



**PORT OF HOOD RIVER COMMISSION
MEETING AGENDA
Tuesday, January 8, 2019
Marina Center Boardroom**

4:00 P.M.

Executive Session Work Session

Executive Session under ORS 192.660(2)(e) Real estate Negotiations

5:00 P.M.

Regular Session

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30-minute limit)
3. Consent Agenda
 - a. Approve Minutes of December 18, 2018 Regular Session ([Jana Scoggins – Page 3](#))
 - b. Approve Amendment No. 1 to Lease with Chief Consulting Group LLC ([Anne Medenbach – Page 7](#))
 - c. Approve Amendment No. 2 to Lease with CRY Consulting ([Anne Medenbach – Page 11](#))
4. Reports, Presentations and Discussion Items
 - a. 2017-18 Financial Audit Report, Tara Kamp, Pauly, Rogers and Co., PC ([Fred Kowell – Page 15](#))
 - b. Art of Community, Big Art Update, Kristin Godkin ([Michael McElwee – Page 23](#))
 - c. Recreational Immunity, Jerry Jaques ([Michael McElwee – Page 29](#))
 - d. Executive Director 2018-19 Work Plan Update ([Michael McElwee – Page 33](#))
 - e. Bridge Replacement Project Update ([Kevin Greenwood – Page 41](#))
5. Director's Report ([Michael McElwee – Page 59](#))
6. Commissioner, Committee Reports
7. Action Items
 - a. Authorize Change Order to Contract with Groat Brothers for Excavation and Hauling of Lower Mill Soil ([Anne Medenbach – Page 87](#))
 - b. Approve 2019 Insurance Policy with ACE USA for the Hood River Bridge and Approve 2019 Insurance Policy with SDIS for Property & Casualty Coverage ([Fred Kowell – Page 93](#))
 - c. Approve FY 2017/18 Audited Annual Financial Report ([Fred Kowell – Page 101](#))
 - d. Approve Payroll and Retirement Guidelines ([Fred Kowell – Page 103](#))
8. Commission Call

9. Executive Session under ORS 192.660(2)(e) Real estate negotiations and ORS 192.660(2)(h) Consultation with legal counsel regarding current litigation or litigation likely to be filed.

10. Possible Action

11. Adjourn

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

The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the

*Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

**Port of Hood River Commission
Meeting Minutes of December 18, 2018 Regular Session
Marina Center Boardroom
5:00 p.m.**

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

**5:00 P.M.
Regular Session**

Present: Commissioners Hoby Streich, Brian Shortt, David Meriwether, John Everitt, Ben Sheppard; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Kevin Greenwood, Anne Medenbach, Genevieve Scholl, Daryl Stafford, and Jana Scoggins.
Absent: None
Media: Emily Fitzgerald, Hood River News

- 1. **CALL TO ORDER:** President Streich called the regular session to order at 5:01 p.m.
 - a. **Modifications, Additions to Agenda:** Consent Agenda item (b) was moved to Action Item (d).
- 2. **RETIREMENT:** Fred Kowell, Chief Financial Officer, congratulated Janet Lerner, Finance Specialist, on her retirement and thanked her for the many contributions she provided to the Port throughout the past six years. Michael McElwee, Executive Director, added that Ms. Lerner’s knowledge, kindness, team-building and professional skills will be missed.
- 3. **PUBLIC COMMENT:** None.

- 4. **CONSENT AGENDA:**
 - a. Approve Minutes of November 20 Fall Planning Work Session and December 4, 2018 Regular Session.
 - b. Approve Amendment No. 1 to Lease with Walden for Congress in the Marina Park #2 Building
 - c. Approve Amendment to Lease with Walden District Office in the Marina Park #2 Building.
 - d. Approve Lease Notification Extension with Cloud Cap Technology, Inc. in the Wasco Building.
 - e. Approve Amendment No. 1 to Contract with Stafford Bandlow Engineering.
 - f. Approve Amendment No. 10 to Lease with DMV in Marina park #2 Building
 - g. Approve Account Payable to Jaques Sharp in the Amount of \$7,304.00

Motion: Move to approve Consent Agenda.
Move: Shortt
Second: Meriwether
Discussion: None
Vote: Unanimous

5. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS

a. Bridge Replacement Project Update: Kevin Greenwood, Bridge Replacement Project Director, provided a brief report on the tasks accomplished in the past two weeks. Mr. Greenwood reported that the community meeting was held on Monday, Dec 10th at the Best Western in Hood River. More than 50 people attended to learn about the past and current bridge replacement efforts. During the event, Mr. Greenwood fielded questions about permitting process and possible roadblocks. Currently, about 80 surveys have been submitted. Mr. Greenwood noted that the PNWA Mission to Washington is planned for spring and summer next year. Commissioners Everitt and Shortt stated they will be available to attend in March, and Commissioners Meriwether and Sheppard indicated they would be available for a possible follow-up trip in July.

6. Director’s Report: Michael McElwee reported that the SDAO annual conference in Sunriver, OR is scheduled for February 7-10. Commissioners Streich and Meriwether will be attending. County Records & Assessment Department has sent the Notice of Election for the May 2019 election. Commissioner Brian Shortt formally announced that he will not be running for re-election. Fred Kowell, Chief Financial Officer, provided testimony at the Oregon Legislature’s Joint Committee on Transportation hearing. Mr. Kowell stated that a lot of questions were fielded about electronic tolling. Mr. McElwee continued that Hood River County is in the process of setting up a Hood River County Energy Council to oversee implementation of the approved Energy Plan. Commissioner

Meriwether will be the representative of the Port of Hood River on the Hood River County Energy Council. Additionally, new limit switches for the lift span warning and barrier gates have been installed. The lift span is fully operational with no limitations.

7. COMMISSIONER, COMMITTEE REPORTS:

a. Airport Advisory Committee: Anne Medenbach, Development and Property Manager, briefed the Commission on the items discussed during the Airport Advisory Committee meeting on December 6. These items included the move of 20,000 CY of dirt to the airport at various locations from the Lower Mill site which could potentially increase tie down area. WAAAM museum is moving forward on raising funds for an expansion which will include an event, meeting room and restaurant. Additionally, the plan for the Port to balance operational costs has been discussed with the Committee.

b. Urban Renewal Agency: Michael McElwee reported that the Lot #1 Infrastructure Framework Plan was presented during the meeting, and the Commission agreed that a joint work session would be beneficial for new council members to review the history of decisions made on this project. The Commission also recommended the need to invite URA advisory council members and prepare an agenda for this work session.

8. ACTION ITEMS:

a. Approve Amendment No. 2 to Task Order No. 3 with Century West Engineering, Inc. for Engineering Services at the Ken Jernstedt Airfield Not to Exceed \$40,557. Task Order 3 covers Environmental Assessment and wetland permitting for development at the airport. This second amendment provides budget for submittal of a third application. It also provides for a third-party review and additional time to review changes required by the agencies for permit approval.

- Motion:** Approve Amendment No. 2 to Task Order 3 with Century West Engineering Corporation not to exceed \$40,557.
 - Move:** Shortt
 - Second:** Everitt
 - Discussion:** None.
 - Vote:** Unanimous
- MOTION CARRIED**

b. Approve Amendment No. 1 to Grant Contract with State of Oregon for ConnectOregon VI Project. The Port and ODOT executed a grant contract on January 30, 2017 for the completion of the infrastructure for an Aviation Technology and Emergency Response Center at the Ken Jernstedt Airfield. The initial completion date of the project was August 30, 2018, but due the requirement to complete an Environmental Assessment and apply for wetlands permit. This Amendment extends the completion date to September 30, 2019.

- Motion:** Approve Amendment No. 1 to grant contract with the State of Oregon, acting though its Oregon Department of Transportation, for construction of infrastructure for Aviation Technology & Response Center.
 - Move:** Shortt
 - Second:** Sheppard
 - Discussion:** None
 - Vote:** Unanimous
- MOTION CARRIED**

c. Approve Memorandum of Understanding with Pfriem Family Brewers, Inc. Pfriem Family Brewing, LLC are beginning a series of improvement projects in the Halyard building that will increase brewing capacity for the company. These improvements trigger a need for 26 additional parking spaces on the waterfront, as required by the City. For Pfriem to move forward with this large investment, and for the City of Hood River to approve the construction, an MOU has been drafted to express that the Port supports these improvements and will commit to negotiating a lease agreement for the required parking spots on the waterfront.

Motion: Approve MOU with Pfriem Family Brewing, LLC regarding improvements to the Halyard building, subject to legal counsel review and the below changes in MOU language:

- "Oregon domestic corporation" should change to "limited liability company"
- 1.3. Section and 7.1.2. "Developer" should be changed to "Pfriem"

Move: Sheppard

Second: Shortt

Discussion: Discussion occurred about parking availability and language in the MOU.

Vote: Unanimous

MOTION CARRIED

d. Approve Amendment No. 1 to Contract with Steven M. Siegel for Financial Modeling Consulting Services Not to Exceed \$10,000. A professional services contract was executed in 2018 to assess future financial obligations and potential revenue assuming significant loss should bridge toll revenue no longer be available. The next phase of this detailed effort is to prepare a working financial model to further describe one or more hypothetical scenarios for future Port operations.

Motion: Authorize Amendment No. 1 to contract with Steve Siegel for financial analysis not to exceed \$10,000.

Move: Shortt

Second: Meriwether

Discussion: None.

Vote: Unanimous

MOTION CARRIED

9. COMMISSION CALL: None

10. EXECUTIVE SESSION: President Streich recessed Regular Session 6:45 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(f) Attorney/Client Consultation.

11. POSSIBLE ACTION: None

12. ADJOURN:

- Motion:** Motion to adjourn the meeting.
 - Move:** Shortt
 - Discussion:** None
 - Vote:** Unanimous
- MOTION CARRIED**

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Jana Scoggins

ATTEST:

Hoby Streich, President, Port Commission

John Everitt, Secretary, Port Commission

Commission Memo



Prepared by: Anne Medenbach
Date: January 8, 2019
Re: Chief Consulting Group, LLC-
Lease Amendment No. 1

Chief Consulting Group LLC (CCG) has been a tenant in the Timber Incubator Building since November of 2017. They are a hemp food products processing company and the Port wanted to have a one-year initial least term to ensure compatibility.

CCG has been a good tenant, is up to date on payments and has not had a negative impact on the surrounding tenants. They did miss their renewal date in October. However, staff feels this is not a critical issue and recommends reinstating the lease and allowing execution of the first two-year extension option.

RECOMMENDATION: Approve Lease Amendment No. 1 with Chief Consulting Group, LLC for 2,500 sf in the Timber Incubator Building.

This page intentionally left blank.

AMENDMENT NO. 1 TO LEASE/ LEASE REINSTATED

Whereas, the Port of Hood River ("Lessor") and Chief Consulting Group LLC, ("Lessee") entered a lease of approximately 2,500 sf of space at Lessor's Timber Incubator building commencing November 8, 2017 ("Lease"); and,

Whereas, the Lease states that Lessee has the right to exercise a two (2) year renewal option twice if Lessee provides timely notice to Lessor of Lessee's exercise of the option; and

Whereas, Lessee failed to exercise the first two-year Lease option by October 31, 2018, and Lessee became a hold over tenant as of November 1, 2018; and

Whereas, Lessee and Lessor would like to reinstate the Lease and confirm that Lessee's first two-year option term is in effect;

Therefore, Lessor and Lessee agree:

1. The Lease is reinstated. All terms and conditions of the Lease have been in full force and effect since October 31, 2018 and are now in full force and effect.
2. The Lease term is hereby extended through October 31, 2020. Lessee's and Lessor's execution of this Amendment is an acknowledgement of Lessee's exercise of the right to renew the Lease for a two-year term and Lessor's acceptance of Lessee's renewal.

Except as modified by this Amendment No. 1, all terms and conditions of the Lease shall remain in full force and effect.

DATED THIS _____ DAY OF _____ 2019

By: _____
Michael S. McElwee, Port of Hood River, Executive Director

By: _____
Johnathan Vanella, Chief Consulting Group, LLC, Member

This page intentionally left blank.

Commission Memo



Prepared by: Anne Medenbach
Date: January 8, 2019
Re: CRY Consulting LLC
Lease Amendment No. 2

CRY Consulting LLC (CRY) has been a tenant in the Wasco Building since 2017. CRY consults with health insurance companies, specifically Pacific Source, who is also a tenant in the Wasco building. Four tenants share one suite that was used by MCACC until 2017. At that times, the Port sib-divided the space into small, single offices to function similar to a co-working space.

Staff is recommending an extension only through July 31 of 2019 because that is also when the lease term for other tenants in the “co-working space” terminate. Cloud Cap is also a tenant in the building as is working with staff to take over the space that comes available.

RECOMMENDATION: Approve Lease Amendment No. 2 with CRY Consulting, LLC for 207 square feet in the Wasco Building.

This page intentionally left blank.

AMENDMENT NO.2 TO LEASE

Whereas, the Port of Hood River ("Lessor") and CRY Consulting, LLC ("Lessee") entered into a lease of 207 square feet at 205 Wasco Loop, Suite 101 effective February 15, 2017 ("Lease"); and,

Whereas, by a Lease amendment dated January 10, 2018, Lessee and Lessor extended the Lease term through January 31, 2019, and,

Whereas, Lessee wishes to extend the Lease term and Lessor is willing to extend the Lease term through July 31, 2019,

Therefore, Lessor and Lessee agree:

- 1. The Lease is in currently in effect. The Lease term is extended and shall expire on July 31, 2019.

Except as modified by the January 10, 2018 Lease amendment and by this Amendment No. 2 all terms of the Lease shall remain in full force and effect.

DATED: _____, 2019

By: _____
Michael S. McElwee, Port of Hood River, Executive Director

By: _____
Colynne Yackley, CRY Consulting, LLC, Member

This page intentionally left blank.

Commission Memo



Prepared by: Fred Kowell
Date: January 8, 2019
Re: Audit for Fiscal Year Ending June 30, 2018

The Annual Financial Report and the Communication to the Governing Body for the Fiscal Year Ended June 30, 2018 is included in your Board Packet. It is important that you read the Communication to the Governing Body since this is the auditor's communication to the Board and provides some valuable input into the audit.

Tara Kamp from Pauly Rogers and Company will present the Audit report during the meeting should you have additional questions.

This page intentionally left blank.

PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON

COMMUNICATION TO THE GOVERNING BODY
FOR THE YEAR ENDED JUNE 30, 2018



12700 SW 72nd Ave.
Tigard, OR 97223



PAULY, ROGERS AND Co., P.C.
 12700 SW 72nd Ave. ♦ Tigard, OR 97223
 (503) 620-2632 ♦ (503) 684-7523 FAX
 www.paulyrogersandcocpas.com

December 10, 2018

To the Board of Directors
 Port of Hood River
 Hood River County, Oregon

We have audited the basic financial statements of the governmental activities, the business-type activities, and each major fund of the Port of Hood River for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, as well as certain information related to the planned scope and timing of our audit. Professional standards also require that we communicate to you the following information related to our audit.

Purpose of the Audit

Our audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the basic financial statements and compliance with:

- generally accepted accounting principles and auditing standards
- the Oregon Municipal Audit Law and the related administrative rules
- federal, state and other agency rules and regulations related to expenditures of federal awards

Our Responsibility under U.S. Generally Accepted Auditing Standards and Uniform Guidance

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the basic financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the basic financial statements does not relieve you or management of your responsibilities. Our engagement letter details our nonaudit services we provide; these services do not constitute an audit under *Government Auditing Standards*.

In planning and performing our audit, we considered internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the *Uniform Guidance*.

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of the basic financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also in accordance with the *Uniform Guidance*, we examined, on a test basis, evidence about compliance with the types of compliance requirements described in the OMB's *Compliance Supplement* applicable to each of the major federal programs for the purpose of expressing an opinion on compliance with those requirements. While our audit provided a reasonable basis for our opinion, it does not provide a legal determination on compliance with those requirements.

Pauly, Rogers and Co., P.C.

Our responsibility for the supplementary information accompanying the basic financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the basic financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements; therefore, our audit involved judgment about the number of transactions examined and the areas to be tested.

Our audit included obtaining an understanding of the Port and its environment, including internal control, sufficient to assess the risks of material misstatement of the basic financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Port or to acts by management or employees acting on behalf of the Port. We also communicated any internal control related matters that are required to be communicated under professional standards.

Results of Audit

1. Audit opinion letter - an unmodified opinion on the basic financial statements has been issued. This means we have given a “clean” opinion with no reservations.
2. State minimum standards – We found no exceptions or issues requiring comment, except as noted on page 58 of the report.
3. Federal Awards - We found no issues of non-compliance and no questioned costs. We have responsibility to review these programs and give our opinion on the schedule of expenditures of federal awards, and tests of the internal control system, compliance with laws and regulations, and general and specific requirements mandated by the various awards.
4. No separate management letter was issued.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used are described in Note 1 to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018, except for the implementation of GASB 75 – *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. We noted no transactions entered into during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the basic financial statements in the proper period.

Accounting estimates are an integral part of the basic financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the basic financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the basic financial statements were Management’s estimate of Accounts Receivable and Capital Asset Depreciation, which are based on estimated collectability of receivables and useful lives of assets. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Pauly, Rogers and Co., P.C.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The disclosures in the basic financial statements are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements or determined that their effects are immaterial. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, taken as a whole. There were immaterial uncorrected misstatements noted during the audit which were discussed with management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the basic financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the basic financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards with management each year prior to our retention as the auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Required Supplementary Information

We applied certain limited procedures to the required supplementary information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the required supplementary information and do not express an opinion or provide any assurance on it.

