



PORT OF HOOD RIVER COMMISSION
MEETING AGENDA
Tuesday, December 3, 2019
Marina Center Boardroom

3:30 P.M.

Board Best Practices Self-Assessment

1. Work Session Facilitated by Rob Mills, Special Districts Association of Oregon Consulting Services
-

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 November 19 Fall Planning Work Session and Regular Session (*Maria Diaz – Page 3*)
 4. Reports, Presentations and Discussion Items
 - a. 2019 Audit Report – Tara Kamp, Pauly Rogers (*Fred Kowell – Page 11*)
 - b. Live-streaming Options Report (*Genevieve Scholl – Page 13*)
 - c. License Plate Recognition Fees (*Fred Kowell – Page 21*)
 - d. Steve Gates Memorial Concepts (*Daryl Stafford – Page 29*)
 - e. Bridge Replacement Project Update (*Kevin Greenwood, Page 33*)
 5. Director’s Report (*Michael McElwee – Verbal*)
 6. Commissioner, Committee Reports
 - a. Airport Advisory Committee, November 14, 2019 – Streich, Everitt (*Anne Medenbach – Page 35*)
 7. Action Items
 - a. Approve Contract with Allied Maintenance for Janitorial Services Not to Exceed \$57,080.50 (*Anne Medenbach, Page 37*)
 - b. Approve T-Hangar Lease Document Template (*Anne Medenbach, Page 43*)
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) real estate negotiations and ORS 192.660(2)(h) legal consultation on 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
 2018 Fall Planning Work Session; November 19, 2019
 Marina Center Boardroom
 12:00 p.m.*

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

Fall Planning Work Session

- Present:** Commissioners Hoby Streich, Kristi Chapman, Ben Sheppard, John Everitt, and David Meriwether; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Genevieve Scholl, Anne Medenbach, Kevin Greenwood, John Mann, Daryl Stafford, and Maria Diaz.
- Absent:** Commissioner Sheppard released at 4:00 p.m.
- Media:** None

President Everitt called the Fall Planning Work Session to order at 12:24 p.m.

- I. **Overview:** President Everitt opened the work session, and immediately called on Fred Kowell to lead the Financial Summary agenda topic.
- II. **Financial Summary:** Fred Kowell, Chief Financial Officer, presented the 10-year Financial Model noting the key summary sheets that drive the model. Kowell reported the CPI (Consumer Price Index) year to year is the most considerable component in regards to Personnel and Operating Expenses. Kowell highlighted critical Financial Policies for elements of the model, including policies on reserves being 10% or more of Depreciable Assets, Cash Return policies, and Financial Coverage policies. Kowell addressed Commission questions related to the debt due on Capital Improvements. Kowell also discussed the effect and the complexity of pushing significant projects forward within the context of the bridge replacement project.

III. Discussion Topics:

A. 2020-2026 Strategic Business Plan

Terry Moore, FAICP, initiated the discussion for the Strategic Business Plan by guiding the Commission on the outline and highlighting the three parts - Typical process, Application to the Port's Planning Process, and Today's work. Moore described in detailed what a typical strategic business plan entails. Moore explained a strategic plan addresses a subset of what is vital to an organization. The principal components are the desirable outcomes, the affecting conditions, and the actions to achieve the results. Moore emphasized the importance of identifying the situation and understanding the drivers of change. Moore described that for the Port's application, key features of this process would focus on the bridge, and the implication for funding, and explain the process used assemble Port's strategic plan. Moore moved ahead with a discussion and activity to identify the drivers of change as well as identifying the most critical drivers of change in broad categories of Demographic/Social, Economic, Environment, Technology, Policy Bridge, and Others. Economic and the Bridge section received most votes and listed in exercise as most important drivers that the plan needs to address. Moore and Commission discussed the implication of drivers for Port's Vision/Mission and Values. Moore proceeded with a second discussion/activity for Commissioners to identify the implication of Drivers and Vision for future Port activities the following categories; Port Administration, Bridge, Economic Development/Real State, Parks, Facilities, Environmental, and Public Engagement. Key drivers discussed included having strategic business partnerships and

collaboration with other agencies; continue services in the recreational and educational realm; and Bridge Replacement. Moore summarized the next steps for the strategic plan noting future Public Meetings and Public surveys, Commission Work Session tentatively in January/February that would focus on the situation assessment and include technical information and public input. Moore suggested an evaluation in April/May and final plan draft review in June. Discussion of implementation and addressing different tensions in the Strategic Plan, centering on the Bridge Replacement. Moore highlighted the Port's ability to identify the Bridge situation/plan importance for future efforts. Commission consensus to move forward with the process discussed during the work session.

B. Next Steps: Genevieve Scholl, Communication & Special Projects Manager, briefed the Commission on the Public Input Survey design and development, and deployment and the related staff-recommended contract with consulting firm Envirolssues. Scholl sought from Commission input on Priority Topics, Questions to include in Survey, Preferred Standard for Data Collection, and Preferred Delivery Method(s). There was Commission consensus to include critical questions as a starting point in the survey as follows:

- What three things does the Port do for you
- Bridge Crossing Frequency
- What are the essential Port's function to you
- Do you know the Port's Role
- Industry Trade sufficient in the area/Job Security
- Housing Impact or Concerns
- What are your expectations
- What three things does Port do well/or Should Improve
- What three things should the Port do for you

Discussion to consider the development of a survey that would direct or drive the public to the topic of interest based on their answers. There was consensus to deliver the Survey via Facebook, Paper, and Popups.

B. Hood River Bridge Replacement

Kevin Greenwood noted the NEPA process required for bridge replacement completion is now at 55% complete. Greenwood discussed the significant interest in beginning discussions of what will happen after the NEPA is complete. Greenwood briefly reviewed the phases of the schedule, highlighting the chronological overlap in Phase II. Greenwood focused on Phase II tasks and sought input from Commissioners for the next steps into Phase II. The questions raised by Greenwood for guidance were, who should initiate Phase II, should the Port develop a Scope and Budget, where should the funding come, should there be an advisory-working group for feedback, how should the Port engage with Washington-side communities. Commission discussed different assumptions and approaches for the Bridge replacement efforts, specifically within the context of the strategic plan development. Consensus for a meeting before the next EIS working group meeting, produce an approach to a governance structure and work on individual outreach. Discussion to continue dialog.

President Everitt adjourned the work session at 5:05 p.m. The Regular Meeting of the Port Commission Regular Session followed after a short recess.

Respectfully submitted,

Maria Diaz

ATTEST:

John Everitt, President, Port Commission

David Meriwether, Secretary, Port Commission

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*Port of Hood River Commission
 Meeting Minutes of November 19, 2019, 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 John Everitt, Kristi Chapman, Hoby Streich, Ben Sheppard, David Meriwether; Legal counsel Jerry Jaques; from staff, Michael McElwee, Kevin Greenwood, Genevieve Scholl, Anne Medenbach, Fred Kowell, Daryl Stafford and Maria Diaz.

Absent: None

Media: Emily Fitzgerald, Hood River News

1. CALL TO ORDER: President John Everitt called the regular session to order at 5:06 p.m.
 a. None

2. PUBLIC COMMENT
 a. None

3. CONSENT AGENDA:
 a. Approve Minutes of November 5, 2019
 b. Authorize Purchase of Cummins Diesel Generator Not to Exceed \$46,000
 c. Approve Accounts Payable to Jaques Sharp for the amount of \$6,369.

Motion: Move to Approve Consent Agenda

Move: Meriwether

Second: Sheppard

Discussion: None

Vote: Unanimous

4. REPORTS, PRESENTATIONS, AND DISCUSSION ITEMS:
 a. Bridge Replacement Project Update: Kevin Greenwood reported in mid-November Public Notice for comment were sent out in regards to Coast Guard requirements to provide minimum 80-foot by 450 and 90-foot by 250 clearance. Notice is accessible to the public on the Port's website and social media. Greenwood reported that after two weeks, no comments received. Greenwood highlighted comments are essential for the Army Corps correspondence about the dredge Aquina. Greenwood informed of meeting with Governor Inslee and Governor Brown regarding the lengthy process for the Letter of Intent document.

5. Directors Report None.

6. COMMISSIONER, COMMITTEE REPORTS:
 a. None.

7. ACTION ITEMS:
a. Approve Turtle Island Food (Tofurkey) in the Jensen Building
 Motion: Approve Turtle Island Food (Tofurkey) in the Jensen Building

Move: Sheppard
 Second: Streich
 Discussion: None
 Vote: Unanimous

b. Approve Contract with EnviroIssues for Public Relations Services Related to Strategic Business Plan Development.

Motion: Authorize contract with EnviroIssues for assistance with public outreach related to the Port of Hood River 2019-26 Strategic Business Plan not to exceed \$19,000.

Move: Meriwether
 Second: Chapman
 Discussion: None
 Vote: Unanimous

c. Authorize Grant Application to Business Oregon Port Planning & Marketing Fund for Strategic Business Plan Development

Motion: Authorize Grant Application to Business Oregon Port Planning & Marketing Fund for 2020-2026 Strategic Business Plan development.

Move: Chapman
 Second: Meriwether
 Discussion: None
 Vote: Unanimous

d. Approve Toll Classification of Dual-Wheeled Rear Axle Pickup Trucks to Class 1.

Motion: Approve toll classification of the dual-wheeled rear axle pickup truck to Class 1 within BreezeBy and cash toll rates.

Move: Streich
 Second: Chapman
 Discussion: None
 Vote: Unanimous

8. COMMISSION CALL: None.

9. EXECUTIVE SESSION: President John Everitt recessed Regular Session at 6:53 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations, ORS 192.660(2)(h) Consultation with legal counsel regarding current litigation or litigation likely to be filed.

10. POSSIBLE ACTION: None.

11. ADJOURN 5:26 p.m.

Motion: Motion to adjourn the meeting.
 Move:
 Second:
 Discussion: None

Vote: unanimous
MOTION CARRIED

The meeting adjourned at 5:26 p.m.

Respectfully submitted,

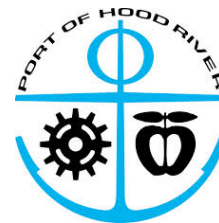
Maria Diaz

ATTEST:

John Everitt, President

David Meriwether, Secretary

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Prepared by: Fred Kowell
Date: December 3, 2019
Re: Audit for Fiscal Year Ending June 30, 2019

The Annual Financial Report and the Communication to the Governing Body for the Fiscal Year Ended June 30, 2019 is attached. 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.

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PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON

COMMUNICATION TO THE GOVERNING BODY

FOR THE YEAR ENDED JUNE 30, 2019



**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

November 21, 2019

To the Board of Commissioners
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, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards 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

Our Responsibility under U.S. Generally Accepted Auditing Standards

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.

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.

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.
3. 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 2019. 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 significant estimate in the financial statements is the actuarial estimate of the District’s portion of the statewide Net Pension Liability. Other 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.

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 significant 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.

Pauly, Rogers and Co., P.C.

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.

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.

Other Matters – Future Accounting and Auditing Issues

In order to keep you aware of new auditing standards issued by the American Institute of Certified Public Accountants and accounting statements issued by the Governmental Accounting Standards Board (GASB), we have prepared the following summary of the more significant upcoming issues:

GASB 84 – FIDUCIARY ACTIVITIES

This Statement is effective for fiscal years beginning after December 15, 2018. The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less. This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria. A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds. This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

GASB 87 – LEASES

This Statement is effective for fiscal years beginning after December 15, 2019. The primary objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

GASB 89 – ACCOUNTING FOR INTEREST COST INCURRED BEFORE THE END OF A CONSTRUCTION PERIOD

This Statement is effective for fiscal years beginning after December 15, 2019. The objectives of this Statement are to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and to simplify accounting for interest cost incurred before the end of a construction period. This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5-22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 2009 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. This Statement also reiterates that in financial statements prepared

Pauly, Rogers and Co., P.C.

using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

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

A handwritten signature in black ink that reads "Tara M. Kamp, CPA". The signature is written in a cursive style.

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

PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2019



12700 SW 72nd Ave.
Tigard, OR 97223

PORT OF HOOD RIVER

Financial Statements

June 30, 2019

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PORT OF HOOD RIVER

June 30, 2019

BOARD OF COMMISSIONERS

NAME	TERM EXPIRES
Hoby Streich, President	June 30, 2019
Brian Shortt, Vice President	June 30, 2019
Ben Sheppard, Treasurer	June 30, 2021
John Everitt, Secretary	June 30, 2021
David Meriwether	June 30, 2021

All commissioners receive mail at the address listed below.

ADMINISTRATION

Michael McElwee, Executive Director

Fred Kowell, Chief Financial Officer

1000 E. Port Marina Drive

Hood River, Oregon 97031

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PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON
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HOOD RIVER COUNTY, OREGON
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November 21, 2019

INDEPENDENT AUDITORS' REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities and each major fund of the Port of Hood River, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Port of Hood River, as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

The Port adopted the provisions of GASB Statement No. 88 – Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements for the year ended June 30, 2019. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the management's discussion and analysis because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison schedules presented as Required Supplementary Information, as listed in the table of contents, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and in our opinion are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The supplementary information, as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information, as listed in the table of contents, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information, as listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

The listing of board members containing their term expiration dates, located before the table of contents, 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.

Reports on Other Legal and Regulatory Requirements

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated November 21, 2019 on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.



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

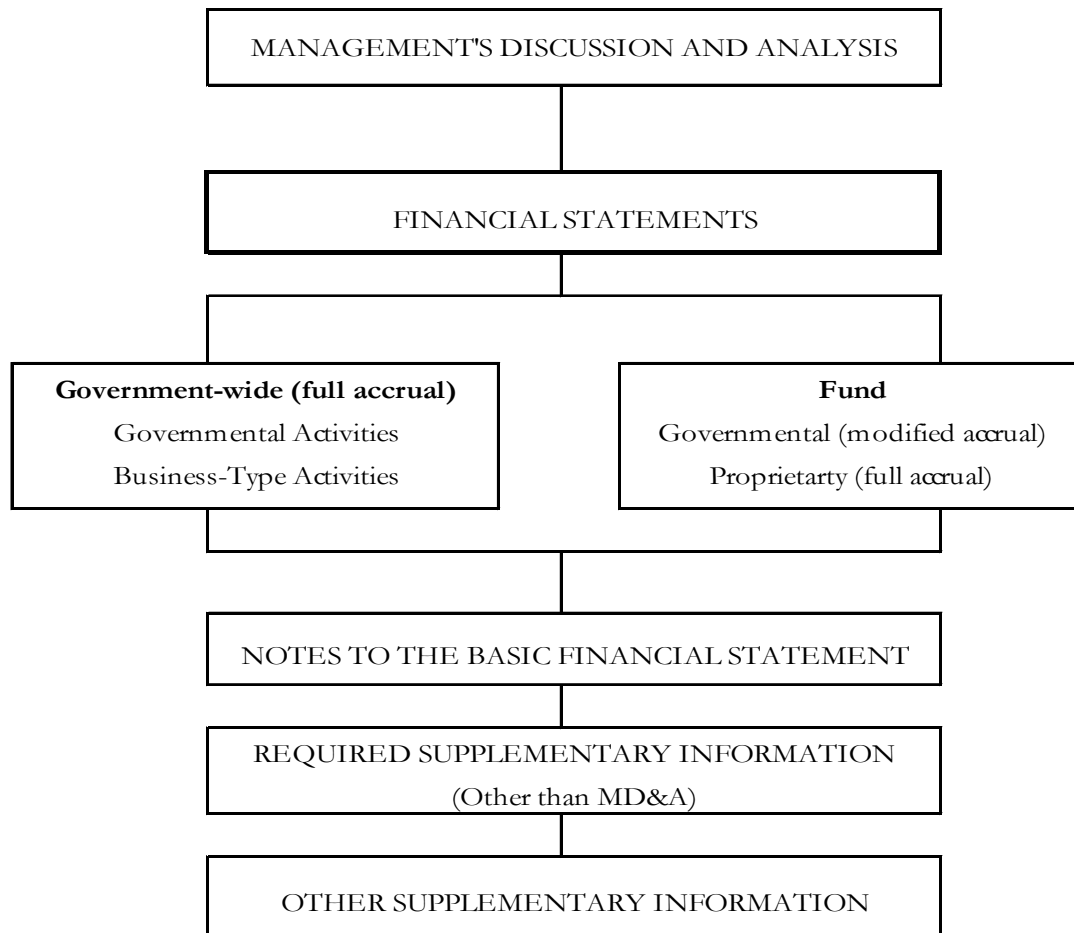
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PORT OF HOOD RIVER, OREGON
Management Discussion and Analysis
For the Year Ended June 30, 2019

INTRODUCTION

The Annual Financial Report consists of Management Discussion and Analysis which provides an overview of the financial performance and activities of the Port for the fiscal year ended June 30, 2019. The diagram below depicts the different components of the Annual Financial Report and their respective descriptions from the basic financial statements to those presented at the fund level which depict how the Port's financial performance compared to what was budgeted.

Financial Section Components



GOVERNMENT-WIDE STATEMENTS

The government-wide statements report financial information about the Port taken as a whole using accounting methods similar to those used by private-sector companies. The statement of Net Position includes all the Port's assets and liabilities. All the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when the cash is received or paid. The two government-wide statements report the Port's Net Position and any changes. Net position – the difference between assets and liabilities – is one way to measure the Port's financial health or position.

The government-wide financial statements of the Port are divided into two categories:

Governmental funds – The Port maintains two individual governmental funds as of June 30, 2019. Both are considered major funds and are reported separately in the statement of revenues, expenditures, and changes in fund balances. The two funds are the General Fund and the Bridge Repair and Replacement fund. The General Fund records the transactions related to policy making and strategic planning as it pertains to the Port's mission and values. The General Fund will also include general administration as well as a portion of support services. The Bridge Repair and Replacement fund is a Special Revenue Fund that is used to record capital improvements, planning, inspection and replacement activity associated with the Hood River/White Salmon Interstate Bridge, as well as any debt related activities with the existing bridge.

The Port adopts an annual budget for all its funds. Budgetary comparison schedules are provided to demonstrate compliance with applicable state budgetary rules. These schedules can be found in the Required Supplementary Information section of this report.

Business-type funds – Business type activities are used to distinguish operating revenues and expenses from non-operating items. The Port maintains an enterprise fund called the Revenue Fund which receives the following fees charged to Port customers:

1. Fees – tolls paid by bridge users
2. Lease revenues - industrial, commercial and mix-use tenants.
3. Rent for marina boat slips and airport hangers.
4. Fees for recreational events, parking and programs.

Notes to the financial statements provide additional information that is essential to fully understand the Port's financial statements and position.

Statement of Net Position

Net Position serves as a useful indicator of a government's financial position, especially when viewed over multiple periods of time. In the case of the Port, the total net position is \$44,444,011 at the close of this fiscal year. This represents a \$2,440,053 increase over the prior fiscal year.

Table 1 below depicts a decrease in total assets by \$99,386 which is primarily attributable to the retirement of debt from the tax-exempt bridge bonds and the taxable revenue bond from Lower Mills, while also considering the revenues and depreciation for the operations of the Port.

The largest portion of the Port's net position, at 82%, are invested in capital assets (e.g. bridge, land, buildings, and equipment) and reported net of accumulated depreciation less any outstanding related debt. The Port uses these capital assets to provide services to the public; thus, they do not represent resources available for future spending. Restricted Net position decreased to \$140,707 which represents cash and investments that are legally restricted for debt service related to the marina flex lease debt and a note payable. The 2013 general revenue (bridge) bonds of \$480,000 and the 2015 taxable general revenue bond of \$1,821,241 were extinguished during the year. Finally, the remaining \$7,822,320 is unrestricted, meaning it is available for meeting the Port's ongoing obligations.

