/1/2024	12/31/2024	\$55,000	\$390.33
	Kubota Zero Turn Mower	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$13,000	\$92.26
	Lincoln Ranger Welder / Generator (OX	Mobile Equipment	\$250	V11160707514	Stated Value	1/1/2024	12/31/2024	\$3,429	\$24.34
	Miscellaenous	Scheduled Personal Property	\$250		Stated Value	1/1/2024	12/31/2024	\$18,950	\$134.48
	Mower & Bagger - John Deere 355D	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$7,510	\$53.30
	S630 T4 Bobcat Skid-Steer Loader	Mobile Equipment	\$250	AHGL12379	Stated Value	1/1/2024	12/31/2024	\$50,386	\$357.60



Code	Description	Coverage Class	Deductible	Serial Number	Valuation	Effective Date	Expiration Date	Value	Contribution
	Sled Sprayer and Accessories	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$5,550	\$39.39
	Snow Plow	Scheduled Personal Property	\$250		Stated Value	1/1/2024	12/31/2024	\$3,721	\$26.41
	Sweeper	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$6,500	\$46.13
	Western Snow Plo 10'	Mobile Equipment	\$250		Stated Value	1/1/2024	12/31/2024	\$7,550	\$53.59
<b>Totals:</b>								<b>\$484,390</b>	<b>\$3,437.75</b>

\* Any equipment or item \$10,000 or greater in value must be specifically scheduled.

\* All equipment or items less than \$10,000 in value may be aggregated together and reported as one total miscellaneous amount.

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**General Liability Schedule**

Code	Description	Unit	Amount	Effective Date	Expiration Date	Contribution
160150	2023-2024 Budgeted Personal Services *	Dollars	\$3,637,934	1/1/2024	12/31/2024	\$8,973
160160	2023-2024 Budgeted Materials and Supplies *	Dollars	\$2,421,892	1/1/2024	12/31/2024	\$12,895
160170	2023-2024 Budgeted Contingencies *	Dollars	\$1,000,000	1/1/2024	12/31/2024	\$0
160180	Number of Employees	Each	34	1/1/2024	12/31/2024	\$0
160190	Number of Volunteers	Each	2	1/1/2024	12/31/2024	\$0
160192	Number of Board Members	Each	5	1/1/2024	12/31/2024	\$0
160200	District Size	Sq Miles	540	1/1/2024	12/31/2024	\$0
160210	Population Served	Each	40,000	1/1/2024	12/31/2024	\$0
16100	Number of Drones (UAVs) Owned or Operated	Each	1	1/1/2024	12/31/2024	\$0
16108	Marina Slips - Number Of	Each	165	1/1/2024	12/31/2024	\$12,317
16110	Commercial Terminals - Number Of	Each	1	1/1/2024	12/31/2024	\$0
16117	Vessels - (Owned and Operated Under 30 FT.)	Each	1	1/1/2024	12/31/2024	\$0
16215	Buildings & Premises - Occupied by District	Sqf	25	1/1/2024	12/31/2024	\$0
16801	Wharf and Waterfront - Occupied by District	Sqf	1	1/1/2024	12/31/2024	\$0
16900	Dollars Paid For Services	Dollars		1/1/2024	12/31/2024	
16996	Number of Airports	Each	1	1/1/2024	12/31/2024	\$0
16997	Events/Fundraisers - No Alcohol Served	Days	90	1/1/2024	12/31/2024	\$0
16998	Events/Fundraisers - Alcohol Served	Days	6	1/1/2024	12/31/2024	\$832
<b>Total Contribution</b>						<b>\$35,017</b>

## Statement of Member Benefits

**Port Of Hood River** receives specific services and grants from SDIS. This report displays what SDIS would charge a non-member for equivalent benefits.

Date	Service Provided	Department	Activity	Dollar Benefit
10/2/2023	Reviewed EAP	Risk Management	VRMC	\$55.00
9/14/2023	General Counsel Question	SDIS Pre-Loss Legal	Pre-Loss Legal	\$247.50
6/6/2023	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
12/7/2022	Employee Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$180.00
11/20/2022	OR Govt Employee handbook template	HR Consulting	General HR Consultation	\$62.50
10/20/2022	Drug and Alcohol policy	HR Consulting	General HR Consultation	\$62.50
10/4/2022	Active Shooter Resources	Risk Management	Email/Phone Question	\$13.75
9/7/2022	Employment	SDIS Pre-Loss Legal	Employment	\$405.00
8/16/2022	Question about bollards on pathways	Risk Management	Email/Phone Question	\$13.75
8/15/2022	Risk Management	SDIS Pre-Loss Legal	Pre-Loss Legal	\$90.00
7/21/2022	EAP	HR Consulting	General HR Consultation	\$62.50
6/21/2022	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$58.00
5/10/2022	Executive Session Inquiry	Technical Assistance	Executive Sessions	\$36.00
5/4/2022	LCP annual eval	Risk Management	Loss Control Program	\$13.75
4/19/2022	VRMC	Risk Management	VRMC	\$275.00
4/1/2022	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$58.00
3/1/2022	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
1/12/2022	Food Carts and Alcohol	Risk Management	Email/Phone Question	\$27.50
7/12/2021	Board Training	Consulting Services	Board Training	\$540.00
7/1/2021	2021 Internship Grant	Membership Services	Internship Grant	\$3,000.00
10/1/2020	COVID-19 CARES Act Funding	Risk Management	Email/Phone Question	\$13.75
6/1/2020	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$116.00
7/29/2019	Bio Med Testing Services	Risk Management	Criminal Background Check	\$58.00
7/10/2019	SDIS Services	Risk Management	Key Contact Visit	\$55.00
6/18/2019	2019 Internship Grant	Membership Services	Internship Grant	\$3,000.00
6/17/2019	Bio Med Testing Services	Risk Management	Criminal Background Check	\$87.00
5/30/2019	Driver Training	Risk Management	Training	\$82.50

Date	Service Provided	Department	Activity	Dollar Benefit
1/22/2019	Bio Med Testing Services	Risk Management	Criminal Background Check	\$29.00
8/20/2018	Bio Med Testing Services	Risk Management	Criminal Background Check	\$87.00
7/10/2018	Bio Med Testing Services	Risk Management	Criminal Background Check	\$29.00
12/20/2017	2018 Safety & Security Grant	Risk Management	Safety Grant	\$5,000.00
10/23/2017	Drone Training - Fred Kowell	Risk Management	Training	\$1,500.00
7/7/2017	2017 Internship Grant	Membership Services	Internship Grant	\$2,700.00
5/5/2017	Meeting	Risk Management	Property Assessment	\$220.00
3/3/2017	Bio Med Testing Services Inc.	Risk Management	Criminal Background Check	\$29.00
2/28/2017	Consultation	Risk Management	VRMC	\$27.50
11/17/2016	Voluntary Risk Management Consultation	Risk Management	VRMC	\$45.00
8/18/2016	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
8/15/2016	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$58.00
7/7/2016	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
11/30/2015	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
6/26/2015	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$87.00
6/26/2015	Bio-Med Testing Services	Risk Management	Drug/Alcohol Testing	\$40.00
6/25/2015	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
5/27/2015	Field Visit	Risk Management	VRMC	\$90.00
12/19/2014	SDAO 2015-2016 Safety Grant	Risk Management	Safety Grant	\$900.00
8/21/2014	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$58.00
8/7/2014	2014 Safety Grant	Risk Management	Safety Grant	\$3,000.00
6/9/2014	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$58.00
3/13/2014	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
1/23/2014	Discussed SDAO Services	Risk Management	Toolkit Consultation	\$90.00
11/22/2013	Consultation	Risk Management	VRMC	\$45.00
10/14/2013	2013 Bio-Med Testing Service	Risk Management	Criminal Background Check	\$58.00
8/2/2013	2013 Safety Grant	Risk Management	Safety Grant	\$3,000.00
7/17/2013	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$58.00
2/14/2013	Preloss Legal - Williams Zagrofas Peck	SDIS Pre-Loss Legal	Pre-Loss Legal	\$326.40
1/4/2013	Preloss Legal Services - Williams Zografos	SDIS Pre-Loss Legal	Pre-Loss Legal	\$70.78
12/19/2012	Field Visit	Risk Management	VRMC	\$135.00
10/5/2012	Personnel Issue - Preloss Legal Services	SDIS Pre-Loss Legal	Pre-Loss Legal	\$81.00
9/5/2012	Preloss Legal Services - Williams Zografos	SDIS Pre-Loss Legal	Pre-Loss Legal	\$540.00

<b>Date</b>	<b>Service Provided</b>	<b>Department</b>	<b>Activity</b>	<b>Dollar Benefit</b>
7/12/2012	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
7/3/2012	Personnel Issue	Technical Assistance	Technical Assistance	\$90.00
6/29/2012	Personnel Issue	Technical Assistance	Technical Assistance	\$90.00
6/21/2012	Preloss Legal - Kim MacColl	SDIS Pre-Loss Legal	Pre-Loss Legal	\$87.50
6/18/2012	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$116.00
5/3/2012	Adult Basic CPR/First Aid Training	Risk Management	Training	\$157.50
1/26/2012	Preloss Legal Services - Kim MacColl	SDIS Pre-Loss Legal	Pre-Loss Legal	\$210.00
1/20/2012	Job Restructure	SDIS Pre-Loss Legal	Pre-Loss Legal	\$360.00
12/5/2011	Preloss Legal Services - Kim MacColl	SDIS Pre-Loss Legal	Pre-Loss Legal	\$210.00
10/4/2011	Preloss Legal Services - Personnel Issue	SDIS Pre-Loss Legal	Pre-Loss Legal	\$840.00
8/15/2011	SDAO Safety Grant 2011	Risk Management	Safety Grant	\$3,000.00
7/11/2011	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$29.00
6/17/2011	Bio-Med Testing Services	Risk Management	Criminal Background Check	\$116.00
2/22/2011	Personnel Issue	Technical Assistance	Technical Assistance	\$90.00
1/5/2011	Field Visit	Risk Management	VRMC	\$112.50
3/1/2010	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$29.00
1/21/2010	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$29.00
11/20/2009	Defensive Driving Training Class	Risk Management	Training	\$90.00
10/8/2009	Adult Basic CPR/First Aid Training	Risk Management	Training	\$157.50
9/22/2009	Safety Committee Training	Risk Management	Training	\$45.00
8/6/2009	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$29.00
8/5/2009	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$29.00
4/15/2009	Building Condition Report	Risk Management	VRMC	\$10.00
1/26/2009	Field Visit	Risk Management	VRMC	\$90.00
1/15/2009	Field Visit	Risk Management	VRMC	\$135.00
1/15/2009	Fall Protection Training	Risk Management	Training	\$45.00
12/29/2008	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$29.00
11/13/2008	SDAO Safety Grant 06-07	Risk Management	Safety Grant	\$2,135.00
8/27/2008	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$145.00
8/26/2008	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$58.00
8/26/2008	Bio-Med Testing Service	Risk Management	Criminal Background Check	\$116.00
9/27/2004	Field Visit	Risk Management	VRMC	\$90.00
<b>Total Dollar Benefit</b>				<b>\$35,976.68</b>

**This statement is provided for your information. It is not a bill.**

Report displays contribution difference (changes) between 2023 and the 2024 renewal in an effort to provide a general idea of rating components that influence contributions.

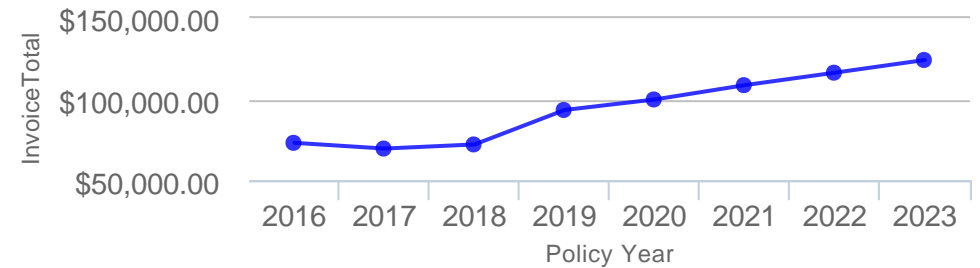
Coverage	2023 contribution	Change in exposures	2024 contribution	Total contribution change	Total % contribution change
General Liability	\$52,910	See Below	\$45,300	-\$7,610	-14.38%
Auto Liability	\$3,727	0	\$4,001	\$274	7.35%
Non-Owned Auto Liability	\$175		\$175	\$0	0.00%
Auto Physical Damage	\$2,395	\$0	\$2,665	\$270	11.26%
Non-Owned APD	\$0		\$0	\$0	
Property	\$57,291	\$1,770,143	\$71,877	\$14,586	25.46%
Earthquake	\$6,509	\$1,770,143	\$7,290	\$781	12.00%
Flood	\$0	\$1,770,143	\$0	\$0	
Equipment Breakdown	\$0	\$1,770,143	\$0	\$0	
Crime	\$868		\$868	\$0	0.00%
<b>Total All Lines</b>	<b>\$123,875</b>		<b>\$132,176</b>	<b>\$8,301</b>	<b>6.70%</b>

**General Liability Exposure Comparison**

Description	Last Year	This Year	Difference
2023-2024 Budgeted Materials and Supplies *	\$5,200,650	\$2,421,892	-\$2,778,758
2023-2024 Budgeted Personal Services *	\$3,700,400	\$3,637,934	-\$62,466
Events/Fundraisers - Alcohol Served	\$6	\$6	\$0
Marina Slips - Number Of	\$165	\$165	\$0

\* Auto Liability Exposure = Number of Autos. Auto Physical Damage = Total Insured Automobile Values. Excess Liability = Materials and Supplies + Personal Services. Property and Boiler and Machinery = Total Insured Property Values.

**Annual Contribution History**



2018-2022 Net Loss Ratio = 4.79%

Best Practices	Year	% Credit
	2023	10.00%
	2024	10.00%

Claims Schedule

Auto Liability

2020

<b>Claim Number</b>	VAAL2020066727	<b>Coverage</b>	Auto Liability	<b>Cause</b>	Head-on or sideswipe	<b>Financial Information</b>	<b>Type</b>	<b>Paid</b>	<b>Reserve</b>	<b>Collection</b>	<b>Incurred</b>
<b>Claimant</b>	Kirchoff, Leif	<b>Claim Type</b>	AL	<b>Litigation Type</b>			PD	\$251	\$0	\$251	\$0
<b>Adjuster</b>	Hackbart, Mike	<b>Event Date</b>	2/21/2020	<b>Litigation Status</b>			<b>Totals:</b>	<b>\$251</b>	<b>\$0</b>	<b>\$251</b>	<b>\$0</b>
<b>Service Code</b>	SDAO	<b>Open Date</b>	5/12/2020	<b>Defense Counsel</b>							
<b>Status</b>	Closed	<b>Close Date</b>	9/16/2020	<b>Plaintiff Attorney</b>							
<b>Description</b>	District vehicle struck the mirror of claimant vehicle while crossing a bridge.										

General Liability

2019

<b>Claim Number</b>	GCGL2019066279	<b>Coverage</b>	General Liability	<b>Cause</b>	Safety devices	<b>Financial Information</b>	<b>Type</b>	<b>Paid</b>	<b>Reserve</b>	<b>Collection</b>	<b>Incurred</b>
<b>Claimant</b>	Plascencia, Rosa	<b>Claim Type</b>	GL	<b>Litigation Type</b>			PD	\$1,486	\$0	\$0	\$1,486
<b>Adjuster</b>	Parker, Amanda	<b>Event Date</b>	12/27/2019	<b>Litigation Status</b>			<b>Totals:</b>	<b>\$1,486</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,486</b>
<b>Service Code</b>	SDAO	<b>Open Date</b>	12/27/2019	<b>Defense Counsel</b>							
<b>Status</b>	Closed	<b>Close Date</b>	3/11/2020	<b>Plaintiff Attorney</b>							
<b>Description</b>	Bridge Toll gate came down and cracked claimant's windshield as she was trying to go through a yellow light.										