Pauly, Rogers and Co., P.C.

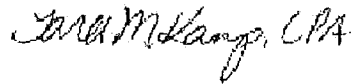
Supplementary Information

We were engaged to report on the supplementary information, which accompany the basic financial statements but are not required supplementary information. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the basic financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the basic financial statements or to the basic financial statements themselves.

Other Information

We were not engaged to report on the other information, which accompanies the basic financial statements but is not required supplementary information. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

This information is intended solely for the information and use of the Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.



Tara M. Kamp, CPA
PAULY, ROGERS AND CO., P.C.

This page intentionally left blank.

Commission Memo



To: Commissioners
Prepared by: Michael McElwee
Date: January 8, 2019
Re: Community Art Program

Art of Community (“APC”) is a non-profit that has installed temporary art in downtown Hood River and the waterfront since 2014 under the name ‘Big Art’.

Over the past four years, the Port has supported this effort by approving locations for art installations of Port property, sponsoring specific work of and purchasing one piece of art near the Nichols Basin Beach.

Kristin Godkin is on the Art of Community Board of Directors and will attend the meeting to describe the status of APC’s current efforts in more detail. See attached summary.

RECOMMENDATIONS: Information & Discussion.

This page intentionally left blank.



art of community



Mama Bear by Ann Flemir

Thanks to our sponsors, Hood River (for the first time!) was identified as one of the Top 40 most vibrant arts communities in America. BIG ART was specifically mentioned as a contributing factor for being included on the list. Hood River was ranked No. 4 for small communities under 50,000. This is a great achievement for our community.

We appreciate your commitment to BIG ART and we are asking for your support of the 2019-2021 Tour.

Benefits of Sponsorship, \$1000:

- A place on the Art of Community Jury to help select artwork
- A removable concrete or metal pedestal and work of art valued (and insured at no cost to you) up to \$30,000 at a site of your preference- Artwork will be installed (approximately) from March 2019 through March 2021 • Recognition on the bilingual plaque that recognizes you or your business as the primary sponsor
- Recognition on the bilingual Walking Tour Map Brochure that highlights your art installation and business location
 - Recognition on the artist narrated BIG ART audio guide- OtoCast
- Recognition on all Art of Community collateral print material, website, and email blasts
- Recognition on all public relations campaigns with newspapers, magazines, internet media and television • First Right of Refusal to purchase your sponsored art

Your support helps maintain a strong arts community! Since 2014, Art of Community has:

- Organized and installed three BIG ART Walking Tours, featuring a total of 58 public art sites over 5 years
- Supported an art economy by selling sculptures Swan's Song, Thinker, N'Chi Wanapum and Last Love — generating gross earnings of \$26,200 for artists
- Designed, printed and distributed over 10,000 bilingual English/Spanish BIG ART map brochures • Developed bilingual BIG ART plaques for all artwork
- Worked with the City of Hood River on a \$24,000 budget to source, select and install public art at the Gorge Bike Hub at Third and State Streets. "Paths of Water & Earth" by artist Angelina Marino Heidel was dedicated in April 2018 • Facilitated a \$16,000 Oregon Cultural Trust Cultural Diversity Grant at the Waterfront for N'Chi Wanapum by Foster Kalama (Grant thru Arts in Ed of The Gorge)
 - Assisted Providence Foundation with the engaging "Before I Die" Wall
 - Launched a new website: art-of-community.com
 - Implemented a BIG ART artist narrated audio guide with Otocast, joining a network of art tours across the country
 - Provided the Westside 5th grade classes with an annual end-of-year art walk and learning opportunities

Our greatest achievement as an organization continues to be inspiring community engagement through art and creating a sense of place, optimism and discussion throughout the Gorge — making art accessible to everyone.

We hope we can count on you to support BIG ART 2019-21. One of our board members will give you a call in the next few days to discuss our next tour and answer any questions you may have.

Sincerely,

Kristen Godkin
President



art of community



Jefferson Cubed by MacRae

Mission: Develop, service and advocate for art throughout the Gorge

Board: Cathleen Rehfeld, CJ Rench, DeeDee Hennessy, Jan Meyer, Kristen Godkin, MacRae Wylde, Mark Nilsson

Contact: Art of Community, 621 State Street, Hood River, OR 97031 art-of-community.com

501c3 Tax ID # 83-0964683

NCAR Arts Vibrancy Index IV: Hotbeds of America's Arts and Culture

July 2018

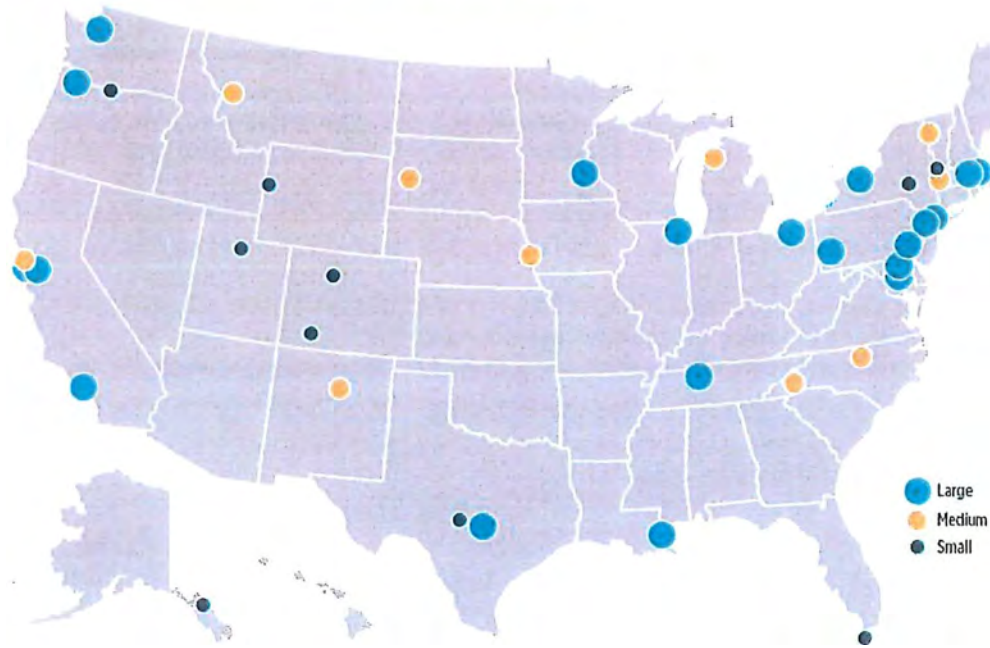
Zannie Giraud Voss and Glenn Voss, with Brooke Awtry and Jennifer Armstrong

#4 Hood River, OR (pop. 23,232)

For such a small population, the Hood River, OR, MSA (Metropolitan Statistical Area) boasts a large number and range of artists. While individual artists comprise the bulk of the arts landscape, there are also several small arts organizations, in addition to several world class museums within 20 miles of one other. The MSA includes the Columbia Center for the Arts and the Western Antique Aeroplane and Automobile Museum. It is no surprise, then, that Hood River is in the top 1% of communities for independent artists and arts and culture organizations per capita. The city hosts a Big Art Walk every year, which has nearly doubled the number of installations since its inception three years ago. Support for the arts is strong, coming from a diverse set of advocates: the City, the Chamber of Commerce, and several foundations, with a significant amount coming from the city's citizens themselves. Hood River ranks 6th in per capita contributed revenue, and is within the top 8% of communities on all other Arts Dollar measures.

art of community

Figure 1: Top 40 Arts-Vibrant Communities, by Location and Size



<http://mcs.smu.edu/artsresearch2014/arts-vibrancy-2018>

But waitooo there's more!

As we continue to plan for the future of BIG ART, we would like to share some exciting news:

- DeeDee Hennessy joined the Art of Community board this summer as Treasurer. She co-manages Thread Creative, a professional services business, as well as the finances for numerous community efforts including Hood River County School District Bond Measures and Elementary School PTO.
- Alice Hellyar, Architect, joined Art of Community this fall as the BIG ART Program Director responsible for all elements of implementation and coordination of volunteers.
- Yasmin Acosta Meyers, art teacher and professional copywriter, has joined Art of Community to help support the BIG ART process and to continue encouraging engagement and participation from the area's Latino community.
- Jay Sherrerd, Partner, Jacques Sharp Attorney at Law and former board member of the Columbia Center for the Arts will be advising Art of Community on business and liability issues.



art of community



Perch by Mike Surri

We are very appreciative of ALL our board members, participating artists, sponsors, volunteers and community partners, and grateful to everyone who adds their expertise to our organization.

If you are interested in getting involved with AOC - please contact Kristen Godkin, kristen@art-of-community.com

Mission: Develop, service and advocate for art throughout the Gorge

Board: Cathleen Rehfeld, CJ Rench, DeeDee Hennessy, Jan Meyer, Kristen Godkin, MacRae Wylde, Mark Nilsson

Contact: Art of Community, 621 State Street, Hood River, OR 97031 art-of-community.com
501c3 Tax ID # 83-0964683

Commission Memo

Prepared by: Michael McElwee
Date: January 8, 2019
Re: Recreational Immunity



Recent court decisions have increased uncertainty about the application of recreational immunity protections for land owners that can provide public access to recreational properties. The Port's General Counsel has reviewed the court decisions as they may relate to the Port's waterfront recreation sites and access to the Columbia River and prepared the attached memorandum for discussion with the Commission.

STAFF RECOMMENDATION: Discussion.

This page intentionally left blank.

MEMORANDUM

FR: Garrett R. Sharp & Jerry J. Jaques
TO: Michael McElwee & Fred Kowell
RE: Recreational immunity for Port
DT: Thursday, January 03, 2019

ISSUE PRESENTED

In light of the decisions by the Oregon Court of Appeals in *McCormick v. State* and *Ortega v. Martin*, what is the Port's liability exposure for recreational use of Port property?

DISCUSSION

Oregon law promotes a landowner allowing recreational use of the land by providing the landowner with immunity from liability for injuries suffered related to the allowed recreational use. Until recently, this immunity has applied to all landowners in Oregon that allow free recreational use of the landowner's property or who charge \$15 per day or less for recreational parking (ORS 105.672 (1) (c)). The Oregon Court of Appeals issued two decisions in August, 2018 that limit recreational immunity where the landowner allows access to but does not have the right to limit use of a public area such as the ocean or a lake.

To have recreational immunity under ORS 105.682, the landowner must "permit" the recreational user to use the owner's land. "Permit" as interpreted in *McCormick* and *Ortega* means the landowner has authority to exclude the public from use of the property for recreational purposes but allows such use. "The owner must have the authority to make a volitional decision whether or not to allow recreational use on the land in question." *McCormick v. State*, 293 Or.App. 197 (2018).

An issue presented for the Port with regard to the recreational use of the waterfront is whether the Port can prohibit this use. The Port has the right to limit use of Port property by the public. For example, Port land leased to private parties is not available for public recreational use. However, as a practical matter, the Port does permit, and encourages, recreational use of Port land areas adjacent to the Columbia River for swimming, and as launch and rigging sites for kite boards, windsurfing and watercraft. At the same time, the Port cannot prohibit public use of the Columbia River or land below the high-water line for recreational purposes. The Port, therefore, under the 2018 Oregon cases would likely not be able to assert recreational immunity if damage claims are made for injuries suffered in the Columbia River related to entry from or use of adjacent Port shoreline property.

If the Port lacks recreational immunity for recreational users of the waterfront and Columbia River, the Port has an increased risk of liability claims and payment of damages resulting from Port negligence related to recreational users' injuries. Negligence is a failure to use reasonable care to avoid harming others. To reduce the risk of a claim that the Port failed to use reasonable care, the Port should use signs to warn waterfront users of the risks involved. Signs should notify the public that there are significant risks of injuries to persons engaging in recreational activities on Port land and on and in water areas, that persons using Port property or engaging in water activities assume all risks of property damage or personal injury associated with such use, and each person who uses Port property waives the right to claim damages against the Port related to such use.

Commission Memo

Prepared by: Michael McElwee
Date: January 8, 2018
Re: Executive Director Workplan



Attached is the mid-year update of the Executive Director's FY 18/19 Workplan. I have annotated fiscal year goals to reflect their current status. At the meeting, I will review our efforts on each of the various projects and tasks and answer Commission questions.

As we have discussed, the Executive Director annual workplan is intended to identify key Commission priorities and guide both Executive Director and staff work efforts in the current fiscal year, and is part of my annual performance evaluation.

RECOMMENDATION: Discussion.

This page intentionally left blank.

**EXECUTIVE DIRECTOR
FY 18/19
WORK PLAN
Mid-Year Update: 1/8/18**

Action:	Expected Completion	Completion
---------	------------------------	------------

I. FINANCIAL MANAGEMENT

Goal: Ensure that financial resources continue to be deployed effectively, with a high degree of foresight and in anticipation of future Port needs.

- | | | |
|--|---------|--|
| <p>1. Install hardware and software and demonstrate capability to implement license plate recognition tolling technology at the Toll Booth.</p> <p>Status: Installation of new technology is on track for operation of license plate recognition capability and customer service center in 2019.</p> | 5/15/19 | |
| <p>2. Prepare a detailed “Fiscal Sustainability Financial Model” Describing the projected financial and operational performance Of the Port without current bridge revenue for Commission Review and discussion.</p> <p>Status: First step memorandum describing issues, challenges and potential revenue enhancement options complete and discussed with the Commission at Fall Planning on December 5, 2018. Next step, now underway, includes preparation of a full implementation-year working financial model.</p> | 2/15/19 | |
| <p>3. Select and install an appropriate software program to efficiently manage Port properties and projects.</p> <p>Status:</p> | 2/20/19 | |

II. REAL ESTATE DEVELOPMENT & PLANNING

Goal: Create significant, positive momentum toward development of the Port’s Real Estate Portfolio consistent with community objectives and Commission direction.

- | | | |
|---|----------|-----------------|
| <p>1. Prepare a DDA Amendment that addresses the allowed scope of development on Expo Property Parcel I for Commission consideration.</p> <p>Status: DDA Amendment #8 approved at the regular Commission meeting on Sept. 21, 2018 allows continued use as a surface parking lot but allows option for Port to re-purchase and construct a parking structure.</p> | 9/15/18 | 9/21/18 |
| <p>2. Evaluate development feasibility of four potential Port sites as identified by Commission and recommend priorities for further pre-development steps.</p> <p>Status: Thorough review of potential development sites is complete. Commission decision to focus on Hanel Mill site and continue analysis of Barman property, although a new, potential large development acquisition could alter development priorities.</p> | 12/30/18 | 10/2/18 |
| <p>3. Ensure implementation of Expo Phase II ⁽⁸⁵⁾</p> | 1/30/19 | 12/21/18 |

DDA with Key Development.

Status: *Modifications to Site Plan review permit approve by the City of Hood River on December 14, 2018. Conforms to Commission-approved DDA. Additional DDA amendment may be required to modify implementation schedule.*

4. Confluence Business Park (Lot #1)

- A. Prepare a Public Infrastructure Framework Plan for Urban Renewal Agency approval. 1/20/19 **12/10/18**

Status: *Final draft ready for presentation to Commission and URA Board in January. Market study and new URA Board membership will likely shift final [presentation to Feb. or March 2019.*

- B. Prepare a Property Development Market Analysis For Commission review. 1/20/19

Status: *Approval of State grant was longer than expected. Analysis now expected to be completed in February.*

- C. Prepare a Disposition and Development Policy for Commission review. 4/1/19

Status: *Early-phase information gathering and options assessment underway.*

- D. Prepare a City/Port Public Improvement Development Agreement for Commission review. 6/30/19

Status: *First draft prepared. Discussions have not started with City and likely will not accelerate until Lot #1 URA funding is determined.*

5. Identify a system of consistent place names for all Port properties and review with Commission. 11/15/18

Status: *Prepared for presentation to Commission at 1/22/19 meeting.*

6. Lower Mill Site

- A. Prepare a final DDA with Neal Creek Forest Products for the sale of two parcels for Commission approval. 12/15/18

Status: *Delayed due to change in NCFP business model for site and other business priorities during fire season. Final draft DDA is being prepared for Commission action in January 2019.*

- B. Complete wetland permit application and mitigation plan for lot 300. 10/1/18

Status: *Delayed due to unforeseen challenges in permitting process including determination of federal jurisdiction and compensatory wetland requirements.*

III. WATERFRONT RECREATION

Goal: *Maintain and enhance the waterfront as a prime recreation area to support economic development objectives and Strategic Plan goals.*

1. Work with OSMB to finalize a master plan for the Boat Launch Ramp Parking Lot and Transient Boat Dock area. 3/15/19

Status: *Ongoing communication underway with OSMB. Significant differences between OSMB and POHR in optimum facilities layout need to be resolved.*

2. Evaluate implementation of 2018 Waterfront Parking Plan and recommend changes for summer 2019. 1/30/19 **11/20/18**

Status: Summary of initial summer of operations and recommendations for 2019 presented to Commission on 11/5/18. Changes (new kiosks, signage, etc.) will be implemented over winter in preparation for spring 2019. Board approval for three new kiosks obtained.

3. Prepare design development plans for an upgraded restroom at the Event Site. 12/30/18

Status: Board approval of contract with architect Liz Olberding obtained. Preparation of concept plans underway and will be presented to Commission in January.

4. Obtain COE/DSL permit and install modular docks in the Nichols Boat Basin. 5/15/19

Status: Final layout determined and draft permit application prepared. Approval for engineer contract obtained and work underway. Anticipate submitting permit application in January.