PORT OF HOOD RIVER, OREGON
MANAGEMENT'S DISCUSSION AND ANALYSIS
TABLE 1 - NET POSITION
AS OF JUNE 30,

	Governmental Activities		Business-Type Activities		Total All Funds	
			Revenue Fund			
	2019	2018	2019	2018	2019	2018
Unrestricted - Current and Other Assets			\$ 7,968,512	\$ 8,859,317	\$ 7,968,512	\$ 8,859,317
General Fund	296,643	215,509			296,643	215,509
Bridge Repair and Replacement Fund	1,877,476	607,763			1,877,476	607,763
Restricted - Current and Other Assets			140,707	237,594	140,707	237,594
Bridge Repair and Replacement Fund	-	677,267			-	677,267
Capital Assets			31,576,400	31,463,508	31,576,400	31,463,508
General Fund	7,000	7,000			7,000	7,000
Bridge Repair and Replacement Fund	7,410,545	7,308,711			7,410,545	7,308,711
Total Assets	<u>9,591,664</u>	<u>8,816,250</u>	<u>39,685,619</u>	<u>40,560,419</u>	<u>49,277,283</u>	<u>49,376,669</u>
Pension and OPEB Related Deferrals	89,402	67,578	566,597	428,349	655,999	495,927
Deferred Charges	-	7,000	-	-	-	7,000
Total Deferred Outflows of Resources	<u>89,402</u>	<u>74,578</u>	<u>566,597</u>	<u>428,349</u>	<u>655,999</u>	<u>502,927</u>
Long-Term Debt			2,512,961	4,448,889	2,512,961	4,928,889
Bridge Repair and Replacement Fund	-	480,000				
Other Liabilities			1,672,896	1,847,865	2,860,604	2,873,142
Net Pension Liability	161,842	139,577	1,025,866	884,732		
Total OPEB Liability	4,027	3,655	24,740	22,454		
General Fund	-	-				
Bridge Repair and Replacement Fund	-	968				
Total Liabilities	<u>165,869</u>	<u>624,200</u>	<u>5,236,463</u>	<u>7,203,940</u>	<u>5,373,565</u>	<u>7,802,031</u>
Pension and OPEB Related Deferral	<u>11,853</u>	<u>6,478</u>	<u>75,086</u>	<u>41,020</u>	<u>86,939</u>	<u>47,498</u>
Total Deferred Inflows of Resources	<u>11,853</u>	<u>6,478</u>	<u>75,086</u>	<u>41,020</u>	<u>86,939</u>	<u>47,498</u>
<i>Net Position</i>						
Net Investment in Capital Assets			29,063,439	27,014,619	36,480,984	33,857,330
General Fund	7,000	7,000				
Bridge Repair and Replacement Fund	7,410,545	6,835,711				
Restricted - Debt Service	-	677,267	140,707	140,707	140,707	817,974
Unrestricted			5,736,521	6,588,482	7,822,320	7,328,654
General Fund	235,110	133,377				
Bridge Repair and Replacement Fund	<u>1,850,689</u>	<u>606,795</u>				
Total Net Position	<u>\$ 9,503,344</u>	<u>\$ 8,260,150</u>	<u>\$ 34,940,667</u>	<u>\$ 33,743,808</u>	<u>\$ 44,444,011</u>	<u>\$42,003,958</u>

PORT OF HOOD RIVER, OREGON
MANAGEMENT'S DISCUSSION AND ANALYSIS
TABLE 2 - GOVERNMENTAL AND BUSINESS-TYPE ACTIVITIES
FOR THE FISCAL YEARS ENDING JUNE 30TH

	Governmental Activities		Business-type Activities		Total Primary Government	
	2019	2018	2019	2018	2019	2018
Revenues						
<i>Program revenues</i>						
Charges for services - Tolls			\$ 5,908,313	\$ 4,953,775	\$ 5,908,313	\$ 4,953,775
Leases, rents and fees			3,232,159	2,700,347	3,232,159	2,700,347
Operating grants	1,473,192	265,399	-	-	1,473,192	265,399
Capital grants			312,298	1,302,234	312,298	1,302,234
<i>General Government Revenues</i>						
Property taxes	73,621	70,240			73,621	70,240
Interest earnings	36,655	21,531	216,791	116,013	253,446	137,544
Other sources	-	-	27,907	45,518	27,907	45,518
Transfers	2,498,672	1,793,077	(2,498,672)	(1,793,077)	-	-
Total Revenues	4,082,140	2,150,247	7,198,796	7,324,810	11,280,936	9,475,057
Expenses						
Governmental Activities						
General government	548,525	485,724			548,525	485,724
Bridge repair and replacement	2,278,613	1,090,998			2,278,613	1,090,998
Interest on long-term debt	11,808	32,956	142,305	194,051	154,113	227,007
<i>Business-type Activities</i>						
Toll bridge			1,978,340	1,797,030	1,978,340	1,797,030
Industrial			1,580,149	1,589,342	1,580,149	1,589,342
Commercial			261,577	244,725	261,577	244,725
Waterfront Industrial			207,811	109,567	207,811	109,567
Waterfront Recreation			578,324	510,110	578,324	510,110
Marina			332,663	308,518	332,663	308,518
Airport			598,661	509,300	598,661	509,300
Administration			163,640	135,432	163,640	135,432
Maintenance			158,467	148,433	158,467	148,433
Total Expenses	2,838,946	1,609,678	6,001,937	5,546,508	8,840,883	7,156,186
Increase (decrease) in Net Position	1,243,194	540,569	1,196,859	1,778,302	2,440,053	2,318,871
Beginning Net Position	8,260,150	7,719,581	33,743,808	31,965,506	42,003,958	39,685,087
Ending Net Position	\$ 9,503,344	\$ 8,260,150	\$ 34,940,667	\$ 33,743,808	\$ 44,444,011	\$ 42,003,958

Statement of Activities

As with the Statement of Net Position, the Port reports its financial activities within two activity types; Governmental, which includes the General Fund and the Bridge Repair and Replacement Fund, and Business-type activities, which include the Revenue Fund. As indicated in Table 2 below, total net position of the Port increased by \$2,440,053, or 6%, as compared to the prior year’s balance.

Governmental Activities – The change in net position for governmental activities increased \$1,243,194, or 15%, from the prior year. This increase is primarily due to higher interfund transfers from the enterprise fund to the governmental funds for bridge planning and reimbursements from a State of Oregon grant, to fund the final environmental impact studies for a replacement bridge effort.

Financial highlights of governmental fund activities for the year include:

- Reimbursements amounting to \$1,473,192 from a legislative grant of \$5 million to complete the final environmental impact study concerning the replacement of the existing bridge.
- Higher interfund transfers by \$705,595
- Property taxes continue to increase in line with projections or about 4%.
- Higher investment earnings due to higher reserves.
- Personnel costs increased over \$131,048 to \$418,823 related to the additional staff time dedicated to the bridge replacement planning and legislative advocacy effort during the state legislative session.

Business-type Activities - Business type activities generated \$1,196,859, or a 4% increase in the Port’s net position. The financial results for this year include an increase in toll revenues of \$954,538 or 19% over the prior year, which reflects an increase in toll rates that started February 2018. Bridge traffic showed a slight decrease to 4,345,711 crossings or 3% less crossings than the prior year. This was attributable to multiple bridge closures due to maintenance and capital improvements being made on the bridge. Lease revenues from industrial and commercial properties showed both, a restructuring of new leases and inflationary growth, which increased revenues by \$379,939 or 19%, over the prior year. Recreation related revenue increased by \$10,940 due to higher Event Site season pass prices. Capital grants continued to play an integral role to the Port as \$312,280 was received during the year, for the north apron development and environmental assessment at the airport.

Revenue Fund revenues decreased by \$126,014, which was primarily attributable to a decrease in capital grants from the Federal Aviation Administration for the south taxi-way project which was almost complete by June 2018. Although transfers increased by \$705,595 from the prior year, they were offset by increased toll revenues of \$954,538. Expenses remained relatively flat overall with a slight increase of \$104,011 over prior year expenses. Other miscellaneous expenses were the primary contributor, like credit card fees and technology costs as compared to prior years.

Financial Analysis and Outlook:

The Port is involved in a variety of activities that all contribute to the economic health and vitality of the community. The major source of funds for Port operations continues to be the toll bridge, accounting for 64% of Port operating revenues, excluding grants. Lease revenues and other fees continue to show significant improvement, with a combination of new restructured leases for renewals and fee increases for paid parking, marina slips, and hangar spaces at the airport. These assets continue to provide the Port with significant financial resources which enables diversification of the revenue mix. The Port has a 95% occupancy rate as the year ended and additional development opportunities may further expand the Port's leasable space. The Port purchased the property formerly known as the Lower Hanel Mill and is in the final process of developing the site for future industrial uses like warehousing and manufacturing. This will partially offset the leasable square footage lost from the sale of the Expo building.

The Port receives property taxes which are recorded in the General Fund, however these taxes only account for 1% of total revenues and are used to fund policy and planning costs. Capital grants continue to play a vital role in how the Port develops properties, including the airport upgrade to the north apron and the environmental issues. The Port receives an operating grant from the Oregon State Marine Board that assists in funding Marina operations. Over the years the Port has incorporated extensive public outreach and community involvement to guide the development of the waterfront and especially the approximately 12-acre property known locally as "Lot 1". Lot 1 is prime industrial property that represents the last remaining large, developable property on the waterfront. The Port will continue to work with the community in planning for the property and expects to finalize the conceptual design and layout, as well as target markets for sale or lease of the developed properties. This will help determine the proper sizing for utilities and other infrastructure that will need to be put in place. Ultimately, examination of these costs will assist in the determination of the appropriate kind and amount of public subsidy that will be needed in attaining the return on investment that is satisfactory to the Port Commission.

The following categories are helpful to describe the Port's separate business units:

Bridge – The bridge traffic decreased slightly for the year with 4,345,711 crossings, a 3.5% decrease as compared to the previous year. This decrease is attributable to a large number of bridge closures for maintenance and capital improvements throughout the year. This was the first full year that reflected the toll increase that started February 2018. Cash customers pay \$2 per crossing for passenger vehicles, versus \$1 per crossing in the previous year, while the Breezeby customer pays \$1 up from \$0.80 per prior to the toll increase. Trucks now pay \$3 per axle on a cash basis versus \$1 previously, while Breezeby trucks pay \$2 per axle as opposed to \$0.80 per axle previously. The toll increase generated revenues that will be used for the capital improvements of the existing bridge and the replacement bridge efforts. Current engineer estimates show capital improvement, maintenance, and inspection needs in excess of \$54 million of over the next 15-20 years for the existing bridge.

The Port received a \$5 million grant from the State of Oregon to complete the Final Environmental Impact Study required for bridge replacement. This effort will include outreach to all the affected communities so that when the funding phase of this effort occurs, barriers to completion and any other issues can be addressed to achieve broad support for the overall framework of the replacement effort.

This year saw continued capital improvements to the existing bridge's lift span, portal truss, steel repairs and the ongoing replacement of the tolling system. The 30-year plan for the bridge continues to be refined as the Port moves toward bridge replacement. This dual long-range strategy has determined that tolls must continue to be studied to allow the development of reserves as well as the long-term replacement of the existing bridge. During this year, the Port continued to upgrade and replace elements of the tolling system hardware and software amounting to \$251,949. Bridge operating expenses amounted to \$1,978,340, including \$306,708 in depreciation. Expenses were higher by \$181,310 primarily due to higher personnel costs, credit card fees and professional services for the year.

Leased Properties – This year, \$697,645 in capital improvements were made to the Jensen building and adjoining parking lot (\$34,968), the Lower Mill development (\$511,887), the DMV and the Marina office buildings (\$34,121), and the Wasco facility (\$19,942). These capital improvements were made to ensure continued demand for these facilities as well as to maintain the level of tenant occupancy and satisfaction necessary to fulfill job development and small business growth within the Port district. Lease revenues and other reimbursable fees (i.e., utilities and property taxes) were \$2,446,436, reflecting an increase of \$475,647 over the prior year. Developed property (i.e., Industrial and Commercial) expenses amounted to \$1,841,726 of which \$470,347 was depreciation. Expenses were \$7,659 more than the prior year, primarily due to higher utility costs.

Undeveloped Property – There continues to be various discussions on the remaining undeveloped lots at the waterfront. The Port continues to engage the local community as well as incorporate the remaining lots into its Strategic Plan which will assist in defining the development options for the remaining parcels. Undeveloped property expenses amounted to \$207,811, an increase of \$98,244 from the prior year. The increase is due to professional services related to parking enforcement and the Lot 1 infrastructure plan.

Recreation – The Port continues to program and manage waterfront activities, which during peak periods of the summer has considerable traffic and use. The recreational usage along the waterfront continues to challenge the Port's ability to meet public user expectations. The growth in kiteboarding, windsurfing, and the addition of paddle boarding has waterfront users competing against each other for time, access to the water, and space. Last summer the Port increased seasonal and daily parking fees at the Event Site to assist in securing additional law enforcement activity in the area. This year recreation revenues amounted to \$217,110 which was an increase of \$10,940 over the prior year. Recreation expenses amounted to \$578,324 of which \$128,306 was depreciation. Expenses increased

by \$68,214 over the prior year, which was attributable to higher maintenance costs and staffing costs during the summer season.

Marina – The marina continues to have a wait list of more than 78 potential slip renters, seeking space in a Marina with a total of 165 slips. The marina has a history of 100% occupancy and this year is no exception. The Port has upgraded the electrical infrastructure on the docks and has significantly upgraded several docks adjoining the boathouse portion of the marina. Both projects were completed at the end of summer 2014, however during the current year numerous electrical outages occurred due to a faulty electrical feeder line off the electrical panel, which was replaced. These repairs allowed the Port to bring the electrical trip level down to 100 milliamps. The Port is sharing the cost of these capital improvements (i.e., electrical and docks) with the marina tenants through an assessment. The marina tenants are being assessed 80% of the costs related to these projects. For the year, marina revenues amounted to \$358,829 which is an increase of \$28,474 compared to the prior year. This increase is attributable to a 6% increase in moorage rates to tenants. The revenues included \$87,746 of assessments for the previous electrical improvements mentioned above. Marina expenses were \$332,663, of which \$79,870 was depreciation. Expenses were more by \$24,145 from the prior year, due to higher maintenance costs for the remaining electrical work.

Airport – As noted above, the airport master plan was finally approved by the Federal Aviation Administration (“FAA”) during the year. The north apron development to the airport is funded by both a FAA grant and a state Connect VI grant. The north apron rehabilitation incurred \$61,275 of capital improvements, while the environmental assessment for the north apron incurred \$74,040. These two projects will be funded by a FAA grant which requires a 10% match by the Port. The airport technology and emergency center will be funded by a state grant that requires a 29% local match.

Airport hangar rates saw an increase of 6% for the year as the Port pursues a multi-year increase of airport hangar rates, to bring them in line with comparable airports. This will also allow for more cost recovery by the airport for its operations. Airport revenues were \$213,080 which is \$23,197 more than the prior year. Capital grants amounted to \$312,298 for environmental assessment, design and engineering for the north apron as well as funding for the commercial technology area. Expenses amounted to \$598,661 of which \$337,721 was depreciation. Expenses increased by \$89,361 from the prior year, which primarily was attributable to depreciation as the south taxiway was placed into service at the end of last year.

Economic Factors - The Port has a stable set of resources for ongoing operations and maintenance such as tolls and lease revenues. Since property taxes are such a small percentage of the revenue mix, a recession does not have the same impact to the Port’s resources as it would otherwise have with other tax-dependent agencies. Additionally, the Hood River area continues to see a high demand for housing but also continues to have a limited supply of developable properties, thereby keeping the recessionary impact to property values from occurring at significant levels. Employment and job

growth continue at a moderate pace and the Port continues to focus strategic decisions on how best to stimulate job growth in the community and surrounding area.

Uncertainties about future economic changes and financial impacts are common throughout the region. To deal with the swings in the economy and to plan for future capital expansion, the Port has routinely set aside resources. The Port will update its Strategic Business Plan in the coming year and will integrate its key financial policies regarding reserves, debt coverage, and revenue diversification in the update.

Request for Information – The Port’s financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the Port’s finances and to demonstrate the Port’s accountability. If you have questions about this report or need additional information, please contact the Port’s Chief Financial Officer at 1000 E. Port Marina Drive, Hood River, OR 97031, or via email to fkowell@portofhoodriver.com.

PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON
BASIC FINANCIAL STATEMENTS

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PORT OF HOOD RIVER

**STATEMENT OF NET POSITION
JUNE 30, 2019**

ASSETS	Governmental Activities	Business-Type Activities	Total
Cash and investments	\$ 2,169,729	\$ 6,313,978	\$ 8,483,707
Cash and investments (restricted)	-	140,707	140,707
Receivables (net)	4,390	1,264,412	1,268,802
Prepaid expenses		220,994	220,994
Supply inventory		10,811	10,811
Deposits		158,317	158,317
Capital assets, non-depreciable	311,391	11,919,575	12,230,966
Capital assets, (net of accumulated depreciation)	7,106,154	19,656,825	26,762,979
<i>Total Assets</i>	<u>9,591,664</u>	<u>39,685,619</u>	<u>49,277,283</u>
DEFERRED OUTFLOWS OF RESOURCES			
Pension related deferral	89,304	566,062	655,366
OPEB related deferral	98	535	633
<i>Total Deferred Outflows of Resources</i>	<u>89,402</u>	<u>566,597</u>	<u>655,999</u>
LIABILITIES			
<i>Current Liabilities</i>			
Accounts payables		946,375	946,375
Unearned revenue	-	229,739	229,739
Accrued compensated absences		76,803	76,803
Toll tickets outstanding		8,176	8,176
Breezeby outstanding		411,803	411,803
<i>Non-Current Liabilities</i>			
Net pension liability	161,842	1,025,866	1,187,708
Total OPEB liability	4,027	24,740	28,767
Due within one year	-	1,942,961	1,942,961
Due in more than one year	-	570,000	570,000
<i>Total Liabilities</i>	<u>165,869</u>	<u>5,236,463</u>	<u>5,402,332</u>
DEFERRED INFLOWS OF RESOURCES			
Pension related deferral	11,611	73,603	85,214
OPEB related deferral	242	1,483	1,725
	<u>11,853</u>	<u>75,086</u>	<u>86,939</u>
NET POSITION			
Net Investment in Capital Assets	7,417,545	29,063,439	36,480,984
<i>Restricted for:</i>			
Debt Service	-	140,707	140,707
Unrestricted	2,085,799	5,736,521	7,822,320
<i>Total Net Position</i>	<u>\$ 9,503,344</u>	<u>\$ 34,940,667</u>	<u>\$ 44,444,011</u>

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2019

<u><i>Functions/Programs</i></u>	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities:				
General Government	\$ 548,525	\$ -	\$ -	\$ -
Bridge Repair and Replacement	2,278,613	-	1,473,192	-
Interest on Long Term Debt	11,808	-	-	-
Total Governmental Activities	2,838,946	-	1,473,192	-
Business Type Activities				
Revenue Fund	5,859,632	9,140,472	-	312,298
Interest on Long Term Debt	142,305	-	-	-
Total Primary Government	\$ 8,840,883	\$ 9,140,472	\$ 1,473,192	\$ 312,298

General Revenues:

Property taxes
Earnings on investments
Miscellaneous
Transfers

Total General Revenues

Change in net position

Net Position beginning of year

Net Position end of year

See accompanying notes to the basic financial statements

Net Revenue (Expenses) and Changes in Net Position

Governmental Activities	Business-Type Activities	Total
\$ (548,525)	\$ -	\$ (548,525)
(805,421)	-	(805,421)
(11,808)	-	(11,808)
(1,365,754)	-	(1,365,754)
-	3,593,138	3,593,138
-	(142,305)	(142,305)
(1,365,754)	3,450,833	2,085,079
73,621	-	\$ 73,621
36,655	216,791	253,446
-	27,907	27,907
2,498,672	(2,498,672)	-
2,608,948	(2,253,973)	354,974
1,243,194	1,196,860	2,440,053
8,260,150	33,743,808	42,003,958
\$ 9,503,344	\$ 34,940,668	\$ 44,444,011

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2019

<u>ASSETS</u>	<u>General</u>	<u>Bridge Repair & Replacement</u>	<u>Total Governmental Funds</u>
<i>Unrestricted Assets</i>			
Cash and Investments	\$ 291,850	\$ 1,877,476	\$ 2,169,326
Cash with Fiscal Agent	403	-	403
Taxes Receivable	4,390	-	4,390
<i>Total Assets</i>	<u>\$ 296,643</u>	<u>\$ 1,877,476</u>	<u>\$ 2,174,119</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Unavailable Revenue - Property Taxes	\$ 3,843	-	\$ 3,843
<i>Total Deferred Inflows of Resources</i>	<u>3,843</u>	<u>-</u>	<u>3,843</u>
<u>FUND BALANCES</u>			
Committed for Bridge Repair & Replacement	-	1,877,476	1,877,476
Unassigned	292,800	-	292,800
<i>Total Fund Balances</i>	<u>292,800</u>	<u>1,877,476</u>	<u>2,170,276</u>
<i>Total Liabilities and Fund Balances</i>	<u>\$ 296,643</u>	<u>\$ 1,877,476</u>	<u>\$ 2,174,119</u>

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS
TO STATEMENT OF POSITION
JUNE 30, 2019

Total Fund Balances - Governmental Funds	\$ 2,170,276
Amounts Reported for Governmental Activities in the Statement of Net Position are different because:	
Deferred Outflows of Resources - Pension Related Deferral	89,304
Deferred Outflows of Resources - OPEB Related Deferral	98
The proportionate share of the net pension liability is not reported as a liability in the governmental funds	(161,842)
The total OPEB liability is not reported as a liability in the governmental funds	(4,027)
Deferred Inflows of Resources - Pension Related Deferral	(11,611)
Deferred Inflows of Resources - OPEB Related Deferral	(242)
Revenues are unavailable in the Governmental Funds if received after 60 days, but accrued in the Statement of Activities as earned.	3,843
Capital assets, net used in Governmental Activities are not financial resources and therefore are not reported in the funds.	<u>7,417,545</u>
<i>Net Position of Governmental Activities</i>	<u><u>\$ 9,503,344</u></u>

PORT OF HOOD RIVER

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS**

For the Year Ended June 30, 2019

	Funds		Total Governmental Funds
	General	Bridge Repair & Replacement	
REVENUES			
Property taxes	\$ 72,877	\$ -	\$ 72,877
Interest	7,514	29,142	36,656
Income from Grants	-	1,473,192	1,473,192
<i>Total Revenues</i>	<u>80,391</u>	<u>1,502,334</u>	<u>1,582,725</u>
EXPENDITURES			
<i>Current</i>			
General government	545,472	-	545,472
Bridge repair and replacement	-	1,601,649	1,601,649
<i>Capital Outlay</i>			
Bridge repair and replacement	-	775,664	775,664
<i>Debt Service</i>			
Interest	-	5,775	5,775
Principal payment	-	480,000	480,000
<i>Total Expenditures</i>	<u>545,472</u>	<u>2,863,088</u>	<u>3,408,560</u>
<i>Excess (Deficiency) of Revenues Over (Under) Expenditures</i>	(465,081)	(1,360,754)	(1,825,835)
OTHER FINANCING SOURCES (USES)			
Operating transfers in	545,472	1,953,200	2,498,672
<i>Total Other Financing Sources (Uses)</i>	<u>545,472</u>	<u>1,953,200</u>	<u>2,498,672</u>
Net change in Fund Balances	80,391	592,446	672,837
FUND BALANCE - Beginning	212,409	1,285,030	1,497,439
FUND BALANCE - Ending	<u>\$ 292,800</u>	<u>\$ 1,877,476</u>	<u>\$ 2,170,276</u>

See accompanying notes to the basic financial statements

PORT OF HOOD RIVER

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2019**

Net Change in Fund Balances - Total Government Funds \$ 672,837

Amounts Reported for Governmental Activities in the Statement of Activities are
are different because:

Government Funds report Capital Outlays as Expenditures while Governmental Activities
report Depreciation Expense to allocate those Expenditures over the life of the assets.
This is the amount by which Depreciation exceeded Capital Outlays in the current period.