Property

2020

<b>Claim Number</b>	GCPR2020066908	<b>Coverage</b>	Property	<b>Cause</b>	Building Damage	<b>Financial Information</b>	<b>Type</b>	<b>Paid</b>	<b>Reserve</b>	<b>Collection</b>	<b>Incurred</b>
<b>Claimant</b>	Port Of Hood River	<b>Claim Type</b>	PR	<b>Litigation Type</b>			PD	\$0	\$0	\$0	\$0
<b>Adjuster</b>	Bauer, Tim	<b>Event Date</b>	6/17/2020	<b>Litigation Status</b>			<b>Totals:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Service Code</b>	SDAO	<b>Open Date</b>	6/19/2020	<b>Defense Counsel</b>							
<b>Status</b>	Closed	<b>Close Date</b>	10/12/2020	<b>Plaintiff Attorney</b>							
<b>Description</b>	Other vehicle hit toll plaza as they drove by.										



2022

<b>Claim Number</b>	GCPR2022070750	<b>Coverage</b>	Property	<b>Cause</b>	Theft or Burglary	<b>Financial Information</b>	<b>Type</b>	<b>Paid</b>	<b>Reserve</b>	<b>Collection</b>	<b>Incurred</b>
<b>Claimant</b>	Port Of Hood River	<b>Claim Type</b>	PR	<b>Litigation Type</b>			PD	\$2,400	\$0	\$0	\$2,400
<b>Adjuster</b>	Parker, Amanda	<b>Event Date</b>	8/2/2022	<b>Litigation Status</b>			<b>Totals:</b>	<b>\$2,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,400</b>
<b>Service Code</b>	SDAO	<b>Open Date</b>	8/19/2022	<b>Defense Counsel</b>							
<b>Status</b>	Closed	<b>Close Date</b>	8/23/2022	<b>Plaintiff Attorney</b>							
<b>Description</b>	Public Art Frog sculpture was stolen from the event site.										

<b>Claim Number</b>	GCPR2022070778	<b>Coverage</b>	Property	<b>Cause</b>	Mechanical Failure	<b>Financial Information</b>	<b>Type</b>	<b>Paid</b>	<b>Reserve</b>	<b>Collection</b>	<b>Incurred</b>
<b>Claimant</b>	Port Of Hood River	<b>Claim Type</b>	PR	<b>Litigation Type</b>			PD	\$15,230	\$0	\$0	\$15,230
<b>Adjuster</b>	Hackbart, Mike	<b>Event Date</b>	8/22/2022	<b>Litigation Status</b>			<b>Totals:</b>	<b>\$15,230</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,230</b>
<b>Service Code</b>	SDAO	<b>Open Date</b>	8/24/2022	<b>Defense Counsel</b>							
<b>Status</b>	Closed	<b>Close Date</b>	3/6/2023	<b>Plaintiff Attorney</b>							
<b>Description</b>	Kubota would not stop and went over a embankment and down hill.										

<b>Financial Summary</b>	<b>Policy Year</b>	<b>Claims</b>	<b>Paid</b>	<b>Reserve</b>	<b>Collection</b>	<b>Incurred</b>
	2019	1	\$1,485.67	\$0.00	\$0.00	\$1,485.67
	2020	2	\$250.77	\$0.00	\$250.77	\$0.00
	2022	2	\$17,630.00	\$0.00	\$0.00	\$17,630.00
	<b>Total:</b>	<b>5</b>	<b>\$19,366.44</b>	<b>\$0.00</b>	<b>\$250.77</b>	<b>\$19,115.67</b>

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: December 19, 2023  
Re: Accounts Payable Requiring Commission Approval

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<b>Campbell Phillips</b>	<b>\$4,185.00</b>
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Attorney services per attached summary

<b>TOTAL ACCOUNTS PAYABLE TO APPROVE</b>	<b>\$4,185.00</b>
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**Primary Timekeeper: 2 Kristen A. Campbell**

	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121-180</b>	<b>181+</b>	<b>Bal Due</b>
<b>2000.001 M Port of Hood River - Admin</b>	4,185.00	0.00	0.00	0.00	0.00	0.00	4,185.00
RE: Admin - General							
<b>Totals</b>	4,185.00	0.00	0.00	0.00	0.00	0.00	4,185.00

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# HOOD RIVER-WHITE SALMON BRIDGE REPLACEMENT

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The following summarizes Replacement Bridge project activities from November 27, 2023, to December 11, 2023:

## HOOD RIVER-WHITE SALMON BRIDGE AUTHORITY (HRWSBA)

### COMMUNICATIONS

- *Recently completed*
  - *Communications & Government Relations Subcommittee*
    - *Incorporated commissioner edits to mission, vision and values statement for Bridge Authority*
  - *Aesthetics Committee*
    - *Supported team in preparing Aesthetics Committee outreach*
    - *Engaged NextDoor to provide Spanish-language facilitation for committee meetings*
  - *Reporter outreach*
    - *Pitched story to reporters for Governing.com, the Associated Press, Seattle Times, OPB and Portland Monthly*
  - *Fall newsletter (including new funding graphic)*
    - *2,000+ people via email*
  - *Social media*
    - *Continued series sharing answers to FAQs*
    - *Shared new YouTube channel*
    - *Shared DC lobbying trip*
  - *Websites*
    - *Continued to update websites for Bridge Authority and project*
- *Upcoming work*
  - *Communications & Government Relations Subcommittee*
    - *Next meeting Dec. 13*
  - *Aesthetics Committee*
    - *Sharing application for public seats*
  - *Media outreach*
    - *Will continue reporter outreach and follow-ups*
    - *Draft quotes for federal grant announcements*
  - *Video*
    - *StoryGorge arranging interviews for next video*
  - *Social media*
    - *Promote Bridge Authority meetings to encourage public participation*
    - *Share Bridge Authority website*

- *Branding*
  - *Signage for new office*

#### **GOVERNMENT AFFAIRS UPDATE**

- *State Legislative Activities*
  - *Oregon*
    - *2024 Session: Start Date 2/5/24, Adjournment 3/10/24*
  - *Washington*
    - *2024 Session: Start Date 1/8/24, Adjournment 3/7/24*
- *Federal Legislative Activities*
  - *CDS Appropriations requests have been sent for both Washington and Oregon for a total funding request of \$8M.*
    - *Rep. Blumenauer, Rep. Newhouse, Sen. Wyden, Sen. Merkley and Sen. Cantwell submitted requests in support of the project. We are not expecting this to be finalized until the end of this year.*
    - *House THUD earmark list were released, and they included \$4M from Rep. Newhouse for the project and \$1M from Rep. Blumenauer for Right of Way/Mitigation.*
  - *Summit Strategies is working on Letters of Support from the Washington and Oregon congressional members for Bridge Investment Program.*

#### **FUNDING FINANCE & TOLLING (FFT)**

- *Upcoming Work:*
  - *Bridge Investment Program (BIP) grant applications – NOFO was released Sept 27<sup>th</sup> with a due date of Nov 27<sup>th</sup>. The application was submitted on 12/02/2023.*
  - *WSDOT Funding*
    - *Project team is working with the WSDOT SW Region to finalize the funding agreement for the state funds that will be coming to the Authority as part of the \$15M in funding committed as part of the 23-25 biennium. The project team and Commissioner Anderson, Fox met with WSDOT on 12/7/23. We will be reaching out to State Representatives to see if more of the \$15M can be allocated as state funding in stead of federal funding.*
  - *Oregon Funding*
    - *Project team is working with Thornrun and ODOT on agreement for a potential loan from the Oregon Infrastructure Bank for 2024.*
    - *The \$20M in Oregon funding that has been committed to the project will be available after a 2025 Lottery Bond sale.*
    - *Thornrun is working with the project team to change the receiving agency from POHR to the Bridge Authority on the Oregon funding.*

#### **PENDING GRANT FUNDING UPDATES**

- *Safe Streets and Roads for All Grant Program (SS4A)*
  - *2023 Notice of Funding Opportunity (NOFO) released on 3/30/23*
  - *Application Due: 7/10/23 @ 5pm EDT*



- Available funding total: \$1.177B
  - Planning & Demonstration Grants - Min – Max award \$100,000 to \$10M
  - Implementation Grants – Min – Max award \$2.5M to \$25M
- Requested amount of funding: \$1M
- Application Submitted: 7/7/23
- Expected Announcement: 10/2023
- Multimodal Project Discretionary Grant (MPDG)
  - NOFO Released on: 6/27/2023
  - Deadline: 8/21/2023
  - INFRA (\$3-3.1 B available from the FY23 an FY24 Funding)
  - MEGA (\$1.8 B available from the FY23 an FY24 Funding)
  - Rural (\$650-\$675M available from the FY23 an FY24 Funding)
  - Mega funding for FY 2025 and FY 2026 may also be allocated to project during this application process, since Mega has the ability to make multi-year awards.
  - Application was submitted on 08/19/23
- Bridge Investment Program (BIP)
  - NOFO released on 09/27/23
  - Deadline for FY 23/FY24: 12/04/23
  - Deadline for FY 25: 08/01/24
  - Deadline for FY 26: 08/01/25
  - Total Funding Available \$9.620B
  - Award Max: \$3B
  - Award Min: \$50M

#### **TREATY TRIBE MOA'S**

- A Semi-weekly meeting has been set up with ODOT and FHWA specific to advancing the Treaty Tribe MOA's. A collaboration space has been created on the Project Portal site.
  - **Yakama Nation (YN).**
    - ODOT/ FHWA emailed YN on 9/18 to set up a follow up meeting on the Section 106 MOA.
    - Mike Shannon spoke with Riley Neff Warner on 11/21/2023. YN is working on getting approval of the Section 106 MOA. They are also working on the Fishing Treaty MOA. A meeting has been scheduled with YN on 1/17/24.
  - **Nez Perce**
    - Amanda Rogerson legal counsel for Nez Perce, has been actively working on the Treaty MOA. She has presented the MOA to the Nez Perce Tribal Executive Committee (NPTEC) on 8/22. She received approval to move forward with sending the MOA to the Bridge Authority. She will also be revising the MOA to reference the Hood River White Salmon Bridge Authority instead of the POHR. She will be providing the MOA to legal staff with the Bridge Authority and FHWA. A meeting will be set up after receipt of the updated version of the MOA and legal review.

*FHWA and Bridge Authority Legal received comments on the MOA documents from Nez Perce, on 10/15.*

- *Legal counsel is working with Nez Perce and FHWA to set up the next meeting.*
  
- **Umatilla (CTUIR).**
  - *The project team met with CTUIR on 12/5 to discuss updates to the MOA, comments will be provided by CTUIR and an updated MOA will be submitted to CTUIR by the next meeting on 12/19.*
  
- **Warm Springs.**
  - *We received the letter of support for our Grant applications and the use of their logo from Warm Springs tribe.*
  - *The project team is coordinating our next meeting with Warm Springs on the Fishing Treaty MOA.*

## **RBMC**

### **PROGRESSIVE DESIGN BUILD RFQ/RFP**

- *RFP was posted to the project website [Progressive Design Build RFP - Industry Review - Google Drive](#) for review. Confidential one on one meetings will be held by request with the industry and agencies to listen to comments and input.*
- *The pre-proposal meeting was held on Nov 14<sup>th</sup>, 68 people attended the virtual meeting.*
- *1 on 1 meetings were held on 12/6 with three proposers. Formal question from each team will be provide through the procurement portal.*
- *The project team held a training with the evaluators and are preparing for the proposals to be submitted on January 22<sup>nd</sup>.*

## **GEOTECHNICAL**

- *The Draft Geotechnical Data Report was included as part of the RFP package posted for the procurement of the Progressive Design Build (PDB) contractor.*
- *A Geotechnical profile was also provided showing the Geotech layers in relation to the existing bridge foundations.*

## **SURVEY**

- *Upcoming Work:*
  - *Review abutting property vesting deeds*
  - *Complete right of way calculations in OR and WA*
  - *Development of Right of Way Maps*
  - *Translate project to final project datum*
  - *Provide DTM for project rendering/modeling*
- *Accomplishments:*
  - *Review of Port of Hood River marina-dependent concession agreements*

## **RIGHT OF WAY**

- *Coordination has continued with WSDOT and ODOT to define the jurisdictional limits for both agencies.*
- *Right of Way is coordinating with Survey Team on the finalization of jurisdictional lines and will be developing right of way maps.*
- *Right of Way is developing an acquisition schedule and prioritizing public agency parcels and stakeholders.*
  - *Right of Way developed a parcel prioritization spreadsheet based on multiple factors to integrate with the Flow chart and overall ROW Schedule, factors included:*
    - *Title exception, Owner and lessee type, Facility impacts*
    - *Construction Phase*
- *ROW met with Construction Planning 12/1 and developed a **preliminary #1 and #2 priority parcels list** based on anticipated construction activity timing and complexity and plan to integrate with the Flow chart and overall ROW Schedule task.*
- *Right of Way has contacted FHWA Right of Way program manager in Washington regarding rules for Interagency Property transfers and other Right of Way activity and will continue to pursue this goal as a top priority for condensing the Right of Way schedule*
  - *Emphasis is on beginning the Port's relocation outside the requirements of the URA (and before NEPA review is complete), but the overall objective is to determine what ROW activity is permitted on all publicly owned property without jeopardizing project funding.*
  - *Right of Way will discuss best approach to handling the Interagency Right of Way acquisitions*
    - *It may be prudent from a schedule standpoint to obtain a Right of Way Services agreement with WSDOT & ODOT to obtain ROW on the Agency owned parcels.*
- *The cost effectiveness of DOT services should probably be analyzed against potential costs incurred by downstream delays to the project schedule*
- *Right of Way is developing an alternate schedule based on the assumption that current EC-2 is sufficient to determine ROW needs and create Legal Description*
  - *This is in progress and work will continue with the higher priority goal being compressing the schedule where possible.*

## **PERMITTING**

- *Environmental staff have supported coordination and planning efforts associated with outstanding NEPA, NMFS BO, Section 106 MOA, and tribal MOA issues.*
- *Environmental staff have supported the development of the Aesthetics Committee's goals, recruiting process, and schedule.*

## **FINAL EIS/RECORD OF DECISION**

- *Environmental Impact Statement technical reports are available at <https://cdxapps.epa.gov/cdx-enepa-ll/public/action/eis/details?eisId=314171>*

- Update email from ODOT on 8/31/23 that the Full Biological Opinion (BO) has been submitted to NMFS for their review and comment. FHWA and ODOT will now coordinate responses to any comments provided by NMFS on the BO.
- ODOT/FHWA have provided emails that NOAA has committed to completing the Biological Opinion by the end of 2023.
- FHWA had a meeting with NMFS, NMFS has brought in additional reviewers to work on the BO. FHWA and the project team have been coordinating on responses to questions by NMFS reviewers. Our next meeting with FHWA and ODOT is on Dec 18<sup>th</sup>.

**OTHER ITEMS- N/A**

**KEY MEETINGS 11/27-12/11**

11/27/2023	HRWSB Regular Meeting
11/28/2023	POHR Staff Meeting
11/28/2023	HRWSBA Project Flowchart
11/28/2023	Hood River Bridge Fishing MOAs
11/28/2023	HRSWBA Survey & Right of Way Bi-Monthly Meeting
11/29/2023	WSDOT NWR – PDB Presentation Final Rehearsal
11/30/2023	WSDOT CST Monthly Meeting
12/1/2023	HRWSBA Project Flowchart
12/1/2023	HRWS Bridge Aesthetics Committee Check-in
12/4/2023	POHR Monthly Task Lead Meeting
12/4/2023	Weekly Coordination RFC/Addendum/Clarifications for HRWSB PDR RFP
12/4/2023	POHR Monthly Task Meeting
12/4/2023	Oregon Region 1 ACT Meeting
12/5/2023	POHR Regular Meeting
12/5/2023	HRWSBR – Project Flowchart
12/5/2023	CTUIR Meeting
12/6/2023	HRWSBA – Comms Review
12/6/2023	RFP Proposer meetings
12/7/2023	HRWSBA WSDOT Discussion
12/7/2023	CTOC/WRTO Technical Committee
12/8/2023	Legal Team Meeting
12/8/2023	RAISE Project Check-in

# Commission Memo



Prepared by: Kevin Greenwood  
Date: December 19, 2023  
Re: Review Fall Planning Directives

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The Port Commission conducted Fall Planning on November 14. This memo will summarize the directives from that Work Session, ensure that staff correctly understands where the Commission is heading, and give an update on progress since that session.