4. Obtain City permits and build a SUP/KAYAK Storage Facility near the Nichols Boat Basin Seawall. 6/1/19

Status: Site Plan review application submitted, and approval received. Architect contract approved by Commission. Preparation of plans and specs for building permit application is underway. Staff determination of self-build v. contractor-build underway. Business model, operations plan, and pro-forma needs to be prepared in Q1 2019.

5. Develop and install an integrated signage plan for the Waterfront trail system. 5/1/19

Status: Underway. Concept plan to be presented to Commission in January 2019.

IV. BRIDGE/AIRPORT

Goal: Complete significant transportation improvements to enhance site development and economic development objectives.

1. Complete the Skew System Upgrade and Lift Span Motors Rehabilitation Project. 1/30/19

Status: Engineering plans prepared, bid process complete and contractor selected. Final implementation now scheduled for March 2019 due to fabrication/testing of motors and skew system components and optimum installation weather conditions. Now planned for completion in April 2019.

2. Bridge Replacement

- A. Develop an analysis of alternative bridge replacement financing scenarios. 2/30/19

Status: No progress. This effort is likely more suited for FY 19/20.

- B. Reach 30% completion of the FEIS/NEPA scope being carried out by WSP Engineering. 6/30/19

Status: On-track.

3. Complete land lease and development agreements and obtain substantial completion of South Ramp Hangar Project. 6/30/19

Status: Delayed. S. Ramp business made significant change to planned development. Lease option expired and Commission considering changes to DDA and agreement amendment in Q1 2019. Project outcome is undetermined.

4. Complete permitting and construction plans/specs for the North Ramp Connect VI project. 10/30/18

Status: Delayed due to significant challenge addressing location for compensatory wetland and permit issues associated with impact on DSL/COE permit applications and FFA-required Environmental Assessment (EA). Connect VI extension granted.

V. ECONOMIC DEVELOPMENT

Goal: Ensure that the Port's role in regional economic development activities is clearly defined. Confirm that the objectives are identified and adequate resources are in place to be successful.

1. Prepare an analysis of regional business sectors. 4/30/19
identifying real estate development market opportunities.
Status: Not started. This effort may be shifted to FY 19/20 due to other priorities and likely preparation of updated Strategic Business Plan.
2. Assess opportunities for collaboration among local public 3/15/19
agencies and non-profits.
Status: Not started. Expectation is that this will be complete prior to spring planning meeting

VI. COMMUNICATIONS & COMMUNITY RELATIONS

Goal: Increase the understanding and awareness of the Port's activities; identify opportunities for successful partnerships with key public agencies and private business; and participate in the life of the Hood River area community.

1. Update Communications Plan for Commission approval. 10/15/18 **12/4/18**
Status: Complete. Presented and approved by Commission on 12/4/19
2. Prepare a detailed description of the "Community 11/30/18
Support Initiative" for Commission discussion.
Status: Delayed. Expect completion and discussion at Spring Planning Meeting.

VII. GOVERNANCE & BOARD COMMUNICATIONS

Goal: Evaluate the Board's governance and communications policies and provide recommendations for improvements.

1. Update the board & staff training policy. 02/1/19
Status: Not started.
2. Prepare plan for regular project communication and 9/30/18 **11/6/18**
management updates with Commission President
and individual Commissioners.
Status: Complete. Approved by Commission on November 6, 2018.

VII. PERSONNEL MANAGEMENT

Goal: Ensure that appropriate personnel policies are in place.

1. Evaluate step ladder and associated staff 3/30/19
compensation for personnel and recommend changes.
Status: Underway.
2. Revise/streamline staff performance evaluation forms 3/15/19
Status: Not started.
3. Obtain Commission approval of Executive Director 9/10/18 **9/10/18**
Annual Workplan and provide mid-year and year-end
updates.

***Status:** Work plan approved by Commission on 9/10/18. This document represents the mid year update.*

4. Identify a new Executive Director annual evaluation form 5/15/19
And process and seek Commission approval.

***Status:** Initial information about alternative process has been received. This is a priority for progress in Q1 2019.*

VII. NEW OR UNPLANNED INITIATIVES

Based on new Commission direction or identified need.

1. Assemble a project team, prepare comprehensive information about existing conditions and determine an appropriate Port response to the City of Hood River Riverside Dr. storm sewer line issue. 12/31/18

2. Insure that appropriate on-site analysis is carried out and prepare recommendations for appropriate resolution of the Jensen site environmental issues. 2/15/19

This page intentionally left blank.



Hood River – White Salmon

BRIDGE REPLACEMENT PROJECT

Project Director Report

January 8, 2019

The following summarizes Bridge Replacement Project activities from Dec. 19, 2018 – Jan. 7, 2019.

FINAL ENVIRONMENTAL IMPACT STUDY (FEIS)

Anticipated January Activity

- A major milestone will occur on Jan. 18th when the Port, FHWA and ODOT meet in Portland to review the draft re-evaluation report. This report will result in a decision by FHWA as to the level of analysis required to complete NEPA. There are three likely levels that FHWA will select from:
 - *Supplemental Draft EIS (SDEIS) + FEIS*. The existing 30-month schedule was developed with this assumption. The SDEIS is basically a complete re-production the Draft EIS produced in 2003. Detailed schedule is included in the **packet**.
 - *Environmental Assessment (EA)*. An EA is a level of analysis below an EIS (and above a Categorical Exclusion). FHWA has suggested that based on the lack of controversy over the prior work, an EA may be all that is required. WSP has been reluctant to estimate the amount of time/budget savings by not producing a SDEIS, but it could eliminate 3-6 months from the 30-month schedule.
 - *Final Environmental Impact Statement (FEIS)*. Another option would be to produce the FEIS without an SDEIS. WSP has indicated that there is not a meaningful budget difference between producing an EA or an FEIS. WSP has suggested that going directly to FEIS may be simpler than an EA since the prior study work had assumed the FEIS.

Other agenda items to be discussed include:

- Confirm the extent of environmental methodology memos and technical report updates needed to support the NEPA process.
- Confirm approach for agency coordination with other federal, state and local agencies.
- Confirm steps for tribal engagement, initiation of government-to-government consultation.
- Review and finalize the charter that outlines responsibilities for FHWA, ODOT and Port. (i.e. minimum number of days to review drafts)
- A number of Public Involvement events will be taking place this winter:
 - Community Event 1 – Sat., Jan. 12th, 11am – 2pm at Hood River Walmart.
 - Community Event 2 – Sun., Jan. 13th, 11am – 2pm at White Salmon Harvest Market.

- WSP will be contacting school districts about best way to roll out project information to students and parents.
- Environmental Justice (EJ) Event 1 – WSP will be collaborating with Next Door Inc. to find opportunities to engage Spanish-speakers or lower economic citizens about the project.
- A long-awaited tribal coordination meeting will happen on Jan. 10th. Representatives from ODOT, Akana, WSP and the Port will discuss the strategy to approach the four tribes with a comprehensive message and approach.
- A meeting with Wash. State Dept. of Transportation (WSDOT) took place on Jan. 3rd in Vancouver. The purpose of the meeting was to discuss WSDOT's role in NEPA with their key technical leads-
- Transportation Methodology Memo has been languishing at ODOT during the holidays and we hope to get this document approved by ODOT before end of the month. This is the type of risk that will need to be monitored. The meeting on Jan. 18th should gain agreement among the parties on the max. amount of time that documents will be needed for review.
- After the level of analysis is determined, WSP will create a baseline schedule that all future schedules will compare to. This will be a helpful tool in managing the schedule
- Permit Plan should be completed this month.
- US Coast Guard – Navigation survey will be conducted this month.

EIS Working Group (EISWG):

- Next meeting will be in Q1 2019.

Other Highlights:

- Reminder that the project survey is still available through the end of January for the public to submit. (<http://bit.ly/Bridge-Survey>)
- Fourth invoice for November work included in **packet**. Public involvement is 21% complete; permit assistance is 13% complete. The project has spent 7.38% of the budget and completed 8.0% of the work.

GOVERNMENTAL ADVOCACY

- The Port's federal lobbyist, Hal Hiemstra, has scheduled a phone conference with Colleen Vaughn, an administrator with the Infrastructure Permitting Improvement Center (IPIC) within the US Dept. of Transportation, for Jan. 4th. This will allow us an opportunity to explore the program and whether the Bridge Replacement Project is eligible for participation.

ODOT CONTRACT

One element of the ODOT IGA required that the Port make a deposit of \$24,000 to cover their staff's hours. The Port would review a statement of work summarizing ODOT's time on the project before a withdrawal from the deposited amount is made. Staff has asked if the deposited amount would be considered a reimbursable expense allowing the Port to simply ask for reimbursement from the \$5-million appropriation. We are still waiting to receive an answer. Many ODOT employees are taking vacations into early January, it's unclear when the Port will receive one.

COMMUNITY OUTREACH

- Quiet due to holidays.

POST-NEPA/ADMINISTRATIVE ACTIVITIES

- Rick Gobeille will present findings (Traffic & Revenue 101) at Commission Work Session on Tuesday, February 5. Auden Kaehler from WSP may join the panel.
- Staff will be working with Steve Siegel to develop a Scope of Work and planning level budget for Phase 2.
- Project Director's first-year annual performance evaluation is underway.

-###-

This page intentionally left blank.

Text1	Task Name	Duration	Start	Finish	November	December	January	February	March	April	May
	Notice to Proceed	0 days	Wed 8/1/18	Wed 8/1/18							
1	PROJECT MANAGEMENT & COORDINATION	607 days	Thu 8/9/18	Sun 1/10/21							
1.2.1	Project Kick-Off Meeting	0 days	Thu 8/9/18	Thu 8/9/18							
1.2.2	Progress Meetings	585 days	Wed 9/5/18	Wed 1/6/21							
1.5	Risk Management	607 days	Thu 8/9/18	Sun 1/10/21							
34	Draft Risk Register	20 days	Thu 8/9/18	Wed 9/5/18							
35	Risk Register Updates	563 days	Wed 10/10/18	Sun 1/10/21							
36											
47	2 PUBLIC INVOLVEMENT	607 days	Thu 8/9/18	Sun 1/10/21							
48	PI Plan	40 days	Thu 9/6/18	Wed 10/31/18							
53	Comment Tracking Protocol	40 days	Thu 9/6/18	Wed 10/31/18							
57	Stakeholder Interviews	58 days	Thu 8/9/18	Mon 10/29/18							
68	EIS Working Group Meetings	502 days	Thu 11/8/18	Sun 11/8/20							
78	Public Open Houses	292 days	Mon 12/10/18	Fri 2/7/20							
79	Open House #1	0 days	Mon 12/10/18	Mon 12/10/18							
80	Open House #2/Public Hearing	0 days	Fri 2/7/20	Fri 2/7/20							
81	2.10 Community Outreach Events	190 days	Fri 1/11/19	Fri 10/11/19							
82	CO Event #1	0 days	Fri 1/11/19	Fri 1/11/19							
83	CO Event #2	0 days	Fri 4/19/19	Fri 4/19/19							
84	CO Event #3	0 days	Fri 10/11/19	Fri 10/11/19							
85	CO Event #4	0 days	Fri 10/11/19	Fri 10/11/19							
86	2.11 EJ Outreach	585 days	Mon 9/10/18	Sun 1/10/21							
87	EJ Event #1 (TBD)	0 days	Fri 1/11/19	Fri 1/11/19							
88	EJ Event #2 (TBD)	0 days	Fri 4/19/19	Fri 4/19/19							
89	EJ Event #3 (TBD)	0 days	Fri 10/18/19	Fri 10/18/19							
90	2.12 Status Reports	585 days	Mon 9/10/18	Sun 1/10/21							
120	3 PROJECT DELIVERY COORDINATION	0 days	Tue 8/11/20	Tue 8/11/20							
121	Industry Forum	0 days	Tue 8/11/20	Tue 8/11/20							
122	5.1 ENVIRONMENTAL	568 days	Mon 9/24/18	Tue 12/29/20							
123	5.1 Environmental Study Plan	119 days	Mon 9/24/18	Mon 3/18/19							
124	Early Work	20 days	Mon 9/24/18	Fri 10/19/18							
125	Draft plan	10 days	Fri 1/18/19	Fri 2/1/19							
126	Client & DOT Review	10 days	Mon 2/4/19	Fri 2/15/19							
127	Revised Plan	5 days	Tue 2/19/19	Mon 2/25/19							
128	FHWA Review	10 days	Tue 2/26/19	Mon 3/11/19							
129	Final Plan	5 days	Tue 3/12/19	Mon 3/18/19							
130	5.2.1 Determine NEPA Lead Federal Agency	79 days	Mon 9/24/18	Fri 1/18/19							
131	Meet w/FHWA-OR & ODOT	0 days	Mon 9/24/18	Mon 9/24/18							
132	Confirm Lead Agency	0 days	Mon 9/24/18	Mon 9/24/18							
133	Follow-up #1 Coordination FHWA/ODOT	0 days	Fri 11/9/18	Fri 11/9/18							
134	Coordinate with WSDOT	0 days	Tue 11/13/18	Wed 12/12/18							
135	Follow-up #2 Coordination FHWA/ODOT	0 days	Fri 1/18/19	Fri 1/18/19							



Project: Hood River Bridge Replac
Date: Thu 12/13/18

Task Summary: Task, Split, Milestone, Summary

Project Summary: Project Summary, External Tasks, External Milestone, Inactive Task

Inactive Milestone: Inactive Milestone, Manual Task, Duration-only

Manual Summary Rollup: Manual Summary, Start-only, Finish-only

Deadline: Deadline, Progress

Text1	Task Name	Duration	Start	Finish	November	December	January	February	March	April	May
5.2.2	Agency Coordination Plan	119 days	Mon 9/24/18	Mon 3/18/19	Agency Coordination Plan						
	Early Work	20 days	Mon 9/24/18	Fri 10/19/18							
	Draft Plan	10 days	Fri 1/18/19	Fri 2/1/19							
	Port & DOT Review	10 days	Mon 2/4/19	Fri 2/15/19							
	Revised Plan	5 days	Tue 2/19/19	Mon 2/25/19							
	FHWA Review	10 days	Tue 2/26/19	Mon 3/11/19							
	Final Plan	5 days	Tue 3/12/19	Mon 3/18/19							
5.2.3	Tribal Consultation Plan	119 days	Mon 9/24/18	Mon 3/18/19	Tribal Consultation Plan						
	Early Work	10 days	Mon 9/24/18	Fri 10/5/18							
	Draft plan	10 days	Fri 1/18/19	Fri 2/1/19							
	Port & DOT Review	10 days	Mon 2/4/19	Fri 2/15/19							
	Revised Plan	5 days	Tue 2/19/19	Mon 2/25/19							
	FHWA Review	10 days	Tue 2/26/19	Mon 3/11/19							
	Final Plan	5 days	Tue 3/12/19	Mon 3/18/19							
5.2.4	Agency and Organizations Meetings	0 days	Fri 2/15/19	Fri 2/15/19	Agency and Organizations Meetings						
	Agency Meeting #1	0 days	Fri 2/15/19	Fri 2/15/19							
5.2.5	Methodology Memoranda	55 days	Mon 1/28/19	Mon 4/15/19	Methodology Memoranda						
	Draft Memos	15 days	Mon 1/28/19	Fri 2/15/19							
	Port & DOT Review	10 days	Tue 2/19/19	Mon 3/4/19							
	Revised Memos	10 days	Tue 3/5/19	Mon 3/18/19							
	FHWA Review	10 days	Tue 3/19/19	Mon 4/1/19							
	Final Memos	10 days	Tue 4/2/19	Mon 4/15/19							
5.4	Technical Reports/Memoranda/Report Updates	60 days	Tue 2/19/19	Mon 5/13/19	Technical Reports/Memoranda/Report Updates						
	Draft Reports	35 days	Tue 2/19/19	Mon 4/8/19							
	Port & DOT Review	10 days	Tue 4/9/19	Mon 4/22/19							
	Final Reports	15 days	Tue 4/23/19	Mon 5/13/19							
5.5	ESA Section 7: Biological Assessment	370 days	Mon 4/8/19	Wed 9/23/20	ESA Section 7: Biological Assessment						
	Draft BA	60 days	Mon 4/8/19	Tue 7/2/19							
	Port & DOT Review	10 days	Tue 7/2/19	Wed 7/17/19							
	Revised BA	15 days	Wed 7/17/19	Wed 8/7/19							
	DOT & FHWA Review	10 days	Wed 8/7/19	Wed 8/21/19							
	Final BA	15 days	Wed 8/21/19	Thu 9/12/19							
	Formal Consultation	260 days	Thu 9/12/19	Wed 9/23/20							
5.6	NHPA Section 106: Cultural	140 days	Mon 1/28/19	Wed 8/14/19	NHPA Section 106: Cultural						
	Literature Review	15 days	Mon 1/28/19	Fri 2/15/19							
	APE Memorandum	50 days	Tue 2/19/19	Mon 4/29/19							
	Draft APE	5 days	Tue 2/19/19	Mon 2/25/19							
	Port, DOTs & SHPOs Review	40 days	Tue 2/26/19	Mon 4/22/19							
	Final APE	5 days	Tue 4/23/19	Mon 4/29/19							
5.6.2.1	Meetings with Tribes	10 days	Tue 3/5/19	Mon 3/18/19							
176	Nez Perce	10 days	Tue 3/5/19	Mon 3/18/19							