Expenditures for Capital Assets	775,664	
Less: Current Year Depreciation	(673,830)	101,834

Under the modified accrual basis of accounting used in government funds,
expenditures are not recognized for transactions that are not normally paid
with expendable available financial resources. In the Statement of Activities,
however, which is presented on the accrual basis of accounting, expenses and
liabilities are reported regardless of when financial resources are available.
This adjustment combines the net changes in liability balances.

Long Term Debt Principal Paid	480,000	
Accrued Interest Expense	968	480,968
Deferred Charge on Refunding - Amortization		(7,000)

The pension expense represents the change in net pension asset (liability) from year
to year due to changes in total pension liability and the fair value of the pension
plan net position available to pay pension benefits. (5,874)

The OPEB expense represents the net change in total OPEB liability for the year. (314)

Revenues in the Statement of Activities that do not provide current financial
resources are not reported as revenues in the funds.

Property taxes		743
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Change in Net Position of Governmental Activities		\$ 1,243,194
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PORT OF HOOD RIVER

STATEMENT OF NET POSITION
 PROPRIETARY FUND

June 30, 2019

ASSETS	REVENUE FUND
<i>Current Assets</i>	
Cash and investments	\$ 6,454,685
Accounts receivable (net of allowance for uncollectibles)	1,264,412
Prepaid expenses	220,994
Inventory	10,811
<i>Non-Current Assets</i>	
Deposits	158,317
<i>Capital assets (net of accumulated depreciation)</i>	
Land	8,940,897
Land improvements	7,493,764
Buildings & improvements	9,798,637
Bridge	1,956,077
Equipment and vehicles	408,347
Construction in progress	2,978,678
TOTAL ASSETS	<u>39,685,619</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension related deferral	566,062
OPEB related deferral	535
TOTAL DEFERRED OUTFLOWS OF RESOURCES	<u>566,597</u>
LIABILITIES	
<i>Current Liabilities</i>	
Accounts payable and other current liabilities	946,375
Unearned revenue	229,739
Accrued compensated absences	76,803
Toll tickets outstanding	8,176
Breezeby Outstanding	411,803
FlexLease payable - due within one year	65,000
Note payable - due within one year	1,877,961
<i>Non-Current Liabilities</i>	
Net Pension liability	1,025,866
Total OPEB liability	24,740
FlexLease payable - due in more than one year	570,000
TOTAL LIABILITIES	<u>5,236,464</u>
DEFERRED INFLOWS OF RESOURCES	
Pension related deferrals	73,603
OPEB related deferral	1,483
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>75,086</u>
NET POSITION	
Net investment in capital assets	29,063,439
Restricted - Debt Service	140,707
Unrestricted	5,736,521
TOTAL NET POSITION	<u>\$ 34,940,667</u>

See the accompanying notes to the basic financial statements

PORT OF HOOD RIVER

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
NET POSITION - PROPRIETARY FUND
For the Year Ended June 30, 2019**

	REVENUE FUND
OPERATING REVENUES	
Bridge tolls	\$ 5,908,313
Leases, rents and fees	3,232,159
Total Operating Revenues	9,140,472
OPERATING EXPENSES	
Salaries and wages	1,339,594
Payroll taxes and benefits	615,911
Utilities including communication costs	567,315
Insurance	343,580
Maintenance and supplies	330,649
Other operating expenses	548,147
Professional services including legal	467,335
Property taxes	197,958
Depreciation expense	1,449,143
Total Operating Expenses	5,859,632
Operating Income	3,280,840
NON-OPERATING REVENUES (EXPENSES)	
Interest income	216,791
Income from other sources and grants	26,907
Interest expense	(142,305)
Gain on sale of capital assets	1,000
Total Non-operating Revenues (Expenses)	102,393
Income before Capital Contributions and Operating Transfers	3,383,233
CAPITAL GRANTS AND TRANSFERS	
Capital grants and contributions	312,298
Operating transfers out	(2,498,672)
Total Capital Contributions and Transfers	(2,186,374)
Change in Net Position	1,196,859
Total Net Position - Beginning	33,743,808
Total Net Position - Ending	\$ 34,940,667

See the accompanying notes to the basic financial statements

PORT OF HOOD RIVER

**STATEMENT OF CASH FLOWS
PROPRIETARY FUND**

For the Year Ended June 30, 2019

	REVENUE FUND
CASH FLOWS FROM OPERATING ACTIVITIES	
Cash received from customers	\$ 8,524,520
Cash paid to suppliers	(2,638,777)
Cash paid to employees and benefits	(1,903,282)
Net Cash Provided by Operating Activities	3,982,461
CASH FLOWS FROM NONCAPITAL FINANCIAL ACTIVITIES	
Income from other sources and grants	26,907
Transfers to other funds	(2,498,672)
Net Cash (Used) by Noncapital Financing Activities	(2,471,765)
CASH FLOWS FROM CAPITAL FINANCIAL ACTIVITIES	
Capital grant and contribution monies received	312,298
Interest paid on capital debt	(155,845)
Principal payment on capital debt	(1,935,928)
Acquisition and construction of capital assets	(1,562,035)
Disposition of capital assets	1,000
Net Cash (Used) for Capital and Related Financing Activities	(3,340,510)
CASH FLOWS FROM INVESTING ACTIVITIES	
Investment earnings	216,791
Net Cash Provided by Investing Activities	216,791
Net (Decrease) in Cash	(1,613,023)
CASH AND EQUIVALENTS - BEGINNING OF YEAR	8,067,708
CASH AND EQUIVALENTS - END OF YEAR	\$ 6,454,685
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATIONS	
Operating Income	\$ 3,280,840
Adjustments to reconcile operating income to net cash:	
Depreciation	1,449,143
(Increase) Decrease in:	
Accounts Receivable	(622,403)
Prepaid Expenses	(15,356)
Inventory	12,428
Decrease (Increase) in:	
Accounts Payable	(180,865)
Accrued Liabilities	12,985
Pension Items	37,244
OPEB Items	1,994
Unearned Revenues	6,451
Net Cash Provided by Operating Activities	\$ 3,982,461

See the accompanying notes to the basic financial statements

PORT OF HOOD RIVER
Notes to Financial Statements
June 30, 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The financial statements of the Port of Hood River, Oregon, have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

Port of Hood River (Port) is a municipal corporation governed by an elected board of commissioners consisting of a president, vice-president, secretary, treasurer, and a fifth commissioner. As required by generally accepted accounting principles in the United States of America, all activities of the Port have been included in these financial statements.

Component units, as defined by the Governmental Accounting Standards Board (GASB) Statement No. 14, 39 and 61, are separate organizations which are included in the reporting entity because of the significance of their operational or financial relationships with the Port. There are no component units reported herein.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e. the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which primarily rely on bridge toll revenues and lease income.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment, are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as *program revenues* include:

- 1) Charges to customers or applicants for goods, services, or privileges provided,
- 2) Operating grants and contributions, and
- 3) Capital grants and contributions, including special assessments.

Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Port considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to claims and judgments, are recorded only when payment is due. Property taxes associated with the current fiscal period are recognized as revenues in the current fiscal period if collected within sixty days after year end.

D. Budgetary Basis of Accounting

While the financial position, results of operations, and changes in fund balance or net position is reported on the basis of accounting principles generally accepted in the United States of America (GAAP), the budgetary basis of accounting differs from generally accepted accounting principles. The budgetary statements provided as part of required supplementary information and supplementary information elsewhere in this report are presented on the budgetary basis to provide a meaningful comparison of actual results with the budget. The primary differences between the budgetary basis and GAAP are that capital outlay is expensed when purchased, depreciation and amortization expenses are not reported, property taxes are recognized as revenue when received instead of when levied, inventory is expensed as purchased, and proceeds of long-term borrowing are recognized as an “other financing source” and principal paid is considered an expenditure when paid.

The Port reports the following major governmental funds:

The *General Fund* is the Port’s primary administration fund. Financial transactions not specifically related to the Port’s other funds are accounted for therein. The major revenue sources are property taxes, interest income and revenues transferred from the Port’s enterprise fund.

The *Bridge Repair and Replacement Fund* is the Port’s special revenue fund. This fund accounts for the revenues and expenditures related to the bridge capital improvements that are made to maintain, extend or replace its structures, surfaces, and integrity of its components into the future. It is financed by debt and transfers received from a portion of the bridge toll revenues and by interest income earned from within the fund.

The Port reports the following major enterprise fund:

The *Revenue Fund* is the Port's enterprise fund. This fund was established to account for the revenues and expenses of the Port's operating activities. The primary sources of revenue are the bridge tolls, lease rentals, fees, grant proceeds, and proceeds from the sale of any assets.

Proprietary funds distinguish operating revenues and expenses from non-operating items. The principal operating revenues of the enterprise fund are bridge tolls, lease rentals and fees, and operating grants. Operating expenses for the enterprise fund include administrative expenses, maintenance, insurance, and depreciation on capital assets. All other revenues and expenses are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Port's policy to use restricted resources for their intended purposes first then unrestricted resources as they are needed. Within unrestricted resources, committed and assigned are considered spent (if available) for their intended purposes before unassigned amounts.

E. Cash and Investments

The cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Fair Value Inputs and Methodologies and Hierarchy

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Observable inputs are developed based on market data obtained from sources independent of the reporting entity. Unobservable inputs are developed based on the best information available about the assumptions market participants would use in pricing the asset. The classification of securities within the fair value hierarchy is based upon the activity level in the market for the security type and the inputs used to determine their fair value, as follows:

Level 1 – unadjusted price quotations in active markets/exchanges for identical assets or liabilities that each Fund has the ability to access, or

Level 2 – other observable inputs (including, but not limited to, quoted prices for similar assets or liabilities in markets that are active, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the assets or liabilities (such as interest rates, yield curves, volatilities, loss severities, credit risks and default rates) or other market-corroborated inputs), or

Level 3 – unobservable inputs based on the best information available in the circumstances, to the extent observable inputs are not available (including each Fund's own assumptions used in determining the fair value of investments).

The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). Accordingly, the degree of judgement exercised in determining fair value is greatest for instruments categorized in Level 3. The inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes, the fair value hierarchy classification is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

F. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the reporting period. Actual results could differ from those estimates.

G. Budgets

A budget is prepared for all funds, in accordance with the modified accrual basis of accounting and legal requirements set forth in the Oregon Local Budget Law. The budget process begins in each fiscal year with the establishment of the Budget Committee. Recommendations are developed through late winter with the Budget Committee approving the budget in early spring. Public notices of the budget hearing are published generally in early spring with a public hearing being held approximately three weeks later. The Board of Commissioners may amend the budget prior to adoption; however, budgeted expenditures for each fund may not be increased by more than ten percent. The budget is then adopted, appropriations are made and the tax levy declared no later than June 30th.

Expenditure budgets are appropriated at the following levels for each fund:

LEVEL OF CONTROL

Personnel Services
Materials and Services
Capital Outlay

Interfund Transfers
Debt Service
Operating Contingency

Appropriations lapse at the fiscal year-end. Management may amend line items in the budget without Commissioner approval as long as appropriation levels (the legal level of control) are not changed. Supplemental appropriations may occur if the Commissioners approve them due to a need which exists which was not determined at the time the budget was adopted.

Expenditures of the various funds were within authorized appropriations for the year ended June 30, 2019.

H. Assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position or equity

1. Deposits and investments – restricted and unrestricted

The Port's cash and cash equivalents are considered to be cash on hand, checking deposits, short-term investments with original maturities of three months or less from the date of acquisition and investments in securities with existing maturities of eight years or less. Investments are recorded at fair value when a market price is available. Assets whose use is restricted to specific purposes by state law or bond indenture are segregated on statement of net position.

2. *Receivables and payables*

Property tax receivables are deemed to be substantially collectable or recoverable through foreclosure. Accordingly, no allowance for doubtful accounts is deemed necessary with regard to property taxes. All other receivables are shown net of an allowance for uncollectable.

Property taxes are levied and become a lien as of July 1. Property taxes are assessed in October and tax payments are due November 15th. Under the partial payment schedule, the first one-third of taxes are due November 15th, the second one-third on February 15th, and the remaining one-third on May 15th. A three percent discount is allowed if full payment is made by November 15th, and a two percent discount is allowed if two-thirds payment is made by November 15th. Taxes become delinquent if not paid by the due date and interest accrues after each trimester at a rate of one percent per month. Property foreclosure proceedings are initiated four years after the tax due date.

Accounts receivables accordingly, do have an allowance for doubtful accounts that is monitored based upon the payment trends of accounts and their business's ability to pay. If an account depicts financial stress, an agreement is normally renegotiated to keep a past due balance from becoming uncollectible.

3. *Inventories*

The Port's inventory at year end is stated at cost, using the first in first out method.

4. *Prepaid Expenses*

Certain payments to vendors reflect costs applicable to a future accounting period(s) and are recorded as prepaid items in both government-wide and fund financial statements.

5. *Capital Assets*

In accordance with GASB Statement No. 34, the Port has reported all capital assets, which include property, equipment and infrastructure assets (e.g., roads, bridges), in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the Port as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of two years. The useful lives generally range from 5 to 40 years for land and building improvements, 20 to 60 years for bridge and related improvements, and 5 to 15 years for equipment. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for land, buildings, and improvements are capitalized as projects are purchased or constructed. Property, plant and equipment of the Port are depreciated using the straight-line method over the estimated useful life of the asset.

6. *Compensated Absences*

It is the Port's policy to permit employees to accumulate earned but unused vacation leave, which will be paid to employees upon separation from service. All vacation pay is accrued when incurred in the government-wide financial statements and in the proprietary fund financial statements. The Port allows for a maximum of 240 hours of vacation to be carried forward at the end of a calendar year.

7. *Non-current liabilities*

In the government-wide financial statements long-term debt, and notes payable are reported as long-term liabilities in the Port's statement of net position.

In the fund financial statements, governmental fund types recognize bond premiums, or discounts at the time of bond issuance and are either reported as other financing sources or uses. The face amount of debt issued is reported as other financing sources.

Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

8. *Net position & fund balance*

The government-wide statement of net position reports \$140,707 of restricted net position which is restricted for the Port's future bond debt service. In the fund financial statements, fund balance is reported in a classification that is comprised of a hierarchy based on the extent to which the Port is bound to honor constraints on the specific purpose for which amounts in those funds can be spent. The classifications of fund balances are Nonspendable, Restricted, Committed, Assigned and Unassigned. Nonspendable and Restricted fund balances represent the restricted classifications and Committed, Assigned, and Unassigned represent the unrestricted classifications.

Nonspendable fund balance includes amounts that cannot be spent because either 1) it is not in a spendable form, such as inventory or prepaid items or 2) legally or contractually required to be maintained intact.

Restricted fund balance has externally enforceable limitations imposed by creditors, grantors, contributors, laws and regulations of other governments, or laws through constitutional provisions or enabling legislation.

Committed fund balance is self-imposed limitations at the highest level of decision making authority (Board of Commissioners). The Board of Commissioners approval is required to commit resources or to rescind the commitment. This is done by vote and/or passing a resolution.

Assigned fund balance represents limitations imposed by management and/or Board of Commissioners that do not meet the criteria to be classified as restricted or committed. Assigned fund balance requests are submitted to the Executive Director and/or the Board of Commissioners for approval.

Unassigned fund balance represents the residual net resources in excess of the other classifications. The general fund is the only fund that can report a positive unassigned fund balance and any governmental fund can report a negative unassigned fund balance.

It is the policy of the Port that resources are to be expended in the following order: Restricted, Committed, Assigned, and Unassigned.

9. *Deferred outflows/inflows of resources*

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The government has two items that qualify for reporting in this category. These include the deferrals related to the PERS pension plan and the Port's OPEB on the Statement of Net Position.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The government has only one type of item which arises only under the modified accrual basis of accounting, which qualifies for reporting in this category. Accordingly, the item, *unavailable revenue*, is only reported in the governmental funds balance sheet. The governmental funds report unavailable revenue from one source: property taxes. This amount is deferred and recognized as an inflow of resources in the period that the amount becomes available. The Port also has two items which arise under full accrual accounting in the Statement of Net Position, which are the deferrals related to the PERS pension plan and the Port's OPEB.

10. Retirement Plans

Substantially all of the Port's employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net position liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to, deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value. GASB Statements 68 and 71 have been implemented as of July 1, 2014.

NOTE 2 – DETAILED NOTES ON ALL FUNDS

A. Cash and investments

Deposits with financial institutions

The Port's deposits are held in a qualified bank depository meeting the requirements specified by the Oregon State Treasurer's office, as well as the Port's investment policy.

Being a qualified bank depository provides an additional level of collateral to mitigate the level of custodial risk that may be present when deposits exceed the \$250,000 level of insured funds by the Federal Depository Insurance Corporation (FDIC). The level of custodial risk relates to the level of insurance a financial institution will provide if financial difficulties were to occur that would affect Port deposits. The amount of collateral a financial institution will pledge as security for the deposits and the level of creditworthiness of the financial institution.

The bank balance as of June 30, 2019 maintained by the Port was \$806,767. At various times during the fiscal year, bank balances exceeded the FDIC limit but any funds in excess of the FDIC insured limit were covered by collateral pledged by qualified depositories. These depositories are qualified by the Oregon State Treasurer's office.

	Balance	
	Book	Bank
Checking Accounts - General	\$ 789,970	\$ 805,680
Checking Accounts - Payroll	995	1,087
Total Checking Deposits	<u>\$ 790,965</u>	<u>\$ 806,767</u>

Investments

Investments in the Local Government Investment Pool (LGIP) are included in the Oregon Short-Term Fund, which is an external investment pool that is not a 2a-7 like external investment pool, and is not registered with the U. S. Securities and Exchange Commission as an investment company. Fair value of the LGIP is calculated at the same value as the number of pool shares owned. The unit of account is each share held, and the value of the position would be the fair value of the pool's share price multiplied by the number of shares held. Investments in the Short-Term Fund are governed by ORS 294.135, Oregon Investment Council, and portfolio guidelines issued by the Oregon Short-Term Fund Board, which establish diversification percentages and specify the types and maturities of investments. The portfolio guidelines permit securities lending transactions as well as investments in repurchase agreements and reverse repurchase agreements. The fund's compliance with all portfolio guidelines can be found in their annual report when issued.