This memo will serve as an index of the directives. Each responsible manager will have a subsequent page attached to this memo summarizing progress since Fall Planning.

## BACKGROUND THEMES

1. The Waterfront Recreation and Airport Departments continue to run in deficit.
2. Approach each cost center with the premise that there will no longer be bridge toll revenue to support it.
3. Port initiatives should focus on projects that generate positive net income.
4. Keep and lease port-owned property. If a port-owned property is sold, proceeds should be used towards other asset generating and not operational costs.
5. Incorporate solar or other green energy concepts into design when it can provide positive net income for a project.
6. Evaluate the Port's Mission and Vision Statements for the next five years through the end of bridge construction.
7. Invest in staff training and update policies.

## DIRECTIVES

1. Develop New Mission/Vision Statements - Kevin
2. Procure Communications/Public Relations Contract – Gen/Kevin
3. Update Port Financial Policies/Identify reserves available for investment. - Debbie
4. Develop Plan for Waterfront Sustainability – Kevin/Daryl/Ryan
5. Convene Waterfront Committee to develop additional access/parking on waterfront. – Daryl/Greg
6. Engage American Cruise Lines for future development of Marina Jetty. – Daryl/Greg
7. Develop Workforce Housing at Lower Mill Site. - Kevin
8. Update Parking Policy/Fees. - Gen
9. Remodel Marina One Building for Port Administrative Office during bridge construction. – Kevin/Greg
10. Develop Roundabout at Second St. and Riverside Dr./Improve First St. – Kevin/Greg
11. Develop South Apron T-Hangars at Airport. - Greg
12. Prepare for Bridge Construction - All

13. Reduce weight loads on bridge/develop risk register – Kevin/Ryan

14. Update Personnel Policy. – Gen

#### BOARD ACTIONS RELATED TO DIRECTIVES

1. Architectural Services Contract
2. Communications/Public Relations Contract
3. Resolution adopting Procurement Policies
4. Resolution adopting Personnel Manual
5. Resolution reducing bridge load rating
6. Resolution adopting Financial Policies
7. Amendment to KPFF Contract for work on Second and Riverside
8. Amendment to EDA Grant for work on Second and Riverside
9. Resolution adjusting parking policies/fees

~~###~~

## **Fall Planning Session Directive**

### **Discussion Topic:**

1. Develop New Mission/Vision Statement – Kevin Greenwood

### **Overview:**

Commission reviewed Mission/Vision statements from a few Oregon Ports and international companies. Staff was directed to develop samples to share with the Commission.

Staff met on December 5<sup>th</sup> and developed five Mission/Vision statements for Commission review. Those samples are attached to this memo.

### **Request:**

Discuss samples; direct staff to finalize preferred version and prepare for adoption at next Commission meeting in January.

### **Attachment:**

Five Mission/Vision statement samples.

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ATTACHMENT A

MISSION AND VISION STATEMENTS FOR THE PORT OF HOOD RIVER

OPTION 1

Mission: The Port of Hood River creates prosperity and a healthy quality of life for Columbia Gorge communities through wise investment and responsible stewardship of public assets.

Vision: The Port envisions a future in which the Hood River community is engaged in leveraging all of the capabilities of the Port to enable cooperative, collaborative public space making and innovative development that will ensure a resilient and vibrant future for generations.

OPTION 2

Mission: Proactively initiate, promote, and sustain the quality of life and foster a robust economy throughout the Port District and the Columbia River region.

Vision: Through collaborative efforts, responsible development, and a commitment to environmental stewardship, we aim to create a thriving community where residents enjoy a high quality of life, businesses flourish, and the natural beauty of the Columbia River is preserved for future generations.

OPTION 3

Mission: "Drive economic development that fuels prosperity and enhances recreational value, elevates the overall quality of life, and paves the way for a sustainable future."

Vision: "We are committed to fostering a legacy of investment in the community, leveraging our resources responsibly to create lasting positive impacts. Through strategic planning, community engagement, and environmental stewardship, we strive to build a resilient and thriving community for present and future generations."

OPTION 4

Mission: "Empowering community growth, fostering recreation, and optimizing public resources responsibly in the mid-Columbia."

Vision: "Envisioning a vibrant hub fostering employment, recreation, and fiscal stewardship."

OPTION 5

Mission: As public servants our mission is to serve the community for the good of the community.

Vision: Our vision is to create the "area's best community" whereby a safe, small-town atmosphere is preserved, and the quality of life is sustained by financially sound and efficient management of our properties.

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## **Fall Planning Session Directive**

### **Discussion Topic:**

2. Procure Communications/Public Relations Contract – Genevieve Scholl

### **Overview:**

During the discussion from Fall Planning, the Commission did not feel an economic impact study was warranted. There was consensus to focus on promoting our business, volunteers, employees and users; the contractor could assist with the bridge centennial but that it should not be a primary focus; firm should have experience with developing materials for public information campaigns if the Commission would need those services in the future.

The contract would include the following tasks:

1. Rebrand and redesign of Port logo and public communication materials templates
2. Bilingual (English/Spanish) delivery of all public messages
3. Four quarterly newsletters produced and distributed, including one annual report
4. 24 press releases
5. 3 social media posts per week (156 per year)
6. 6-8 Port Focus videos
7. 2-3 Open houses and/or public events
8. Bridge Centennial celebration support
9. Ongoing development and publication of real estate marketing as needed
10. Development of public information materials of variety of topics

Staff anticipates the general contract budget with modified approach would be \$65,000 annually but actual costs won't be known until procurement is released. Award of the contract would likely require an intermediate procurement which would be informal solicitation of at least three independent proposals.

### **Request:**

Consensus to move forward with deliverables presented and proceed with procurement.

### **Attachment:**

Draft Scope of Work.

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## ATTACHMENT B

### SCOPE OF WORK FOR COMMUNICATION/PUBLIC RELATIONS SERVICES

While the Port works to meet the challenges of sustaining public recreational facilities and economic development activities without traditional public funding sources, it is increasingly important for Port constituents and the general public of the entire Columbia Gorge region to have access to clear and concise information on the following:

- Bridge maintenance and repair activities, major projects and closures, condition assessments
- Bridge tolling operations and benefits of the Breezeby program
- Bridge replacement activities, benefits and timelines, and public input process
- Port economic development projects
- Waterfront recreational facilities safety, rules, operations and parking/user fees
- Ken Jernstedt Airfield operations and development planning
- Current Port real estate development projects and their potential impacts on the regional economy
- Historical Port economic development projects and their resulting impacts in terms of direct and indirect jobs created, new business development, new public amenities<sup>1</sup>

More generally, public information campaigns developed to inform Port constituents of the role the Port plays within the broader community, the benefits of having a Port as a local government, and the Port Commission's desire for increase public engagement is also desired.

This scope of work will include:

1. Rebrand and redesign of Port logo and public communication materials templates including customer/tenant communications, Port letterhead, quarterly newsletter and annual report, website and social media visual elements (not functional elements), and other public facing collateral.
2. Ongoing development, publication, and distribution of all media and public communications to convey key messages pertaining to each of the above listed topics in a visually engaging format. Public messages will be available in both English and Spanish and delivered in a variety of effective media to include the Port website(s), social media feeds, news media including print, radio, television and digital news media, paid advertising, and open houses and other public events as well as a quarterly bulk direct mail newsletter.
  - a. Quarterly Newsletter (4 per year): Digital and Print Distribution via Bulk Mail to 97031, 97041, 98672 zip codes
  - b. Port Focus Videos (6-8 per year): Short 1-2 minute videos focusing on Port tenant businesses, initiatives and development projects, waterfront and bridge safety messaging, etc.
  - c. Social media posts (3 per week): Public information/news alerts and traffic alert posts; video, photo, and infographic posts, and Port Focus video and story posts.
  - d. Press releases and media alerts (24 per year): Port news and announcements

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<sup>1</sup> For background, please see the 2010 EcoNorthwest study here - <https://bit.ly/45ztLgm>

- e. Open houses and public events (2-3 per year): public events that bring the Commission and constituents together in a time and location focused on a specific Port initiative (for example, Summer Kick Off safety promotion event at Event Site, Lot 1 Development open houses, Airport activities like the annual Fly-In booth).
  - f. One large public event celebrating the 100<sup>th</sup> anniversary of the construction of the bridge. Planning and promotion of event on December 6, 2024.
3. Development of property marketing flyers, ads, and other collateral.
  4. Development of materials showing benefits of Port recreational assets, costs to maintain, importance to community, and funding challenges that may result in need to increase taxes.

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## **Fall Planning Session Directive**

### **Discussion Topic:**

3. Update Port Financial Policies/Identify Investment Reserves – Debbie Smith-Wagar

### **Overview:**

The Finance Director reviewed proposed changes to the Port's Financial Policies.

### **Request:**

A resolution adopting the policy is on the agenda for December 19th.

### **Attachment:**

none.

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## Fall Planning Session Directive

### Discussion Topic:

4. Waterfront Plan for Sustainability – Kevin Greenwood

### Options:

1. Creation of new paid parking areas. Staff supports keeping the Spit and the Marina Beach free for parking in 2024, but will look at the cost of adding additional paid parking areas that are currently underutilized. The city will require any additional parking to be paved and run-off collected. There are several currently vacant or temporarily used parcels that could likely be converted into paid parking opportunities. Lot 1, East Maritime, West of Sewer Plant, Lot 900 and Lot 5 are all potential sites for parking. A recent staff analysis shows that each parking space averages \$800 in positive net income. An architect would need to design lot configuration and estimate construction costs. Staff is recommending pursuing an architectural contract to assist.
2. Consider contracting with a landscaping company for ongoing parks maintenance. The City has used Crystal Green landscaping services to assist with the landscaping needs of their parks. Staff is recommending that the Port procure a landscaping agreement for one year allowing management to monitor quality of work.
3. Sell Sponsorships. Staff will propose the idea of park sponsorship to the Waterfront Committee during the January meeting to gain feedback and perspectives. We will have examples of other parks that do this with a survey of pricing. Charge a fee for signage/corporate presence on waterfront.
4. Adopt-A-Beach program. Staff will propose the idea of encouraging businesses or user groups to adopt a beach at the January Waterfront Committee meeting for feedback/interest. There would be signage that would have their name, and they would be responsible for picking up trash. Site improvements would also be considered.

### Attachment:

none.

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## Fall Planning Session Directive

### Discussion Topic:

#### 5. Waterfront Access – Greg/Daryl

#### Overview:

The Commission directed staff to convene the Waterfront Committee to seek help with the development of ideas for recreational access and possible funding partnerships. Kevin, Daryl, Greg, and Ryan met with Commissioners Sheppard & Gehring (the Commission representatives on the Committee) to discuss their desires for the meeting agenda and committee discussion topics.

At the meeting with the Commissioners that reside on the Waterfront Committee, they expressed the desire to pursue an additional river access point located in the vicinity of the East Maritime lot was shared. As a starting point staff began investigating the process that was followed to develop the river access point at the Hook. That 2015 project cost approximately \$241,000. Additionally, the project required permits and/or approvals from several regulating entities including, The Department of State Lands, US Army Corps of Engineers, the City of Hood River, and Hood River County.

In consideration of how the Port might fund the project, staff suggest an investigation of possible development of the East Maritime lot for surface parking. Using rough assumptions shown in the attached image, the area could possibly accommodate 25-27 parking spaces. This concept will require additional study and professional design to assess construction costs and full potential.

To apply for approvals from the various entities a designed drawing illustrating the scope of the project is necessary. This would also provide the Port with rough cost estimates to assess feasibility.

#### Options/Next Steps:

1. Solicit an Engineer to produce feasibility study of new river access and design of new parking area.
2. Present the ideas for parking and access to the Waterfront Committee at the January meeting.

**Attachment:** none



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## **Fall Planning Session Directive**

### **Discussion Topic:**

6. Engage American Cruise Lines facility on Marina Jetty – Daryl

### **Overview:**

During Fall Planning the Commissioners expressed interest in development of a cruise ship terminal on the Marina Jetty to attract more tourist dollars to Hood River. They asked staff to engage with ACL and start the dialogue regarding possibilities of enhancements and improvements along with building a center. The Commissioners instructed staff to get things moving now to better understand the desires of ACL, and to explore a partnership. In addition, the bridge replacement project has conducted extensive survey work in the area of The Jetty, and it appears that the Port of Hood River owns the area of the current ACL moorage.

### **Updates/Next Steps:**

1. Kevin reached out to Kristin Meira the Director of Government Affairs for ACL and discussed the bridge replacement project and future cruise ship operations in Hood River.
2. Daryl has spoken with Eric Dussault the Director of Operations for ACL to discuss future docking agreements and the potential of ACL having a permanent cruise ship terminal and dock on the jetty.
3. A Zoom meeting has been scheduled with Kristen Miera and Charlie Robertson, one of the owners of ACL, with Kevin, Greg and Daryl for December 15<sup>th</sup>.
4. Port awaiting survey documents from HNTB to quantify ownership of The Jetty and moorage area.

### **Attachment:**

none.

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## **Fall Planning Session Directive**

### **Discussion Topic:**

7. Pursue Workforce Housing at Lower Mill Site – Greg

### **Overview:**

Report included in Action Item for further staff guidance.

### **Next Steps:**

1. Agenda Item

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## **Fall Planning Session Directive**

### **Discussion Topic:**

8. Update Parking Policy/Fees – Genevieve

### **Overview:**

Updated policy/fee resolution has been developed, and Marina Boat Launch lot passes are in stock.

### **Request:**

A resolution adopting the policy is on the agenda for December 19th.

### **Attachment:**

None.

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## **Fall Planning Session Directive**

### **Discussion Topic:**

9. Proceed with new Administrative/Ops Location – Kevin

### **Overview:**

Staff received direction to begin remodeling the Marina East building to eventually house the Port's administrative office. This is a high priority item for the Port as the bridge replacement project anticipates construction starting in Fall 2025. Staff is recommending the release of an architectural general services procurement including draft Work Order No. 1 to include this project. Contractor will also assist with relocation options for the Port's maintenance shop as well. A copy of the procurement scope and draft Work Order No. 1 is included in this month's Executive Director report.

### **Next Step:**

1. Issue a procurement for architectural services by end of December.

### **Attachment:**

none.

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## Fall Planning Session Directive

### Discussion Topic:

10. Develop Roundabout at Second St. and Riverside Dr. – Greg/Kevin

### Overview:

The Commission has given direction to KPFF to proceed with design of a roundabout at the intersection of Second St. and Riverside Ave. Staff briefed City Planning Director, Dustin Nilsen on the project and received positive receptivity from him; and separately with City Public Works personnel to coordinate with their stormwater project.

Staff continue to communicate with KPFF to revise the scope of their contract to redirect focus to development of the roundabout. Before approaching EDA for new grant scope, project will require ODOT review and approval of the roundabout.

Staff is developing an RFP to solicit an “Owner’s Representative” to assist with seeking additional grant funding to complete Phase 1 and Phase 2, as well as provide oversight of KPFF throughout the project.

### Next Steps:

1. Update Traffic Analysis memorandum for the chosen Roundabout design.
  - a. For a roundabout, an **Intersection Control Evaluation (ICE)** is needed in order for ODOT to do a full review of the intersection.
  - b. DKS has all the data to perform this evaluation but it will take 2 weeks to complete and add into the memo.
    - i. **This Task is outside of the current scope** and can be started now and added to the Revised Scope and Fee if that is acceptable with the Port.
2. Submit Memo, with the ICE evaluation, to ODOT for their approval.
3. Prepare a scope reduction of the items associated with Anchor Way
  - a. POHR to verify that the item in “Scope Reduction / Removal” is correct
  - b. KPFF can start working on this ASAP once verified by the Port
  - c. Finalize Revised Scope and Fee documents
4. Prepare an additional services request to capture the Roundabout Design
  - a. POHR to verify that the items in “Current Scope to Remain” and “Additional Services” is correct
  - b. KPFF can start working on this ASAP once verified by the Port
  - c. Finalize Revised Scope and Fee documents in January 2024
5. Approve O/R Contract for grant writing/project management services. – February 2024
6. Submit documents to EDA to adjust grant scope.