Project: Hood River Bridge Replac
Date: Thu 12/13/18

Task Summary

Split Milestone

External Milestone

Inactive Task

Project Summary

External Tasks

Inactive Milestone

Inactive Summary

Manual Summary Rollup

Deadline

Progress

Manual Summary

Start-only

Finish-only

Manual Task

Duration-only

Text1	Task Name	Duration	Start	Finish	November	December	January	February	March	April	May
	Umatilla	10 days	Tue 3/5/19	Mon 3/18/19							
	Warm Springs	10 days	Tue 3/5/19	Mon 3/18/19							
	Yakama	10 days	Tue 3/5/19	Mon 3/18/19							
5.6.3	Methodology Memorandum	65 days	Mon 1/28/19	Mon 4/29/19							
5.6.4	Field Survey	10 days	Tue 4/30/19	Mon 5/13/19							
5.6.5	Resource Forms and Report	65 days	Tue 5/14/19	Wed 8/14/19							
183	Draft Report	40 days	Tue 5/14/19	Wed 7/10/19							
184	Port & DOT Review	10 days	Thu 7/11/19	Wed 7/24/19							
185	Final Report	15 days	Thu 7/25/19	Wed 8/14/19							
5.7	Section 4(f)/Section 6(f) Evaluation	60 days	Tue 2/19/19	Mon 5/13/19							
187	Draft Report	35 days	Tue 2/19/19	Mon 4/8/19							
188	Port & DOT Review	10 days	Tue 4/9/19	Mon 4/22/19							
189	Final Report	15 days	Tue 4/23/19	Mon 5/13/19							
5.8	Draft EIS Reevaluation	54 days	Tue 11/13/18	Fri 2/1/19							
191	Draft Report	32 days	Tue 11/13/18	Mon 12/31/18							
192	Port, ODOT & FHWA Review	10 days	Wed 1/2/19	Tue 1/15/19							
193	Review Meeting	0 days	Fri 1/18/19	Fri 1/18/19							
194	Final Report	10 days	Fri 1/18/19	Fri 2/1/19							
5.9	Supplemental Draft EIS	269 days	Mon 2/4/19	Sun 3/1/20							
196	SDEIS Outline	15 days	Mon 2/4/19	Mon 2/25/19							
197	Draft	5 days	Mon 2/4/19	Fri 2/8/19							
198	Port, ODOT, FHWA Review	5 days	Mon 2/11/19	Fri 2/15/19							
199	Final	5 days	Tue 2/19/19	Mon 2/25/19							
200	SDEIS Admin Draft #1	55 days	Tue 4/9/19	Tue 6/25/19							
201	Draft #1	40 days	Tue 4/9/19	Tue 6/4/19							
202	Port & ODOT Review	15 days	Wed 6/5/19	Tue 6/25/19							
203	SDEIS Admin Draft #2	45 days	Wed 6/26/19	Wed 8/28/19							
204	Draft #2	30 days	Wed 6/26/19	Wed 8/7/19							
205	FHWA Review	15 days	Thu 8/8/19	Wed 8/28/19							
206	SDEIS Admin Draft #3	50 days	Thu 8/29/19	Thu 11/7/19							
207	Draft #3	30 days	Thu 8/29/19	Thu 10/10/19							
208	FHWA Legal Sufficiency Review	20 days	Fri 10/11/19	Thu 11/7/19							
209	SDEIS Signature-ready Draft	35 days	Fri 11/8/19	Thu 1/2/20							
210	Draft #4	20 days	Fri 11/8/19	Tue 12/10/19							
211	Final Review	15 days	Wed 12/11/19	Thu 1/2/20							
212	SDEIS Final	10 days	Fri 1/3/20	Thu 1/16/20							
213	Production	10 days	Fri 1/3/20	Thu 1/16/20							
214	NOA Published	0 days	Thu 1/16/20	Thu 1/16/20							
215	SDEIS Public Comment Period	45 edays	Thu 1/16/20	Sun 3/1/20							
216	Responses to Comments	269 days	Tue 5/14/19	Mon 6/8/20							
217	DEIS	55 days	Tue 5/14/19	Wed 7/31/19							

Project: Hood River Bridge Replac
Date: Thu 12/13/18

Task Summary

Task: Split Milestone Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Summary Rollup

Deadline

Progress

Text1	Task Name	Duration	Start	Finish	November	December	January	February	March	April	May
	SDEIS	70 days	Mon 3/2/20	Mon 6/8/20							
5.1.1	Mitigation Plan	299 days	Tue 5/14/19	Tue 7/21/20							
5.1.2	Final EIS/ROD	190 days	Mon 3/30/20	Tue 12/29/20							
	ENGINEERING	475 days	Mon 1/7/19	Mon 11/23/20							
251	Footprint Set for SDEIS	0 days	Wed 1/30/19	Wed 1/30/19							
252	Design Standards Group Meetings	10 days	Mon 1/7/19	Fri 1/18/19							
253	Land Survey	50 days	Mon 4/1/19	Mon 6/10/19							
254	Geotechnical	127 days	Mon 11/18/19	Wed 5/20/20							
255	Subsurface Exploration	25 days	Mon 11/18/19	Tue 12/24/19							
256	Soil Sample Lab Testing	22 days	Thu 12/26/19	Tue 1/28/20							
257	Geotechnical Data Report	40 days	Wed 1/29/20	Wed 3/25/20							
258	Foundation Recommendations	40 days	Thu 3/26/20	Wed 5/20/20							
259	Hydraulics	60 days	Fri 2/1/19	Fri 4/26/19							
260	Bridge Hydraulics	40 days	Mon 3/4/19	Fri 4/26/19							
261	Bathymetric Survey	20 days	Fri 2/1/19	Fri 3/1/19							
262	Civil Engineering	475 days	Mon 1/7/19	Mon 11/23/20							
263	Roadway Geometry	475 days	Mon 1/7/19	Mon 11/23/20							
264	Traffic Control	475 days	Mon 1/7/19	Mon 11/23/20							
265	Erosion Control	475 days	Mon 1/7/19	Mon 11/23/20							
266	Storm Water	475 days	Mon 1/7/19	Mon 11/23/20							
267	Bridge	475 days	Mon 1/7/19	Mon 11/23/20							
268	Footprint Set for FEIS	10 days	Mon 3/16/20	Mon 3/30/20							
269	Architecture & Simulations	65 days	Mon 1/28/19	Mon 4/29/19							
270	Architectural Concepts	60 days	Mon 1/28/19	Mon 4/22/19							
271	Photo Simulations	60 days	Mon 2/4/19	Mon 4/29/19							
272	Cost Estimating	37 days	Mon 8/31/20	Wed 10/21/20							
273	Draft Memo	22 days	Mon 8/31/20	Wed 9/30/20							
274	Port Review	10 days	Thu 10/1/20	Wed 10/14/20							
275	Final Memo	5 days	Thu 10/15/20	Wed 10/21/20							
276	TRANSPORTATION	269 days	Thu 8/9/18	Tue 9/3/19							
277	Methodology Memo	64 days	Thu 9/20/18	Fri 12/21/18							
278	Draft	18 days	Thu 9/20/18	Mon 10/15/18							
279	Port Review	0 days	Mon 10/15/18	Mon 10/15/18							
280	ODOT Review	21 days	Wed 11/14/18	Fri 12/14/18							
281	Final	5 days	Mon 12/17/18	Fri 12/21/18							
282	Data Review/Collection	30 days	Thu 8/9/18	Wed 9/19/18							
283	Existing & Future No Build Conditions Update	30 days	Mon 12/17/18	Wed 1/30/19							
284	Build Alternatives Analysis Update	30 days	Thu 1/31/19	Thu 3/14/19							
285	Transportation Technical Report	70 days	Fri 3/15/19	Fri 6/21/19							
289	Long-range Travel Forecast Memo	50 days	Mon 6/24/19	Tue 9/3/19							
293	PERMIT ASSISTANCE	549 days	Tue 10/16/18	Wed 12/23/20							

Project: Hood River Bridge Replac
Date: Thu 12/13/18

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Summary

Manual Summary Rollup

Deadline

Manual Summary

Start-only

Finish-only

Progress

Page 4

Text1	Task Name	Duration	Start	Finish	November	December	January	February	March	April	May
8.1	Permit Plan	41 days	Thu 10/18/18	Tue 12/18/18							
297	Final Plan	10 days	Wed 12/5/18	Tue 12/18/18							
298	Port Review	3 days	Fri 11/30/18	Tue 12/4/18							
299	Draft Plan	28 days	Thu 10/18/18	Thu 11/29/18							
304	8.3 USC Coordination	117 days	Thu 10/16/18	Fri 4/5/19							
305	8.3.1 Navigation Impact Report	85 days	Tue 12/4/18	Fri 4/5/19							
306	Develop Contact List	20 days	Tue 12/4/18	Wed 1/2/19							
307	Conduct Survey	20 days	Thu 1/3/19	Thu 1/31/19							
308	Draft NIR	20 days	Fri 2/1/19	Fri 3/1/19							
309	Port Review	5 days	Mon 3/4/19	Fri 3/8/19							
310	USCG Review	20 days	Mon 3/11/19	Fri 4/5/19							
311	Confirm Navigation Clearance with USACE/USCG	0 days	Fri 4/5/19	Fri 4/5/19							
312	8.3.2 Bridge Project Initiation Request	32 days	Tue 10/16/18	Mon 12/3/18							
313	USCG Meeting #1	0 days	Tue 10/16/18	Tue 10/16/18							
314	Draft Request	18 days	Tue 10/16/18	Thu 11/8/18							
315	Port Review	3 days	Fri 11/9/18	Wed 11/14/18							
316	Final Request Submitted to USCG	2 days	Thu 11/15/18	Fri 11/16/18							
317	USCG Response	9 days	Mon 11/19/18	Mon 12/3/18							
318	NSA Pre-Application Memo	20 days	Mon 2/4/19	Mon 3/4/19							
319	8.5 USACE Coordination	549 days	Tue 10/16/18	Wed 12/23/20							
320	Section 10/404 Draft Permit Application	60 days	Mon 9/28/20	Wed 12/23/20							
324	8.5.2 Section 408 Initial Request	28 days	Tue 10/16/18	Tue 11/27/18							
325	Draft	18 days	Tue 10/16/18	Thu 11/8/18							
326	Port Review	3 days	Fri 11/9/18	Wed 11/14/18							
327	Final Request Submitted to USACE	2 days	Thu 11/15/18	Fri 11/16/18							
328	USACE Response	5 days	Mon 11/19/18	Tue 11/27/18							

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only			
Summary		Inactive Task		Duration-only		Finish-only			

Project: Hood River Bridge Replac
Date: Thu 12/13/18

This page intentionally blank.



INVOICE

WSP USA
851 SW 6TH AVE
SUITE 1600
PORTLAND, OR 97204
503-478-2800
503-274-1412

KEVIN GREENWOOD
PORT OF HOOD RIVER
1000 EAST PORT MARINA DRIVE
HOOD RIVER, OR 97031

Invoice Date: December 21, 2018
Invoice No: 835215
Project No: 80550A

Company Legal Name: WSP USA Inc.
Company Tax ID: 11-1531569

Project Manager: Angela Findley
Project: 80550A Hood River Bridge Replacement
Customer Order No: 2018-01
Invoice Description: Invoice 04 PE 30Nov18

Services provided from November 01, 2018 to November 30, 2018

Summary of Costs by Top Task

Task Number	Task Name	Contract Value	Current Invoice	Previously Billed	Total Billed To Date	Contract Balance	Percent Invoiced
0	Direct Expenses	277,125.00	728.21	2,456.58	3,184.79	273,940.21	1.15 %
1	Project Management	382,625.00	11,535.29	55,865.44	67,400.73	315,224.27	17.62 %
2	Public involvement	283,620.00	22,607.36	42,008.28	64,615.64	219,004.36	22.78 %
3	Project Delivery Coordination	19,440.00				19,440.00	
5	Environmental	1,046,102.00	21,017.25	35,491.74	56,508.99	989,593.01	5.40 %
6	Engineering	836,578.00	575.93	5,759.31	6,335.24	830,242.76	0.76 %
7	Transportation	153,962.00	11,422.33	3,082.17	14,504.50	139,457.50	9.42 %
8	Permit Assistance	148,548.00	9,050.24	10,717.03	19,767.27	128,780.73	13.31 %
		3,148,000.00	76,936.61	155,380.55	232,317.16	2,915,682.84	7.38 %

I hereby certify that the charges invoiced are true and correct and include only such charges as were directly incurred in the performance of the work on the project, have not been previously submitted, and are in accordance with the terms and conditions of the Agreement.

Angela Findley
Project Manager

Detailed Progress Summary by Task
Work Performed: November 1-30, 2018

TASK 1. PROJECT MANAGEMENT

1.1 Project Management and Coordination

- Coordinated with Port and project team
- Completed and submitted the Project Management Plan and Quality Assurance Plan
- Updated the detailed project schedule

Work Scheduled for Next Month:

- *Continued coordination with Port and project team*
- *Develop a project change log to capture scope and budget changes*
- *Updated schedule*

1.2 Client Progress Meetings

- Prepared for and facilitated a client progress meeting on November 26
- Prepared and distributed the action items log

Work Scheduled for Next Month:

- *Prepare for and facilitate client progress meeting on December 19*

1.3 Consultant Team Meetings

- Prepared for and facilitated a consultant team meeting with project task leads on November 15

Work Scheduled for Next Month:

- *Prepare for and facilitate Consultant team meeting on December 13*

1.5 Risk Management

- No activity this period.

Work Scheduled for Next Month:

- *Update Risk Management Plan as needed*

TASK 2. PUBLIC INVOLVEMENT

2.1 Public Involvement Plan and Task Coordination

- Submitted Final Public Involvement Plan on October 31
- Coordinated with Port and Consultant team to implement the Public Involvement Plan

Work Scheduled for Next Month:

- *Continue coordinating with Port and Consultant team to implement the Public Involvement Plan*

2.2 Stakeholder Interviews – Task Complete

2.3 Media Releases, Fact Sheets and eNewsletters

- Developed a planning brief that lays out advertising strategy for the community meeting
- Coordinated graphics to support informational materials

Detailed Progress Summary by Task
Work Performed: November 1-30, 2018

- Prepared and submitted draft media release, fact sheet and e-newsletter to support the December community meeting
- Incorporated review comments from the Port.
- Coordinated translation of the fact sheet.

Work Scheduled for Next Month:

- *Finalize and submit the final media release, fact sheet and e-newsletters to the Port.*

2.4 Social Media, Digital Ads and Videos

- Prepared and submitted draft social media content and digital ads to the Port for review.
- Incorporated review comments from the Port and submitted revised drafts.
- Coordinated with news outlets to place print and digital ads.

Work Scheduled for Next Month:

- *Finalize and submit social media content and digital ads to the Port and news outlets.*

2.5 Project Website Support

- Coordinated with Port on website update strategies.
- Prepared and submitted draft website content to support the December community meeting
- Incorporated Port review comments; submitted revised website content.

Work Scheduled for Next Month:

- *Finalize and submit the draft website content to the Port for review.*

2.6 Bridge Replacement Advisory Committee (now called the EIS Working Group)

- Prepared and finalized materials for Working Group Meeting #1.
- Facilitated and participated in Working Group Meeting #1.

Work Scheduled for Next Month:

- *Review meeting summary prepared by the Port*

2.7 Stakeholder Working Group

- No activity

Work Scheduled for Next Month:

- *No activity planned*

2.8 Public Open Houses

- Completed draft and final event plan for the December community meeting; incorporated Port's review comments on draft into the final plan.
- Prepared draft display board content
- Prepared draft flyer for Port review
- Provided translation for public materials
- Drafted on-line survey content
- Coordinated with Port and venue on room layout and catering

Detailed Progress Summary by Task
Work Performed: November 1-30, 2018

Work Scheduled for Next Month:

- *Complete all coordination of staffing, materials, logistics for the community meeting with the Port and Consultant team*
- *Attend and facilitate the community meeting on December 10*
- *Prepare a draft community meeting summary*

2.9 Public Comments

- Compiled mailing list based on past lists and research

Work Scheduled for Next Month:

- *Update the mailing list to include community meeting attendees*

2.10 Community Outreach Events

- No activity this period.

Work Scheduled for Next Month:

- *Continue coordination with the Port and Consultant team to schedule an event*

2.11 Environmental Justice

- No activity this period.

Work Scheduled for Next Month:

- *Continue coordination with the Port and Consultant team to schedule an event*

2.12 Status Reports

- Prepared and submitted a final November status report on November 13

Work Scheduled for Next Month:

- *Prepare the December status report*

TASK 5. ENVIRONMENTAL

5.1 Environmental Study Plan and Coordination

- Coordinated with environmental team and other task leads to progress environmental tasks

Work Scheduled for Next Month:

- *Continue coordination with environmental team and other disciplines*

5.2 Agency Coordination

- Prepared materials and met with FHWA, ODOT and the Port on November 9; distributed meeting notes

Work Scheduled for Next Month:

- *Prepare a draft charter for FHWA, ODOT, Port and WSP roles/responsibilities in delivering NEPA*
- *Schedule a follow-up meeting in January with FHWA, ODOT and the Port*

Detailed Progress Summary by Task
Work Performed: November 1-30, 2018

5.4 Technical Reports, Memoranda and Study Updates

- No work this period.

Work Scheduled for Next Month:

- *Hold technical work until NEPA strategy is determined.*

TASK 6. ENGINEERING

6.1 Engineering Coordination

- Coordinated with Consultant team to support environmental, agency coordination and permitting tasks with design-related information.