The LGIP seeks to exchange shares at \$1.00 per share; an investment in the LGIP is neither insured nor guaranteed by the FDIC or any other government agency. Although the LGIP seeks to maintain the value of share investments at \$1.00 per share, it is possible to lose money by investing in the pool. We intend to measure these investments at book value since it approximates fair value. The pool is comprised of a variety of investments. These investments are characterized as a level 2 fair value measurement in the Oregon Short Term Fund's audited financial report. Amounts in the State treasurer's Local Government Investment Pool are not required to be collateralized. The audited financial reports of the Oregon Short Term Fund can be found here:

[http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-\(OSTF\).aspx](http://www.oregon.gov/treasury/Divisions/Investment/Pages/Oregon-Short-Term-Fund-(OSTF).aspx). If the link has expired please contact the Oregon Short Term Fund directly.

At June 30, 2019, the Port held most of its investments in the LGIP having a carrying amount of \$5,650,044 which approximates fair value. The Port held other agency, banking and energy investments worth \$2,181,126.

Current investment ratings and weighted average maturities depicted as follows:

<u>Investment Type</u>	<u>Credit Quality</u>	<u>Type of Issuer</u>	<u>Fair Value Activity Level</u>	<u>Fair Value</u>	<u>Weighted Avg to Maturity in Years</u>
LGIP	Not Rated	72%	Quoted Market Price, Level 1	\$ 5,650,044	
General Electric	S&P BBB+	3%	Quoted Market Price, Level 1	207,008	1.21
Farmer Mac	S&P AA+	3%	Quoted Market Price, Level 1	199,417	1.46
Farmer Mac	S&P AA+	3%	Quoted Market Price, Level 1	202,348	4.21
Exxon Mobil	S&P AA+	3%	Quoted Market Price, Level 1	201,953	1.72
Chevron	S&P AA	3%	Quoted Market Price, Level 1	200,231	0.98
Royal Bank of Canada	Moody Aaa	3%	Quoted Market Price, Level 1	201,090	1.23
Portland OR Urban Renewal	Moody Aa3	2%	Quoted Market Price, Level 1	181,860	5.96
Portland OR Urban Renewal	Moody A1	1%	Quoted Market Price, Level 1	113,233	1.96
Energy NW Washington Electric	Moody Aa1	2%	Quoted Market Price, Level 1	146,584	0.00
Port of Morrow	Moody Aa1	3%	Quoted Market Price, Level 1	199,378	4.17
Port of Morrow	Moody Aa1	3%	Quoted Market Price, Level 1	211,795	5.17
Port of Camas/Washougal	S&P AA-	1%	Quoted Market Price, Level 1	116,229	0.92
		<u>100%</u>		<u>\$ 7,831,170</u>	

As of June 30, 2019 the Port held the following cash and investments:

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Enterprise Fund</u>	<u>Total Fair Value</u>
Cash on Hand	\$ -	\$ -	\$ 1,875	\$ 1,875
Checking Deposits	-	-	790,965	790,965
Cash with Fiscal Agents	403		1	404
Local Government Investment Pool	291,850	1,877,476	3,480,718	5,650,044
Investments (at fair value)	-	-	2,181,126	2,181,126
Total Cash & Investments	<u>\$ 292,253</u>	<u>\$ 1,877,476</u>	<u>\$ 6,454,685</u>	<u>\$ 8,624,414</u>

The cash and investments are reflected in the financial statements as follows:

Cash & Investments	\$ 292,253	\$ 1,877,476	\$ 6,313,978	\$ 8,483,707
Cash & Investments - restricted	-	-	140,707	140,707
Total Cash & Investments	<u>\$ 292,253</u>	<u>\$ 1,877,476</u>	<u>\$ 6,454,685</u>	<u>\$ 8,624,414</u>

Fair value of financial assets and liabilities:

The Port estimates the fair value of its monetary assets and liabilities based upon the existing interest

rates related to such assets and liabilities compared to the current market rates of interest for instruments of a similar nature and degree of risk. The Port estimates that all of its monetary assets and liabilities approximate fair value as of June 30, 2019.

Custodial credit risk

Custodial credit risk is the risk that in the event of failure of the bank and/or counterparty, the Port will not be able to recover the value of its deposit and investments or collateral securities in possession of an outside party.

Credit risk

Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligation. The State Treasurer’s investment pool account is unrated as to credit risk.

Interest rate risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment.

Concentration of credit risk

Concentration of credit risk is the risk of a loss attributed to the magnitude of a government’s investment in a single issuer. The Port has a formal policy that places a limit on the amount that it may invest in any one issuer and mitigates the other types of investment risk through analysis of the securities it will purchase that will align with its Investment policy both in maturity, investment quality, capital needs and safekeeping. The LGIP investment represents 72% of the Port’s total investments.

B. Receivables

Accounts receivables consist of amounts due for grants, leases, rents, taxes and other fees. The balances for governmental and business-type activities on June 30, 2019 are as follows:

	Type of Activities		
	Governmental	Business	Total
Accounts Receivables - Trade	\$ -	\$ 486,789	\$ 486,789
Grants Receivables	-	809,964	809,964
Taxes Receivable	4,390	-	4,390
Less: Allowance for doubtful accounts	-	(32,341)	(32,341)
Net Accounts Receivable	\$ 4,390	\$ 1,264,412	\$ 1,268,802

Notes receivable due to the Port at June 30, 2019 are summarized below:

Pfriem Brewery – The mission of the Port of Hood River has many attributes, but primarily it is to stimulate job growth in the community. As a landlord of industrial property, the Port markets itself to tenants such as Pfriem Brewing Company (Pfriem). Pfriem was a startup brewer in need of light industrial space to brew a premium beer that would promote jobs in the community. The original note receivable negotiated with Pfriem was \$50,976 but was later adjusted to \$47,765. This was due

to the delay in construction consequently allowing occupancy. The note receivable is at a 4% rate of interest with a monthly payment of \$496 for a 10 year period with 3 years and 7 months remaining.

In November 2013, a second note receivable of \$106,855 was approved for a 10 year payback at a 5% rate of interest. This note receivable was for a capital expansion of the current facility they are using. Both notes were consolidated on February 1, 2015 into one payment stream with the original amortization schedule and terms. The balance on the note receivable with Pfriem at June 30, 2018 was \$88,478 and was paid off October 2018.

Notes Receivable

	Beginning Balance	Issued	Matured and Redeemed	Outstanding Balance	Due in One Year
Pfriem Brewery - Halyard Building	\$ 88,478	\$ -	\$ 88,478	\$ -	\$ -
	\$ 88,478	\$ -	\$ 88,478	\$ -	\$ -

C. Capital Assets

Capital asset activity for governmental activities for the year ended June 30, 2019 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
Governmental activities:				
<i>Capital assets not being depreciated:</i>				
Construction in progress	\$ 933,097	\$ 775,664	\$ 1,397,370	\$ 311,391
<i>Total capital assets, not being depreciated</i>	<u>933,097</u>	<u>775,664</u>	<u>1,397,370</u>	<u>311,391</u>
<i>Capital assets being depreciated:</i>				
Bridge & improvements	14,029,460	1,397,370	-	15,426,830
Electronic toll equipment	182,207	-	-	182,207
Machinery & equipment	7,000	-	-	7,000
<i>Total capital assets being depreciated</i>	<u>14,218,668</u>	<u>1,397,370</u>	<u>-</u>	<u>15,616,038</u>
<i>Less: Accumulated depreciation for:</i>				
Bridge & improvements	(7,662,116)	(673,003)	-	(8,335,119)
Electronic toll equipment	(173,938)	(827)	-	(174,765)
<i>Total accumulated depreciation</i>	<u>(7,836,054)</u>	<u>(673,830)</u>	<u>-</u>	<u>(8,509,884)</u>
<i>Total capital assets being depreciated, net</i>	<u>6,382,614</u>	<u>723,540</u>	<u>-</u>	<u>7,106,154</u>
<i>Governmental activities capital assets, net</i>	<u>\$ 7,315,711</u>	<u>\$ 1,499,204</u>	<u>\$ 1,397,370</u>	<u>\$ 7,417,545</u>

Capital asset activity for business-type activities for the year ended June 30, 2019 is as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
Business-type activities:				
<i>Capital assets not being depreciated:</i>				
Land	\$ 8,940,897	\$ -	\$ -	\$ 8,940,897
Construction in progress	2,094,378	1,490,674	606,374	2,978,678
<i>Total capital assets, not being depreciated</i>	<u>11,035,275</u>	<u>1,490,674</u>	<u>606,374</u>	<u>11,919,575</u>
<i>Capital assets being depreciated:</i>				
Land improvements	10,420,619	430,377	-	10,850,996
Buildings & improvements	19,603,112	123,686	-	19,726,798
Bridge & improvements	9,108,771	14,647	-	9,123,418
Equipment - office	297,197	55,129	-	352,326
Equipment - operations	410,661	18,550	-	429,211
Vehicles	242,611	35,347	27,455	250,503
<i>Total capital assets being depreciated</i>	<u>40,082,971</u>	<u>677,736</u>	<u>27,455</u>	<u>40,733,252</u>
<i>Less: Accumulated depreciation for:</i>				
Land improvements	(2,908,944)	(448,287)	-	(3,357,231)
Buildings & improvements	(9,323,067)	(605,094)	-	(9,928,161)
Bridge & improvements	(6,860,633)	(306,708)	-	(7,167,341)
Equipment - office	(67,792)	(40,092)	-	(107,884)
Equipment - operations	(328,444)	(15,859)	-	(344,303)
Vehicles	(165,858)	(33,103)	27,455	(171,506)
<i>Total accumulated depreciation</i>	<u>(19,654,738)</u>	<u>(1,449,143)</u>	<u>27,455</u>	<u>(21,076,426)</u>
<i>Total capital assets being depreciated, net</i>	<u>20,428,233</u>	<u>(771,407)</u>	<u>-</u>	<u>19,656,825</u>
<i>Business-type activities capital assets, net</i>	<u>\$ 31,463,508</u>	<u>\$ 719,267</u>	<u>\$ 606,374</u>	<u>\$ 31,576,400</u>

Depreciation using the straight-line method was charged to functions/programs of the primary government as follows:

	<i>Governmental Activities</i>	<i>Business-Type Activities</i>
Bridge Repair and Replacement Fund	\$ 673,830	\$ -
Revenue Fund	-	1,449,143
	<u>673,830</u>	<u>1,449,143</u>
Total Depreciation Expense	<u>\$ 673,830</u>	<u>\$ 1,449,143</u>

The Port has various leased properties all accounted for as operating leases. Costs of leased properties (also included in the above capital asset detail) are as follows:

<u>Properties</u>	Land			Total
	Land	Improvements	Buildings	
Industrial Buildings	\$ 4,954,436	\$ 616,714	\$ 13,468,729	\$ 19,039,879
Commercial Buildings	196,337	57,077	2,153,133	2,406,547
Airport	1,362,814	7,797,802	1,348,250	10,508,866
Waterfront	2,391,910	2,290,345	958,128	5,640,383
Marina	35,400	89,058	1,798,558	1,923,016
Total Cost	8,940,897	10,850,996	19,726,798	39,518,691
Accumulated Depreciation	-	(3,357,231)	(9,928,161)	(13,285,392)
Total Cost, net	<u>\$ 8,940,897</u>	<u>\$ 7,493,765</u>	<u>\$ 9,798,637</u>	<u>\$ 26,233,299</u>

Minimum future rentals receivable on non-cancelable operating leases for the five succeeding fiscal years and thereafter are as follows:

<u>Year Ended June 30,</u>	<u>Minimum Future Rentals</u>
2020	\$ 1,603,603
2021	1,555,086
2022	1,439,180
2023	1,346,867
2024	<u>1,274,954</u>
Total	<u>\$ 7,219,690</u>

D. Interfund receivables, payables, and transfers

The composition of interfund transfers to the General and Bridge Repair and Replacement fund to cover their fund expenses at June 30, 2019, are as follows:

	Transfers	
	In	Out
General fund	\$ 545,471	\$ -
Bridge repair and replacement fund	1,953,201	-
Revenue fund	-	2,498,672
Total	\$ 2,498,672	\$ 2,498,672

E. Debt

In the following table, debt information is presented with respect to governmental and business-type activities. The table below presents current year changes in those obligations and the current portions due for each issue. Each debt issue is defined below as well as their annual debt service requirements to maturity. The long-term debt activity for the year ended June 30, 2019 is as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<i>Governmental Activities</i>					
Bonds					
Revenue Bonds	\$ 480,000	\$ -	\$ 480,000	\$ -	\$ -
<i>Total Governmental Activities</i>	480,000	-	480,000	-	-
<i>Business-Type Activities</i>					
Direct Borrowings and Placements					
Note Payable- LJS Manufacturing	1,927,648	-	49,687	1,877,961	1,877,961
Flexlease - Series 2010E	160,000	-	20,000	140,000	20,000
Flexlease - Series 2013B	540,000	-	45,000	495,000	45,000
Bonds					
Taxable Revenue Bonds - Series 2015	1,821,241	-	1,821,241	-	-
<i>Total Business-Type Activities</i>	4,448,889	-	1,935,928	2,512,961	1,942,961
Total	\$ 4,928,889	\$ -	\$ 2,415,928	\$ 2,512,961	\$ 1,942,961

General Revenue Bonds – Governmental Activities

The Port issued general revenue bonds to provide funds for improvements to the Port's toll bridge, which included the bridge redecking, upgrading the Bridge's toll plaza and other improvements. The original amount of the general revenue bonds issued in August, 2003 was \$8,000,000. In addition to the bond proceeds, the Port has contributed existing funds from reserves for capital improvements to the bridge. In October 2013, the Port issued a General Revenue Refunding Bond, Series 2013 in the amount of \$3,730,000 which refunded the 2003 General Revenue bonds. The Port's toll revenues are expected to provide sufficient funds to pay the debt service on the 2013 General Revenue Refunding bonds.

General revenue bonds are direct obligations and pledge the gross revenues from Port facilities, including earnings on amounts on gross revenues, less any grants, sale of assets, and ad valorem taxes of the Port. The refunding bonds were issued over the remaining 5 years of the original 15-year serial bond life. The interest rates on the bonds were fixed at 2.38%. The bonds were paid off December 2019.

The interest expense on the statement of activities for the general revenue bonds for the fiscal year ended June 30, 2019 is \$4,808, with additional amortization of interest costs to total \$11,808.

Flexlease Payable – Business-Type Activity

The Port has entered into two financing agreements with the Special Districts Association of Oregon Flexlease Program to finance the expansion of the Port's marina and to upgrade its electrical infrastructure with associated dock improvements. The Flexlease program issued Certificates of Participation Series 2010E and 2013B, totaling \$290,000 and \$770,000, respectively. The interest rates for the 2010E and 2013B series are fixed for each series and range from 1.5% to 4.4% and 2.0% to 3.90%, respectively. Revenues as well as special assessments from the expanded and improved marina are expected to fund the debt service for each series. Upon the event of default, the Trustee shall not have the right to declare the unpaid principal components of the installment payments due and payable, but can initiate whatever action necessary under the law. Events of Default - failure to pay installment payments or make false statements in the official statement, and not comply with disclosure requirements. There are no acceleration clauses. Annual debt service requirements to maturity of the 2010E Flexlease payable is as follows:

<u>Year Ending June 30,</u>	<u>Flexlease Series 2010E - Business-Type Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2020	\$ 20,000	\$ 5,670	\$ 25,670
2021	20,000	4,840	24,840
2022	25,000	3,850	28,850
2023	25,000	2,750	27,750
2024	25,000	1,650	26,650
2025	25,000	550	25,550
Total	<u>\$ 140,000</u>	<u>\$ 19,310</u>	<u>\$ 159,310</u>

Interest expense during the current fiscal year on the 2010E series Flexlease Loan is \$6,435.

Annual debt service requirements for the 2013B Flexlease loan is as follows:

<u>Year Ending June 30,</u>	<u>Flexlease Series 2013B - Business-Type Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2020	\$ 45,000	\$ 20,206	\$ 65,206
2021	50,000	18,588	68,588
2022	50,000	16,725	66,725
2023	50,000	14,625	64,625
2024	55,000	12,263	67,263
2025-2028	245,000	22,837	267,837
	<u>\$ 495,000</u>	<u>\$ 105,244</u>	<u>\$ 600,244</u>

Interest expense during the current fiscal year on the 2013B series Flexlease Loan is \$21,624.

Note Payable – Business-Type Activity

The Port has an installment note payable with LJS Manufacturing, Inc. for the purchase of a commercial building at the Port's waterfront industrial park. The note is secured by the commercial building. The original amount of the note was \$2,250,000 and interest is fixed at 5%. Monthly payments of \$12,079 are due until May 21, 2020, when the entire unpaid balance is due. If the installment payment is not completed by the 14th day from the due date the holder of the note may request the acceleration of the remaining balance. It's a note payable with no remedies other than accelerating the outstanding balance and any legal fees paid by borrower. The annual debt service requirement through to maturity with regard to the note payable is as follows:

<u>Business-Type Activities</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Note Payable	\$ 1,927,648	\$ -	\$ 49,687	\$ 1,877,961	\$ 1,877,961

Interest expense during the current fiscal year on the LJS note payable is \$95,255

<u>Year Ending June 30,</u>	<u>Note Payable - Business-Type Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2020	\$ 1,877,961	\$ 85,087	\$ 1,963,047
Total	\$ 1,877,961	\$ 85,087	\$ 1,963,047

Taxable General Revenue Bond – Business-Type Activity

The Port acquired property at the Hanel Lower Mills site which is a light industrial property. The Port intends to develop this site over the next few years. In acquiring the property, the Port received a grant from the Department of Environmental Quality to clean up the site for future development. The bond is secured by the net operating revenues of the Port. The original bond amount is \$2,000,000 with an interest rate at 3.51%. Semi-annual payments of \$70,354 are due April 15th and October 15th until October 15, 2018, when the final payment of \$1,853,735 was made. Interest expense during the current fiscal year on the taxable bond payable is \$18,992.

NOTE 3 – OTHER INFORMATION

A. Oregon Public Employees Retirement System (PERS)

Plan Description – The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at: <http://www.oregon.gov/PERS/Documents/Financial/CAFR/2018-CAFR.pdf>.

- a) **PERS Pension (Chapter 238).** The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.
 - i) Pension Benefits. The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A

percentage (2.0 percent for police and fire employees, and 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated either by a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results. A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier 1 general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier 2 members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

- ii) **Death Benefits.** Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided on or more of the following contributions are met:
 - member was employed by PERS employer at the time of death,
 - member died within 120 days after termination of PERS covered employment,
 - member died as a result of injury sustained while employed in a PERS-covered job, or
 - member was on an official leave of absence from a PERS-covered job at the time of death.
- iii) **Disability Benefits.** A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.
- iv) **Benefit Changes after Retirement.** Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

b) **OPSRP Pension Program (OPSRP DB).** The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.

- i) **Pension Benefits.** This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:
Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General Service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

- ii) Death Benefits. Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.
- iii) Disability Benefits. A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.
- iv) Benefit Changes after Retirement. Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

Contributions – PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2015 actuarial valuation, which became effective July 1, 2017. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the year ended June 30, 2019 were approximately \$212,174, excluding amounts to fund employer specific liabilities. In addition, approximately \$99,277 in employee contributions were paid by Port employees in fiscal 2019.

At June 30, 2019, the Port reported a liability of \$1,187,708 for its proportionate share of the net pension liability. The pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability, was determined by an actuarial valuation dated December 31, 2016. The Port's proportion of the net pension liability was based on a projection of the Port's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. As of the measurement date of June 30, 2018, the Port's proportion was .0078 percent. Pension expense for the year ended June 30, 2019 was \$43,118.

The rates in effect for the year ended June 30, 2019 were:

- (1) Tier 1/Tier 2 – 16.39%
- (2) OPSRP general services – 11.47%

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	\$ 40,402	\$ -
Changes of assumptions	276,140	-
Net difference between projected and actual earnings on investments	-	52,741
Changes in proportionate share	19,969	30,056
Differences between employer contributions and employer's proportionate share of system contributions	106,681	2,417
Total (prior to post-MD contributions)	443,192	85,214
Contributions subsequent to the MD	212,174	-
Total	<u>\$ 655,366</u>	<u>\$ 85,214</u>

The amount of contributions subsequent to the measurement date will be included as a reduction of the net pension liability in the fiscal year June 30, 2020.