### Attachment:

none

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## **Fall Planning Session Directive**

### **Discussion Topic:**

11. Develop South Apron T-Hangars at Airport - Greg

### **Overview:**

The Commission was briefed on the necessity to combine FAA AIP Grants, the BIL Grant funding and COAR Grant funding opportunities to develop new T-Hangars on the South Apron. Staff has already submitted two COAR grant applications to assist with financing the design of the T-Hangars and associated taxiway. Response back from ODAv is not anticipated until early next year.

Staff continues to work with PAE to coordinate proper submittal of the AIP Grant application and the BIL Grant application. Grant applications are not due until 2<sup>nd</sup> quarter of 2024.

### **Next Steps:**

1. No actions need at this time.

### **Attachment:**

None

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## **Fall Planning Session Directive**

### **Discussion Topic:**

12. Prepare for Bridge Construction – Michael/Kevin

### **Overview:**

The Commission heard a report from Michael Shannon, Bridge Replacement Director, on impacts to the Port from the bridge replacement project. A summary of those impacts include:

1. Relocation of Port operational functions. This is dependent on construction funding and also tied to start of construction. 6-9 months prior to construction space would need to be available. Construction is planned for 4Q 2025, so move should be complete by early 2025.
2. Installation of new boat launch. Construction approach will be needed which won't be known until 3Q 2024.
3. Administrative support for the project. Financial support of the RBMC will likely continue until at least the opening of the bridge. Administrative support for the HRWSBA will continue at least through the end of this fiscal year, 2Q 2024.
4. Transition of Port property (ROW) to the project. Intergovernmental agreement (IGA) should be resolved before the Progressive Design Build (PDB) team under contract in 2Q 2024.
5. Quantifying Loan to the project for non-reimbursable expenses. Terms should be quantified by 2Q 2024.
6. Transferring collected tolls to HRWSBA reserve account Terms should be quantified by 2Q 2024 to start building credit for the Authority.

### **Next Steps:**

1. Many of these impacts should be incorporated into the IGA between the HRWSBA and the Port by 2Q 2024.
2. An architectural procurement is currently being prepared for release before end of year.

### **Attachment:**

See discussion item on tonight's agenda.

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## **Fall Planning Session Directive**

### **Discussion Topic:**

13. Reduce weight loads on bridge/other maintenance project – Kevin Greenwood

### **Overview:**

There was agreement to reduce the weight loads to the prior amounts. Elected officials have reached out to key trucking industry members. There will be some time to implement the change.

The Internal Bridge Committee has also met with the three Port engineering consultants. A risk register was developed as a companion document to the 30-year Capital Improvement Plan (CIP).

Attached are four projects identified for cost estimation from Wiss Janey Elstner, the Port's Mechanical and Electrical Engineers. The projects include inspections and operations manuals for the electrical and mechanical (M&E) systems, strain gage testing, adjust live load bearings, and develop corrective action to reduce machinery failure. The cost for the projects will require a large procurement.

### **Next steps:**

A resolution adopting the policy is on the agenda for December 19th.

Staff will begin procurement for M&E assistance.

### **Attachment:**

Cost estimate from Wiss Janey Elstner

Letter from Paul Bandlow to John Mann regarding M&E work

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May 15, 2023

John Mann  
Facilities Director  
Port of Hood River

**Hood River Vertical Lift Bridge  
Hood River, Oregon  
Mechanical and Electrical Inspection and  
Strain Gage Testing**

Dear John:

Wiss, Janney, Elstner Associates, Inc. will provide engineering services as required to perform a mechanical and electrical inspection of the Hood River vertical lift bridge including all operating machinery, electrical power and controls systems, communications systems, and traffic control equipment.

Our services along with assistance that is required of the Port's maintenance staff to complete the work is detailed below.

**Mechanical and Electrical Inspection**

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

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

- Inspection of traffic control equipment
- Verification of the bridge skew control system
- Inspection of all field feedback devices

To facilitate the inspection Port maintenance personnel will be required to remove representative rack pinion and trunnion bearing caps, clean gear teeth and remove small covers to gain access to mechanical and electrical equipment.

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

### **Strain Gage Testing**

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

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

Our cost estimate for these services is attached. We have assumed that all work will be conducted in 2023. Any work performed beyond 2023 is subject to an increase of 4% per year.

Sincerely,

**WISS, JANNEY, ELSTNER ASSOCIATES, INC.**



Paul M. Bandlow  
Principal and Unit Manager

C: Ryan Klapprich



Name: Hood River Bridge - Mechanical and Electrical Inspection and Strain Gage Testing																	
Level:	Senior Principal	Principal	Associate Principal	Senior Associate	Associate III	Associate II	Associate I	Senior Specialist	Specialist	Senior Technician	Technician II	Technician I	Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget
Tasks	Rate:	\$ 400.00	\$ 330.00	\$ 280.00	\$ 250.00	\$ 220.00	\$ 190.00	\$ 150.00	\$ 180.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 100.00				
<b>1 Strain Gage Testing</b>																	
Mobilization			4			4											
Field Work			16			16										\$ 3,713.00	
Report			8			24											
Task Hours	0	28	0	0	0	44	0	0	0	0	0	0	0	72			
Task Cost	\$ -	\$ 9,240.00	\$ -	\$ -	\$ -	\$ 8,360.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,600.00		\$ 3,713.00	\$ 21,313.00
<b>2 Biennial Inspection</b>																	
Mobilization			20	20		40											
Field Work			24	16		40										\$ 5,427.00	
Report			28	20		88											
Task Hours	0	72	56	0	0	168	0	0	0	0	0	0	0	296			
Task Cost	\$ -	\$ 23,760.00	\$ 15,680.00	\$ -	\$ -	\$ 31,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,360.00		\$ 5,427.00	\$ 76,787.00
																<b>Grand Total</b>	<b>\$ 98,100.00</b>

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

Name: Hood River Bridge Risk Items - Mechanical and Electrical																		
Tasks	Level:	Senior Principal	Principal	Associate Principal	Senior Associate	Associate III	Associate II	Associate I	Senior Specialist	Specialist	Senior Technician	Technician II	Technician I	Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget
	Rate:	\$ 400.00	\$ 330.00	\$ 280.00	\$ 250.00	\$ 220.00	\$ 190.00	\$ 150.00	\$ 180.00	\$ 160.00	\$ 140.00	\$ 120.00	\$ 100.00					
<b>1 Mechanical Maintenance Manual</b>																		
Develop Manual				56			60			40								
Review Comments				8														
Prepare Training Material				24														
Conduct 2 day Field Training				32													\$	2,350.00
Task Hours	0	0	120	0	0	60	0	0	0	40	0	0	0	220				
Task Cost	\$ -	\$ -	\$33,600.00	\$ -	\$ -	\$11,400.00	\$ -	\$ -	\$ -	\$ 6,400.00	\$ -	\$ -	\$ -	\$ 51,400.00	\$	2,350.00	\$	53,750.00
<b>2 Electrical Maintenance Manual</b>																		
Develop Manual				75			100			40								
Review Comments			16	8														
Prepare Training Material			12	12														
Conduct 2 day Field Training				32													\$	2,350.00
Task Hours	0	28	127	0	0	100	0	0	0	40	0	0	0	295				
Task Cost	\$ -	\$ 9,240.00	\$35,560.00	\$ -	\$ -	\$19,000.00	\$ -	\$ -	\$ -	\$ 6,400.00	\$ -	\$ -	\$ -	\$ 70,200.00	\$	2,350.00	\$	72,550.00
<b>3 Adjust Live Load Bearings</b>																		
Initial site evaluation			40	40													\$	4,100.00
Develop Repair Plan			8	24			40											
Field Support				56													\$	3,595.00
Final Documents				8			16											
Task Hours	0	48	128	0	0	56	0	0	0	0	0	0	0	232				
Task Cost	\$ -	\$15,840.00	\$35,840.00	\$ -	\$ -	\$10,640.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,320.00	\$	7,695.00	\$	70,015.00
<b>4 Reduce Machinery Failure Risk</b>																		
Analysis			4	12														
Develop Corrective Action Plan			8	4			8											
Field Support				32													\$	2,350.00
Task Hours	0	12	48	0	0	8	0	0	0	0	0	0	0	68				
Task Cost	\$ -	\$ 3,960.00	\$13,440.00	\$ -	\$ -	\$ 1,520.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,920.00	\$	2,350.00	\$	21,270.00

Grand Total	\$	217,585.00
Project Management and Coordination @	0%	\$ -
Contingency @	0%	\$ -
<b>Grand Total</b>	<b>\$</b>	<b>217,585.00</b>

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## **Fall Planning Session Directive**

### **Discussion Topic:**

14. Update Personnel Policy – Genevieve Scholl

### **Overview:**

Genevieve has been working on an update of the Personnel Policy. With additional priorities this project has been pushed into 2024. The Finance Director will take the lead in 2024.

### **Next Steps:**

1. Complete first draft
2. Conduct financial analysis

### **Attachment:**

none.

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# Commission Memo



Prepared by: Kristi Chapman  
Date: December 19, 2023  
Re: HRWSBA Concept Sheet

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Commissioners Chapman and Gehring have been representing the Port in discussions with two members of the Hood River White Salmon Bridge Authority (HRWSBA) on policy issues related to the bridge replacement project.

Chapman received the attached document in tonight's packet last week which was forwarded to the Commission for comment.

**RECOMMENDATION:** Discussion only.

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**Concept Sheet for pending IGA between Port and HRWSBA**

The purpose of this document is to outline terms which the Port of Hood River (Port) Commission and the Hood River White Salmon Bridge Authority (BA) Commission would like incorporated into a legal document covering financial matters, administrative services, and transfer of existing Port activities and contracts to the BA. The intent is this document will be reviewed by both commissions, and after approval referred to their respective legal counsel to be converted into a legal document.

The Port and BA are independent governmental entities with different charter responsibilities. In simple terms, the Port is responsible for all operational and tolling of the old bridge, and the BA is responsible for financing, building and operating a new bridge. The interests of the two entities intersect in a few ways:

- The Port has identified the costs to keep the old bridge in operation are rapidly escalating to a point where in the not-to-distant future it will be impossible to generate enough revenue to keep the old bridge open.
- The BA will be removing the old Port-owned bridge once a new BA-owned bridge is operational. Cost to remove the old bridge is estimated in excess of \$35 million.

Both entities recognize the timeliness of the BA's efforts to finance and construct the new bridge is critical to control the costs to the entities and the broader community. Delays in constructing the new bridge will cost the Port more money maintaining the old bridge. Delays will also inflate the cost to the BA to build a new bridge. Both entities share an interest in replacing the old bridge with a new bridge at the earliest possible date and keeping the tolling at the lowest possible rate for the benefit of the community.

**Section 1: Financial Matters**

The Port, as operator of tolling on the old bridge, administers three relevant funding streams:

- 1) The September 1 2023 toll increase which the Port has committed to create a reserve so the BA can qualify for loans to partially fund building the new bridge and removing the old bridge
- 2) The 2018 toll increase which the Port dedicated to bridge "repair and replacement".
- 3) Tolls collected after June 30, 2026, which the Port has stated as a matter of policy will be used solely for "bridge purposes."

The Port and the BA agree the 2023 toll increase revenues will be transferred to the BA monthly and held in a restricted account for the express purpose of creating a reserve for bridge construction loan qualification.

- 1) At the time the BA secures the loan, any balance in excess of that required to secure the loan shall be used to reduce the loan amount and thereby reduce the tolling required.
- 2) At the point the loan obligations have been satisfied and the reserve is no longer required for its stated purpose, the remaining reserve funds will be transferred directly to bridge operations in order to reduce bridge tolling requirements.
- 3) If the BA is dissolved without building a bridge, the use of these reserves shall be decided by the parties to the CFA.

In order to succeed the BA needs funds to cover expenses which are not reimbursable by grants (such as lobbying), and it requires funds for cash flow purposes as some funding sources are only available as reimbursements.

The Port controls the "repair and replacement" fund as well as tolls collected after June 30, 2026. The Port's priority and responsibility will continue to be keep the old bridge safe and in working condition until a new bridge is in service. The Port has the sole responsibility for

deciding what repairs are necessary. In service to those decisions, the BA will provide the Port with its best estimates for the time until the new bridge is in service.

The Port agrees extend to the BA a line of credit for cash flow and non-reimbursable expenses, with these basic terms:

- interest rate: 0%
- maximum loan balance: \$500,000
- repayment triggers: removal of the old bridge complete or BA dissolution

The Port agrees that any funds in the “repair and replacement fund” or tolls collected after June 30, 2026 not needed for repair of the old bridge will be applied to the effort to build the new bridge. When the new bridge is in place and the old bridge removed there will be an accounting of remaining funds dedicated to repair and replacement fund of the bridge. Any funds remaining at that date which were not needed for bridge repair will be subtracted from the loan amount, meeting the Port’s policy statement of applying them to the bridge replacement. The BA will owe the Port the balance of the loan amount. In the event there are remaining funds intended for repair or replacement in excess of the amount of the loan, the Port agrees those funds will be given to the BA with the requirement they be directly applied to bridge construction, thus reducing future tolling.

As part of these agreements, the BA will bear all costs associated with removal of the old bridge. Salvage value will be used to reduce cost of the contract to remove the bridge.

In the event the BA is dissolved without building a replacement bridge, the parties to the CFA will determine how to settle remaining debt of the BA to the Port.

## Section 2: Administrative Services

The Port staff’s familiarity with the project suggests it would be advantageous to both the Port and the BA for the BA to contract with the Port for some additional administrative services until the BA is sufficiently established to develop those services internally. Those services might include:

- administrative aid, such as ED and CFO functions
- operational aid, such as processing invoices and bills on behalf of the BA, regular accounting, audit support.

The Port agrees to provide such services for a fee and terms to be negotiated with the BA. It is the Port’s intent the fees represent reimbursement for expenses of salary and salary adds, without profit or general overhead rates applied.

## Section 3: Transfer of existing Port involvement to BA

The Port acted as the fiduciary for the BA’s predecessor, the BSWG, so there are contracts and agreements in the Port’s name for the benefit of the bridge replacement project. The Port will transfer to the BA the following:

- Grants that allow for transfer
- Financial Advisor Contract
- Owners Rep Contract with HNTB
- Lobby Contracts- Legal Guidance

Additionally, this project requires right-of-way access on both the Washington and Oregon sides of the river. The Port will include the mechanism for this transfer in the agreement between the Port and the BA.



# Commission Memo

Prepared by: Kevin Greenwood  
Date: December 19, 2023  
Re: Port Membership on Urban Renewal Board



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The Port has traditionally had two seats on the City’s Urban Renewal Agency board of directors. This made a lot of sense since the focus of urban renewal was on the Hood River waterfront. With the waterfront district closing down and the city prioritizing investments in the Heights and the Westside, there was a question about whether the Port’s presence on the UR board continues to make sense. Commissioners Gehring and Sheppard currently represent the Port on the Urban Renewal Agency.

Materials from the last urban renewal meeting were distributed to Commissioners last week. The memo from Will Norris, UR Manager, is included in tonight’s packet.

**RECOMMENDATION:** Discussion only.

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## HOOD RIVER URBAN RENEWAL AGENCY

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DATE: December 11, 2023

TO: Urban Renewal Advisory Committee, Mark Zanmiller, Chair

FROM: Will Norris, Urban Renewal Administrator

SUBJECT: Discussion Item – Agency Governance Structure, By-laws, and Administration

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### BACKGROUND

Urban Renewal Agencies are component entities of their sponsoring cities or counties but may be governed by a separately comprised board. An Agency's governing board directs its activities and determines its bylaws. An Agency's governing board membership is determined by its sponsoring City Council or County Commission. Agencies often have advisory committees, either standing or ad hoc, but are not required to do so. Agencies almost uniformly share offices, personnel, and equipment with their sponsoring City or County. Cost allocation methodologies are defined in the Agency's bylaws or by intergovernmental agreement between the Agency and its sponsoring City or County.