Work Scheduled for Next Month:

- *Continue providing design support as needed*

TASK 7. TRANSPORTATION

7.1 Methodology Memorandum

- Incorporated Port's review comments and prepared a Revised Draft Transportation Methodology Memorandum to ODOT for review

Work Scheduled for Next Month:

- *Incorporate ODOT's review comments and submit Final Transportation Methodology Memorandum*

7.2 Data Review and Collection

- Continued collecting and reviewing traffic data

Work Scheduled for Next Month:

- *Complete data review*

7.3 Existing and Future No Build Conditions

- Began developing the existing conditions

Work Scheduled for Next Month:

- *Continue developing existing conditions*

7.6 Tolling/Revenue Coordination

- Held conference call with the Port on November 14 to discuss conceptual toll rate analysis for NEPA

Work Scheduled for Next Month:

- *Participate in conference call with the Port and Stantec to review the sketch-level tolling and revenue analysis prepared by Stantec.*

Detailed Progress Summary by Task
Work Performed: November 1-30, 2018

TASK 8. PERMIT ASSISTANCE

8.1 Permit Plan and Coordination

- Prepared and submitted the Draft Permit Plan for Port review.

Work Scheduled for Next Month:

- *Incorporate the Port's comments on the Draft Permit Plan and resubmit to the Port*

8.3 US Coast Guard Permit

- Completed and submitted the Draft Bridge Project Initiation Request to the USCG

Work Scheduled for Next Month:

- *Follow up with the USCG on the project initiation request*
- *Begin developing the contact list and survey questions for the Navigation Impact Report*

8.5 US Army Corps of Engineers Permits

- Completed and submitted the Section 408 Initiation Request to the USACE

Work Scheduled for Next Month:

- *Continue to follow up with the USACE as needed.*



December 21, 2018

Mr. Kevin Greenwood
Hood River Bridge Replacement Project Director
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

Subject: Hood River Bridge Replacement Project – Environmental Studies, Design and Permitting
Contract No. 2018-01
Progress Report #4: November 1, 2018-November 30, 2018

Dear Mr. Greenwood:

This progress report summarizes the services performed during this reporting period, issues encountered, and decisions or actions pending for all active tasks. The enclosed invoice includes details on all labor and expense billings. A set of charts are also provided to compare project budget to actual costs by major tasks.

I. Major services performed during this period:

- Held first meeting with the Working Group
- Met with FHWA and ODOT to further the NEPA strategy
- Began preparing multiple communication tools to advertise and host the first community meeting
- Please see following table for detailed progress summary by task

II. Issues encountered:

- None.

III. Decisions or actions pending:

- Decision on the specific NEPA documentation is pending further input from FHWA and ODOT. Next meeting is scheduled for January 18th to review the Draft EIS re-evaluation and set the pathway for further NEPA documentation.

Sincerely,

WSP USA, Inc.

A handwritten signature in blue ink that reads 'Angela J. Findley'.

Angela J. Findley, PMP
Project Manager

This page intentionally left blank.

Executive Director's Report

January 8, 2019

Staff/Administrative

- Attendees at the SDAO annual conference in Sunriver February 7-10 will be Commissioners Meriwether and Everitt, Genevieve Scholl and myself.
- Attendees for the PNWA Mission to Washington March 10-14 will be Commissioners Everitt and Shortt, Genevieve Scholl and myself.
- Hood River County Parks & Recreation Dept. (HRCPR) is currently preparing a Multi-Jurisdictional Parks Master Plan. The project consultant will be presenting the draft plan to the Parks District Board, City Council, and County Board of Commissioners to discuss key findings, policy recommendations and implementation strategies. A joint meeting of those agencies is tentatively scheduled for 5:30-7:00 on February 27, 2019. HRCPR is asking if the Port Commission would like to attend that joint meeting.
- After the Commission adopted the County's Natural Hazards Mitigation Plan ("Plan") on October 2, 2018 and it was subsequently approved by FEMA, a technicality was discovered that could mean the Port would not be eligible for mitigation grants even though the Bridge is cited as a top mitigation priority. In effect, because the Port is a separate agency it needs a separate section that identifies the and identifies the mitigation projects. The County has prepared the attached addendum to the Plan and submitted it to the State and FEMA for their approval. If a signature is required believe I have the authority to sign on behalf of the Port. If Commission approval is required, it will be a future action.

Recreation/Marina

- We are experiencing some trips in the electrical circuit that serves the boathouses, likely due to ground faults. Daryl is working with Facilities Dept. Staff to isolate the problem and address it.
- Staff is in the process of obtaining quotes to replace the two damaged pilings at the Commercial Dock. It is anticipated that the work will cost around \$15,000-\$25,000, primarily driven by mobilization. Some or all the expense should be covered by the insurance carried by American Cruise Lines. The work should be complete by June.
- Daryl has completed the annual invoicing process for Marina tenants. This is a major process to complete given our current inadequate marina software.

Development/Property

- Work continues regarding the existing storm line near the west end of Riverside Dr. Letters stating the Port's position have been transmitted to both the City of Hood River and Hood River Distillers.

- Business Oregon has approved our grant application to conduct an Industrial Demand Market Analysis for Lot #1. The grant will bring \$17,995 toward the total project cost of \$24,940. Work would be carried out by Eco Northwest and start in late January. The award letter is attached.
 - On Dec. 22, 2018 the Hood River Planning Commission rendered its decision on the appeal of tenant improvements for Ferment Brewery at 403 Portway Ave. The decision addressed key issues including the definition and amount of allowed retail/commercial square footage. The decision was generally consistent with the Port's written testimony
 - Key Development has received administrative Site Plan Review approval from the City of Hood River for Phase II of their project on the prior Expo Bldg. property. See attached. This approval is subject to appeal.
 - The Facilities Dept. is scheduling key project tasks for the last half of the current fiscal year. Attached the current working list.
 - The third wetland application for the lower mill wetland has been submitted to DSL and the response deadline is January 8th regarding the Fee in lieu request.
-

Airport

- Groat Brothers continues to move the stored soil/wood stockpile from the Lower Mill site to the Airport. Due to changes in the fill location, the required DEQ permit has not yet been approved although it was submitted well before the project and within a standard timeframe. Staff met with DEQ on January 3 to resolve this issue.
 - The third wetland permit application for the airport wetland is anticipated to be submitted to both USACE and DSL by January 16th. This is going through consultant internal, external and staff reviews.
 - On May 10, 2016 the Commission approved a land swap with Terry Brandt. This swap allowed for more parking for Mr. Brandt and the COVI project to be built as designed. Staff had to wait until the EA was complete to trade the land in order to file the deeds. That will be done once signatures are gathered.
 - Staff continues to review the COVI plan set. Century West anticipates submitting this to the various County departments for review on January 7th.
-

Bridge/Transportation

- Facilities staff carried out a maintenance lift of the Bridge lift span on January 2. Some problems arose with the limit switches in the barrier gates. Those switches were scheduled for replacement and that effort will be accelerated. In addition, we will be installing heater units for each of gate's tower cabinets in the next few weeks – this will improve the reliability of the switches in these locations.

- ODOT has completed its semi-annual underwater inspection of the Hood River Bridge. Engineer Mark Libby reviewed the report and found no significant changes from the last inspection in 2016. Data from the sonar survey completed by Solmar Hydro is being assembled and will be evaluated, along with the underwater inspection for possible actions by the Port in the future.
- The community experienced a Holiday gift of NO TOLLS from 10:00 pm on Christmas Eve to 6:00 am on the 26th. This is an annual tradition.

This page intentionally left blank.

PORT OF HOOD RIVER ADDENDUM

Purpose

This document serves as the Port of Hood River' Addendum to the Hood River County Multi-Jurisdiction Natural Hazards Mitigation Plan (MNHMP, NHMP). This addendum describes how the Port of Hood River' risks vary from the entire Hood River County planning area (in which the entirety of the Port's District is located), more specifically the City of Hood River (in which all the Port's facilities are located). Information contained herein supplements information contained in Volume I (Basic Mitigation Plan) of this NHMP, which serves as the foundation for this jurisdiction's addendum, Volume II (Hazard Annex), Volume III (City of Hood River Addendum), and Volume IV (Mitigation Resources), which provides additional information (particularly regarding participation). This addendum meets all the requirements of Title 44 §201.6 including:

- Multi-jurisdictional **Plan Requirements** §201.6(a)(4),
- Multi-jurisdictional **Planning Process** §201.6(b)(1-3),
- Multi-Jurisdictional **Risk Assessment** §201.6(c)(2)(iii),
- Multi-jurisdictional **Mitigation Strategy** §201.6(c)(3)(iv),
- Multi-jurisdictional **Plan Maintenance Process** §201.6(c)(4), and
- Multi-jurisdictional **Plan Adoption** §201.6(c)(5).

Plan Process, Participation, and Adoption

This section of the NHMP addendum addresses 44 CFR 201.6(a)(4), *Plan Requirements*, 44 CFR 201.6(b)(1-3), *Planning Process*, and 44 CFR 201.6(c)(5), *Plan Adoption*.

In January 2018 the Department of Land Conservation and Development (DLCD) partnered with the University of Oregon's Institute for Policy Research and Engagement (IPRE) with the Oregon Partnership for Disaster Resilience (OPDR) and the Resource Assistance for Rural Environments (RARE) program, and Hood River County and cities, including the Port of Hood River, to update the County NHMP, which expired December 16, 2017. After funding was awarded in July 2017 to DLCD for two PDM 16 grants (PDMC-PL-10-2016-003 and PDMC-PL-10-2016-005), a regional kickoff meeting for all eight counties involved in the PDM 16 grants was held on July 18, 2017.

To be able to receive certain pre- and post- disaster natural hazard mitigation funds from FEMA, local governments must have a current, FEMA approved NHMP. NHMPs must be updated and approved every five years. By developing this addendum to the Hood River County NHMP, locally adopting it, and having it approved by FEMA, the Port of Hood River will gain eligibility for FEMA Hazard Mitigation, Pre-Disaster Mitigation, and Flood Mitigation Assistance grant program funds.

The Hood River County NHMP, and Port of Hood River addendum, are the result of a collaborative effort between citizens, public agencies, non-profit organizations, the private

sector, and regional organizations. The Port of Hood River Steering Committee guided the process of developing this addendum. For more information on the composition of the Steering Committee see *Planning and Public Process* (Volume IV, Appendix B).

The Executive Director (Michael McElwee) of the Port of Hood River is the designated local convener and will take the lead in implementing, maintaining, and updating the addendum to the NHMP in collaboration with the designated convener of the Hood River County NHMP (County Emergency Management).

Representatives from the Port of Hood River Steering Committee met formally, and informally, to discuss develop this addendum (Volume IV, Appendix B). The Port's addendum reflects decisions decided upon at the plan development meetings and during subsequent work and communication with NHMP Update Coordinator.

Public participation was achieved with the establishment of the Steering Committee, which was comprised of Port officials. The Steering Committee was closely involved throughout the development of the plan and served as the local oversight body for the plan's development. In addition, community members outside of the Steering Committee were provided an opportunity for comment during the drafting stage and prior to plan approval (see Appendix B for more information).

Port Governance Structure

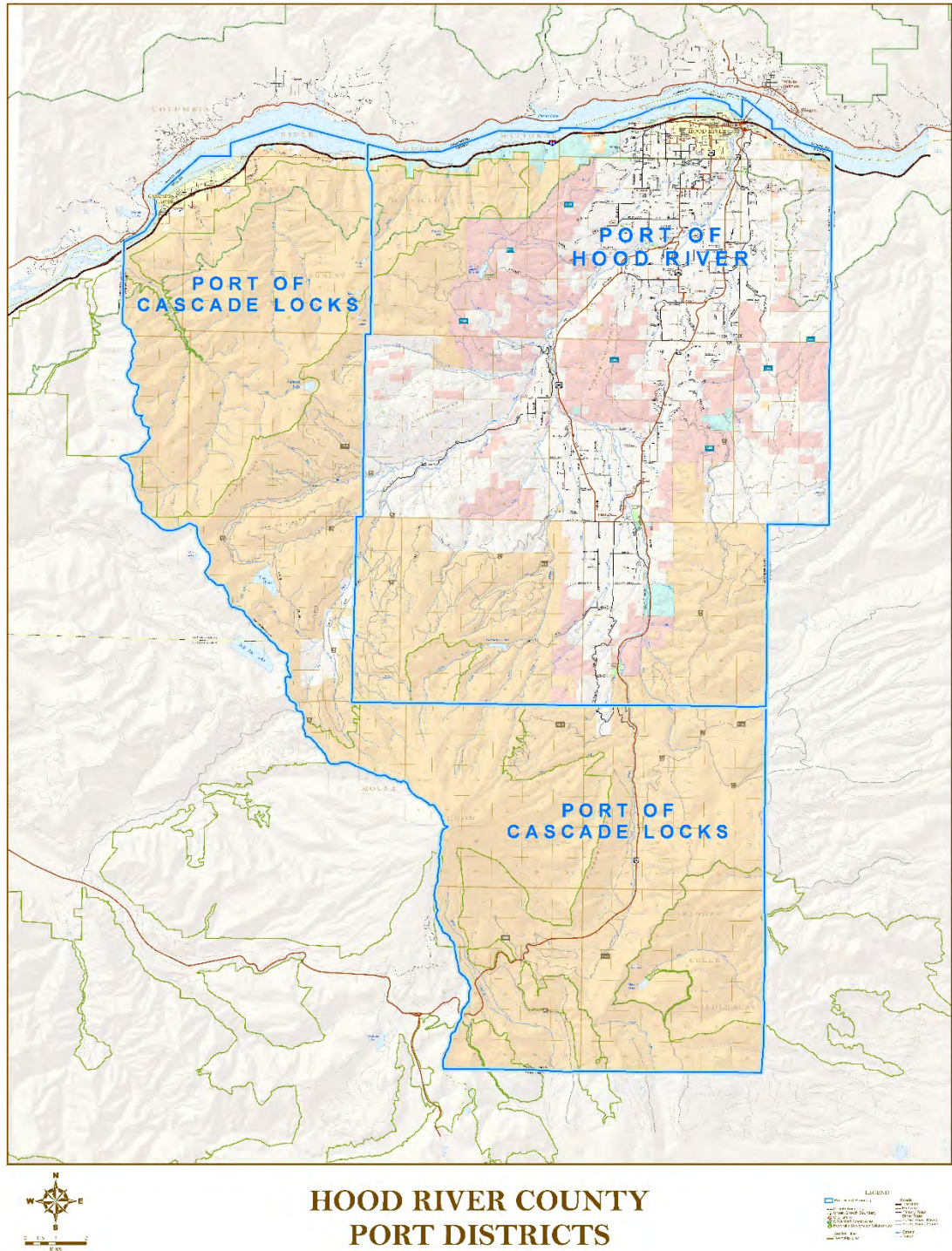
The Port of Hood River is governed by a Port Commission (per ORS 777). The Commission consists of five members elected to four-year terms by voters within the Port's District (Figure PHR-1). The Commission is responsible for identifying problems and needs within the Port of Hood River and then addressing those problems through policy. The Port also maintains Airport Advisory, Budget, Marina, and Waterfront Recreation Advisory committees. More information can be found in the Port's [Governance Manual](#).

The Port of Hood River currently has the following staff which have a role in natural hazard mitigation: Port Executive Director, Chief Financial Officer, Bridge Replacement Project Director, Development and Property Manager, Waterfront and Marina Manager, and Facilities Manager.

The Port Commission will be responsible for adopting the Port of Hood River addendum to the Hood River County NHMP.

The Hood River County NHMP was approved by FEMA on November 9, 2018 and the Port of Hood River addendum was adopted via resolution on [Month] [Day], 2019. This NHMP addendum is effective through November 8, 2023.

Figure PHR-1 Port of Hood River District Map



Source: Port of Cascade Locks, 2018.

This page intentionally left blank.

Plan Implementation and Maintenance

This section of the NHMP addendum addresses 44 CFR 201.6(c)(4), *Plan Maintenance Process*.

This addendum designates a coordinating body and a convener to oversee the development and implementation of action items. Because the Port addendum is part of the county's multi-jurisdictional NHMP, the Port will look for opportunities to partner with the county. The Port's Steering Committee will convene after re-adoption of the Port of Hood River addendum on an annual schedule; the county is meeting on a semi-annual basis and will provide opportunities for the cities to report on NHMP implementation and maintenance during their meetings. The Port's Executive Director will serve as the convener and will be responsible for assembling the Steering Committee (coordinating body). The Steering Committee will be responsible for:

- identifying new risk assessment data,
- reviewing status of mitigation actions,
- identifying new actions, and
- seeking funding to implement the Port's mitigation strategy (actions).

The convener will also remain active in the county's implementation and maintenance process (see Volume I, Section 4 for more information).

The Port will utilize the same prioritization process as the county (See Volume I, Section 4: Plan Implementation and Maintenance and Volume IV, Appendix D: Economic Analysis for more information).

Implementation through Existing Programs

Many of the recommendations in the NHMP are consistent with the goals and objectives of the Port's existing plans and policies. Where possible, the Port of Hood River will implement the NHMP's recommended actions through existing plans and policies. Plans and policies already in existence have support from the community, businesses, and policy makers. Many land-use, comprehensive, and strategic plans get updated regularly, allowing them to adapt to changing conditions and needs. Implementing the NHMP's action items through such plans and policies increases their likelihood of being supported and implemented.