Amounts reported as deferred outflows or inflow of resources related to pension will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2020	\$ 172,340
2021	130,775
2022	11,847
2023	32,756
2024	10,260
Thereafter	-
Total	<u>\$ 357,978</u>

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated March 4, 2019. Oregon PERS produces an independently audited CAFR which can be found at:

<http://www.oregon.gov/PERS/Documents/Financial/CAFR/2018-CAFR.pdf>

Actuarial Valuations – The employer contribution rates effective July 1, 2017 through June 30, 2019, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year), (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

Actuarial Methods and Assumptions:

Valuation date	December 31, 2016 rolled forward to June 30, 2018 measurement date
Experience Study Report	2016, Published July 26, 2017
Actuarial cost method	Entry Age Normal
Amortization method	Amortized as a level percentage of payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
Asset valuation method	Market value of assets
Inflation rate	2.5 percent
Investment rate of return	7.2 percent
Projected salary increase	3.5 percent overall payroll growth
Cost of Living Adjustment	Blend of 2.0 percent COLA and graded COLA (1.25/0.15 percent) in accordance with <i>Moro</i> decision, blend based on service
Mortality	Healthy retirees and beneficiaries: RP-2014 Health annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active members: RP-2014 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 Disabled retirees, sex-distinct, generational with Unisex, Social Security Data Scale.

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2016 Experience Study which is reviewed for the four-year period ending December 31, 2016.

Discount Rate – The discount rate used to measure the total pension liability was 7.2 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan’s fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Assumed Asset Allocation:

Asset Class/Strategy	Low Range	High Range	OIC Target
Cash	0.0%	3.0%	0.0%
Debt Securities	15.0%	25.0%	20.0%
Public Equity	32.5%	42.5%	37.5%
Private Equity	13.5%	21.5%	17.5%
Real Estate	9.5%	15.5%	12.5%
Alternative Equity	0.0%	12.5%	12.5%
Opportunity Portfolio	0.0%	3.0%	0.0%
Total			100.0%

Source: June 30, 2018 PERS CAFR; p. 98)

Long-Term Expected Rate of Return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2015, revised June 7, 2017 the PERS Board reviewed long-term assumptions developed by both Milliman’s capital market assumptions team and the Oregon Investment Council’s (OIC) investment advisors. The table below shows Milliman’s assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC’s description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target	Compound Annual Return (Geometric)
Core Fixed Income	8.00%	3.49%
Short-Term Bonds	8.00%	3.38%
Intermediate-Term Bonds	3.00%	5.09%
High Yield Bonds	1.00%	6.45%
Large Cap US Equities	15.75%	6.30%
Small Cap US Equities	1.31%	6.69%
Micro Cap US Equities	1.31%	6.80%
Developed Foreign Equities	13.13%	6.71%
Emerging Foreign Equities	4.13%	7.45%
Non-US Small Cap Equities	1.88%	7.01%
Private Equity	17.50%	7.82%
Real Estate (Property)	10.00%	5.51%
Real Estate (REITS)	2.50%	6.37%
Hedge Fund of Funds - Diversified	2.50%	4.09%
Hedge Fund - Event Driven	0.63%	5.86%
Timber	1.88%	5.62%
Farmland	1.88%	6.15%
Infrastructure	3.75%	6.60%
Commodities	1.88%	3.84%
<i>Assumed Inflation- Mean</i>		2.50%

Source: June 30, 2018 PERS CAFR; p. 72)

Sensitivity of the Port's proportionate share of the net pension liability to changes in the discount rate – The following presents the Port's proportionate share of the net pension liability calculated using the discount rate of 7.2 percent, as well as what the Port's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.2 percent) or 1-percentage-point higher (8.2 percent) than the current rate.

	Decrease (6.2%)	Rate (7.2%)	Increase (8.2%)
Port's proportionate share of the net pension liability	\$ 1,984,885	\$ 1,187,708	\$ 529,704

Changes Subsequent to the Measurement Date

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting

change, if available. There are no changes subsequent to the June 30, 2018 Measurement Date that meet this requirement and thus would require a brief description under the GASB standard.

OPSRP Individual Account Program (OPSRP IAP)

Plan Description – Employees of the Port are provided with pensions through OPERS. All the benefits of OPERS are established by the Oregon legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003. Chapter 238A created the Oregon Public Service Retirement Plan (OPSRP), which consists of the Defined Benefit Pension Program and the Individual Account Program (IAP). Membership includes public employees hired on or after August 29, 2003. PERS members retain their existing defined benefit plan accounts, but member contributions are deposited into the member's IAP account. OPSRP is part of OPERS, and is administered by the OPERS Board.

Pension Benefits – Participants in OPERS defined benefit pension plans also participate in their defined contribution plan. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of the five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies. Upon retirement, a member of the OPSRP IAP may receive the amounts in his or her employee account, rollover account and vested employer account as a lump-sum payment or in equal installments over a 5, 10, 15, or 20 year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

Death Benefits – Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Contributions – Employees of the Port pay six (6) percent of their covered payroll. The Port did not make any optional contributions to member IAP accounts for the year ended June 30, 2019.

Retirement Health Insurance Account

Plan Description – As a member of the Oregon Public Employees Retirement System (OPERS) the Port contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The Plan is closed to new entrants after January 1, 2004. OPERS issues

a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, PO Box 23700, Tigard, OR 97281-3700.

Funding Policy – Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 dollars or the total monthly cost of Medicare companion health insurance premium coverage, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of \$60 dollars shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in OPERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in OPERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in an OPERS-sponsored health plan. A surviving spouse or dependent of a deceased OPERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from OPERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

Participating employers are contractually required to contribute to RHIA at a rate assessed each year by OPERS, and the Port currently contributes 0.50% of annual covered OPERF payroll and 0.43% of OPSRP payroll under a contractual requirement in effect until June 30, 2019. The OPERS Board of Trustees sets the employer contribution rates based on the annual required contribution of the employers (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) of the plan over a period not to exceed thirty years. The Port's contributions to RHIA for the years ended June 30, 2017, 2018 and 2019 are \$6,173, \$6,001, and \$7,548, respectively, which equaled the required contributions each year.

At June 30, 2019, the Port's net OPEB liability/(asset) and deferred inflows and outflows were not considered significant by management and were not accrued on the government wide statements.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online, or by contacting PERS at the following address: PO Box 23700, OR 97281-3700.

<http://www.oregon.gov/pers/EMP/Pages/GASB.aspx>

Deferred Compensation Plan

A deferred compensation plan is available to employees wherein they may execute an individual agreement with the Port for amounts earned by them to not be paid until a future date when certain circumstances are met. These circumstances are: termination by reason of death, disability, resignation, or retirement. Payment to the employee will be made over a period not to exceed 15 years. The

deferred compensation plan is one which is authorized under IRC Section 457 and has been approved in its specifics by a private ruling from the Internal Revenue Service. The assets of the plan are held by the administrator for the sole benefit of the plan participants and are not considered assets or liabilities of the Port.

B. Post-Employment Benefits Other Than Pensions (OPEB)

Plan Description – A program is provided for the availability for retirees and their spouses to purchase healthcare insurance at the same group rates as the Port pays for its active employees. No plan has been established to account for this activity. Since the former employees’ service has caused this benefit to be available, generally accepted accounting principles requires that the costs of these services be calculated and shown as a cost of operations and/or as a liability for providing a future benefit in the financial statements. Disclosure of the liability is mandatory.

Funding Policy – The benefits from this program are paid by the Port on a self-pay basis and the required contribution is based on projected pay-as-you go financing requirements. There is no obligation on the part of the Port to fund these benefits in advance.

Actuarial Methods and Assumptions – The Port engaged an actuary to perform an evaluation as of July 1, 2017 using entry age normal, level percent of salary Actuarial Cost Method. The Single Employer OPEB Plan liability was determined using the following actuarial assumptions, applied to all periods including the measurement.

Discount Rate per Year - 3.87%
 General Inflation Rate per year - 2.5%
 Salary Scale per year – 3.5%

Health Care cost Trends:

<u>Year</u>	<u>Trend</u>	<u>Year</u>	<u>Trend</u>
2017	0.50%	2038-2043	6.00%
2018	5.75	2044-2046	5.75
2019	5.25	2047-2054	5.50
2020-2030	5.00	2055-2064	5.25
2031-2033	5.25	2065-2066	5.00
2034	5.50	2067-2069	4.75
2035	5.75	2070-2072	4.50
2036-2037	6.25	2073+	4.25

Mortality rates were based on rates adopted by the Oregon Public Employees Retirement System (PERS) for its December 31, 2016 actuarial valuation of retirement benefits.

Turnover rates were based on percentages developed for the valuation of benefits under Oregon PERS and vary by years of service.

Disability rates were not used.

Retirement rates were based on Oregon PERS assumptions. Annual rates are based on age, Tier 1/Tier 2, OPSRP, duration of service, and employment classification.

The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations.

The Port does not pay for any explicit retiree OPEB under GASB 75.

Changes in Total OPEB Liability

Balance as of June 30, 2018	\$ 26,109
Changes for the Year:	
Service Cost	2,388
Interest	1,020
Changes of Assumptions or Other Input	(725)
Benefit Payments	<u>(25)</u>
Net Change for the Year	<u>2,658</u>
Balance as of June 30, 2019	<u>\$ 28,767</u>

Sensitivity of the Total Other Post-Employment Benefit Liability to Changes in Discount and Trend Rates – The following presents the total other post-employment benefit liability (TOL), calculated using the discount rate of 3.87 percent, as well as what the liability would be if it was calculated using a discount rate 1-percentage-point lower (2.87 percent) or 1-percentage-point higher (4.87 percent) than the current rate. A similar sensitivity analysis is then presented for changes in the healthcare cost trend assumption:

June 30, 2019	1%	Current	1%
	<u>Decrease</u>	<u>Discount Rate</u>	<u>Increase</u>
Total OPEB Liability	\$31,529	\$ 28,767	\$26,213
June 30, 2019	1%	Current	1%
	<u>Decrease</u>	<u>Trend Rate</u>	<u>Increase</u>
Total OPEB Liability	\$25,258	\$ 28,767	\$32,873

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
Differences between expected and actual experience	\$ -	\$ -
Changes of assumptions or inputs	-	(1,725)
Benefit Payments	633	
	<u>\$ 633</u>	<u>\$ (1,725)</u>

Amounts reported as deferred outflow or inflow of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2020	\$ (468)
2021	(468)
2022	(468)
2023	(266)
2024	(55)
Total	<u>\$ (1,725)</u>

C. Risk Management

The Port is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Port carries commercial insurance. There have been no settlements in the past four fiscal years that exceeded insurance coverage.

D. Contingent Liability

The Port was notified in January, 2018 by a waterfront area landowner that a storm water drain pipe that runs under the landowner's building appears to be broken and damaging the landowner's property. The drain pipe runs from the east under other waterfront properties and buildings westerly to the landowner's property, and then runs northwest from the landowner's property to the Columbia River.

The City of Hood River conveyed the landowner's property to the Port in 1967. In 1968 the Port and City amended the 1967 deed language to address respective responsibilities of the Port and City if the drain pipe under landowner's property causes damage to the property or needs to be repaired or relocated. In 1968, the Port also sold landowner's property to the landowner.

After the landowner notified the Port of the drain pipe issue, the landowner hired engineers to analyze the drain pipe and property damage issues. Based on their engineer studies, the landowner has claimed the Port and/or City are liable for landowner property damages and related costs. The Port and City have analyzed the drain pipe condition, which is hampered by a large amount of sediment being in the drain pipe and the pipe in the vicinity of the tenant has collapsed. The Port

has reviewed the historical information related to the drain pipe and those property documents where the drain pipe is located.

As of the date of this report, per communication from the Port's attorney, there is sufficient information to determine that the drain pipe is owned by the City of Hood River, however, there is insufficient information to determine the cost to repair the drain pipe at the location and any liability exposure the Port may have. It is the City's initial review that the entire infrastructure of storm line be rebuilt since the current infrastructure is past its useful life. It is impossible to determine at this point in time whether the Port will be responsible to pay, separately or with the City contribution, for pipe replacement at the landowner's property or for the entire line replacement. If the Port is required to pay costs itself, to replace and relocate the entire underground pipe system those costs could have a significant financial impact to the Port.

Currently, issues related to the placement and the affect the pipe has on the landowner's property, and legal issue affecting the Port, the City, the landowner and possibly other property owners, are being evaluated to determine the nature and extent of legal obligations and Port financial exposure.

There are no other contingent liabilities with the Port.

E. Property Tax Limitations

The State of Oregon has a constitutional limit on property taxes for schools and non-school government operations. The limitation provides that property taxes for non-school operations are limited to \$10 to each \$1,000 of property market value. This limitation does not apply to taxes levied for principal and interest on general obligation debt.

An additional limit reduces the amount of operating property tax revenues available. The reduction was accomplished by rolling property values for 1997-98 back to their 1995-96 values less 10% and limiting future tax value growth of each property assessed value to no more than 3% per year, subject to certain exceptions. Taxes levied to support bonded debt are exempted from the reductions. The Constitution also sets restrictive voter approval requirements for most tax and many fee increases, as well as new bond issues.

F. Tax Abatements

As of June 30, 2019, the Port of Hood River potentially had tax abatements through various state allowed programs that impacted levied taxes. Based on information available from the county as of the date of issuance of these financial statements, there were no material abatements disclosed by the county for the year ended June 30, 2019 for any program covered under GASB 77.

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PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON
REQUIRED SUPPLEMENTAL INFORMATION

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PORT OF HOOD RIVER

**REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2019**

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Year Ended June 30,	(a) Employer's Proportion of the Net Pension Liability (NPL)	(b) Employer's Proportionate share of the Net Pension Liability (NPL)	(c) Port's Covered Payroll	(b/c) NPL as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the total Pension Liability
2019	0.01%	\$ 1,187,708	\$ 1,288,432	92.2%	82.1%
2018	0.01%	1,024,309	1,262,404	81.1%	83.1%
2017	0.01%	1,189,375	1,241,215	95.8%	80.5%
2016	0.01%	474,231	1,182,892	40.1%	91.9%
2015	0.01%	(201,797)	1,144,446	-17.6%	103.0%
2014	0.01%	454,314	990,120	45.9%	92.0%

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, informatio is presented only for the year for which the required supplementary information is available.

SCHEDULE OF CONTRIBUTIONS

Year Ended June 30,	Statutorily Required Contribution	Contributions in Relation to the Statutorily Required Contributions	Contribution Deficiency (Excess)	Employer's Covered Payroll	Contributions as a Percent of Covered Payroll
2019	\$ 212,174	\$ 212,174	\$ -	\$ 1,587,107	13.4%
2018	170,841	170,841	-	1,288,432	13.3%
2017	138,374	138,374	-	1,262,404	11.0%
2016	134,541	134,541	-	1,241,215	10.8%
2015	88,721	88,721	-	1,182,892	7.5%
2014	85,873	85,873	-	1,144,446	7.5%

The amounts presented for each fiscal year were actuarial determined at 12/31 and rolled forward to the measurement date.

These schedules are presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, informatio is presented only for the year for which the required supplementary information is available.

PORT OF HOOD RIVER

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2019

SCHEDULE OF THE TOTAL OPEB LIABILITY

<u>Fiscal Year End Date</u>	(a) <u>Total OPEB Liability (TOL)</u>	(b) <u>Covered Payroll</u>	(b/c) TOL as a percentage of <u>Covered Payroll</u>
June 30, 2019	\$ 28,767	\$ 1,587,107	1.8%
June 30, 2018	26,109	1,288,432	2.0%

The amounts presented for each fiscal year were actuarial determined as of July 1, 2017.

This schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

PORT OF HOOD RIVER

REQUIRED SUPPLEMENTARY INFORMATION

For the Year Ended June 30, 2019

SCHEDULE OF THE TOTAL OPEB LIABILITY (CONTINUED)

<u>Year ended June 30,</u>	<u>Beginning Total OPEB Liability</u>	<u>Service Cost</u>	<u>Interest on Total OPEB Liability</u>	<u>Changes of Assumption or Other Input</u>	<u>Benefit Payments</u>	<u>Ending Total OPEB Liability</u>
2019	\$ 26,109	\$ 2,388	\$ 1,020	\$ (725)	\$ (25)	\$ 28,767
2018	24,667	2,494	774	(1,802)	(24)	26,109

This schedule is presented to illustrate the requirements to show information for 10 years. However, until a full 10-year trend has been compiled, information is presented only for the years for which the required supplementary information is available.

PORT OF HOOD RIVER

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**

**GENERAL FUND
For the Year Ended June 30, 2019**

	Budgeted Amounts		Actual Amounts Budgetary Basis	Variance with Final Budget
	Original	Final		
REVENUES				
Property Taxes	\$ 68,000	\$ 68,000	72,877	\$ 4,877
Grants	3,500	3,500	-	(3,500)
Investment Earnings	2,800	2,800	7,514	4,714
Total Revenues	74,300	74,300	80,391	6,091
EXPENDITURES				
<i>Current Operating:</i>				
Personal Services	175,400	175,400	160,081	15,319
Materials & Services	471,950	471,950	385,390	86,560
Total Expenditures	647,350	647,350	545,471	101,879
Excess (Deficiency) of Revenues Over (Under) Expenditures	(573,050)	(573,050)	(465,080)	107,971
OTHER FINANCING SOURCES (USES)				
Transfers in	579,350	579,350	545,471	(33,879)
Total Other Financing Sources (Uses)	579,350	579,350	545,471	(33,879)
Net Change in Fund Balance	6,300	6,300	80,391	74,092
Fund Balance - Beginning	208,250	208,250	212,409	4,159
Fund Balance - Ending	\$ 214,550	\$ 214,550	\$ 292,800	\$ 78,251

PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON
SUPPLEMENTARY INFORMATION

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PORT OF HOOD RIVER

**SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL**

BRIDGE REPAIR AND REPLACEMENT FUND

For the Year Ended June 30, 2019

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance with</u> <u>Final Budget</u>
	<u>Original</u>	<u>Final</u>	<u>Budgetary</u> <u>Basis</u>	
REVENUES				
Grant revenue	\$ 2,379,900	\$ 2,379,900	\$ 1,473,192	\$ (906,708)
Investment Earnings	18,000	18,000	29,142	11,142
Total Revenues	<u>2,397,900</u>	<u>2,397,900</u>	<u>1,502,334</u>	<u>(895,566)</u>
EXPENDITURES				
<i>Current Operating:</i>				
Personal Services	264,000	264,000	255,688	8,312
Materials & Services	2,631,700	2,581,700	1,345,961	1,235,739
Capital Outlay	749,000	799,000	775,664	23,336
Debt Service	486,000	486,000	485,776	224
Contingency	500,000	500,000	-	500,000
Total Expenditures	<u>4,630,700</u>	<u>4,630,700</u>	<u>2,863,089</u>	<u>1,767,611</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(2,232,800)</u>	<u>(2,232,800)</u>	<u>(1,360,755)</u>	<u>872,045</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	<u>2,191,000</u>	<u>2,191,000</u>	<u>1,953,201</u>	<u>(237,799)</u>
Total Other Financing Sources (Uses)	<u>2,191,000</u>	<u>2,191,000</u>	<u>1,953,201</u>	<u>(237,799)</u>
Net Change in Fund Balance	(41,800)	(41,800)	592,446	634,246
Fund Balance - Beginning	<u>1,286,100</u>	<u>1,286,100</u>	<u>1,285,030</u>	<u>(1,070)</u>
Fund Balance - Ending	<u>\$ 1,244,300</u>	<u>\$ 1,244,300</u>	<u>\$ 1,877,476</u>	<u>\$ 633,176</u>