The Hood River Urban Renewal Agency last modified its governance and bylaws in 2012 after the Heights District was formed. The Hood River Urban Renewal Agency is similarly at a transformational point with the creation of the Westside District. This creates a natural point to assess the Agency's existing governance and administrative structures.

Below is a brief history of the Hood River Urban Renewal Agency's governance and administration:

1986 - Hood River Urban Renewal Agency established by [Ordinance 1579](#). The initial governing board consisted of three City Council members, two Port Commissioners, one Planning Commissioner, and one member from the public at-large.

1987 - [Ordinance 1585](#) removed the requirement that the three appointees of the Hood River City Council be active members of the Hood River City Council.

2008 - Memorandum of Understanding executed between the Hood River Urban Renewal Agency and the City of Hood River for allocation of administrative expenses and project coordination.

2012 - [Ordinance 2003](#) reformulated the Agency's Governing Board to its current form with the full seven-member City Council and two Port of Hood River Commissioners.

[Resolution 2012-17](#) updated the Agency's by-laws, including establishing an Advisory Committee consisting of six members of the public at-large and one member of the City of Hood River Planning Commission.

[Resolution 2012-18](#) further defined the specific roles and responsibilities of the Urban Renewal Agency Advisory Committee.

### DISCUSSION

There is no objective "best" governance or administrative structure. Each configuration has its own advantages. The decision depends on the local context and the Agency's objectives. A summary of alternative structures and related considerations is below.

## **Governing Board - City Council vs. Appointed Board Configuration**

*Authority: Hood River City Council by Ordinance*

It is most common for City Councils to also serve as their Agency's governing board. The alternative is an appointed governing board with a minimum of three members (ORS 457.045). Hood River uses a hybrid approach, including two commissioners from the Port of Hood River to serve with the full Hood River City Council. A table with examples from how some other Oregon cities define their Agency's governing board is attached.

Several considerations when considering the governing board's membership are:

- Limiting membership to only City Councilors allows Agency business to be conducted at any City Council meeting. Executive sessions for urban renewal business can be held after, rather than before, regular meetings because schedules do not need to accommodate non-Councilors.
- City Council-only governing boards generally have a standing advisory committee. Governing boards with appointed members are more likely to use an ad hoc advisory committee or no advisory committee at all.
- Including appointed members to the Agency's governing board can promote cross-agency coordination with other taxing jurisdictions or include members chosen for their subject matter expertise.

## **Advisory Committee(s)**

*Authority: Hood River Urban Renewal Agency Board by Resolution*

The Hood River Urban Renewal Agency established a standing advisory committee in 2012. The Committee meets monthly. URA Resolution 2012-18 defines the duties of the Advisory Committee and generally includes making recommendations on projects, partnerships, plan amendments, and expenditures that further district plans. The Advisory Committee also serves as one half of the Agency's Budget Committee.

There is no requirement that an Urban Renewal Agency have an advisory committee. Many urban renewal agencies that expand their governing board to include appointed members will not have an advisory committee or their advisory committee will only meet on an ad hoc basis. A standing advisory committee that meets regularly is most common when an agency's governing body is their City Council.

## **Bylaws**

*Authority: Hood River Urban Renewal Agency Board by Resolution*

Bylaws are organizing rules for the Urban Renewal Agency. They address matters like identifying agency officers, setting meeting intervals, and establishing rules of order. Bylaws are legally binding.

## **Cost Allocation Agreement**

*Authority: Hood River Urban Renewal Agency Board and City Council by Agreement*

The City and Agency last signed a Memorandum of Understanding (MOU) in 2008 specifying how costs will be shared between the two entities. This MOU has become increasingly out-of-date and should be revisited.

## **STAFF RECOMMENDATION(S)**

Three recommendations:

### **1. Review the governance, bylaws, and administration of the Hood River Urban Renewal Agency in the following phased approach:**

	Topic	Decision Maker	Stakeholder	Mechanism
I	Governing Board Membership	City Council	Overlapping Districts	Ordinance
II	Bylaws	URA Board	Advisory Committee	Resolution
III	Advisory Committee(s)	URA Board	Advisory Committee	Resolution
IV	City/Agency Cost Allocation	URA Board/City Council	Advisory Committee	IGA or MOU

This phased approach recognizes the tiered layers of authority to adjust the Agency's governance and administration. This begins with the City Council's principal authority to organize the urban renewal agency and define the membership of its governing board. The Agency's board operates within the bounds of the City Council's delegated authority to establish bylaws, an advisory committee, and formulate a cost allocation plan.

**2. Discuss whether there are any initial policy preferences that the Urban Renewal Agency would like to have explored.** There are innumerable alternatives to how the Urban Renewal Agency can structure itself and operate. Understanding any existing policy preferences will help focus future meetings.

**3. Provide direction on desired level of stakeholder engagement and involvement.** Issues of governance and administrative structure generally do not elicit strong public interest. However, potential stakeholders could include the leaders of overlapping districts and advisory committee members.

#### SUGGESTED MOTION

I move that staff begin a phased review of the Urban Renewal Agency's governance and administrative structures as presented during tonight's meeting and as informed by tonight's discussion.

#### ALTERNATIVES

Direct staff to proceed in the governance and administrative review a different manner or not at all.

#### ATTACHMENTS

- a) Example governance and advisory committee membership rosters from other cities
- b) Selected pages on governance from Oregon Economic Development Association publication, "*Best Practices for Tax Increment Finance Agencies in Oregon*"
- c) Memorandum of Understanding (2008) between the City and Agency for administrative support and project coordination.

City	URA Governing Board	Advisory Committee
Albany	<a href="#">City Council</a>	Ad hoc, <a href="#">seven members</a> , residents and business owners
Astoria	<a href="#">City Council</a>	Does not appear to have an Advisory Committee
Bend	<a href="#">City Council</a>	Uses limited duration advisory boards for specific projects, ex. <a href="#">Juniper Ridge Mgmt. Advisory Board</a> & <a href="#">Two-year Advisory Board</a> to develop an Urban Renewal Feasibility Assessment.
Corvallis	<a href="#">City Council and one Benton County Commissioner</a>	Does not appear to have an Advisory Committee
Klamath Falls	City Council	Ad hoc, <a href="#">committee</a> is specific to a single district. Seven members: 4- Business/property owners, 1- Fire district rep., 1- County rep., 1- Council rep.
The Dalles	9- Members: 3- City Councilors, 2- District Business Owners, 1- Wasco County rep., 1- Mid-Columbia Fire and Rescue rep., 1- N. Wasco County Parks & Rec District rep., 1- Port of The Dalles rep.	No Advisory Committee
Lincoln City	<a href="#">City Council</a>	Ad hoc, <a href="#">District area specific advisory committees</a>
Madras	Minimum 9 & maximum 13 Commissioners, consisting of the full 7-member City Council plus appointed members of the public. <a href="#">Ord. 936</a>	No Advisory Committee
McMinnville	<a href="#">City Council</a>	Ad hoc, <a href="#">7 members</a> , residents and business owners. Additionally includes non-voting representatives of Downtown Assoc., Water & Light, and City Council
Milwaukie	<a href="#">City Council</a>	<a href="#">9 community members</a> tasked with creating Five Year Action Plan.
Newport	<a href="#">City Council</a>	No Advisory Committee
Pendleton	<a href="#">City Council</a>	Standing Advisory Committee, meets monthly
Sandy	<a href="#">City Council</a> plus Chamber of Commerce Rep. and Fire Dist. Rep.	No Urban Renewal Advisory Committee, but maintains <a href="#">Economic Development Committee</a>
Sisters	<a href="#">City Council</a>	Advisory Committee participated in the District creation, appears no longer active.
Tigard	<a href="#">City Council</a>	11 members, all residents or business owners appointed by the City Council. <a href="#">2.64.070</a>
Troutdale	<a href="#">City Council</a>	Standing <a href="#">Town Center Advisory Board</a> implements Downtown Plan also advises on Agency business.
Wilsonville	<a href="#">City Council</a>	Ad hoc, <a href="#">Urban Renewal Task Force</a>

### 3.1 ESTABLISHING THE BOARD

#### A. Background

Urban renewal agencies are governed by a separate and distinct board from the municipality by which it was formed. The municipal entity that creates the TIF district is responsible for determining the structure of the board, as provided by ORS 457.045.

#### B. Statutory Provisions

ORS 457.045 provides that a municipality's governing body may choose to exercise the powers of a TIF agency by:

- The municipality's housing authority,
- A separate board or commission of no fewer than three members, or
- By the governing body itself, acting as a governing body separate from the municipality they were elected to represent.

A housing authority functioning as a TIF agency must appoint an advisory board, but otherwise, advisory committees are not required.

#### C. Discussion

Historically, in Oregon, elected municipal officials have generally desired substantial control over TIF decisions. Therefore, most TIF agency boards consist of the members of the city council or county commission. Of those TIF agencies where the municipality's governing board created boards consisting of non-elected officials, some require that at least one member of the board be an elected municipal official.

The governing bodies of municipalities just starting a TIF program can sometimes find it difficult to decide whether to establish a separate board or retain direct authority. There are examples where municipalities have created a separate board and later decided to return authority to the elected governing body. The agency board may also decide whether or not to designate one or more advisory committees, and if so, the board also determines what functions the committee(s) should serve.

The following two books have been suggested as a reference if additional information on governance guidance is needed. First, *Corporate Governance Best Practices: Strategies for Public, Private and Not-for-Profit Organizations*, by Frederick Lipman and Keith Lipman. Second, *Practitioner's Guide to Governance as Leadership: Building High-Performing Nonprofit Boards*, by Cathy Trower.

### ***1. Relationship between board and staff***

The success of the TIF district is very much dependent upon the staff and the support they receive from the TIF agency board. What often undermines the success of an organization are conflicts of interest, either actual or perceived.

Practically speaking, there are very few TIF agencies that have the staff resources to operate independently. Although the TIF agency may have staff dedicated to TIF projects and activities, the agency is generally supported by departments in the rest of the municipal organization, such as finance, planning, public works, and city or county management. This reality makes it very challenging for staff should there be two separate and distinct boards.

### ***2. Duty of loyalty***

The duty of loyalty to a distinct entity may be addressed through the recognition that the TIF agency is a component unit of its founding municipality. In other words, loyalty belongs to the parent entity (i.e., the municipality that created the TIF agency).

TIF functions and activities are generally specific and limited. The TIF agency's authority is controlled not only by state law but also by policy documents. The TIF plan specifies the projects and activities to be undertaken, the estimated cost of projects and activities, the maximum amount of funding, and the estimated timeline.

Each TIF plan is different, with various projects and activities of the TIF agency supporting the overall vision. Therefore, each TIF agency has different leadership and governing requirements, and these may vary from time to time during the life and implementation of a TIF plan.

### ***3. Municipal governing board vs. appointed board configuration***

There are advantages and disadvantages to each of the two options currently used in Oregon (no housing authorities currently exercise TIF powers).



**Table 2. Overview of Board Structure**

	<b>ELECTED CITY OR COUNTY OFFICIALS</b>	<b>APPOINTED BOARD</b>
<b>Direct oversight of elected officials</b>	Retained	Compromised
<b>Perception of decision being final</b>	Retained	Perception may be that decisions may be challenged
<b>Public attendance at meetings</b>	Improved attendance (other business)	Attendance may be reduced
<b>Representation of board</b>	Limited to elected officials	Board members with unique qualifications can be recruited
<b>Accountability</b>	Accountable to voters	Accountable to elected body
<b>Stability</b>	Potential to be less stable (subject to change with each election)	Generally more stable
<b>Sufficient attention</b>	Heavy demands of the primary entity may reduce attention—involvement with other related issues may offset	Generally more direct attention

#### **4. City council or county commission as agency board**

The advantages of designating the city council/commission or county commission as the TIF agency board include:

- Direct oversight is retained by the municipality’s elected officials. Given the scope and importance of decisions regarding TIF in most communities, this degree of oversight is important.
- Decisions will be considered final, as opposed to the decisions of a separate board, which might be appealed to the governing body. (However, the decisions of a separate TIF agency board in undertaking an adopted TIF plan are not, strictly speaking, appealable to the municipal’s governing body).
- The TIF agency’s board meetings may be better attended if held concurrently with council or commission meetings.

The disadvantages of this form of governance include:

- Representation on the TIF agency board is limited to the elected municipal officials. Opportunities for other qualified or interested citizens (e.g., real estate developers, lenders, and other experts) to directly participate in agency governance are eliminated.
- Board membership can be unstable (i.e., subject to change with each election, potentially resulting in a lack of continuity in TIF agency governance and decision-making). This instability is often mitigated by continuity among staff, legal representation, and advisors.
- TIF agency decisions may be, in part, based on political agendas rather than sound development considerations.
- TIF agency issues may not receive sufficient attention from board members who often have heavy demands placed on them in their roles as city council or county commission members. This can be mitigated by the use of advisory committees (ad-hoc or otherwise).
- Actual or perceived conflicts between the TIF agency and the municipality may exist, making it more difficult for these interests to be kept separate.
- The TIF agency board may not be as willing to advocate for their interests when they conflict with municipal interests.
- In some cases, there may be confusion as to which legal body has the authority to make a particular decision.

### ***5. Separate agency board***

The advantages of designating a separate TIF agency board include:

- The board's full attention can be given to TIF matters.
- The board may be more likely to represent the interests of the TIF agency in those circumstances where there may be conflicts with the municipality.
- The potential conflict of interest is limited as the TIF agency is a component unit of the parent municipality.
- TIF agency decisions might be more likely to be made on the basis of sound development considerations.
- Board membership may include one or more elected officials in order to retain a measure of direct oversight by the municipal governing body.
- There may be other unintended consequences associated with appointing fewer than all elected officials to an advisory committee.

- Perception, real or not, that the appointed elected officials speak for the majority of the municipal governing board.
- Potential communication issues created by filtering information.
- Board membership may represent particular areas of expertise, interests in the community and/or within the TIF district.

The disadvantages of this form of governance include:

- The municipal governing body may be unwilling to truly delegate authority to a separate board, resulting in second guessing board decisions.
- The board is less accountable to the voters of the municipality.
- Board decisions may not be considered final by the public. They may be appealed to the governing body, causing delays or reversals of board decisions.
- In smaller organizations where the same staff that perform city or county functions also perform TIF functions, the potential for conflicting direction increases.

#### 6. TIF boards in Oregon

In Oregon, a majority of TIF agencies are governed by the elected officials of the municipality by which it was created. Additionally, there are examples within the state of the elected body of the municipality changing the board composition to address changes in conditions within the community or the TIF plan.

**Table 3. Elected boards vs. appointed boards**

	ELECTED CITY OR COUNTY OFFICIALS	APPOINTED BOARD
<b>Number of agencies</b>	Retained	Compromised
<b>Advisory boards</b>	Retained	Perception may be that decisions may be challenged
<b>Change in board composition</b>	Improved attendance – other business	Attendance may be reduced

## D. Best Practices Tips

Elected officials of the municipal governing board are encouraged to give serious consideration to the issues presented above. They should also consider public comments about the various options for board composition, given their specific plan, community, and other issues, prior to forming the TIF agency and/or making changes to an existing agency board.

If the municipal governing board chooses to appoint a separate group, whether that group includes one or more elected municipal governing board members or not, the municipal governing board is encouraged to document desired board member profiles, roles and responsibilities for the board, its members, and the governing body.

## 3.2 ADVISORY COMMITTEES

### A. Background

Any TIF agency board may appoint an advisory committee, although advisory committees are more frequently appointed by boards that consist of the municipal governing body. Advising committees can be either long-standing or ad-hoc to respond to specific issues.

### B. Statutory Provisions

There are no statutory provisions for advisory committees.

### C. Discussion

Appointing an advisory committee(s) can help mitigate some of the disadvantages of having the city council or county commission serve as the TIF agency board.

- Advisory committees can devote their full attention to TIF issues, and the TIF agency board can choose to heavily rely on their advice.
- Advisory committees can also broaden participation in TIF decisions and can represent varying interests and expertise in the community.
- Municipalities should be aware that advisory committees may have a tendency to desire direct decision-making authority when it is not desired by the TIF agency board, which can lead to conflicts with the TIF agency board.