Hood River currently has the following plans, programs, and policies that relate to natural hazard mitigation. For a complete list visit the Port [website](#):

- [Strategic Business Plan](#): This plan provides a long-term, strategic business plan for the Port of Hood River.
- Airport Master Plan (2009) Outlines current uses and future development of the Ken Jernstedt Airfield.
- [Hood River-White Salmon Bridge](#)
 - [Bridge Long-term Operations Plan](#) Outlines current and future operation needs of the Hood River-White Salmon Bridge.
 - [Bridge Replacement Project, Project Updates](#)
 - Intergovernmental Agreement: Outlines Port and ODOT responsibilities regarding the terms and conditions of \$5 million in state funding for

- planning tasks to develop a plan to replace the Interstate Bridge (Hood River-White Salmon).
 - Additional [studies and reports](#) on the bridge.
- [Waterfront Development Strategy](#). Provides a framework for future development of the basin and to guide system upgrades and infrastructure improvements.
 - [Waterfront Access Zone Map](#).
 - [Assessment of Waterfront Recreation Sites](#)

Additionally, the Port is subject to the following City of Hood River plans: Emergency Operations Plan, Comprehensive Plan and Development Code, Transportation System Plan, Capital Improvements Plan, Stormwater Management Plan, Water System Plan, Community Wildfire Protection Plan.

Continued Public Participation

Keeping the public informed of the Port's efforts to reduce the Port's risk to future natural hazards events is important for successful plan implementation and maintenance. The Port is committed to involving the public in the plan review and updated process. See Volume I, Section 4, for more information.

Plan Maintenance

The Hood River County NHMP and Port addendum will be updated every five years in accordance with the update schedule outlined in the Disaster Mitigation Act of 2000. During the county plan update process, the Port will also review and update its addendum. The convener will be responsible for convening the Steering Committee to address the questions outlined below.

- Are there new partners that should be brought to the table?
- Are there new local, regional, state, or federal policies influencing natural hazards that should be addressed?
- Has the community successfully implemented any mitigation activities since the plan was last updated?
- Have new issues or problems related to hazards been identified in the community?
- Are the actions still appropriate given current resources?
- Have there been any changes in development patterns that could influence the effects of hazards?
- Have there been any significant changes in the community's demographics that could influence the effects of hazards?
- Are there new studies or data available that would enhance the risk assessment?
- Has the community been affected by any disasters? Did the plan accurately address the impacts of this event?

These questions will help the Steering Committee determine what components of the mitigation plan need updating. The Steering Committee will be responsible for updating any deficiencies found in the plan.

Mitigation Strategy

This section of the NHMP addendum addresses 44 CFR 201.6(c)(3(iv), *Mitigation Strategy*.

During the 2017/2018 Hood River County NHMP update process the County, City, and Port Steering Committees reviewed the County mitigation actions. Following the review actions were created specific to the Port of Hood River. Each jurisdiction developed a list of priority actions. The Port has identified one priority action listed in Table PHR-1.

Table PHR-1 Port of Hood River Priority Mitigation Action Items

Action Item	Action Title	Managing Department/Agency	Timeline	Potential Funding Source(s)
EH #1	Replace Hood River-White Salmon bridge to withstand strong shaking.	Port of Hood River	Long Term (15 years)	General Fund; bridge tolls, private investment

Source: Port of Hood River NHMP Steering Committee, 2018. EH=Earthquake

Note: The Hood River-White Salmon is considered particularly vulnerable to earthquake and the Port has taken steps to mitigate the bridge. See report and studies listed above for more information.

Ongoing mitigation activities regarding droughts, floods, landslides, wildfires, windstorms, and winter storms occur at the Port, City, and County level, and are described in the County NHMP in Volume I, the Hazard Annex in Volume II, the City of Hood River Addendum in Volume III, and the Mitigation Resources, specifically Appendices A and B in Volume IV. Routine activities include public outreach, underground utility construction, equipment improvements, volunteer recruitment, and the creation of defensible space. These institutionalized actions are considered a success of the previous NHMP collaborations. Because these activities are ongoing, and/or completed for the land within the Port District by the County or City, the Steering Committee decided not to list them as separate mitigation actions within this addendum. As a result, the prioritized mitigation action does not directly address these hazards. The Port will continue to partner with the County and City on the implementation of mitigation strategies related to these hazards that benefit both jurisdictions.

The Port of Hood River does not believe that implementing volcano-related mitigation activities will be cost-effective at this time. As such, the Port has not identified volcano hazard mitigation action items.

Risk Assessment

This section of the NHMP addendum addresses 44 CFR 201.6(c)(2)(iii), *Risk Assessment*.

Assessing natural hazard risk has three phases:

- **Phase 1:** Identify hazards that can impact the jurisdiction. This includes an evaluation of potential hazard impacts – type, location, extent, etc.
- **Phase 2:** Identify important community assets and system vulnerabilities. Example vulnerabilities include people, businesses, homes, roads, historic places and drinking water sources.
- **Phase 3:** Evaluate the extent to which the identified hazards overlap with, or have an impact on, the important assets identified by the community.

The local level rationale for the identified mitigation strategies (action items) is presented herein, and within Section 2, *Risk Assessment*, and Appendix C, *Community Profile*. The risk assessment process is graphically depicted in Figure PHR-2. Ultimately, the goal of hazard mitigation is to reduce the area of risk, where hazards overlap vulnerable systems.

Figure PHR-2 Understanding Risk



Hazard Analysis Methodology

This NHMP utilizes a hazard analysis methodology that was first developed by FEMA circa 1983, and gradually refined by the Oregon Military Department’s Office of Emergency Management (OEM) over the years.

The methodology produces scores that range from 24 (lowest possible) to 240 (highest possible). Vulnerability and probability are the two key components of the methodology. Vulnerability examines both typical and maximum credible events, and probability endeavors to reflect how physical changes in the jurisdiction and scientific research modify

the historical record for each hazard. Vulnerability accounts for approximately 60% of the total score, and probability approximately 40%.

This method provides the jurisdiction with a sense of hazard priorities, or relative risk. It doesn't predict the occurrence of a hazard, but it does "quantify" the risk of one hazard compared with another. By doing this analysis, planning can first be focused where the risk is greatest.

In this analysis, severity ratings, and weight factors, are applied to the four categories of history, vulnerability, maximum threat (worst-case scenario), and probability as shown in the table below. See Volume I, Section 2 (Risk Assessment) for more information.

Hazard Analysis

The Port of Hood River worked with the Hood River Steering Committee to develop a hazard vulnerability assessment that covers the Port and the City. As such the ratings for the City of Hood River are the same for the Port of Hood River.

Table PHR-2 shows the HVA matrix for the Port of Hood River showing each hazard listed in order of rank from high to low. For local governments, conducting the hazard analysis is a useful step in planning for hazard mitigation, response, and recovery.

Two chronic hazards (winter storm and wildfire) and one catastrophic hazard (Cascadia Subduction Zone earthquake) rank as the top hazard threats to the Port. Crustal earthquake hazards, volcano, and drought comprise the next highest ranked hazards, while flood, landslide, and windstorm hazards comprise the lowest ranked hazards.

Table PHR-2 Hazard Analysis Matrix – Port of Hood River

Hazard	History	Probability	Vulnerability	Maximum Threat	Total	Rank	Risk Level
Winter Storm	9	10	9	10	233	1	High
Wildfire	6	7	6	9	181	2	High
CSZ Event	2	6	8	9	176	3	High
Crustal Earthquake	2	4	5	8	137	4	Moderate
Volcano	2	2	5	7	113	5	Moderate
Drought	4	7	3	4	112	6	Moderate
Flood	3	6	3	4	103	7	Low
Landslide	3	3	1	5	82	8	Low
Windstorm	2	3	2	4	75	9	Low

Source: Port of Hood River NHMP Steering Committee, 2018.

Table PHR-3 categorizes the probability and vulnerability scores from the hazard analysis (Table PHR-2) for the Port and compares the results to the assessment completed by Hood River County (areas of differences are noted with **bold** text within the Port ratings).

Table PHR-3 Probability and Vulnerability Comparison

Hazard	Port of Hood River		County	
	Probability	Vulnerability	Probability	Vulnerability
Winter Storm	High	High	High	High
Wildfire	High	Moderate	High	Moderate
CSZ Event	Moderate	High	Moderate	Moderate
Landslide	Low	Low	Moderate	Moderate
Drought	High	Low	Moderate	Moderate
Flood	Moderate	Low	Moderate	Low
Crustal Earthquake	Moderate	Moderate	Moderate	Moderate
Windstorm	Low	Low	Moderate	Moderate
Volcano	Low	Moderate	Low	Moderate

Source: Port of Hood River NHMP and Hood River County NHMP Steering Committees, 2018.

Note: * - the HVA ratings for the City and Port of Hood River are identical.

Hazard Characteristics

Related to this NHMP update process, FEMA is providing an opportunity for the County, City, and Port to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that generates additional data on risks and vulnerabilities of natural hazards. The Risk Report, prepared by the Oregon Department of Geology and Mineral Industries (DOGAMI) provides a quantitative risk assessment that informs communities of their risks related to certain natural hazards (including earthquake, flood, lahar (volcanic event), landslide, and wildfire). The Port hereby incorporates the preliminary Risk Report into this NHMP by reference to provide greater detail to hazard sensitivity and exposure. The full report can be accessed on the DOGAMI Interpretive Map Series webpage:

<http://www.oregongeology.org/pubs/ims/p-ims.htm>.

The Port of Hood River facilities are entirely contained within the City of Hood River (except for the northern section of the Hood River-White Salmon Bridge which is in White Salmon, Washington). The Port’s Steering Committee was actively involved in the determination of risk and vulnerability along with the City of Hood River. As such, the Port’s risk assessment is identical to the City’s regarding the type, location, and extent for the identified natural hazards.

Please review the Risk Assessment (Volume I, Section 2 and Volume II, City of Hood River Addendum) for additional information on hazard identification and vulnerability for the Port.

Port Asset Identification

This section provides information on Port specific assets. For additional information on the characteristics of the City of Hood River, in terms of geography, environment, population, demographics, employment and economics, as well as housing and transportation see Volume III, *City of Hood River Addendum*, and Volume IV, Appendix C, *Community Profile*. Many of these community characteristics can affect how natural hazards impact communities and how communities choose to plan for natural hazard mitigation. Considering the Port specific assets during the planning process can assist in identifying appropriate measures for natural hazard mitigation.

Facilities and Property Assets Inventory

Asset inventory is the first step of a vulnerability analysis. Assets that may be affected by hazard events include population, residential and nonresidential buildings, critical facilities, and infrastructure. The following list includes port assets:

Hood River-White Salmon Interstate Bridge: includes all spans of the steel truss composite bridge.

Ken Jernstedt Airfield: A 120-acre visual approach Basic Utility, Stage II airport, serving single-engine and small twin-engine airplanes, with approximately 105 aircraft based at the facility and handling about 14,000 operations annually. Includes a 1,353 sq. ft. office, 4,3338 sq. ft. maintenance hangar and 36 T-hangar spaces.

Hood River Waterfront: Includes 105 acres of land (primarily owned by the Port), about 50 acres are developed with light industrial or commercial properties, 10 acres are vacant, 45 acres are dedicated to parks, recreation sites, trails, and other open space.

- Waterfront Industrial Property
 - Halyard Building: 21,148 s.f. flex-space light industrial building ca. 2010.
 - Jensen Building: 71,857 s.f. classic light industrial building acquired in 2010.
 - Maritime Building: 38,806 s.f. basic industrial building ca. 1975.
 - Expo Center: 26,031 s.f. commercial building ca. 1981.
- Waterfront Recreational Property: Includes The Spit, Event Site, and The Hook plus a trail system that support recreational pursuits including windsurfing, kiteboarding, stand-up paddle boarding, and kayaking.
- Marina Basin: Two major components (1) a gated, semi-private marina ca. 1970s with 154 slips, 11 boathouses, and 110 parking spaces for tenant use; and (2) a pubic boat launch ca. 1970s that includes a two-lane boat ramp, 150 ft of transient dock for visitor tie-up, 55 trailer and 28 vehicle parking spaces, and a public restroom.
- Port Marina Park: 22 acres of active and passive opens space and four commercial buildings:
 - *Marina Park Office Building No. 1:* 5,738 s.f. ca. 1973 (improvements in 2012) location of Hood River Chamber of Commerce and Visitors Center.
 - *Marina Park Office Building No. 2:* 2,406 s.f. location of State DMV.

- *Port Office Building and Shop*: 4,934 s.f. office and 3,226 s.f. shop ca. 1970s (updated in 2008). Location of Port administration and facilities maintenance and a small business accelerator.
- *Marina Park*: includes an 839 s.f. structure which houses the Hood River Yacht Club, lawn space, picnic shelter, beaches, restrooms, and a multi-use field.
- Other Assets:
 - *Wasco Business Building*: 14,650 s.f. building ca. 2004
 - *Big 7*: 38,854 s.f. office and industrial building ca. 1984 (updated in 1990s)
 - *Timber Incubator Building*: 10,000 s.f. timber incubator building located in the 29-acre John Weber Business Park ca. 1997.

Vulnerabilities to Port facilities are listed in Table PHR-4. The Hood River-White Salmon Bridge is an identified vulnerability to the Port and City. The bridge is a key transportation connector between residents north and south of the Columbia River crossing east of Portland and is likely to experience damage during a Cascadia Subduction Zone or crustal earthquake event. The Port has undergone numerous feasibility studies to evaluate the replacement of the bridge. More information can be found on the Port's website: <https://portofhoodriver.com/bridge/bridge-replacement-project/>. For information on expected losses due to a CSZ event see the [Oregon Resilience Plan](#).

Table PHR-4 Port of Hood River Facility and Infrastructure Hazard Vulnerability

Facility Type	Name	Drought	Earthquake	Flood	Landslide	Volcano	Wildfire	Windstorm	Winter Storm
Government	Port Office		X						X
Community	Waterfront Industrial Property		X			X	X	X	X
	Waterfront Recreational Property		X					X	X
	Marina Basin		X			X	X	X	X
	Port Marina Park		X			X	X	X	X
	Other Assets		X						
Bridges	Hood River-White Salmon		X						X
Utilities	Port Marina Lift Station	X		X					
Airport	Ken Jenstedt Airfield		X			X	X	X	X

Source: Hood River Steering Committee, April 2018

This page intentionally left blank.

December 21, 2018

Hoby Streich, Port Commission President
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

RE: Award for Port Planning and Marketing Fund, Lot #1 Industrial Demand Analysis,
Project Number 521874, December 21, 2018

Dear Hoby:

Congratulations on your successful application for the above-referenced project to conduct an Industrial Demand Analysis on the Port of Hood River's Lot #1.

The award consists of a grant of \$17,955. The full terms and conditions of your award are contained in a contract, which will be sent to you shortly for your signature.

Please note that the legal obligations for funding and for reimbursement of project expenses are subject to execution of the contract.

Your project is being administered through Business Oregon. We encourage you to offer appropriate media opportunities to help build public awareness of your project's purposes and benefits. Please notify us of any event celebrating your project.

As always, we are available to answer questions that may arise during the implementation of your project. If you need assistance, please contact me at 503-779-3221 or by email at Ted.Werth@oregon.gov.

Sincerely,



Ted Werth, Regional Project Manager
Business Oregon

c: Michael McElwee, Port of Hood River Executive Director
Carolyn Meece, Regional Development Officer
File

This page intentionally left blank.



CITY OF HOOD RIVER

PLANNING DEPARTMENT

211 2nd Street, Hood River, OR 97031 Phone: 541-387-5210



December 14, 2018

CITY PLANNING DEPARTMENT NOTICE OF ADMINISTRATIVE DECISION

PROPOSAL: Modifications to an existing Site Plan Review permit (File No. 2015-22) that approved four buildings, each with up to 15,000-square feet of floor area, parking and associated site improvements for a mix of light industrial and commercial uses. Buildings One & Two are located along Portway Avenue, and Buildings Three & Four are to be constructed along N. 2nd Street. Proposed modifications to Buildings Three & Four, and to the site in their vicinity, include: 1) moving the buildings; 2) changes to exterior building design, materials and windows; 3) replacing elevator cores in both buildings with a single elevator core and stairway located between the buildings; 4) adding a third-floor exterior walkway and cover between Buildings Three & Four, as well as a third-floor exterior walkway between Buildings Two & Three; and 5) changes to pedestrian access, parking and landscaping. *(See attached site plan and building elevations.)*

FILE NO.: 2018-33

APPLICANT: Key Development c/o Jeff Pickhardt & Claudia Munk-von Flotow

OWNER: Key Development & Asset Management, Inc.

LOCATION: South of Portway Avenue, west of N. 2nd Street, north of Anchor Way. Legal Description: 3N 10E 25 Tax Lot 127. *(See Location Map, Attachment "B".)*

ZONING: Light Industrial (LI) Zone, Interchange Access Management Plan Overlay Zone for Interstate 84 Exit 63 & 64, and Waterfront Overlay Zone.

DECISION SUMMARY: The proposal was reviewed as an Administrative Action pursuant to the following sections of the Hood River Municipal Code (HRMC): 17.03.060 Light Industrial Zone; 17.03.120 Interchange Area Management Plan Overlay Zone; 17.03.130 Waterfront Overlay Zone; 17.09.030 Administrative Review Procedures; 17.16 Site Plan Review; 17.17 Landscaping and Development Standards.

The proposal is approved subject to conditions as detailed on pages 20-21 of the decision dated December 14, 2018. The decision will not become final until the appeal period specified below has expired.