PORT OF HOOD RIVER

SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

REVENUE FUND
For the Year Ended June 30, 2019

	Budgeted Amounts		Actual	Variance with Final Budget
	Original	Final	Amounts Budgetary Basis	
REVENUES				
Toll Bridge	\$ 6,271,000	\$ 6,271,000	\$ 5,908,313	\$ (362,687)
Industrial Buildings	1,809,300	1,809,300	2,161,078	351,778
Commercial Buildings	190,150	190,150	189,650	(500)
Waterfront Industrial Land	209,600	209,600	92,413	(117,187)
Waterfront Recreation	172,800	172,800	217,110	44,310
Marina	353,050	353,050	358,829	5,779
Airport	207,200	207,200	213,080	5,880
Investment Earnings	111,500	111,500	182,592	71,092
Income from Grants and Other Sources	6,230,400	6,230,400	516,160	(5,714,240)
Total Revenues	15,555,000	15,555,000	9,839,225	(5,715,775)
EXPENDITURES				
Personal Services	2,144,800	2,167,200	1,966,025	201,175
Materials & Services	3,727,200	3,779,800	2,454,985	1,324,815
Capital Outlay	8,490,300	8,415,300	1,554,038	6,861,262
Debt Service	2,093,300	2,093,300	2,091,772	1,528
Contingency	500,000	500,000	-	500,000
Total Expenditures	16,955,600	16,955,600	8,066,820	8,888,780
Revenues Over (Under) Expenditures	(1,400,600)	(1,400,600)	1,772,405	3,173,005
OTHER FINANCING SOURCES (USES)				
Property sales	1,424,400	1,424,400	1,000	(1,423,400)
Operating Transfers Out	(2,770,350)	(2,770,350)	(2,498,672)	271,678
Total Other Financing Sources (Uses)	(1,345,950)	(1,345,950)	(2,497,672)	(1,151,722)
Net Change in Fund Balance	(2,746,550)	(2,746,550)	(725,267)	2,021,283
Fund Balance - Beginning	3,341,150	3,341,150	7,237,925	3,896,775
Fund Balance - Ending	\$ 594,600	\$ 594,600	\$ 6,512,658	\$ 5,918,058
Reconciliation to Net Position				
Capital Assets, Net			31,576,400	
Net Pension Liability			(1,025,866)	
Pension Related Deferrals, net			492,459	
Total OPEB Liability			(24,740)	
OPEB Related Deferrals, net			(948)	
Long Term Debt			(2,512,961)	
Deferred revenue			468	
Accrued Compensated Absences			(76,803)	
Net Position			\$ 34,940,667	

PORT OF HOOD RIVER

**SCHEDULE OF PROPERTY TAX TRANSACTIONS
AND BALANCES UNCOLLECTED
For the Year Ended June 30, 2019**

<u>Tax Year</u>	<u>Original Levy or Balance 7/1/2018</u>	<u>Deduct Discounts</u>	<u>Adjustments To Rolls</u>	<u>Interest</u>	<u>Collections by County Treasurer</u>	<u>Unadjusted Uncollected Balance 6/30/2019</u>
CURRENT:						
2019	\$ 75,485	\$ 1,929	\$ (137)	\$ 33	\$ 71,552	\$ 1,901
PRIOR:						
2018	1,510	(0)	(64.60)	50	628	867
2017	806	-	(48)	35	191	602
2016	553	-	(58)	63	212	346
2015	277	-	(45)	37	102	167
PRIOR	606	-	(93)	12	19	506
TOTAL PRIOR	3,752	(0)	(309)	198	1,151	2,489
TOTAL TAXES	\$ 79,237	\$ 1,928	\$ (446)	\$ 231	\$ 72,704	\$ 4,390
RECONCILIATION TO REVENUE:						GENERAL FUND
Cash collections by County Treasurers Above						\$ 72,704
Accrual of Receivables						
June 30, 2018						(490)
June 30, 2019						566
Taxes, (Adjustments) in Lieu						97
Total Revenue						<u>\$ 72,877</u>

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PORT OF HOOD RIVER
HOOD RIVER COUNTY, OREGON

INDEPENDENT AUDITORS' REPORT REQUIRED
BY OREGON STATE REGULATIONS

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November 21, 2019

Independent Auditors' Report Required by Oregon State Regulations

We have audited the basic financial statements of the Port of Hood River as of and for the year ended June 30, 2019, and have issued our report thereon dated November 21, 2019. We conducted our audit in accordance with auditing standards generally accepted in the United States of America.

Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295)**
- **Indebtedness limitations, restrictions and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)**

In connection with our testing nothing came to our attention that caused us to believe the Port of Hood River was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of internal control over financial reporting.

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



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

Prepared by: Genevieve Scholl
Date: December 3, 2019
Re: Options for LiveStreaming Port Meetings



At the August 6, 2019 meeting, at the request of Commissioner Chapman, the Commission discussed providing a “live-stream” video of Port Commission meetings and directed staff to research available options.

Live-streaming public meetings has become increasingly popular as a way to encourage civic engagement and transparency for public bodies. Both the City of Hood River and the City of The Dalles have live-streamed city council meetings in the past, utilizing the services of a local company called Immense Imagery. The City of Hood River has discontinued the practice, but the City of The Dalles has implemented a permanent system, provided by the Open Media Foundation.

The Open Media Foundation (see proposal attached) would provide all needed equipment, software and hardware, as well as initial installation and training on the system for staff. Please visit the City of The Dalles website at: [http://www.ci.the-dalles.or.us/Live Streaming](http://www.ci.the-dalles.or.us/Live_Streaming) to see how the platform is presented on their website (if a meeting is in session you can watch it live, or scroll down for the list of archived sessions). One feature of the system that should be highlighted is the time-stamp link to each agenda topic. This enables a viewer to skip to the video segment of the topics they are interested in, without having to watch the whole video.

Since the Port of Hood River does not yet have any video archives, the \$500 line item in the attached proposal for migration of that archive would not apply, making the initial set-up costs and first year of service just under \$6,000. The Open Media Foundation provides a \$3,000 in-kind grant to local governments of communities with populations under 50,000 for their SaaS annual subscription, making the annual recurring cost \$3,000 per year.

If the Commission wishes to move forward with livestreaming Commission meetings, staff recommends moving forward with an agreement with Open Media Foundation. This item is not included in the FY 2019-20 approved budget, so implementation prior to July 1, 2020 would require reallocation.

RECOMMENDATION: Discussion.

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**Video Streaming, Recording and Archiving Proposal
for
the City of Hood River, Oregon**

Main Contact

Tony Shawcross, Executive Director
Open Media Foundation

tony@openmediafoundation.org

720-222-0159

QUALIFICATIONS

About the Open Media Foundation

What We Do

The [Open Media Foundation](#) (OMF) is an innovative media and technology nonprofit organization dedicated to putting the power of the media in the hands of the people, enabling everyone to engage in their community and bring about the change they wish to see in the world. Our [Open.Media](#) service is unique in the market, in that it is built to leverage emerging tools and technologies. Built in partnership with YouTube, the service leverages YouTube's unmatched functionality, including automated transcriptions, translation, and coming in 2019, free live closed captions!

Our Clients

The Open Media Foundation's Open.Media team has significant experience building sustainable, dynamic applications for the nonprofit and government sector with hundreds of clients served over the past 15 years.

Over 50 local governing bodies use [Open.Media](#), OMF's innovative government transparency software-as-a-service (SaaS) that leverages the power of YouTube.

Clients currently using the Open.Media software include:

- [Colorado Channel](#) (coverage of the Colorado State Senate and House)
- [Eugene, OR](#)
- [Surprise, AZ](#)

KEY PERSONNEL

Tony Shawcross, Executive Director

Tony developed and launched the visionary model for community media that has evolved into the Open Media Foundation. He graduated Magna Cum Laude with a degree in Marketing and Business Administration from the University of Colorado.

Brandon Stiller, Creative Director

Brandon has over eight years of video production experience. Brandon designed the video and audio equipment set-up necessary to broadcast from the Colorado State Capitol for their transparency efforts and manages the operation of those broadcasts.

Shruti Chowdhary, Account Manager

Shruti finds fulfillment in marketing - a gateway to learn from and tell stories about all kinds of people and projects through a variety of media, helping companies and individuals

define their place in society. She has experience using media and communications technology to tell engaging stories spans billion-dollar companies to startups.

John Aden, Project Manager

John is a media educator and certified Project Manager Professional. He also uses the Open.Media software on a regular basis with the coverage of the Colorado Channel.

Isaak Ordonez, Developer

Isaak has years of experience coding for complex websites and systems.

REFERENCES

Representative Jonathan Singer

Colorado House of Representatives

jonathan.singer.house@state.co.us

303-866-2780

Services provided: Live streaming and archiving of proceedings of the Colorado House and Senate since 2008

Neil Moyer

Lane Council of Governments

nmoyer@lcog.org

541-682-3799

Services provided: Live streaming and archiving of proceedings for Eugene, Oregon and other local municipalities since 2016

Jacob Abramson

City of Surprise

jacob.abramson@supriseaz.gov

623-222-1423

Services provided: Live streaming and archiving of proceedings for Surprise, Arizona since 2018

PROJECT WORK PLAN

The Open Media Foundation has helped over 50 state and local governments implement similar video streaming and archiving solutions, and we specialize in designing flexible solutions to fit the needs of the client, reduce costs, and optimize workflows. We have helped small clients with zero pre-existing equipment and large clients with legacy equipment, repurposing existing cameras, encoders, and more to take advantage of the latest emerging technologies.

The software was developed with funding and support from YouTube and Google, and leverages YouTube's free live streaming service, which makes the software more affordable

and feature-rich than any option on the market. In partnership with Archive.org, Open.Media automates archival of all video, documents, and metadata, including lifetime, unlimited transcoding and updating of files at no additional cost.

Open.Media services includes:

- Software
 - Open.Media streaming and transparency software-as-a-service subscription
 - Leverages YouTube for live streaming and archiving and includes features such as YouTube's closed-captioning, analytics and support for full HD video (1920 x 1080)
 - Ability to share on Facebook
 - Integration with agenda management applications such as Hyland
 - Ability to time-stamp agenda items and create minutes
 - Additional archiving via archive.org
 - Customizable iframe
- Setup and Consultation:
 - Automated Video On Demand: All shows encoded for web, shared via YouTube, and available 24/7 via your website
 - Pre-designed Open.Media template to be embedded in client's website, with logo and website banner to be provided by Client
- Training:
 - Online trainings for administrators of website and automation tools
- Support:
 - All required updates, bug-fixes, and troubleshooting
 - Support is limited to the Open.Media software system and does not include hardware, software, or network problems outside of the Open.Media software system
 - Dedicated project manager
- Migration
 - Migration of videos from Granicus or other services to Open.Media/YouTube for a one-time fee of \$500, if required.

Open.Media implementation process:

- Hardware can be purchased and installed by Open Media Foundation or client
- Hood River to sign up for an Open.Media account - <https://signup.ompnetwork.org> and validate its YouTube account with the Open.Media account
- Embed iframe into the city's website (by Hood River IT staff)
- Migration (if requested): Depending on the number of videos to be migrated, this process can take one or more months

- Training: Open.Media to provide training on live stream and archive workflow
- Finalize and launch Open.Media site
 - Open.Media to resolve any issues or workflow adjustments on Hood River Open.Media site

COST PROPOSAL

Item	Cost
Open.Media software-as-a-service annual subscription cost (\$6,000 minus \$3,000 matching grant for populations <50,000)	\$3,000
Video archive migration (if requested)	\$500
Equipment costs (Mevo Pro bundle \$730, Tascam audio interface \$45, iPad mini \$400, XLR cables/splitters \$60, shipping & cabling \$250)	\$1,485
On-site installation and training	\$1,500
TOTAL	\$6,485

CONTACT

For questions about this proposal, please contact John Aden at johna@openmediafoundation.org or 720-222-0159 x301.

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Prepared by: Fred Kowell
Date: December 3, 2019
Re: License Plate Recognition (LPR) - Fees

The Port is testing the interface with Oregon DMV and Washington Department of Licensing for the billing of unpaid tolls. This interface will allow the Port to receive contact information (i.e., name, address, phone number) for bridge users that “run through” the toll facility without payment. Since Oregon and Washington residents comprise about 90% of our bridge crossings, the Port will utilize these interfaces with these agencies to send a letter of demand for payment for unpaid tolls. The customer information from residents outside of those states will be pulled from the Duncan Solutions (back office parking vendor) database which holds the remainder of the state(s) license plate information.

The procedure that we are programming within the Breezeby system is to wait seven (7) days before a payment letter is sent out to the customer for non-payment from the initial infraction of a run-through. The reason is that some run-through customers have multiple run-throughs in a day or week such that it becomes more effective and efficient to produce a letter once every 7 days for that customer. That letter will depict the activity (i.e., lane number, time of day, toll amount and ancillary fee) during the period of seven days. The customer will be allowed 7 days to make payment of the amount depicted on the letter before an additional late fee is charged to the customer. The ancillary fee is a pass-through cost (i.e., printing, postage, lookup fees from DMV or Duncan Solutions) that the Port is charged or incurs. We believe the cost will be around \$3 for each letter that is produced to the customer.

After seven (7) days have past from the date the initial letter is sent, a late fee is assigned to the account if payment has not been made. This late fee can be any amount but \$20 seems appropriate since our parking late fee is \$18 and other agencies range from \$10 up to \$100.

A second letter is sent to the customer informing them of the late charge and the total balance due. Both letters inform the customer where and how to make payment. The second letter also discloses that if payment is not made within 30 days from the date of that letter, their account will be turned over to Collections (Duncan Solutions) and additional collections costs will be incurred.

This is a discussion item which will solidify some programming that we need to get into place and to finalize the Terms and Conditions to our customers.

RECOMMENDATION: Discussion.

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Prepared by: Daryl Stafford
Date: December 3, 2019
Re: Steve Gates Remembrance

As most of you know, Steve Gates was a pioneer of Gorge water sports and a huge influence on the Hood River waterfront becoming what it is today. Last week, Steve lost a long battle with cancer. He was well known for his contributions to our community with his leadership in business, sports, youth athletics and at one time served as Mayor of the city.

A group of Hood River local businessmen/women has approached Port staff about creating a remembrance area at Nichols Basin in honor of Steve. The Port contracted Michael Zilis with Walker|Macy Landscape Architects, the firm that designed the Nichols Basin West Edge Trail Plan, to provide the attached initial concept sketches to present to the Commission to be considered for the tribute.

Port staff has met with the group to review the sketches, and discuss next steps.

RECOMMENDATION: Discussion.

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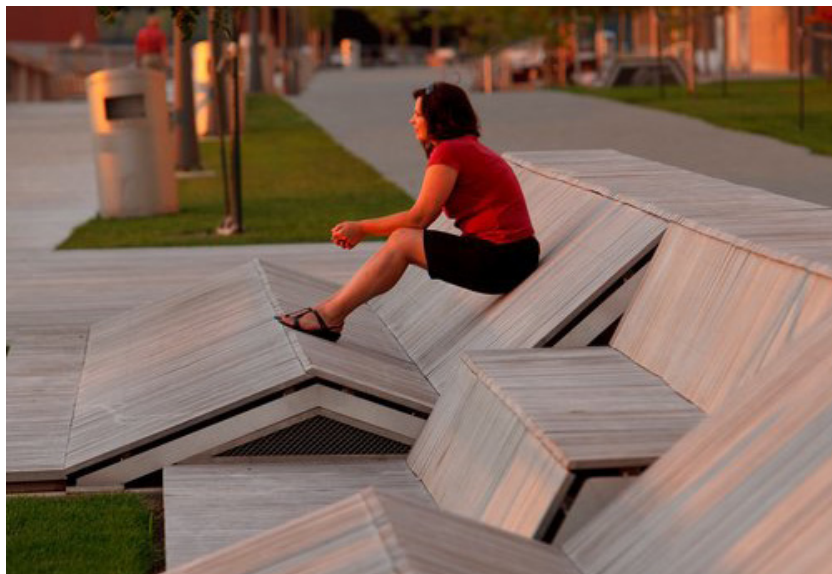
SEATING AREA

- A gently-curved granite bench etched with imagery and quotes highlighting Steve’s character and impact he’s had on the community.
- Granite plaques inlaid in the plaza inscribed with Steve’s story.



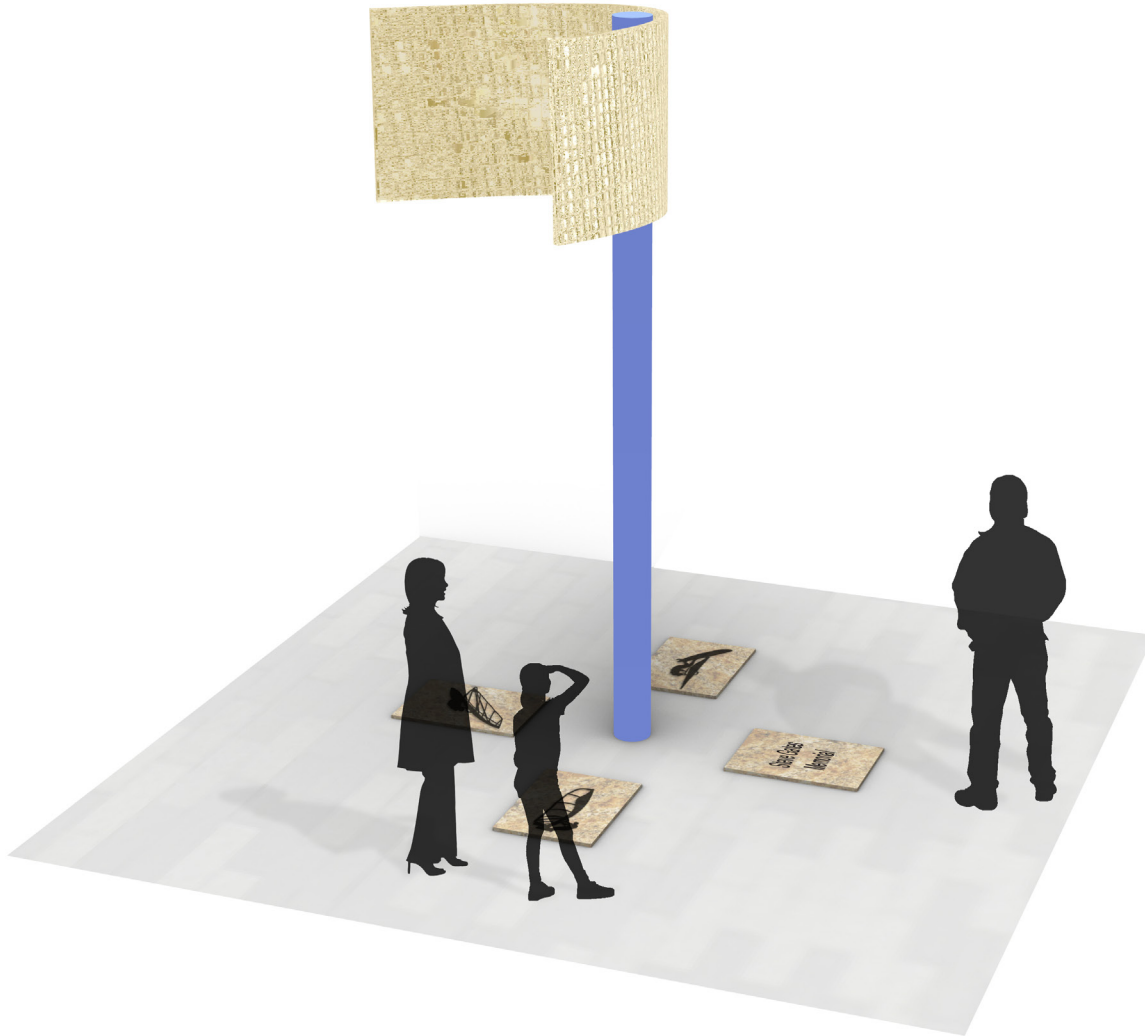
SCULPTURAL BENCHES

- Benches of a character and material that evokes the nature and spirit of wind and water in the gorge.
- The benches to be located in a more contemplative setting of the park.
- Etchings or inscriptions into the benches would highlight Steve's story.