### 3. CREATING A TAX INCREMENT FINANCING AGENCY

- The TIF agency board can also decide whether the committee is to advise on all TIF issues, or only on certain types of issues.
- Ad-hoc committees may serve the TIF agency board best because they have a limited scope and time frame. This may serve to:
  - Increase the efficiency of an organization
  - Reduce potential conflicts in authority with elected boards
  - Increase ability to recruit experts for a given project or program
  - Expand the field of potential committee members due to reduced length of time commitment
- A TIF agency board can give consistent and substantial weight to advisory committee recommendations.
- Though the TIF agency board is not bound by advisory committee recommendations, if such recommendations are not given a prominent place in board decisions, the advisory committee will lose its effectiveness.
- Ad-hoc committees can be assigned to specific projects or programs.

**Table 4. Ad-hoc committees vs. standing committees**

	<b>AD-HOC COMMITTEE</b>	<b>STANDING COMMITTEE</b>
Dedicate full attention to agency activities	Yes	Yes
Broaden participation in agency activities	Yes	Yes
May desire direct decision authority	Less likely	More likely
Limited scope and time line	Generally	Generally no
Increase efficiency of staff	Generally	Possibly, but less often
Reduce potential conflicts of authority with elected officials	Generally	Possibly, but less often
Increase potential to recruit experts	Yes	More so than elected bodies, less so than ad-hoc committee
Expanded pool of potential members due to reduced time commitment	Yes	More so than elected bodies, less so than ad-hoc committee

### D. Best Practices Tips

If the board consists of the municipal governing board, AORA encourages the use of ad-hoc committees to advise the municipal governing board on various projects and/or programs.

If jurisdictions decide to create continuing advisory committees, then these committees should have clear and defined parameters, and those parameters should include topics like: purpose, composition, term-limits, staffing costs, etc.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
HOOD RIVER URBAN RENEWAL AGENCY  
AND  
THE CITY OF HOOD RIVER**

This Memorandum of Understanding ("MOU") is entered into between the City of Hood River (City), an Oregon Municipal Corporation, and the Hood River Urban Renewal Agency (URA), an urban renewal agency of the City of Hood River, created pursuant to ORS 457.035 through ORS 477.460.

**Recitals**

A. By Ordinance No. 1585, the City of Hood River established the URA and delegated its authority as an urban renewal agency to the URA pursuant to ORS 457.055.

B. The City and URA work in partnership to accomplish the provisions of the Urban Renewal Plans adopted by the Hood River City Council and put before the URA for implementation.

C. The City provides administrative support to the UGA. Historically, the City has charged the URA for such services but would like to begin doing so.

D. The City and URA wish to clarify the relationship between the City and URA with respect to administrative services provided by the City to the URA, and the URA's obligation to pay the City for those services.

E. The City and URA wish to clarify the role of City staff performing administrative services to the URA, and the respective responsibilities of the City and URA to supervise and manage such staff.

Now, therefore, the City and URA agree as follows:

**Terms of Agreement**

1. Administrative Support.

a. The City will continue to provide administrative support to the URA using the staff of the Administrative Department, except for legal services for which the URA will contract separately. The City Manager will provide support as the URA Administrator.

b. City Administrative staff providing administrative support to the URA ("URA Staff") will keep a written log of the time spent on URA matters. Time will be recorded in half hour increments.

c. URA Staff will continue to be employees of the City assigned to support and implement the URA urban renewal plans as directed by the URA.

d. The City Manager is responsible for assigning City staff to URA Staff and the City Manager, as director of the URA, has exclusive supervisory authority and control over URA Staff.

e. Except as may be specifically provided in other sections of this MOU, URA and City will prospectively agree to the allocation of URA Staff time and resources on a case-by-case basis. URA Staff time and resources may include, but is not limited to: accounting and finance services, project construction management, engineering services, contract preparation and issuance, and use of City meeting facilities.

f. URA will be responsible for the supervision and administration of any contract entered into by URA with any independent contractors or consultants hired or retained by URA.

## 2. Payment for Support Services.

a. URA is responsible for payment of the salary and benefits for any contractors or employees hired by the URA.

b. URA will pay the City a flat rate equal to 20% of City Manager and URA Staff salary and benefits for services and time the City Manager spends as URA Administrator and URA Staff provides during the fiscal year in which such services were rendered.

c. URA will pay the City a flat rate of \$500 per month as payment for non-personnel costs. This flat rate will cover costs of use of City meeting facilities, office supplies, copying and postage, phone and computer services.

d. Except as specifically provided herein, the City agrees that it will not make any charge against any URA account without first obtaining the approval of the URA.

e. URA will continue to be fully covered by the City's insurance carrier, but the URA will pay an agreed upon proportional share for property as well as liability coverage for URA and URA Staff.

f. Any legal services provided by the City Attorney will be charged to URA in each instance where URA requests that the legal services be provided, and the City Attorney's office will send URA a separate invoice for such services. Where the City initiates the request for legal services from the City Attorney, the City will pay for the services and the City Attorney will send an invoice for such services to the City. Where legal services are provided jointly to the City and URA, the City and URA will agree on a cost allocation for such services.

## 3. Project Coordination.

a. URA will coordinate with the City regarding any improvements or work done in City owned right-of-way.



b. URA will be responsible for obtaining any permits and paying any standard fees for any construction projects, planning review, engineering review or other aspects of land use applications, the same as any other landowner or developer.

c. If URA constructs public improvements that URA expects the City to own and/or maintain after construction is completed, the parties shall first enter into an improvement agreement spelling out the terms under which the City will accept the improvement for public maintenance.

d. URA and the Hood River City Council shall hold a joint meeting at least annually. Other joint meetings shall be called by agreement of URA and the City.

4. Fiscal Matters.

a. URA will cooperate with providing all necessary financial information to the City for the City to include in its Comprehensive Annual Financial Report (CAFR).

b. URA's financial records will be available for inspection by City at all reasonable times.

c. The City and URA will consult with one another regarding selection of the bond counsel, the financial advisor for debt issuance for the URA and the audit services provider for the URA. The annual audit of the URA and the quarterly attest engagement of agreed upon procedures related to controls and compliance, will be performed, at URA expense, on a periodic basis over the course of the year. A copy of the agreed upon procedures report will be simultaneously supplied to both URA and the City of Hood River Finance Department.

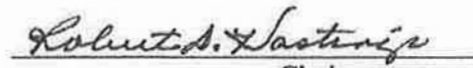
This agreement is effective from July 1, 2008 through June 30, 2009, and renews annually thereafter until the termination of the URA unless either the City or URA provide written notice to each other no later than February 1 of the current term of their desire to renegotiate any of the provisions of this MOU.

DATED this 8 day of December 2008.

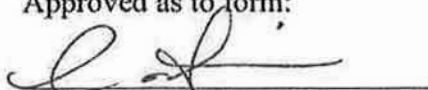
CITY


URA

  
Linda Streich, Mayor

  
\_\_\_\_\_, Chairperson

Approved as to form:

  
Alexandra Sosnkowski  
City Attorney

  
Deborah M. Phillips  
URA Attorney

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Executive Director’s Report  
December 19, 2023

**EXECUTIVE DIRECTOR – KEVIN GREENWOOD**

- *The Architectural Services Procurement is ready for release. Legal Counsel has reviewed the Request for Proposal (RFP) and Work Order No. 1 (Administrative Building Relocation). The Scope of Work for each is included as an attachment. Individual projects will not be procured until work orders are established by the Commission. This master services agreement allows the Commission to conduct a competitive process and execute work orders as needed. Staff is looking for concurrence on scope before releasing the RFP.*

<b>ARCHITECTURAL PROCUREMENT SCHEDULE</b>	
December 26, 2023	Date Advertised
January 2, 2024	RFP Available on Port website
January 9, 2024	Questions/Clarifications due by 4pm
January 10, 2024	Final Addendum
January 17, 2024	Proposals Due at 2pm
January 19, 2024	Notification of Three Finalist Selections, and provision of additional information to the finalists.
January 22, 2024	Finalist individual team tours of Work Order #1 Project sites
January 25, 2024	Finalists submit filled out Work Order #1 Task Sheet, and sealed envelope containing hourly rates of each and all positions within firm or firms comprising the finalists proposed team.
January 29, 2024	Notice of Intent to Award
February 5, 2024	Award Protest Period Ends

- *Completed final grant reporting to receive Oregon State Marine Board proceeds of \$135,000 for boat launch float replacement. Project now closed out.*
- *Completed final grant reporting to receive Oregon Business proceeds of \$35,000 for Lower Mill Market Analysis. Project now closed out.*
- *There will be five Tuesdays in January. Commission may want to discuss whether they want to have a meeting on January 16 (3<sup>rd</sup> Tuesday) or 23<sup>rd</sup> (4<sup>th</sup> Tuesday). If the Commission were to choose the fourth Tuesday, that would leave an opening on the 2<sup>nd</sup> Tuesday for a special meeting, if something were to arise.*
- *The Port’s Deputy Executive Director, Genevieve Scholl, will be leaving the Port after 10 years of service at the end of the year. She has left an incredible impact on the Port of Hood River. A brief presentation will be made at the end of the Exec. Director’s Report to show our appreciation for Genevieve as she begins her new position at the Port of Cascade Locks. You will be missed, Genevieve!*



- *The recruitment of the new Executive Assistant position closed Friday, December 15<sup>th</sup>. Interviews will begin this week.*
- *Port Counsel submitted a memo to the Commission on the recent amendments to the Oregon Open Meetings Law. The legislation codifies caselaw surrounding serial communications, imposes training requirements for public officials (once per term), expands the role of the Oregon Government Ethics Commission (OGEC), and assesses a civil penalty (up to \$1,000) for violations.*
- *The Special Districts Association of Oregon (SDAO) Annual Conference is in Seaside, Ore. Feb. 8-11, 2024. This is an excellent opportunity to receive training. Commissioner Fox is the sole board member registered at this time.*
- *As has been tradition for many years, tolls will again be waived for the Christmas holiday. This annual tradition will start 10pm on Dec. 23<sup>rd</sup>. Tolls will return at 6am on Dec. 26<sup>th</sup>.*
- *The Employee Holiday Party is scheduled for Friday, Dec. 22<sup>nd</sup> from 1-2pm in the Port board room. Port Commissioners are invited to participate. The office will be closed to allow all staff to attend during the party to enable all staff to attend.*
- *Schedule next month:*
  - *MCEDD Board Meeting, Dec. 21*
  - *Genevieve's Last Day in the Office, Dec. 21*
  - *Executive Director Time Off, Dec. 25-29*
  - *HRWSBA Governance Committee, Jan. 5*
  - *SDAO Exec. Director Meeting, Jan. 5*
  - *HRWSBA Meeting, Jan. 8*

#### **DEPUTY DIRECTOR/COMMUNICATIONS/H.R. – GENEVIEVE SCHOLL**

- *Stopped work on Employee Handbook update to provide time for fiscal analysis of switch to PTO, training and certification incentives, and other changes.*
- *Recorded several training videos of daily operational tasks that I perform and helped with delegation of those tasks in preparation for my departure.*
- *Conducted several in-person training sessions related to parking and website management with staff.*
- *Assisted in a brief presentation to the Bridge Authority to introduce the OneGorge Advocacy Group.*
- *Filed final request for deadline extension on the CRSFRF grant for Lot 1 traffic improvements with the grant analyst.*
- *Notified vendors and grant contacts of my departure and of new points of contact.*
- *Closed Internal Recruitment for Executive Assistant with 1 applicant.*
- **Many thanks to all my colleagues and friends at the Port of Hood River!**

### **FINANCING/ACCOUNTING – DEBBIE SMITH-WAGAR**

- *The software implementation is moving into Stage 2. Data from the current financial accounting software is being cleaned up and uploaded for conversion. The conversion and data verification should be complete by the end of January.*
- *The Port is working with the Washington State Department of Transportation (WSDOT) to allow our tolling transponders to be interoperable. The goal is for BreezeBy customers to be able to use their transponders on WSDOT facilities, and to allow WSDOT's EZ Pass customers to use their transponders on the Hood River Bridge. The current schedule would have the process going live next fall. Tolling agencies across the country are hoping to eventually have nation-wide interoperability.*
- *Speeding on the Bridge: We are working on a full report to bring to the commissioners during fall planning.*

### **DEVELOPMENT AND PROPERTY MANAGEMENT – GREG HAGBERY**

- *Investigated 2014 Hook water access point project to provide a framework for efforts required to pursue an additional waterfront access. Notionally assessed parking capability on East Maritime lot to accommodate new access point.*
- *Met with Hood River Director of Planning and Port ED to provide brief on the current status of 2<sup>nd</sup> Street and Riverside Roundabout project.*
- *Met with KPFF, Hood River Public Works Director and representative from Tetratek to discuss the City Stormwater Outfall project and ways to coordinate with the city regarding the 2<sup>nd</sup> Street and Riverside Roundabout project.*
- *Developed and advertised a solicitation for a Facility Inspection contract to assess 15 Port facilities. The data from this contract will feed the 10-year Capital Improvements Plan.*
- *Conducted walkthroughs of the Big 7 building to various interested parties. Staff is hopeful to have an additional tenant in the building. Some interior remodeling may be necessary to subdivide the space to accommodate access to the roll up door on the second floor.*
- *Participated in Connect Explorer Training as provided by the Hood River County.*
- *Staff continues to look for ways to get rid of the stockpile of semi-suitable material at Lower Mill, that was left after the wetland project.*
- *Solicited for an appraisal of Lower Mill lots. Met with contractor on-site. The report has been received and is being reviewed.*
- *Worked with Facilities Manager to begin a re-key program for all Port facilities to update our lock program and allow for one master key to allow access to all buildings for Emergency Responders and/or Maintenance.*

### **AIRPORT ACTIVITIES – GREG HAGBERY**

- *Continue working with an interested party to develop private hangars on South Apron. Due to constraints, the interested party is now in communication with the interested developer for the North Apron. More information to come on this.*

- *Reviewing proposal from FBO to provide landscape maintenance and plowing at the Airport. The amount of the proposal will require staff to seek competing quotes and request the amount to be appropriated in the next fiscal budget.*
- *Finalizing closeout of the COAR-2021-4S2-00028 Grant for the Fuel Tank.*
- *Following up on T-Hangar tenants that still need to sign new Lease Agreement.*
- *Continue to work with PAE on the South Apron T-Hangar project. Two COAR Grant applications have been submitted for the design of the hangars and taxiway. New environmental requirements recently imposed by the FAA may require additional environmental assessment of the site. PAE and staff are navigating these new requirements with the FAA.*
- *Coordinated with ODAv to cancel COAR grant COAR-2023-4S2-00032. This grant was associated with the installation of new AWOS equipment. This project became a feasibility study rather than a construction project.*
- *Worked with the FBO to update and submit the 4S2 based aircraft numbers. Including the aircraft at the WAAM museum, the Hood River Airport houses 260 validated aircraft.*

#### **WATERFRONT ACTIVITIES – DARYL STAFFORD**

- *As an extension of the Abandoned & Derelict Vessel workgroup that I am participating in, the Oregon DSL Waterways Manager, Josh Mulhollem, extended an invite to participate with a group of other Oregon Ports in a workgroup to help them get a better sense of what Oregon Ports may be looking for from DSL, and where we all might be able to work together to better address our shared issues. Our first meeting is Tuesday.*
- *Port staff (Daryl, Kevin, Ryan, and Greg) met with the Commissioners Sheppard & Gehring who reside on the Waterfront Committee to discuss direction for the upcoming meeting on January 25th. Meeting topic recap:*
  - *Access-*
  - *The January meeting will be focused on brainstorming to seek ideas from the committee regarding waterfront access, funding, and parking.*
  - *Greg & Daryl will use the 2014 Hook launch project as a model to get an estimate of what it might take to put in a launch/trail at the Maritime east area. We will put together a list of likely permits, surveys, and engineering needed.*
  - *Before the Waterfront Committee (WC) meeting we will reach out to CGW2 for feedback. We will prepare an agenda with the topic so participants will be prepared for the conversation.*
  - *At the WC meeting Heather/Daryl will present the opportunity to the stakeholders to see if there is interest in taking on the access project/funding.*
  - *Staff will seek guidance from the WC for ideas to reduce waterfront congestion.*
  - *Daryl/Greg will look into the City's willingness to allow a drop off area at the Maritime lot for the upcoming season to help reduce congestion at the other parking areas.*
  - *Ryan and Daryl will prepare a loading/unloading zone in the West Jensen Lot to help with traffic flow.*
  - *Daryl will prepare a presentation/memo to the Commission after the WC meeting that will include the minutes from the meeting.*