APPEAL: Any party of record, person who is adversely affected or aggrieved, or a party who is entitled to written notice of this decision may appeal this decision by filing a Notice of Appeal application including the appeal fee with the City of Hood River, 211 2nd Street, Hood River, OR 97031, in accordance with the procedures set forth in HRMC 17.09.070. The appeal must be filed no later than 5 p.m. on Wednesday, December 26, 2018.

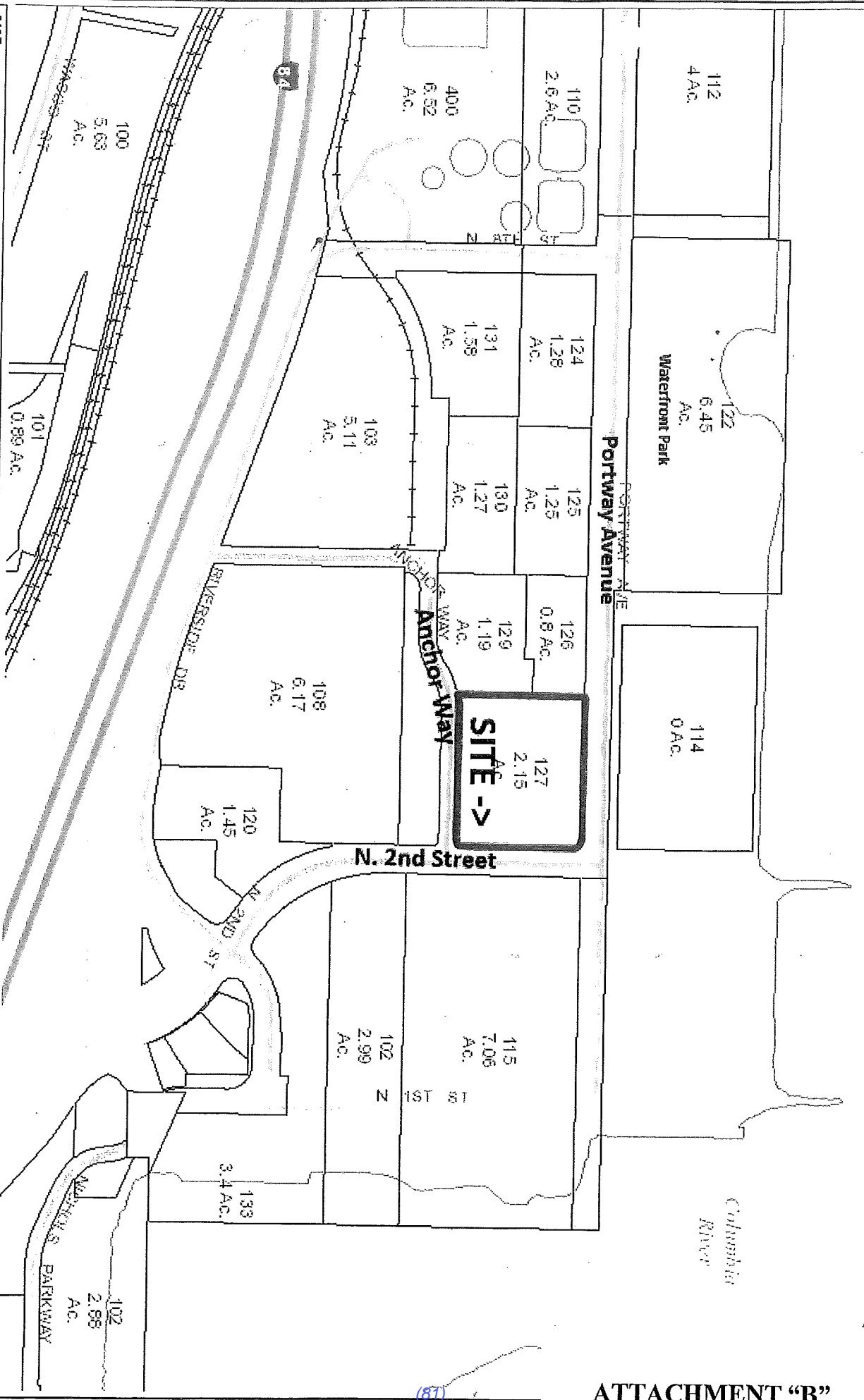
The application and all documents and evidence submitted by or on behalf of the applicant, the applicable criteria, and the decision which contains the findings of fact and the conclusions of law derived from those facts as well as any conditions upon which the decision is based, are available for inspection at no cost in the Planning Department. Copies of all materials are available at a cost of \$0.50 per page. City Hall hours are 8 a.m. to 5 p.m., Monday through Friday excluding holidays.

If you have any questions concerning this decision or the appeal procedures, please call me at (541) 387-5224.

Sincerely, Kevin Liburdy, Senior Planner

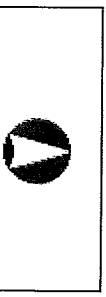
This page intentionally left blank.

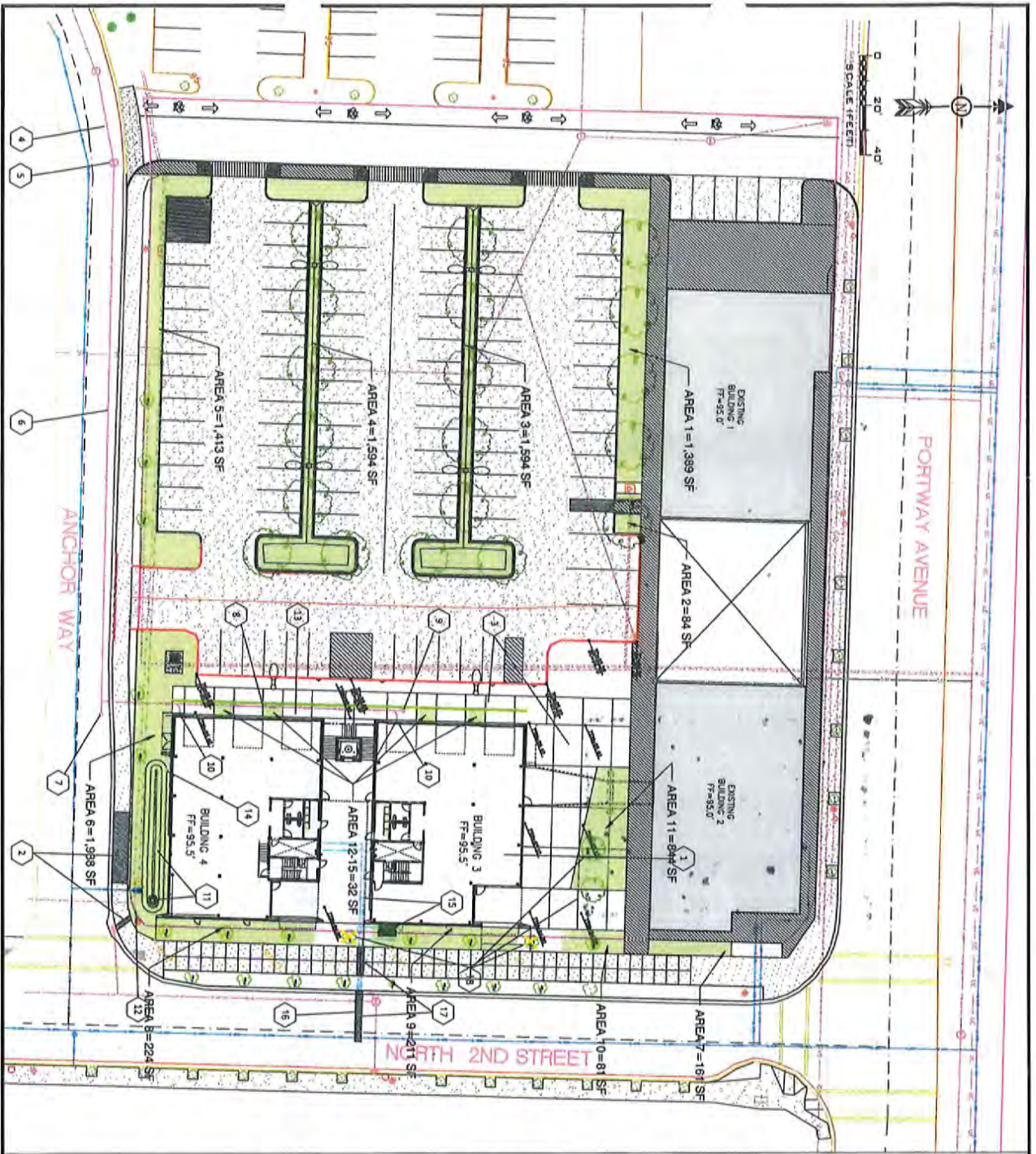
LOCATION MAP - FILE NO. 2018-33



8467
 0
 8467 Feet
 1: 5,080
 WGS_1984_Web_Mercator_Auxiliary_Sphere
 © Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION





CONSTRUCTION NOTES:

- 1 PROPOSED TWO-THREE STORY BUILDINGS BY OTHERS
- 2 PROPOSED 30 LF OF CURB AND 190 SF OF CONCRETE SIDEWALK
- 3 PROPOSED SIDEWALK AND PATIO (SEE ARCHITECTURAL DRAWINGS FOR DETAILS)
- 4 PROPOSED 35 LF - 8" Ø PVC, SDR 35 - SANITARY SEWER LINE
- 5 PROPOSED 48' Ø SANITARY MANHOLE
- 6 PROPOSED 220 LF - 10" Ø PVC, SDR 35 - SANITARY SEWER LINE
- 7 PROPOSED SANITARY CLEAN OUT
- 8 PROPOSED 121 LF - 6" Ø PVC, SDR 35 - PRIVATE SANITARY SEWER LINE
- 9 PROPOSED SANITARY CLEAN OUT
- 10 PROPOSED 2 - SANITARY SERVICES CLEAN OUT
- 11 PROPOSED REPAIRS AND OUTLET STRUCTURE (OVER) LOW DEVICE SEE DETAIL ON SHEET C5
- 12 PROPOSED 20 LF - 10" Ø PVC, SDR 35 - STORM DRAINAGE LINE
- 13 PROPOSED 150 LF - 6" Ø MODULAR TRENCH
- 14 PROPOSED 35 LF - 6" Ø PVC, SDR 35 - STORM DRAINAGE LINE
- 15 PROPOSED 100 LF - 6" Ø FIRE SUPPRESSION LINE AND BACKFLOW DEVICE VALVE, FDC LOCATED INSIDE MECHANICAL ROOMS
- 16 PROPOSED 45 LF - 2" Ø COPPER OR CIS POLY TUBING WATER SERVICE LINE WITH WATER METER AND BACKFLOW DEVICE
- 17 SAW CUT 30 SF OF EXISTING ASPHALT AND 50 SF OF EXISTING ASPHALT PAVING. REPLACE WITH FULL SECTION PER CITY ENGINEERING STANDARDS
- 18 RELOCATED EXISTING TREES AS SHOWN

LANDSCAPING AREAS

PHASE 1 LANDSCAPE AREA:

1.	6,318 SF
2.	1,389 SF
3.	84 SF
4.	1,594 SF
5.	1,594 SF
6.	1,413 SF
7.	1,998 SF
8.	3,426 SF
9.	161 SF
10.	224 SF
11.	211 SF
12.	81 SF
13.	844 SF
14.	32 SF
15.	32 SF
16.	32 SF
17.	32 SF
18.	32 SF

PHASE 2 LANDSCAPE AREA:

1.	6,318 SF
2.	1,389 SF
3.	84 SF
4.	1,594 SF
5.	1,594 SF
6.	1,413 SF
7.	1,998 SF
8.	3,426 SF
9.	161 SF
10.	224 SF
11.	211 SF
12.	81 SF
13.	844 SF
14.	32 SF
15.	32 SF
16.	32 SF
17.	32 SF
18.	32 SF

TOTAL LANDSCAPE AREA: 9,744 SF
 TOTAL SITE AREA: 93,720 SF
 REQUIRED LANDSCAPE AREA: 10%
 PROPOSED TOTAL AREA PROVIDED: 10.14%

2018-33 Proposed Site Plan

NORTH ↑

PORT OF HOOD RIVER
 HOOD RIVER WATERFRONT
 HOOD RIVER, OREGON

GRADING, STORM DRAINAGE & WATER SYSTEM PLAN
 PHASE 2 - BUILDINGS 3 AND 4

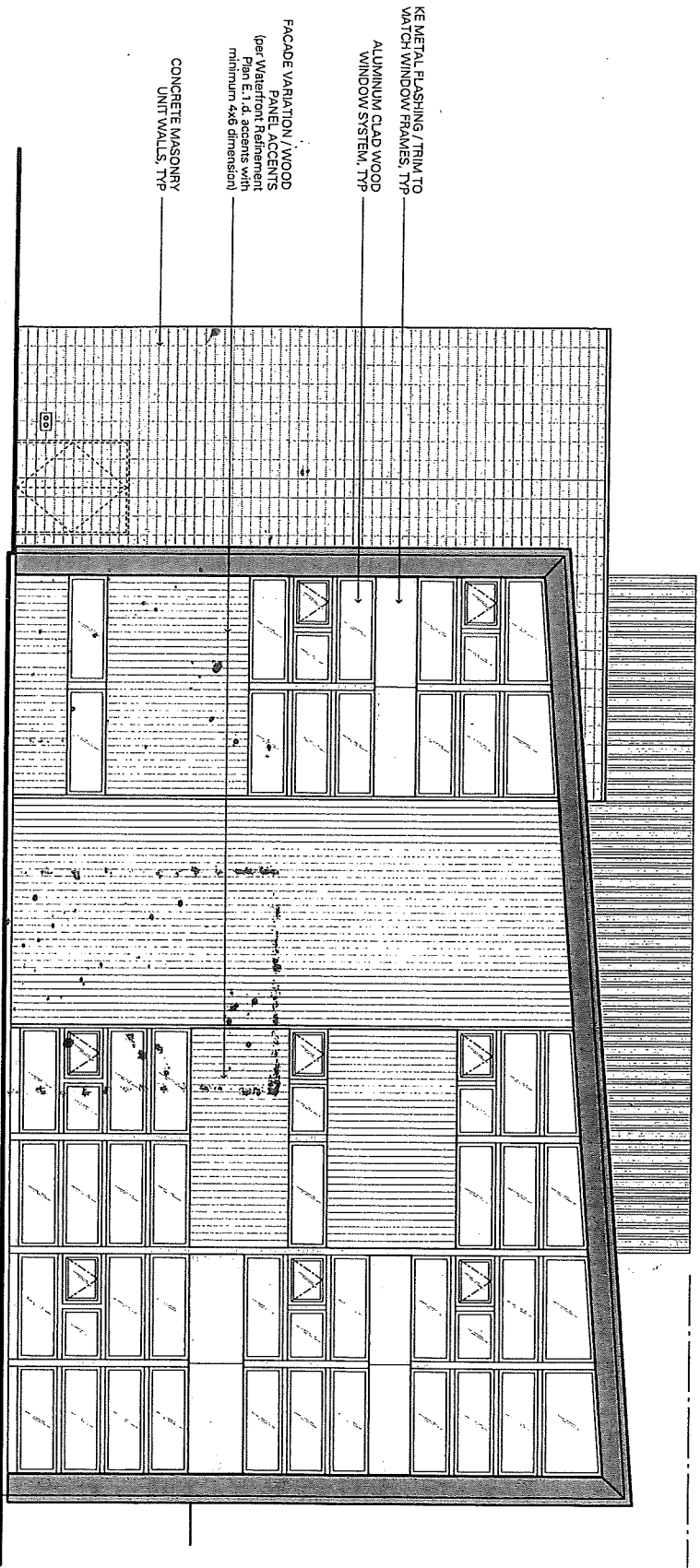
KEY (82)

VISTA GEOENVIRONMENTAL SERVICES

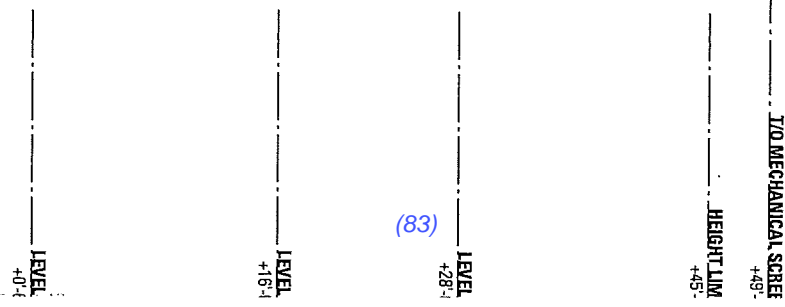
DATE: 11-14-18
 PROJECT NO: 18-038
 DRAWING NO: 4 OF 8
 SHEET NO: C4

LOT 4 RE-DEVELOPMENT | PORT OF HOOD RIVER SITE PLAN REVIEW | MINOR MODIFICATION - BUILDING 3/4 | July 27, 2018

2018-33 PROPOSED BUILDING FOUR, SOUTH ELEVATION



B4 Exterior Elevation: South



This page intentionally left blank.