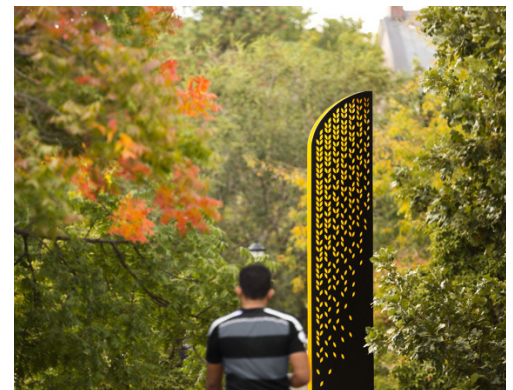
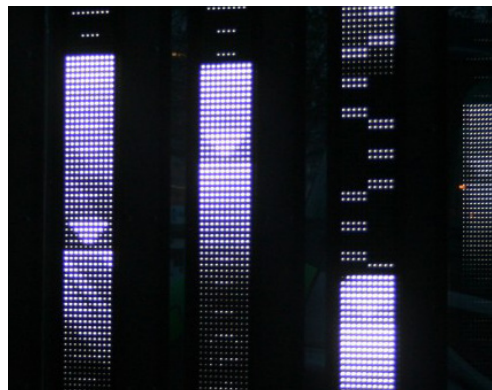
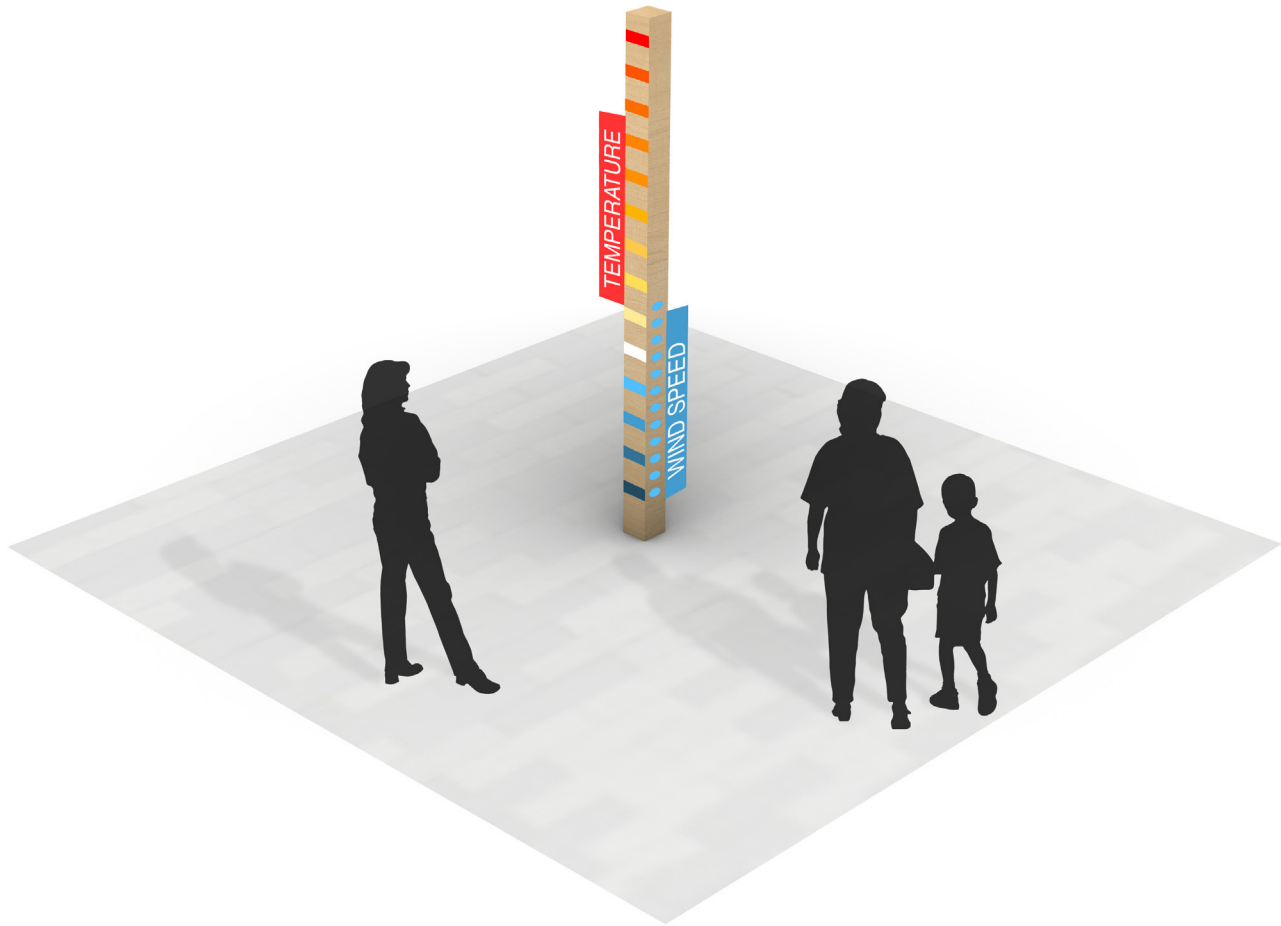
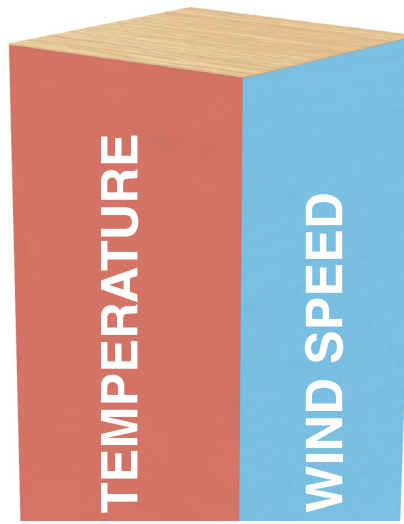
KINETIC SCULPTURE

- A kinetic sculpture interprets the wind's innate energy into a dynamic form for the community to enjoy.
- Interpretive plaques highlight Steve's impact in the community.



CONDITIONS COLUMN

- An electronic column portrays river and wind conditions in an artistic manner.
- The column acts as beacon for visitors and enthusiasts alike to reflect on the natural orders that brings the community to this place.
- Inscriptions on the column narrate Steve's story and the impact he's had in the community.



The following summarizes Bridge Replacement Project activities from Nov. 15-27, 2019.

FINAL ENVIRONMENTAL IMPACT STATEMENT (FEIS) PROGRESS

BUREAU OF INDIAN AFFAIRS (BIA) PARCELS

The Project Team met with BIA staff last week to discuss the potential impacts of the preliminary preferred alternative. The good news is that the parcel is not in “trust” and that the bridge owner may apply for an easement as would be typical for any other public property owner. The attached map shows the three alternatives and the encroachment by EC-2 over the corner of the BIA parcel.

ETHNOGRAPHIC SURVEY UPDATE

The Nez Perce recently submitted a scope and budget for their Ethnographic Survey (ES) and we now have a path forward with all four tribes. The Umatilla declined to participate, but the Nez Perce, Yakama and Warm Springs have all submitted scopes and budgets to conduct the work. Originally, the Port had carved out a \$100,000 toward survey work from the Professional Services line item and it appears that the contracts will only total \$48,000. Roy Watters, ODOT’s cultural resources officer, has done a great job negotiating with each tribe to find compromise. In addition, the Oregon Dept. of Transportation (ODOT) has Intergovernmental Agreements (IGAs) in place with the Warm Springs and Yakama. Upon receiving approval from the Port Executive Director, ODOT will execute work scopes with the two treaty tribes. The project costs will be passed through to the Port from ODOT. The Port will then make payment to ODOT during the typical monthly bill paying process and then the paid invoices will be submitted back to ODOT as part of the Port’s quarterly reimbursement requests.

ETHNOGRAPHIC SURVEY STATUS			
	BUDGET	CONTRACT	+/- SAVINGS
Nez Perce	\$25,000	\$26,000	-\$1,000
Umatilla	\$25,000	\$0	\$25,000
Yakama	\$25,000	\$15,000	\$10,000
Warm Springs	\$25,000	\$11,000	\$14,000
TOTAL	\$100,000	\$52,000	\$48,000

Since ODOT does not have an IGA with the Nez Perce, the Port will need to execute an agreement for the ES work directly with that agency. After the Port makes payment to the Nez Perce, those paid invoices will also be submitted back to ODOT as part of the reimbursement process.

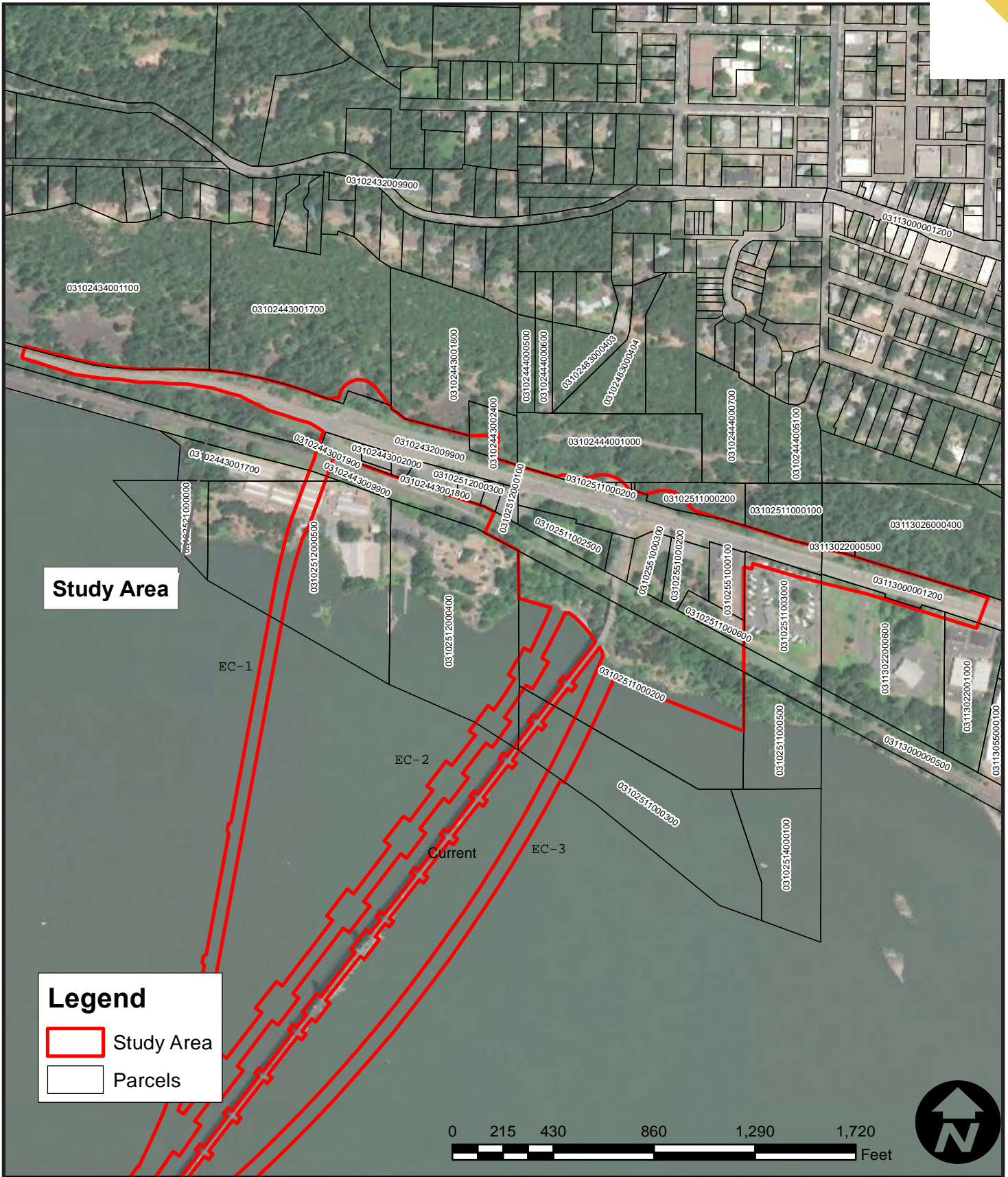
OTHER ITEMS

- Monthly EIS Update posted in Port foyer and White Salmon library. (Included in packet as well).

- 5-year budget update included in packet.

MEETING/OUTREACH SCHEDULE

- Bureau of Indian Affairs Meeting, Portland, Nov. 26
- Region 1 ACT, Portland, Dec. 2
- NEPA Coordination Bi-monthly Meeting, Teleconference, Dec. 4
- Klickitat County Transportation Committee, Bingen, Dec. 4
- NEPA Coordination Bi-monthly Meeting, Teleconference, Dec. 12
- Cultural Resources Meeting, Portland, Dec. 20
- Joint Legislative I-5 Replacement Committee, Portland/Vancouver, Dec. 20



LATITUDE: 45°43'26.34"N
 LONGITUDE: 121°29'23.83"W

Port of Hood River
 1000 E Port Marina Drive
 Hood River, OR 97031

Hood River Bridge Replacement



In: Rowena Creek- Columbia River Watershed
 City: White Salmon
 County: Skamania
 State: WA
 DATUM: NAD_1983_StatePlane_Washington

October 2019

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EIS UPDATE

BRIDGE REPLACEMENT PROJECT

DECEMBER 2019

In December 2003, a draft environmental impact statement (EIS) was published as part of a bi-state collaborative effort. This draft EIS was the first step in complying with the National Environmental Policy Act (NEPA). Currently, the Port of Hood River (Port) is advancing the project to complete the EIS effort and position the project for future funding and construction.

What's new on the project?

- The US Coast Guard issued a public notice regarding the project's Preliminary Navigation Determination that identifies the proposed navigation clearance for the replacement bridge.
- A copy of the notice is posted at: www.portofhoodriver.com
- The comment period closes December 13 – comments can be submitted to Commander (dpw), Thirteenth Coast Guard District, 915 2nd Ave, Rm 3510, Seattle, WA 98104 or via email at D13-PF-D13BRIDGES@uscg.mil
- Preparing the Supplemental Draft EIS for a policy compliance review by the FHWA.
- Preparing a draft biological assessment to address Project impacts to threatened and endangered species and habitat.
- Coordinating with the US Bureau of Indian Affairs and continue consultation with Native American tribes.

What are the next steps?

- Receive the Preliminary Navigation Determination from the US Coast Guard.
- Continue to consult with Native American tribes and other federal agencies, as needed.
- Submit the draft biological assessment for technical review by FHWA, ODOT and liaisons to the National Marine Fisheries Service.
- Revise the Supplemental Draft EIS based on FHWA policy review.
- Conduct additional cultural resource surveys, as needed.

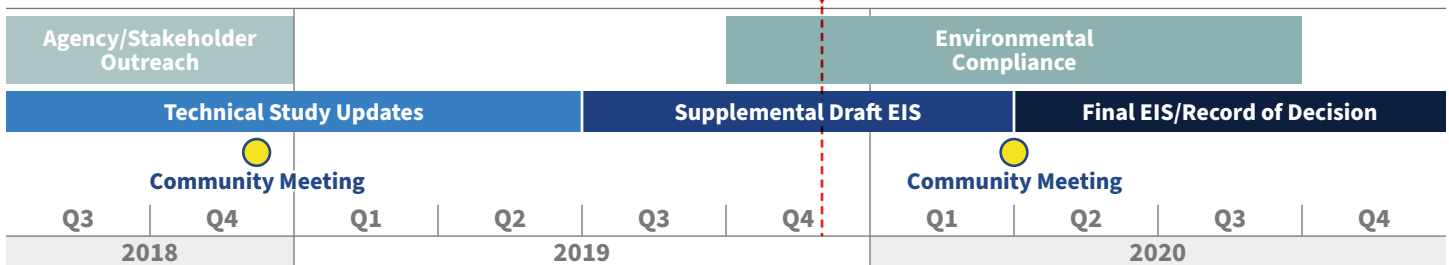


How would bridge replacement benefit the Columbia River Gorge communities?

The Hood River Bridge provides a critical connection for residents and visitors to the Columbia River Gorge National Scenic Area. One of only three bridges spanning the Columbia in this region, the bridge is a critical rural freight network facility for agriculture, forestry, heavy industry and high-tech companies with freight originating throughout the northwest. The existing bridge is nearing the end of its serviceable life and is obsolete for modern vehicles with height, width, and weight restrictions and is also a navigational hazard for marine freight vessels. The bridge has no sidewalks or bicycle lanes for non-motorized travel and would likely not withstand a large earthquake.

If project funding is secured, the new bridge would provide a safe and reliable way for everyone to cross or navigate the Columbia River—by car, truck, bus, bicycle, on foot, or on the water. A new bridge would support a thriving economy and livable communities.

WE ARE HERE



To learn more about the project, please visit us at:
www.portofhoodriver.com/bridge

PROJECT CONTACT

Kevin Greenwood, Project Director
 ☎ 541-436-0797
 @ kgreenwood@portofhoodriver.com

	L	S	AG	AV	BK	BO	
1	DRAFT						
2	BRIDGE REPLACEMENT PROJECT						
3	within the BRIDGE R&R FUND						
4	11/22/19 10:09						
5							L+S+AG+BK+BO
6	Audited	Projection for	Adopted	RESOURCES & REQUIREMENTS DESCRIPTION	FY 20-21	FY 21-22	PROJECT TOTAL
7	Fiscal Year	Fiscal Year	Fiscal Year		Proposed By	Proposed By	
8	2017-18	2018-19	2019-20		Project Director	Project Director	
35							
36				REQUIREMENTS			
37	49,654	175,218	205,100	PERSONAL SERVICES	98,258	0	528,230
38	33,846	117,970	141,900	Wages	71,000		
39	15,808	57,248	40,000	Benefits	21,000		
40		0	23,200	Taxes	6,258		
41			0	...	0		
42							
43	178,189	1,297,908	1,895,000	MATERIALS & SERVICE	636,059	1,000	4,008,156
44	0	1,186,441	1,481,000	Professional Services - NEPA (WSP USA Inc.)	480,559	0	3,148,000
45	0	164,537	151,000Task 1. Project Mgt.	117,024	0	432,561
46		113,932	114,000Task 2. Public Involvement	28,664		256,596
47		0	0Task 3. Project Delivery Coordination*	0		0
48		0	0Task 4. Tolling/Revenue Coordination	0		0
49		427,582	438,000Task 5. Environmental	384,668		1,250,250
50		216,133	459,000Task 6. Engineering	-178,903		496,230
51		117,114	25,000Task 7. Transportation	-12,837		129,277
52		127,076	55,000Task 8. Permit Assistance*	-29,385		152,691
53			Task 9. Contract Contingency	387,989		387,989
54	0	20,067	239,000Task 0. Other (Direct Expenses)	-216,660		42,407
55	123,803	52,354	70,000	Contracted Project Advisors	4,500	0	250,657
56	49,127	38,305	45,000Procurement/Financial Advising (Siegel)	0	0	132,432
57	20,280	8,104	15,000NEPA Advising (Otak)	2,250	0	45,634
58	37,740	2,040	5,000Procurement/Delivery Advising (Clary)*	2,250	0	47,030
59	11,500	0	0EIS RFP Services (SWRTC)	0	0	11,500
60	5,157	0	0Pre-FEIS (WSP)			5,157
61		3,625	5,000Cultural Resources Advising (Akana)	0	0	8,625
62	0	0	Preliminary Cost Estimate (Mott)			0
63		280	0Other			280
64	0	22,500	280,000	Professional Services - Other Studies/Agency Review	90,000	0	392,500
65	0	20,000	135,000Traffic/Tolling/Funding Study (Stantec)*	30,000	0	185,000
66	0	0	20,000Project Delivery Analysis*	20,000	0	40,000
67		2,500	125,000Government Agency Review	40,000		167,500
68	0		0Miscellaneous Studies	0	0	0
69				Post-NEPA Activities			
70	34,215	5,548	14,000	Legal	10,000	0	63,763
71	22,450	5,170	6,000Local Counsel (Jaques Sharp)	6,000	0	39,620
72	11,765	378	8,000Specialty Counsel (Schwabe)	4,000	0	24,143
74	812	3,093	20,000	Other Project Items	18,182	1,000	43,087
75	0	0	Initial Right-of-Way*	0	0	0
76	0	0	19,000Project Delivery RFI/Support*	17,000	0	36,000
77	812	3,093	1,000Advertising/Newspaper Notices	1,182	1,000	7,087
78	0	0	0Other/Meeting Expenses			0
79	19,358	27,972	30,000	Administrative - Reimbursements, Office, Services, Supplies	32,818	0	110,148
80	1,680	1,045	2,600IT Service	2,000		7,325
81	451	780	900Phone/Internet Service	800		2,931
82	13,528	25,990	26,000Reimbursements (lodging, travel, etc.)	29,618		95,136
83	3,069	157	500Office Equip & Supplies	400		4,126
84	630	0	0Other	0	0	630
85							
95	227,843	1,473,126	2,100,100	TOTAL EXPENSES	734,317	1,000	4,536,386
96							
99	0	0	225,000	CONTINGENCY	238,614	0	463,614
102				* non-NEPA/ODOT-eligible item			
103	227,843	1,473,126	2,325,100	TOTAL REQUIREMENTS	972,931	1,000	5,000,000



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Minutes

AIRPORT ADVISORY COMMITTEE

Thursday, November 14, 2019

1. Airport updates

a. New AAC president

Dayle Harris resigned from the AAC. Ken Newman was appointed by the Board and AAC to take his place. Ken's term will be three years from 12-1-2019 through 11-30-2022. Ken and Dayle both addressed the audience who were there for noise issues and explained the process to date and how the airport works.

b. Connect 6- update

i. Permit have been received.

ii. Anne updated on current challenges with the grant project, that it is \$700,000 over budget due to the three years it took to get permits and loss of an economic development partner. The Port is lobbying ODOT for additional funds in order to be able to complete the project. A request was made for AAC members to call or write Port Commissioners to ensure that they know how important the project is to the airport. The Port will bid the project in November. Bids will be received in Dec with a decision in January regarding weather or not to move forward with the project.

c. FAA projects- moving forward expected to bid in the spring and start in mid-summer. Reconfigures parking on the north side, loses 14 parking spaces.