- Utilizing Volunteers-
  - *We will present the idea of adopt a beach to the Waterfront Committee. Port staff thinks it would be great to get help with the litter and dog bag pick up!!! Port Staff or a contracted business would still be needed for routine landscaping, maintenance, irrigation repairs, garbage service, and restroom cleaning.*
  - *If the Commission seeks to develop new park areas or to have specific enhancements to certain areas, we could consider business/entity sponsorships to take on the projects.*
  - Event Site Hosts-
  - *Staff will seek feedback from the WC on the viability of having park hosts onsite.*
  - *If the consensus is that they are an asset, and the Commission is in favor of allowing the Host program to continue, staff is in favor of asking our current hosts to come back for another season. The hosts on the west side (John & Sharon) have been with the Port for over 10 years and Doug has been with us for 4 years.*
  - *If either of the hosts were to choose to not return, Port staff would open the opportunity to the public through an application process.*
  - *Port staff will move the host on the Event Site east kite side (Doug) to the back of the Event Site lot to free up front row parking.*
  - *Staff will talk to the hosts about the tidiness of storing the lost and found items so the park looks better and more professional.*
- *Met with Commissioner Bieker and T-Hangar Tenant Doug Holzman to discuss opportunities at the South Basin Dock for floatplanes. Mr. Holzman is working towards being a pilot examiner for floatplane certifications. He has a floatplane of his own and has taken over the care of the existing floatplane on the dock, as the owner recently passed away. He would like to start his business asap. We discussed the potential of moving the HR Yacht Club, Jr. Sailing, and the seasonal lottery slips to the dock that boathouses are on when they move out in January 2027. I shared that there are safety concerns mixing kids and commercial floatplanes on the same dock. Mr. Holzman would like to start much sooner than that time so he may come to the Commission with a proposal.*
  - *Contacted ACL's Director of Operations to start the dialogue for a cruise ship terminal on the Marina's North Jetty. Mr. Dussault is eager to engage in further discussions in January 2024 for opportunities for ACL with the Port. A preliminary zoom meeting with ACL owner Charlie Robertson and Kristen Meira, Director of Government affairs for ACL, has been scheduled for Dec. 15<sup>th</sup> with Port Staff.*
  - *The annual billing for the 36 T-hangars and 168 Moorage slips have been prepared and are ready to send out. The invoices get sent mid-December with payment due in full March 1, 2024. There were no price increases for this year. Six Marina slips have turned over this month, one over 30' slip and five 30' and under slips. There has not been any turnover with the T-Hangars.*

## **FACILITIES – RYAN KLAPPRICH**

- *Procure HVAC for Big 7*

- *Repair roof leaks at Jensen*
- *Install plaque for Hobby off of Marina Green*
- *Repair door on Hangar*
- *Repair hinges Hobby hangar*
- *Performed annual maintenance on Genie lift*
- *Bridge lift 10 of 60 for wire rope project*
- *Gathering info on bridge deck for HDR*
- *Scheduling borescope inspection for North tower gear box*
- *Scheduling moveable bridge inspection through ODOT*
- *Crew training on bridge lifts operations*
- *Park pruning*
- *Toll house camera and IR repair for breeze by*
- *Installed snow blocks on Toll house roof to protect cameras and equipment*
- *Repair heat issue for Columbia Gorge news*
- *Installed new toll signs at Toll house windows*
- *Installed new red no parking curbs at the hook*
- *Boat moorage dock repairs*
- *Boat moorage gate repair*
- *Building light bulb replacements*

*-###-*



## ATTACHMENT A – SCOPE OF WORK FOR ARCHITECTURAL SERVICES

### GENERAL SERVICES AGREEMENT MAY INCLUDE:

1. Remodel of an existing Port building to house the current administration/maintenance functions of the Port. *This project will very likely be Master Agreement Work Order Number One.*
2. Conversion of vacant lots into city-approved parking lots including storm water collection systems.
3. Site planning for an 11 acre light industrial parcel owned by the Port.
4. Planning and installation of a new RV Park.
5. Creation of new, user-friendly building floor plans for 8 port-owned buildings suitable for use in marketing for lease. In a Port-accepted CAD program and format.
6. Development of hangars at the Port of Hood River Airport.
7. Development of waterfront recreational amenities including bathroom facilities, small (<750sf) retail kiosks and parking.

DRAFT WORK ORDER No. 1 Planning, Design and Project Realization Services, to move the Port of Hood River Offices from the Current Administrative Building to a remodeled existing Port Building at the Marina East building located at 700 E. Port Marina Way.

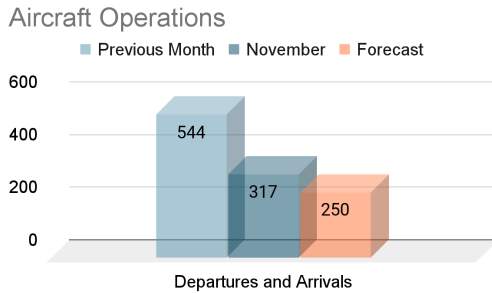
- 1.1) **Initial analysis of existing building/future Port Offices Building.** Research any records, previous studies. Secure any former project drawings available including the original construction/permit drawings. Prepare new or updated code analysis of existing/future offices building.
- 1.2) **Analysis & Programming of Port offices, and other tenants of the current Port HQ Building.** Interview Executive Director & program managers, and any additional tenants (Business Incubator) that would be relocating in the remodeled building.
- 1.3) **Initial design & planning options for fit to the building,** including determination of the amounts and types of remodeling per each option, amounts of added building space needed (if any), fire & life safety and accessibility implications, and apparent needed adjustments of existing building systems and infrastructure.
- 1.4) **Initial cost estimates & determination of best option.**
- 1.5) **OPTION:** At any appropriate point in project development, initiate a **Construction Manager/General Contractor (CM/GC)** selection process to bring contractor on board.
- 1.6) **Further detailed design & engineering of best option,** including changes, remodels, systems upgrades, additional systems and any needed additions to the existing building.
- 1.7) **Pre-application code analysis & compliance meeting** with AHJ (Authorities having Jurisdiction). Confirm all code items including fire & life safety, accessibility and energy compliance.
- 1.8) **Complete full contract documents** for permits, bids & construction.
- 1.9) **Submit for planning/zoning & building permits** & assist in advertising for bids or sub-bids.
- 1.10) **Release project for bids or sub-bids.**
- 1.11) **Assist owner (and CM/GC) in receipt & analysis of bids or sub-bids.** Determine any adjustments in project that may be indicated or necessitated by bids.
- 1.12) **Provide normal Construction Administration & Support services.** Attend periodic construction meetings. Certify payment applications, process all normal construction paperwork. Certify substantial & final completions.

1.13) **Assist in any closeout procedures,** and limited commissioning if so indicated.

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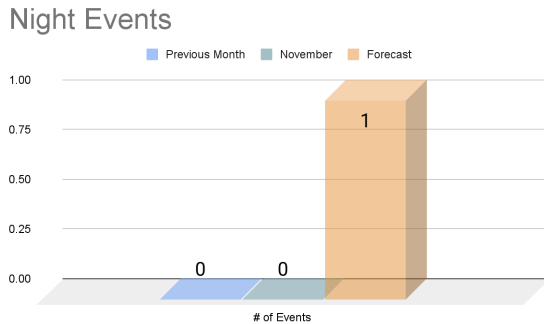
### Airport Activity:

Fairly large decrease in flight operations throughout the month of November. Anticipate the same trend next month due to shorter days and an increase in bad weather.



### Night Flights:

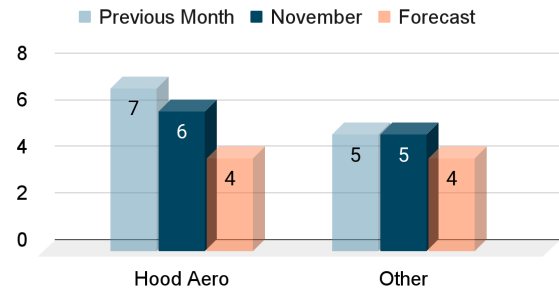
No internal night flights or night events were scheduled in November. No large events scheduled for December.



**Flight Training:** Hood Aero conducted 6 training events in November with an anticipated decrease in December. Local CFI's, not affiliated with the FBO, flew 5 training events with an anticipated decrease in December. All training events were primary flight training with a mix of events taking place in the J-3 Cub and

### C172.

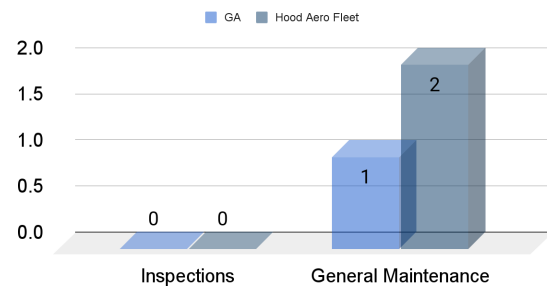
#### Flight Training Events



### Maintenance Activity:

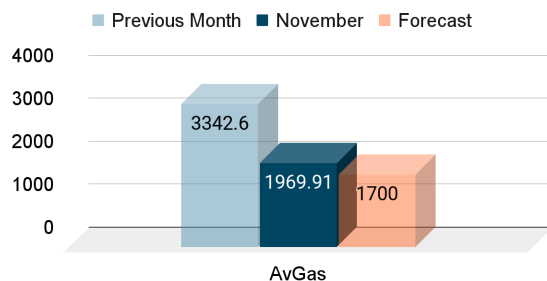
Very slow month for Hood Aero Maintenance. Anticipate a very busy December as the schedule has been filling up with requests for annuals.

#### Maintenance Events



**Fuel Sales:** Fuel sales declined in November but were not lower than seasonal averages for this time of year. Anticipate fuel sales to decrease in December.

#### Fuel Sales (Gallons)



**Fuel Flowage Fees:**

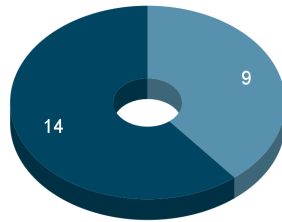
\$197 paid in flowage fees to the Port of Hood River in November. Based on .10 per gallon and a rounded sale of 1970 gallons.

**Tie Down Activity:**

- 23 total spots.
- 61% utilization for October averaged.
- \$455.00 collected in November.

Tie Down Utilization

- Available Tie Downs
- Rented Tie Downs Long Term



**Noise Feedback:**

One noise complaint was taken by the port regarding an aircraft repeatedly circling too low over Hood River. FBO traced that to a Hood Aero flight. Though the flight was conducted at an altitude commensurate with VFR cloud clearance requirements, the suggestion was made to vary orbit locations and not to loiter for a prolonged period.

**Pilot Feedback:**

No specific pilot feedback was received by the FBO in October.

**Airport Surfaces:**

	Condition	Notes.
Rwy 7/25		
Grass Strip		
N. Ramp		
S. Ramp		
S. Gravel		
Taxiways		

**Facilities:**

	Condition	Notes.
N. Hangars		
S. Hangars		
FBO		
MX Hangar		
Ops Hangar		
Collins Hangar		
Blue Hangar		

**Lighting:**

- No issues noted with airport

**Other:**

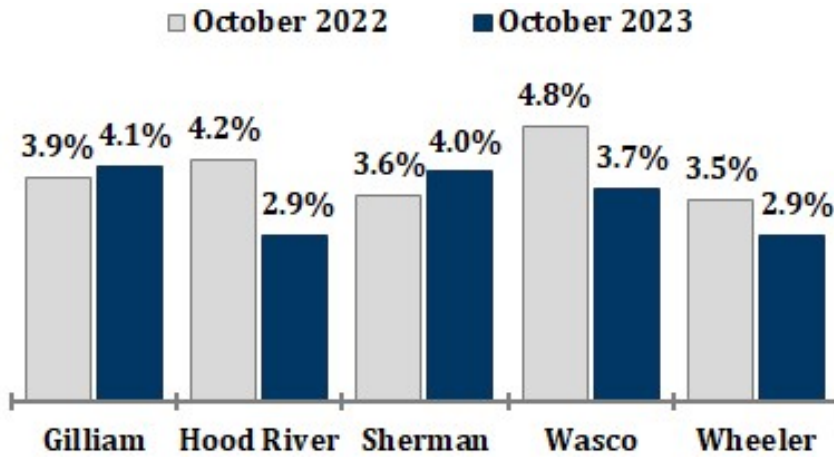
- No other issues noted.



# Columbia Gorge Economic Indicators

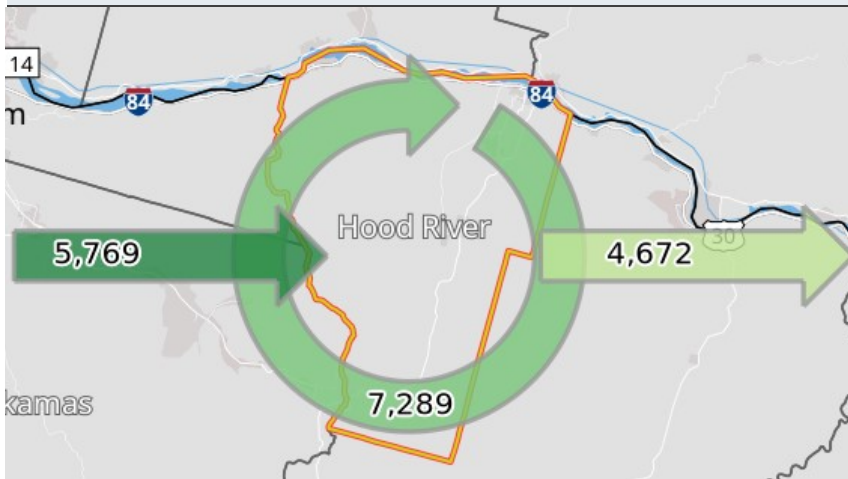
## October 2023 Data

### Local Area Unemployment Rates (Seasonally adjusted)



### Graph of the Month (Hood River County) Commuting Patterns, 2021

Source: U.S. Census Bureau, 2021 OnTheMap data



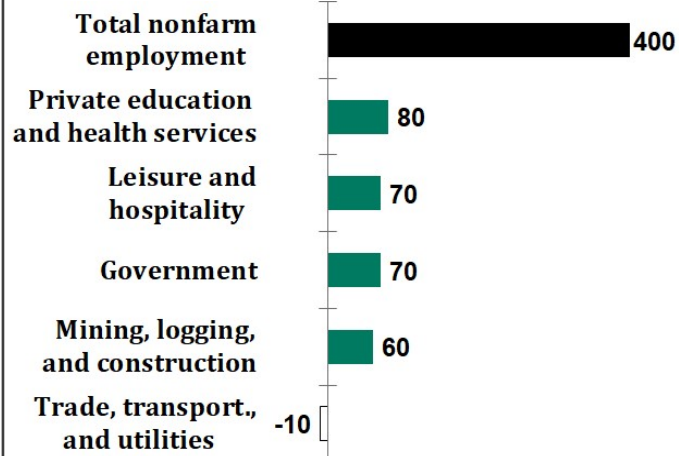
According to the most recent U.S. Census Bureau OnTheMap data, nearly 39% (4,672) of all workers living in Hood River County in 2021 commuted outside of the county to work. This is a slight increase from 2020, when approximately 37% (4,310) of workers living in Hood River County worked outside of the county.

In comparison, roughly 44% (5,769) of all individuals working in Hood River County commuted into the county for work in 2021. In fact, as a percentage of total county employment, Hood River has seen very little change since 2018.