Port of Hood River Facilities Dept.**Winter/Spring 2019****Key Tasks****Capital Projects**

Nichols Basin Sand Replenishment	1/1/19-1/15/19
Bollard Installation (Port-Wide)	1/1/19 -1/25/19
Parking Kiosks @ Event Site	1/1/19-1/25/19
Event Site Stone Wall Clean-up	2/4/19 – 2/15/19
Asphalt/Fence Repairs @ Marina	2/15/19 - 3/15/19
Asphalt Patching @ 1 st Street	2/15/19 – 3/15/19
ADA Path from Trail to Port Office	3/15/19 -4 /1
C-Dock Power Line Replacement	4/1/19 – 4/10/19
Nichols Basin SUP/Kayak Racks	4/15/19 – 6/1/19
Nichols Basin Paddle Center Dock Installation	5/15/19 - 6/15/19
Asphalt Grindings placed at Hook and Spit	5/1/19 - 5/15/19
Install Ladder Safety System @ Bridge Lift Towers	6/15/19 – 6/30/19
Waterfront Path Bench Repairs and Replacement	5/1/19 - 6/1/19

Winter Punch List

Clean out area between Sandbar Café and fence

Irrigation start up (one month)

Clean up South side of Jensen Bldg.

Clean up entry to Jensen lot

Finish grade spit/hook. Additional rock parking area @ Spit

Prune pines at Event Site.

Event Site entry clean up east side

Moorage water egress ladders ends of main docks. (5)

Weed abatement port wide (one month)

Parking Space Striping: 1) Event site 2) Launch Ramp Lot.

Weed & Feed all lawns.

This page intentionally left blank.

Commission Memo



Prepared by: Anne Medenbach
Date: January 8, 2019
Re: Groat Bros. Inc-
Change Order #1

Groat Bros. Inc. (Groat) was awarded the contract to move dirt left over from log pond excavation at the Lower Mill to the Airport for an amount of \$133,400. When the bid was awarded the location for the material to be placed was at the end of Runway 25 at the east end of the Airport. Since then, the location was moved based on FAA requirements for compaction. The new location requires that a road be graveled to move the heavy trucks and loads to the dump site as there is not an existing road to the location.

This is an additional item to the original contract scope. Staff believes that this is a reasonable cost and in line with other contractor rates. If approved, the total contract amount will be \$167,370.23 which is still under than the second lowest bidder. Groat has done a great job to date.

RECOMMENDATION: Approve Change Order #1 with Groat Bros., Inc for \$33,970.23 for additional work related to the Lower Mill Dirt Haul and Place project.

This page intentionally left blank.

Date: <u>January 8, 2019</u>	PORT OF HOOD RIVER	Change Order Number <u>1</u>
CHANGE ORDER		

<input type="checkbox"/> Ordered by Engineer under terms of the Contract <input checked="" type="checkbox"/> Change proposed by Contractor	Contract No. _____ CRP No.: _____ Project Title <u>Lower Mill- Dirt Move</u>
---	--

TO: Groat Bros. Inc.
(Contractor Name and Address)

You are hereby required to comply with the following changes from the contract plans and specifications:
 This change order to increase the number of working days of the contract by 3 days..

DESCRIPTION OF CHANGES	Decrease in Contract Price	Increase in Contract Price
Description 1 Haul and place Rock 2 Build road to dump Site A Required to build road as part of change of project location. Initial dump site had no access issues and a road was not included in the original bid.		\$17,511.48 \$16,458.75
TOTALS		\$33,970.23

Original Contract Amount	Current Contract Amount	Est. Net Change This Order	Est. Total After This Change
\$133,400.00	\$133,400.00	\$33,970.23	\$167,370.23

The time for completion shall be:
 (increased) (decreased) (not changed) by NA working days.

ACCEPTED _____ Date _____
(Contractor)

_____ Date _____
(Surety, when required)

<input checked="" type="checkbox"/> APPROVAL RECOMMENDED <input type="checkbox"/> APPROVED _____ Project Manager _____ Date	APPROVED _____ Executive Director _____ Date
---	---

Groat Bros., Inc.
360-225-8868

Proposed Change Order

Port of Hood River

Lower Mill Haul and Placement

Date: Through 12/24/18

Change Order #: 1

Change Order Description: Haul and place rock at site A to provide access.

Description:	Unit	Qty	\$/Unit	Amount
Equipment				
D8 Dozer	Hours	46	\$150.00	\$6,900.00
Dump Truck	Hours	64.5	\$125.00	\$8,062.50
Equipment Subtotal				\$14,962.50
Equipment Markup		10%		\$1,496.25
Equipment Total				\$16,458.75
Materials				
Rock	LS	1	15919.53	\$15,919.53
Materials Markup		10%		\$1,591.95
Materials Total				\$17,511.48
Total				\$33,970.23

Invoice

J. ARLIE BRYANT, INC.
2000 West 6th Street
The Dalles, OR 97058

Date	Invoice #
12/26/2018	8125

Bill To
Groat Brothers, Inc. P.O. Box 1630 Woodland, WA 98674

Ship To

S.O. No.	P.O. Number	Terms	Via	F.O.B.	Project
		Net 10th		Dukes Valley	
Tons	Item Code	Description	Price Per Ton	Amount	
1,189.86	900	1 1/2" - 0	13.00	15,468.18	
50.15	940	Pit Run	9.00	451.35	
A Finance Charge of 1-1/2% will be charged on all amounts past due. This is an annual rate of 18%				Total	\$15,919.53

This page intentionally left blank.

Commission Memo



Prepared by: Fred Kowell
 Date: January 8, 2019
 Re: Bridge and Port Liability/Casualty Insurance Renewal

The bridge insurance policy renewal, underwritten by ACE USA (American Insurance Company) and brokered by Durham and Bates (of Portland), actually went down for calendar 2019 to \$247,651.70 from \$249,759.

This decrease was due to Durham and Bates and Columbia Insurance looking at other underwriters and what they would charge for a similar policy. This added intervention was enough to get ACE to renew our policy at a very competitive rate. Here are the following features of the policy:

	<u>2018</u>	<u>2019</u>	
Property Damage	\$ 114,032,595	\$ 122,128,908	
Pedestrian Bridge	\$ 340,403	\$ 664,572	
Loss of Revenue	\$ 8,000,000	\$ 12,500,000	730 Days
Earthquake	\$ 50,000,000	\$ 50,000,000	
Flood	\$ 50,000,000	\$ 134,628,908	

Deductibles

Earthquake	\$ 1,900,000	\$ 2,000,000
Flood	\$ 950,000	\$ 1,000,000
All Other	\$ 250,000	\$ 250,000

This policy will be for a three-year period.

The Port is insured by SDIS (Special Districts Insurance Trust) for its property/casualty exposure. This SDIS policy saw a significant increase, primarily due to a substantial increase in Materials & Services (M&S) budget regarding the bridge replacement effort. The premium jumped from \$72,187 to \$93,209 due to a jump in M&S from \$305,000 to \$2.6 million. Columbia Insurance is currently having discussions with SDIS regarding this temporary influx of professional services that should be factored differently than an ongoing increase in M&S that will continue into the future. This temporary influx is primarily due to the EIS effort and the professional services that is going to be incurred over the next 24 months.

That said, SDIS did experience an increase in Liability claims which increased Liability rates by 4% on average while property rates saw an increase in reinsurance costs by 13%.

Columbia Insurance will continue its efforts in discussing the M&S budget issue with SDIS to see if the manner in which they calculate the premium can be adjusted.

RECOMMENDATION: Approve the Bridge Insurance Policy underwritten by ACE USA and brokered by Durham & Bates for \$247,651.70 for a three-year term, and the SDIS insurance renewal for property/casualty coverage for the Port for \$93,209.

Inland Marine - Transit (bridge)

Issuing Company	Policy Number	Policy Term
ACE American Insurance Company AM Best Rating:	TBD	1/1/2019 to 1/1/2020

Named Insureds

Insured	Interest
Port of Hood River	First Named Insured

Coverages

Description	2018-2019 Limits	2019-2020 Limits
Policy Form	ACE Engineered Risk Manuscript Form	ACE Engineered Risk Manuscript Form
Description and Location of Property	Lift Bridge spanning the Columbia River from Hood River, OR to White Salmon, WA, abutment to abutment. Also includes the pedestrian bridge abutment to abutment.	Lift Bridge spanning the Columbia River from Hood River, OR to White Salmon, WA, abutment to abutment. Also includes the pedestrian bridge abutment to abutment.
Coverage Territory	The fifty states comprising the United States of America, Including the District of Columbia and Canada, except property in transit by water or air to and from Alaska or Hawaii	The fifty states comprising the United States of America, Including the District of Columbia
Coverages	All Risks of Direct Physical Loss or Damage, Earth Movement, Flood, Named Windstorm, and Boiler & Machinery. Including Loss of Revenue	All Risks of Direct Physical Loss or Damage, Earth Movement, Flood, Named Windstorm, and Boiler & Machinery. Including Loss of Revenue
Coinsurance	None	None
Valuation	REPLACEMENT COST if actually repaired or replace, otherwise ACTUAL CASH VALUE	REPLACEMENT COST if actually repaired or replace, otherwise ACTUAL CASH VALUE
Notice of Cancellation	60 days notice of cancellation except 10 days for nonpayment	60 days notice of cancellation except 10 days for nonpayment
Occurrence Limit of Insurance	\$122,032,595	\$134,628,908

Port of Hood River

Coverages – Sub-limits (Sub-limits of insurance are part of, and not in addition to the Occurrence Limit of Insurance. The aggregate sub-limits of insurance are the most the insurance company will pay for during the policy period.

Sublimits	2018-2019 Limits	2019-2020 Limits
Property Damage	\$114,032,595	\$122,128,908
Pedestrian Bridge	\$340,403	\$664,572
Loss of Revenue	\$8,000,000 Period of Indemnity – 730 days	\$12,500,000 Period of Indemnity – 730 days
Debris Removal	Lessor of 25% of Damage or \$1,000,000 Maximum	Lessor of 25% of Damage or \$2,500,000 Maximum
Pollution or Contamination Clean Up	\$100,000 per occurrence and annual aggregate	\$100,000 per occurrence and annual aggregate
Protection Service Charges	\$25,000	\$25,000
Expediting Expenses	\$100,000	\$1,000,000
Extra Expense	\$1,000,000	\$1,000,000
Claim Preparation Expenses	\$25,000	\$25,000
Transit	\$100,000	\$1,000,000
Off-site Storage	\$100,000	\$1,000,000
Earth Movement	\$50,000,000 per occurrence and annual aggregate	\$50,000,000 per occurrence and annual aggregate
Flood	\$50,000,000 per occurrence and annual aggregate FEMA Flood Zones within 100 year Flood Plain (see policy for specific Flood Zones) \$50,000,000 per occurrence and annual aggregate all other Flood Zones	\$134,628,908 per occurrence and annual aggregate ALL FLOOD ZONES
Named Wind Storms	\$122,032,595	\$134,628,908
Equipment Breakdown	\$25,000,000 Any One Accident Sublimits \$8,000,000 Business Interruption \$1,000,000 Extra Expense \$100,000 Expediting Expense \$100,000 Hazardous Substance \$100,000 Water Damage \$100,000 Ammonia Contamination \$100,000 Ordinance or Law \$100,000 Loss Adjustment Expense	\$25,000,000 Any One Accident Sublimits \$12,500,000 Business Interruption \$1,000,000 Extra Expense \$100,000 Expediting Expense \$100,000 Hazardous Substance \$100,000 Water Damage \$100,000 Ammonia Contamination \$100,000 Ordinance or Law \$100,000 Loss Adjustment Expense

Port of Hood River

Deductibles

Description	2018-2019	2019-2020
Damage caused by or resulting from Earth Movement	\$1,900,000	\$2,000,000
Loss or Damage caused by or resulting from Flood	\$950,000	\$1,000,000
Loss or damage to Lift Span – all perils except Earth Movement	\$500,000	\$500,000
Loss of Revenue	15 Days, except 7 days for Equipment Breakdown	15 Days, except 7 days for Equipment Breakdown
Extra Expense – Equipment Breakdown Coverage	\$1,000,000	\$1,000,000
All other Covered Losses	\$250,000	\$250,000

Exclusions

Description	2018-2019	2019-2020
Ordinance or Law	Excluded	Excluded
Asbestos	Excluded	Excluded
Rust, Mold, Mildew, Fungi, Spores, Bacteria, Wet or Dry Rot, Extremes of Temperature or Humidity	Excluded	Excluded
Corrosion, Decay, Deterioration, Erosion, Evaporation, Inherent Vice, Latent Defect, Leakage, Loss of Weight, Marring or Scratching, Shrinkage, Wear & Tear	Excluded	Excluded
Off Premise Power or Communication Failure	Excluded	Excluded
Settling, Shrinking, Cracking, Expansion or Contraction in Foundations	Excluded	Excluded
Error, Omission or Deficiency in design, plans, specifications, engineering or surveying	Excluded	Excluded
Faulty or defective workmanship, material or supplies	Excluded	Excluded
Nuclear, Biological, Chemical, Radiological	Excluded	Excluded

Premium Summary

Premium	2018-2019	2019-2020
Approximate Rates (excluding Terrorism)	\$0.20467	\$0.1798
Total Property Premiums – Annual	\$249,759	\$242,074
Optional Terrorism Premium	\$12,489	\$12,105
Oregon Taxes & Fees	NA	\$5,577.70
Total Premium (excluding terrorism & including taxes & fees)	\$249,759	\$247,651.70
Optional Two Year Term (excluding terrorism & including estimated taxes and fees)*	N/A	\$495,303.40 (\$247,651.70 due annually)
Optional Three Year Term (excluding terrorism & including estimated taxes and fees)*	N/A	\$742,955.10 (\$247,651.70 due annually)

*Multi Year rate options are guaranteed and can only be adjusted if the net loss ratio of the policy period exceeds 50% and/or the insured makes an acquisition or divestiture of values in excess of \$10,000,000. **In addition, the multiyear policy options contain a 5% margin clause providing that the values rated against do not need to be increased annually, resulting in an effective overall rate decrease.**

The quotes contained in this proposal are valid for 30 days from today or the inception date, whichever is first.

Coverage is not automatic. In order to bind, please contact your D&B account team.

Durham and Bates 24/7 Client Portal

Durham and Bates 24/7 provides you a variety of added services in real-time, including:

- Access to your Insurance Policies and related documents
- Print/Reprint Automobile ID cards
- Reprint any previously issued insurance certificate
- Request and/or issue your own insurance certificates
- Report Claims including uploading documents and photos

Please let us know if you are interested in accessing *Durham and Bates 24/7* and we will provide you with a user name and password as well as an easy step-by-step guide.



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Contribution Summary

Date: 03-Dec-18

Named Participant: Port of Hood River
1000 E Port Marina Dr
Hood River, OR 97031

Agent: Columbia River Insurance
P.O. Box 500
Hood River, OR 97031-0059

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
34P16164-182	16164	01-Jan-19	31-Dec-19	03-Dec-18

**2019 Longevity
Credit Amount****

\$6,461.00

Coverage	Contribution
SDIS Liability Coverage	
Liability Contribution	\$55,473
Less Best Practices Credit	(\$5,547)
Less Multi-Line Discount Credit	(\$1,657)
Adjusted Contribution	\$48,269
Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	
Auto Contribution	\$2,949
Less Best Practices Credit	(\$307)
Adjusted Contribution	\$2,642
Non-owned and Hired Auto Liability	\$150
Auto Physical Damage	\$1,512
Hired Auto Physical Damage	\$0
Property	
Property Contribution	\$39,276
Less Best Practices Credit	(\$4,091)
Adjusted Contribution	\$35,185
Earthquake	\$5,124
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$0
Crime	\$327
Total:	\$93,209

**Only Eligible Districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount

****THIS IS NOT YOUR FINAL TOTAL CONTRIBUTION FOR 2019****

This is intended to be a summary only for your information and for budgeting purposes.

Final Invoices and Declarations Pages will be issued on 1/1/2019. Please do NOT pay the amount listed here if there is a chance more changes may be made to your policy between now and 1/1/2019.

This page intentionally left blank.

Commission Memo



Prepared by: Fred Kowell
Date: January 8, 2019
Re: Audit for Fiscal Year Ending June 30, 2018

The Annual Financial Report and the Communication to the Governing Body for the Fiscal Year Ended June 30, 2018 is included in your Board Packet. It is important that you read the Communication to the Governing Body since this is the auditor's communication to the Board and provides some valuable input into the audit.

Tara Kamp from Pauly Rogers and Company will present the Audit report during the meeting should you have additional questions.

RECOMMENDATION: Approve Audit for Fiscal Year Ending June 30, 2019.

This page intentionally left blank.

Commission Memo



Prepared by: Fred Kowell
Date: January 8, 2019
Re: Payroll and Retirement Guidelines

In the current year audit for FY 2017-18, the Pauley Rogers requested that the Port document certain decisions that have been made over time that have not been included in the Employee Manual. Listed below are the items that have come forward out of the audit. Staff recommends Commission approve of the following guidelines related to payroll and retirement pay/benefits:

- 1) **Money delivered to bank from Port Office** - Double time pay.
- 2) **Money delivered from toll booth to Port Office** - .25 per hour regular pay unless FLSA rules apply.
- 3) **Graveyard Shift Pay Rate** – Time is increased by a shift differential which equates to a 5% increase of regular pay unless Holiday Pay (double time) is in effect, whereby a 5% shift differential is to be on a double time rate.
- 4) **Meal Allowance** - \$11 once employee has worked 12 hours or more in a 24-hour period.
- 5) **Retirement Gifts** - Consider the length of service, contributions made by other employees, and overall impact of the retiring employee to the Port. Retirement gift(s) shall not exceed \$500. Any retirement gift must be approved by the Executive Director.

Most of these items have been in practice for several years but have not been specifically denoted in either the Employee Handbook or through a Board action.

RECOMMENDATION: Approve Payroll and Retirement Guidelines dated January 8, 2019.