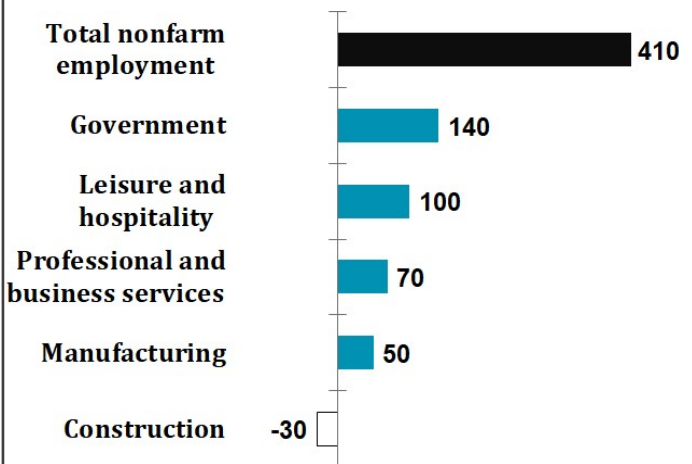
Similarly, when considering total county employment, the percentage of workers who were both employed and living in Hood River County has remained relatively constant at approximately 56% since 2018. In 2020, the census estimated that around 7,236 of all Hood River County workers were employed and living in Hood River; in 2021, that number increased marginally to 7,289.

### Select Industry Gains and Losses (Over-the-year net employment change)

#### Hood River County



#### Wasco County



### Notable Over-the-Year Changes

#### Gilliam

**Total nonfarm employment (-170)**  
Leisure and hospitality (-5)  
Professional and business services (-5)

#### Sherman

**Total nonfarm employment (5)**  
Trade, transportation and utilities (+20)  
Leisure and hospitality (-15)

#### Wheeler

**Total nonfarm employment (+35)**  
Government (+40)  
Trade, transportation, and utilities (-10)

Want to join the distribution list? Contact:  
Nicole Ramos at [Nicole.S.Ramos@employ.oregon.gov](mailto:Nicole.S.Ramos@employ.oregon.gov)

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# Commission Memo



Prepared by: Kevin Greenwood

Date: December 19, 2023

Re: Land Use Application for Lower Mill

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At the November 14, 2023 Fall Planning session, the Commission directed staff to investigate the potential for development of workforce housing via temporary/portable units or RVs on Lot 902 at the Lower Mill site to accommodate the expectation of 125-175 additional workers for the new bridge project.

Attached is a summary of guidance from Eric Walker, County Community Development Director, on how to approach a land use application to allow for a RV/Trailer park on Industrial Property. (Att. A) Richard Fitzgerald, Hood River's regional representative with the Dept. of State Lands (DSL) confirmed that there are no encumbrances on the property regarding wetland preservation.

As this will likely be a year-long process with technical expertise not currently employed by the Port, Port Counsel is recommending that if the Commission chooses to pursue this approach that the Commission hire a land use attorney to assist. Her recommendation would be to keep the application as broad as possible at this time.

In addition, a site plan will also need to be developed and the architectural procurement pending this evening would be able to assist with site planning and cost estimating.

As costs to pursue this action and the actual development of an RV/Trailer park are unknown at this time, staff would recommend that the Commission work with outside counsel and an architect to develop cost estimates for this endeavor.

In addition, the Hood River White Salmon Bridge Authority (HRWSBA) has requested those interested in providing workforce housing as part of the bridge replacement project to attend a meeting in 2024 to express interest in partnering. (Attachment B).

**RECOMMENDATION:** if the Commission is interested in pursuing RV/Trailer Parking at the Lower Mill, then staff would recommend a MOTION to direct staff to work with an architect and land use attorney to prepare an estimate for the approvals, design and construction of an RV/Trailer Park in Odell.

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## ATTACHMENT A – Land Use Guidance from Hood River County Community Development

Mr. Walker provided the following guidance.

*“... the Port/Bridge Authority is contemplating how to house dozens of construction workers should the funding necessary to construct a new Hood River-White Salmon Bridge be identified. One option being considered would include using Port owned property in Odell to accommodate temporary/portable housing units or RVs.*

*As mentioned during our meeting, it seems like the first course of action is for the Port to determine if the property identified in Odell is already encumbered (or not) by Oregon Department of State Lands for wetland preservation. If so, then other property will need to be identified.*

*If it looks like the property is suitable, at least two land use approvals from the County would be required: (1) Zoning Code Text Amendment (to add a new provision into the zoning ordinance to accommodate temporary housing of construction workers) and (2) Conditional Use Permit (to review the use itself to make sure that the development layout and activities meet applicable zoning requirements and site development standards).*

*Article 60 of the County Zoning Ordinance (HRCZO) states that amendments to the zoning code may only be initiated by the County Board of Commissioners, Planning Commission, or Director. After conferring with Jeff Hecksel, we think it would be best for me to engage the Board about the proposal in advance of accepting an application just so they are aware of it before it gets too far along in the process. With adequate notice, I can initiate that discussion with them at any of their regular scheduled meetings, but would want to make sure that the Port/Bridge Authority is serious about pursuing this option first.*

*As a legislative matter, a text amendment would involve two public hearings and acknowledgement by the Oregon Department of Land Conservation and Development (DLCD). The first public hearing would be before the County Planning Commission, who would make a recommendation to the Board to either approve or deny the request. The second public hearing would be before the Board who would make a final decision. As a change to the County Zoning Ordinance, the decision would then need to be sent to DLCD for final acceptance.*

*As noted previously, allowing residential housing in an industrial zone would not typically be supported for two main reasons: (1) the potential for conflicts with allowed industrial activities and (2) the need to preserve the County’s limited supply of industrial land for industrial purposes. The only reason why the County might support this proposal would be that it is temporary and will facilitate an important public project. For these reasons, the scope of the code change will need to be very narrow and limited to public property associated with a public construction project and for a limited amount of time. To make the use even more palatable, it might even be good to add a sunset clause to the allowance or add addition language to make sure that it can only be used for this particular project, such as “any public project exceeding \$200 million.”*

*This text amendment request would fall into the “complex project” category, as identified on the Planning Department’s fee schedule. The cost for a complex project is \$2,225 plus actual expenses (time and materials). The review of this application would likely take 9-12 months to complete and, as previously mentioned, there is no guarantee for success.*

*The second part of the application would be a conditional use permit to review and approve the actual development of the property, such as number and location of units, adequate public facilities, potential impacts and compatibility with adjacent land uses, etc. The CUP can be processed either simultaneously with or subsequent to the text amendment review. We can talk more later about the advantages and disadvantages of either option. We can also get you an application form at that time.*

*The Planning Department does not have a specific application form for a text amendment request. In lieu of an application, the following minimum information would be needed to initiate a review:*

- *Cover page explaining the request, identifying the property(ies) involved, and containing a signature of the property owner and applicant (if different).*
- *Narrative addressing the criteria applicable to the request, including the following:*
  - *Article 60, Section 60.10 of the HRCZO (Burden of Proof Criteria).  
[https://hrccd.hoodrivercounty.gov/images/uploads/documents/ARTICLE\\_60 -  
Administrative Procedures Updated 5.7.18.pdf](https://hrccd.hoodrivercounty.gov/images/uploads/documents/ARTICLE_60_-_Administrative_Procedures_Updated_5.7.18.pdf)*
  - *County Comprehensive Plan Evaluation (Policy Document).  
<https://hrccd.hoodrivercounty.gov/departments/planning-zoning/other-planning-documents/> It is envisioned that you (or your consultant) would review the County Policy Document and address the various goals, policies, and strategies from each of the Statewide Planning Goals and explain how the proposed use would be consistent with them. Most of the applicable provisions would likely be found under Goal 9 (Economy of the State), Goal 10 (Housing), Goal 11 (Public Facilities) and Goal 14 (Urbanization).*
  - *Applicable Oregon Administrative Rules may also come into effect, although it's uncertain at this time which might apply or not.*
- *Site plan showing the location of the property involved and the general layout of the use.*
- *Application fee.*

*As this is a unique application, you may want to consider (although certainly not required) getting the assistance of a land use consultant or attorney who is familiar with land use in Oregon to prepare your application material and/or advise you on how best to address the applicable criteria.”*

*-###-*

**From:** [Michael Shannon](#)  
**To:** [Margie Ziegler](#); [Kevin Greenwood](#); [Abigail Elder](#); [Troy Rayburn](#); [Marla Keethler](#); [Kiewit Catherine](#) ([mayor@bingenwashington.org](mailto:mayor@bingenwashington.org)); [scott.anderson@ci.stevenson.wa](mailto:scott.anderson@ci.stevenson.wa); [Michael Canon](#); [Pat Munyan](#); [mklebes@ci.the-dalles.or.us](mailto:mklebes@ci.the-dalles.or.us); [Heidi.DeHart](mailto:Heidi.DeHart); [allison.williams@hoodrivercounty.gov](mailto:allison.williams@hoodrivercounty.gov); [Eric Walker](#); [building@co.skamania.wa.us](mailto:building@co.skamania.wa.us); [cross@co.skamania.wa.us](mailto:cross@co.skamania.wa.us); [clerksoffice@klickitatcounty.org](mailto:clerksoffice@klickitatcounty.org); [stephaniek@co.wasco.or](mailto:stephaniek@co.wasco.or)  
**Cc:** [Amy Clarke](#); [Kelly O"Grady-Smith](#)  
**Subject:** HRWSBA -Opportunity to partner on the Hood River White Salmon Bridge Replacement Project.  
**Date:** Thursday, December 14, 2023 11:49:25 AM

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Regional Partners,

The Hood River-White Salmon Bridge Authority is advancing the Bridge Replacement Project from the planning phase to the design and construction phase. The project has an estimated total cost of \$520M, with a goal of starting construction as early as October 2025. As the Authority prepares for this next phase, their industry outreach has identified a clear need for temporary workforce housing in the area, and they want to hear about opportunities you may have to help mitigate this need.

At the peak of construction, it is estimated that 150 to 200 workers will be assigned to the project, with a substantial percentage of this workforce requiring temporary housing. This housing need will not happen at one time but will fluctuate over the life of the project. The current project schedule anticipates this need starting in late 2025/early 2026 reaching its peak in late 2026 through early/mid 2029 with a leveling off in late 2029 to 2031 as the construction and demolition of the existing structure is completed. In anticipation of this need for temporary workforce housing and to avoid a potential shortfall regionally, the Authority would like to hear from stakeholders and communities like yours that can partner with the contractor to address this need.

The Authority would like to invite you to present your opportunities at an upcoming meeting in 2024. Meetings are currently scheduled for January 8th and January 22nd from 2-4 pm. There will be 30 minute timeslots that can be reserved, it will include 15 minutes for a presentation and 15 minutes of interactive discussion. The Authority will share your presentation and opportunities with the contractor as they come on board in early 2024.

If your County/City/Town/Agency has opportunities they would like to share, please reach out to Amy Clarke [aclarke@HNTB.com](mailto:aclarke@HNTB.com) to get on one the agenda for one of these meetings. We can also provide opportunities at meetings in February if needed.

Thank you,

**Michael Shannon, PE**  
Project Director  
Cell (425) 577-8071  
Email [mwshannon@hntb.com](mailto:mwshannon@hntb.com)

**HNTB CORPORATION**

777 108<sup>th</sup> Ave NE, Ste. 1000 | Bellevue, WA 98004 | [hntb.com](http://hntb.com)

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# Commission Memo



Prepared by: Kevin Greenwood, Executive Director  
Date: December 19, 2023  
Re: Load Rating Resolution

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At the November 14 Fall Planning Session, the Commission discussed the need to reduce the load rating of the Hood River Bridge back to 64,000 lbs. after inspections were conducted on the deck during the 96-hour closure in early November. Staff was directed to prepare a resolution affirming the direction of the Commission.

Staff will need to order signs and begin the process of implementing the change and approval of the Resolution will start process.

**RECOMMENDATION:** MOTION to adopt Resolution No. 2023-24-9 decreasing the load limit on the Hood River White Salmon Interstate Bridge to 64,000 pounds.

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**PORT OF HOOD RIVER  
Resolution No. 2023-24-9**

**A RESOLUTION DECREASING THE LOAD LIMIT ON THE  
HOOD RIVER-WHITE SALMON INTERSTATE BRIDGE**

WHEREAS, on February 17, 2023, the Port received notification from ODOT that it had accepted the results of the analysis and now recommends restoring the load limits to 25 tons for Type 3 vehicles, 40 tons for Type 3S2 and Type 3-3, 27 tons for the SU4, 31 tons for the SU5, and 34 tons for the SU6, 38 tons for the SU7, 28 tons for EV2 and 29 tons for EV3 vehicles; and

WHEREAS, prior to raising the load rating, the Commission cautioned at their February 21, 2023 meeting that continued signs of speed and high-loads resulting in increased welding and degradation of the bridge would result in a lowering of the load rate; and

WHEREAS, during the early November 2023 96-hour bridge closure, the Port conducted 160 man-hours of steel grate welding and engineers acknowledged that there had been significant degradation of the steel decking resulting in a need to return the load restrictions; and

WHEREAS, the Commission at their November 14, 2023 Fall Planning session discussed the need to keep the bridge safe and operable for vehicular traffic until bridge replacement in Fall 2029; and

WHEREAS, the Commission at their November 14, 2023 Fall Planning session directed staff to prepare a resolution for reducing the loads to 32 tons which was the amount that the load was reduced in February 2021; and

WHEREAS, the Port seeks to provide reasonable accommodation of freight hauling and emergency response vehicles in these classes while also mitigating potential damage to the 100-year-old bridge; NOW THEREFORE THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

1. The posted Load Limits for the Hood River-White Salmon Interstate bridge will be lowered to 24 tons for Type 3 vehicles, 32 tons for Type 3S2 and Type 3-3, 22 tons for the SU4, 24 tons for the SU5, and 25 tons for the SU6 and SU7.
2. The 15-mph speed limit for all vehicles on the bridge will remain in force.

ADOPTED BY THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS on this 19th day of December 2023.

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Kristi Chapman, President

ATTEST:

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Michael Fox, Secretary



# Commission Memo



Prepared by: Kristi Chapman  
Date: December 19, 2023  
Re: Executive Director Extension

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The Port Commission conducted a survey of Commissioners, managers and staff on the performance of the Executive Director earlier this fall. There have been two prior Executive Sessions and tonight the Commission should formally extend the Executive Director's employee agreement for one year.

The Commission should discuss what % increase the Executive Director should receive for the next employment period.

**RECOMMENDATION:** Approval upon discussion of salary increase.

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PORT OF HOOD RIVER  
EMPLOYMENT AGREEMENT  
AMENDMENT NO. 1

This Amendment extends the Employment Agreement between the PORT OF HOOD RIVER, an Oregon municipal corporation (“Port”), and Kevin M. Greenwood (“Greenwood” or “Executive Director”). Port and Greenwood may be referred to individually as a “Party” and collectively as “the Parties” throughout this Amendment.

RECITALS

1. The Port and Greenwood entered into an Employment Agreement dated September 13, 2022.
2. Section 2 of the Agreement states that upon mutual agreement of the Parties, this Agreement will be extended every July 1<sup>st</sup> for additional one (1) year.
3. Section 6 of the Agreement states that the Port will review the monthly salary and other benefits of the Executive Director at the Port Commission’s annual review of the Executive Director’s performance.
4. The Port conducted a Performance Evaluation during the Summer of 2023, the results of which were shared with Greenwood and discussed in Executive Session with the Port Commission on November 14, 2023.
5. The Port and Greenwood wish to amend the Agreement to recognize the progress the Port has made on several fronts over the last contract year.

AGREEMENT

1. The Parties agree to extend the term of the Agreement for one year through June 30, 2026.
2. The Port agrees to adjust Executive Director’s salary by \_\_\_\_ percent starting \_\_\_\_\_, 202\_\_ .
3. The Parties agree to conduct an annual performance in May of 2024.
4. Except as modified by this Amendment, all terms of the Employment Agreement remain unchanged and in full force and effect.

EMPLOYEE

PORT OF HOOD RIVER

\_\_\_\_\_  
Kevin M. Greenwood

\_\_\_\_\_  
Kristi Chapman, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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