ACTION: A request was made to pave the south side building pad to accommodate for lost parking.

d. Gate on south side- New gate going in next year. Irrigation is complete. Seeding and grading will occur in the spring. Cory made a request for an altered staging strip to the south of 25 for Gliders.

e. Noise issue and response- Discussion about existing fly friendly program ensued. Jim Stewart explained that jet fuel is kerosene and that no large jets can access hood river, explained about the terrain and aircraft performance.

Question arised about who was doing the night flights and it's the aerospace industry testing. Chris Robuck handed out a sheet of questions regarding noise impacts and requested that we change and reduce the traffic and that the COVI project would only increase it. More discussion about the airport's importance to the county and that the Port is not doing enough to stop noise.

Audience brings up that the Master plans goal is to increase airport operations. Anne agrees and states that the purpose of an airport is to be self-sufficient and that as an FAA obligated airport we are required to aspire to that. Additional discussion was had about the ALP and the zoning limits on development and that the airport is surrounded by EFU land and that the Master plan maximizes development.

Margot Daimler states that she wants the best possible airport and a high quality of life and that she thinks that is possible. She is a neighbor.

Discussion about the wide variety of airplane types and standards and fly friendly vs noise abatement which can be implemented by the local jurisdiction, aka the Port.

- f. Tech industry input- Meeting held November 14th at the Port
 - g. Cell tower proposal-
ACTION: Anne will send out the proposed location for the Cell tower to the AAC for review
2. FBO update-Flight training has moved mostly to Texas and The Dalles. Fuel sales are going well, nearly the same as last year.
 3. WAAAM Update- had a great year record number of visitors. 120 boat stops. Donations are up due to boats. Margot had a question about the dark sky lighting. Judy said they changed their exterior lights to LED's, but Margo requested some sort of shade.
 4. Glider Update- Club is wrapped up for the year as of the 16th. One last flight will occur on the 15th. Cory will send the port information about it. Looking forward to working on an alternative area for gliders to stage south of the runway and for the Port to remove some of the runway lights to allow for easy access and improved safety.
 5. Additional items
 - a. Anne will send out the Connect 6 plans to the AAC for review
 - b. Anne will send out the proposed location for the cell tower near the high school. Please comment.

Next Meeting:

Thursday, January 23, 2020 3:00 WAAAM



Prepared by: Anne Medenbach
Date: December 3, 2019
Re: Contract with Allied Maintenance LLC

Allied Maintenance, LLC (“Allied”) currently provides janitorial services to five Port buildings. Allied has been working for the Port in this capacity since September 2015 and has done an exceptional job.

This year, the maintenance contract is changing in the following ways:

1. The Wasco Building has been removed from the contract as the tenant is now doing that on their own.
2. A 3% annual increase has been applied.
3. The resulting total contract amount is reduced from last year by \$8,854.

RECOMMENDATION: Approve contract with Allied Maintenance, LLC for janitorial services not exceed \$57,078.50.

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Janitorial Services Contract

1. This Contract is between the Port of **Hood River ("Port")** and **Allied Maintenance, ("Contractor")**. Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction in accordance with the terms in attached Exhibits A, B and C. Port shall pay Contractor amounts stated in Exhibit C. which in total shall not exceed \$57,078.50.
2. This Contract shall be in effect from **November 1, 2019** through **October 31, 2020**. Either party may terminate this Contract in the event of a breach of the Contract by the other party after seven days written notice. Port may terminate this Contract for any reason after 30 days written notice to Contractor. If Port terminates this Contract, Contractor shall only receive compensation for work done and expenses paid by Contractor prior to the Contract termination date. Notices shall be by personal delivery or mailed to the addresses listed below.
3. All work products of the Contract which result from this Contract are the exclusive property of Port. Port shall have access to all books, documents, papers and records of Contractor which relate to this Contract for purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, and hold harmless Port, its Commissioners, officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this Contract, except to the extent the Port is negligent and responsible to pay damages. Contractor shall provide insurance in accordance with attached Exhibit B.
7. This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
8. This Contract shall be governed by the laws of the State of Oregon and any litigation involving any question arising under this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the provision shall be stricken.
9. Contractor shall adhere to all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written or oral discussions or agreements. Any modification to this Contract shall be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor: Allied Maintenance LLC

Port of Hood River

Signed: _____
Joetta Cole

Signed: _____

POB 554, Mosier, OR 97040
(541) 478-2027/(541) 490-6632

Michael McElwee, Executive Director
1000 E. Port Marina Drive, Hood River, OR 97031
(541) 386-1645/ porthr@gorge.net

Maintenance Services Contract Exhibit A

I. SCOPE OF WORK:

Contractor shall provide Janitorial Services to the following Port owned buildings:

Big 7-	616 Industrial Street
Jensen-	400 Portway Ave.
Marina Park	(Chamber) 700 E. Port Marina Way
Marina Park	(DMV) 650 E. Port Marina Way
Port Office	1000 E. Port Marina Drive

Contractor shall provide services as outlined in attached Exhibit C. Contractor have inspected the locations. Contractor shall furnish and provide all equipment, tools and cleaning products and hand soap necessary to complete all work within the scope of this Contract. No separate payment shall be made for these items. Port shall provide all paper products and trash liners. Such items shall be requested from the Port in email to jmann@portofhoodriver.com or via phone at (541) 399-9228.

Contractor shall be provided with keys and cards to access the buildings. Contractor shall be responsible for all keys. Any lost or stolen keys shall be paid for by Contractor as will any cost to the Port associated with such a loss.

II. DELIVERABLES AND TIMEFRAME:

Contractor shall provide janitorial services described in Exhibit C and on that schedule. Any changes to that schedule or service agreement must be approved in advance in writing by the Port.

III. CONSIDERATION:

This Contract is an annual contract for a total amount not to exceed \$63,842.00.

Any additional work that is not covered in the Contract must be approved in advance in writing by the Port. Additional services will be paid for based on actual Contractor time at an hourly wage rate of \$36.00 per hour, unless otherwise agreed in writing by Contractor and the Port.

IV. BILLING AND PAYMENT PROCEDURE:

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

- Invoice date
- Building name/s
- Billing rate applied
- Total hours worked

Invoices for services will be submitted on a monthly basis.

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

**Personal Services Contract
Exhibit B**

INSURANCE

Contractors, please provide this to your insurance agent immediately.

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

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

Required and attached OR Contractor is exempt

Certified by Contractor: _____
Signature/Title

- 2. Commercial General Liability insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. The Liability Insurance coverage shall provide contractual liability coverage for the indemnity required under this Contract. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to the Contractor's services to be provided under the Contract.

Required and attached Waived by Finance Manager _____

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

Required and attached Waived by Finance Manager _____

- 4. Professional Liability insurance with a combined single limit per occurrence of not less than \$1,000,000 general annual aggregate for malpractice or errors and omissions coverage against liability for personal injury, death or damage of property, including loss of use thereof, arising from the firm's acts, errors or omissions in any way related to this Contract.

_____ Required and attached Waived by Finance Manager _____

- 5. On All Types of Insurance. There shall be no cancellation or material change, reduction of limits, or intent not to renew the insurance coverages without 30-days written notice from the Contractor or its insurer(s) to the Port.

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

The General Liability certificate shall provide that the Port, its Commissioners, officers, agents, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract.

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

Exhibit C

Janitorial Services Provided	Jensen 400 Portway Ave.	Marina Park(Chamber 100 E. Port Marina Way	Marina Park 2 (DMV) 600 E. Port Marina Way	Big 7 616 Industrial Rd	Big 7 616 Industrial Rd
Mean hours per week - 28	2	2	10	10	4
Days scheduled	T	T,R	M,T,W,R,F	M,T,W,R,F	Floors 1-2
Restrooms				Floors 3-4	
Sweep & mop Floors	1	5	5	5	1
Sanitize fixtures, sink, toilets, urinals	1	5	5	5	1
Sanitize countertops	1	5	5	5	1
Wipe and clean partitions and walls	1	5	5	5	1
Spot clean mirrors	1	5	5	5	1
Restock paper products and hand soap	1	5	5	5	1
Wax floor monthly	yes	yes	yes	Yes	NO
Strip floor wax 2 times per year	yes	yes	yes	Yes	yes
Empty trash receptacles and reline (as necessary)	1	5	5	5	5
Entry Way					
Sweep & mop Floors	1 x mo		5	5	5
Vacuum floors	1 x mo	5	NA	NA	
Clean door glass interior/exterior	1 x mo	5	5	1	
Stairs					
Vacuum	1	1	NA	5	1 time per month
Clean hand rails, spot clean walls		1	NA	5	1 time per month
Hallway					
Vacuum/Sweep/mop	1	1	1 (back & front)	5	1
Spot clean wall	1	1	1 (back & front)	5	1
Elevator					
Vacuum/sweep/mop	NA	NA	NA	1	NA
Spot clean door glass and button panel	NA	NA	NA	1	NA
Fee per building per week	\$ 72.00	\$ 72.00	\$ 360.00	\$ 360.00	\$ 144.00
Total All buildings per week	\$ 1,008.00				
52 weeks at \$1008.00	\$ 52,416.00				
Supplies	\$ 3,000.00				
3% annual increase	\$ 1,662.48				
Total Annual Contract Amount	\$ 57,078.48				

Port of Hood River provides-All paper products (TP, towels, liners)
 Contractor provides- Cleaning supplies, cleaning equipment (mops, brooms, vacuums etc.) and hand soap
 \$36/hour rate



Prepared by: Anne Medenbach
Date: December 3, 2019
Re: T- Hangar Lease Document Template

The T-hangar lease document template has not been updated in quite some time. Due to the update to Ordinance 23 and the implementation of Minimum Standards, staff recommends updating the template document and having each Airport tenant sign a new lease during the annual billing period in January 2020.

The following changes have been made to the lease template:

1. New rule that stored aircraft must be in fly-ready condition.
2. The tenant must provide an up-to-date annual inspection and proof of ownership in addition to the other requirements.
3. If the tenant does not meet the requirements, then their lease will be terminated.
4. Payment may be made only in one lump sum at the beginning of the year.
5. Reference to the Minimum Standards and Ordinance 23 are added in a Port Policies section.
6. The formatting has been changed for clarity.

RECOMMENDATION: Approve T-hangar lease document template for 2019-20.

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Port of Hood River

Ken Jerstedt Airfield

1000 E. Port Marina Drive, Hood River, OR 97031
Phone: 541-386-1645 email: porthr@gorge.net
www.portofhoodriver.com

T-Hangar Agreement

Tenant:

Hangar #:

Effective Date:

Initial

1. **Term/Automatic Renewal.** The undersigned ("Tenant") agrees to lease the Hangar Number location listed above at the Port of Hood River Ken Jernstedt Airfield ("premises" or "hangar"), to comply with all terms of this Agreement, and to abide by the ordinances, and applicable rules and regulations of the Port of Hood River ("Port"). The hangar shall only be used for the storage of one functional, visibly flyable aircraft owned or leased by Tenant.

Tenant shall provide in writing to the Port annually before December 1, the following information:

- a. The N Number on the aircraft.
- b. The most recent annual maintenance record for the aircraft.
- c. Proof of insurance for the aircraft with coverages required in section 3 below.
- d. Proof of ownership

This Agreement shall be considered in effect on and after the Effective Date stated above ("Effective Date"), provided the Port and Tenant both sign this Agreement and the information required above are provided to the Port. If this Agreement is in effect on December 31 any year, it shall automatically be renewed on January 1 of the following year, and shall remain in effect for that calendar year unless: (1) notice is given by the Port or Tenant prior to December 1 that the Agreement will be terminated on the following January 1, or (2) the Port notifies Tenant that Tenant must sign a new Lease Agreement or Lease Agreement amendment, or (3) Tenant has not provided the Port with any information required above. The Port reserves the right to terminate the automatic renewal of this Agreement prior to December 1 of any year, for any reason.

Initial

2. **Charges.** Tenant has received, read, and agrees to pay applicable charges described in the Port's T-Hangar Rate Schedule in effect on the Effective Date stated above. If charges for annual T-Hangar tenancies are changed, the new charges payable by Tenant shall take effect on the next January 1 after the changes. Lease charges for the full calendar year shall be paid in full by Tenant during the first week of January in the year the Lease takes effect. Lease charges not paid within ten days of the due date shall constitute a breach of this Agreement and may be cause for termination. All payments due under the terms of this Agreement shall be payable by Tenant to the PORT OF HOOD RIVER at its office at 1000 E. Port Marina Drive, Hood River, OR 97031.

Initial

3. **Insurance.** Tenant shall Provide the Port with a certificate of Aircraft and Passenger liability Insurance with a \$1,000,000 Single Occurrence limit and a \$100,000 per passenger limit. The certificate shall name the Port, its employees, agents and Commissioners as additional insured. The certificates will include a provision that gives the airport 30 days prior written notice of any modification or cancellation to the insurance policy.

4. **Access.** Tenant shall use only the hangar padlock and key provided by the Port to access the premises. Use of this lock is mandatory and is provided at the direction of the West Side Fire Department Fire Marshal. Replacement of this lock will be a violation of this Agreement with the Port. Tenant accepts as a condition of this Agreement Port's and the Fire Marshall's right of access to enter the hangar at any time. Port or the Fire Marshall will generally provide at least 24 hours' notice to Tenant of intent to enter the hangar if non-emergency access is needed for inspection or other reasons but may provide less notice in their discretion.

Access to "A" and "B" Hangars will be from the north access road only. Access to "C" Hangars will be from the south access road only. Crossing an active runway and taxiway by vehicle or crossing the RPZ (Runway Protection Zone) to access north or south hangars is a violation of this Agreement.

5. **Maintenance.** Port will maintain the structural components of the hangar including the doors and door mechanisms. Tenant shall be responsible and liable for any damage to the hangar caused by or related to Tenant's use or use of any Tenant invitees, including but not limited to, bent or broken interior and exterior walls or ceilings, damage to doors and door mechanism, damage to unsealed floors due to fuel or oil spilling, and damage due to improper or negligent use of the premises. Tenant is required to equip and maintain a metal drip pan under the engine of the aircraft in the hangar. Tenant shall not allow the premises to be in or remain in such a condition as would constitute a fire hazard.

No maintenance of Tenant's aircraft shall be conducted in the hangar except such minor maintenance as would normally be performed by an aircraft owner without the benefit of an aircraft mechanic.

6. **Liability.** The Port hereby expressly disclaims any and all liability for damage to aircraft or any items stored or placed in or about the hangar. Tenant shall be liable for any damage to any persons, any property including Port property and to aircraft arising from Tenant's negligence, related to use of the hangar or unauthorized activities in the hangar.
7. **Unauthorized Activities.** Tenant may not park automobiles in the hangar. Parking is to be confined to designated automobile parking areas only. Tenant agrees that no commercial activities will be conducted on Port airport property, including the premises, without the express approval of the Port. This includes, but is not limited to, aircraft rental, charter, leasing, flight instruction, aerial survey work or photography work. Hangars are not to be used for material storage unrelated to aviation and Tenant's aircraft. Material expressly prohibited includes, but is not limited to, the following: motor vehicles, ammunition, snowmobiles, chainsaws, motor homes, travel trailers and recreational gear.
8. **Safety.** Flammable and combustible liquids shall not be dispensed into or removed from the fuel system of an aircraft within the aircraft hangar. Quantities of flammable and combustible liquids used for maintenance purposes shall not exceed 10 gallons stored in safe, approved containers. Aircraft, engines and parts of aircraft shall not be cleaned with a flammable liquid in the premises or within 50 feet of another aircraft, building or other hangar. Open flames, flame-producing devices and other sources of ignition are not permitted. Aircraft engines shall not be run in the hangar. Use of combustible materials for minor maintenance purposes requires Tenant to provide at a minimum, a 10 pound, 2A-10BC extinguisher for the premises. This extinguisher will be securely mounted near the premise entry. Oily rags and similar materials shall be stored in metal, metal-lined or other approved containers equipped with tight-fitting covers. Combustible rubbish shall be removed



from the premises daily.

9. **Sub-Leasing Prohibited.** The hangar shall not be sub-leased nor shall this Agreement or any rights to use the hangar be assigned without the express written approval of the Port, which may be granted or denied in the Port's discretion. Storage or parking of aircraft not owned by or leased by Tenant shall be construed as a sub-lease and shall be grounds for termination of this Agreement.
10. **Termination.** This Agreement may be terminated by Tenant upon thirty (30) days' written notice to Port, in which case the Port will refund prepaid rental for the remaining months of this Agreement, excluding rent payable through the month of termination, or the month Tenant vacates the premises, which the Port shall be entitled to keep.

Port may terminate this Agreement upon the occurrence of any of the following which shall constitute a breach of this Agreement by Tenant: (a) Rent not paid within ten (10) days of its due date; (b) Tenant has failed to comply with any condition of this Agreement and has not reasonably corrected the deficiency after ten (10) days' notice by Port. In the event of such a breach, Port shall notify Tenant of the termination in writing. Port shall be entitled to keep rent owed through the month the hangar is vacated. Tenant shall have three (3) days after the date of the Port's notice terminating the Agreement to remove the aircraft and any other Tenant items from the hangar, after which Tenant shall be considered a hold over tenant in breach of this Agreement, who shall be responsible to pay rent and comply with all Agreement terms during Tenant's hold over occupancy, prior to being legally evicted or vacating the premises voluntarily. In addition to the Port's right to terminate this Agreement, the Port shall have any other available legal remedy to enforce the terms of this Agreement.

11. **Hold Harmless.** Tenant shall conduct their activities under this Agreement at Tenant's own risk, and shall defend, hold harmless and indemnify the Port of Hood River, its Commissioners, agents, officers and employees from any and all damages, demands, suits and actions whatsoever resulting from or because of any damage to property, or injury or death to any person(s) arising out of Tenant's or Tenant's invitee's negligent construction, maintenance, repair, alteration, operations, control or use of the premises, or any breach of terms of this Agreement.
12. **Security.** Tenant agrees to abide by and cooperate with Port in the enforcement and implementation of applicable FAA or Port airport security regulations and measures. Security of the hangar itself shall be the responsibility of Tenant. Tenant agrees to keep the doors to the hangar closed whenever possible. Tenant agrees not to unreasonably interfere with the use by others of an adjacent hangar.
13. **Port Policies.** The airport is governed by Port Ordinance 23 and 2017 Minimum Standards. Tenant is required to follow these two policies. Any breach of these policies could be cause for termination of this Lease at the Port's discretion.
14. **Enforcement.** If a legal action is brought to enforce this Agreement, the prevailing party shall be entitled to receive attorney's fees and court costs at trial and on appeal.
15. **FAA Requirements.**
1. Tenant for Tenant, Tenant's heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event facilities are constructed, maintained, or otherwise operated on or at the premises for a purpose

for which a United States Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits ("facilities"), Tenant shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

- 2. Tenant for Tenant, Tenant's heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree, as a covenant running with the land, that:
 - (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities,
 - (2) that in the construction of any improvements on, over, or under the premises and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination,
 - (3) that Tenant shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

16. Prior and Future Agreements. Any agreement in effect between Tenant and the Port concerning the premises on December 31, 2019, is extinguished after that date, and replaced by this Agreement if this Agreement is signed by the Port and Tenant. The Port reserves the right to amend the terms of this Agreement or replace this Agreement in the future as of January 1 of any year, by notifying Tenant of the new Agreement terms by December 1 prior to the following January 1.

17. Time of Performance; Non-waiver. Time is of the essence of payment dates and performance obligations required by this Agreement. Waiver by the Port of strict performance of any provision of this Agreement shall not be a waiver of the Port's right to require strict performance of the same or a different provision in the future.

Agreed to this _____ day of _____, 20_____.

Hangar Tenant Signature:_____

Port of Hood River Signature:_____

Please sign and date above; provide full information as requested below; and then return all pages to the Port of Hood River.

Tenant Checklist

	Hangar Agreement Completed in its Entirety
	Proof of Insurance
	Proof of ownership
	Most Recent Annual Maintenance Record for the aircraft
	Annual Payment

Aircraft Information		
Aircraft Serial Number:		Aircraft Registration Number:
Make:	Model:	Year:
Distinguishing Aircraft Markings:		

Insurance Information	
Insurance Company:	Phone Number:
Insurance Agent:	Phone Number:
Policy Number:	Amount of Coverage:
Port Listed as Additional Insured <input type="checkbox"/> Received Proof of Insurance <input type="checkbox"/>	

Please complete the following information:

Tenant Information		
Registered Owner or Corporation:		Hangar:
Mailing Address:		
City:	State:	Zip Code:
Cell Phone:	Home/Work Phone:	
Email Address:		
If different than Mailing- Street Address:		
 		
Additional Owner:		Phone:
Email:		
Address:		
 		
Additional Owner:		Phone:
Email:		
Address:		
 		
Additional Owner:		Phone:
Email:		
Address:		

Emergency Contact	
Name:	
Cell Phone:	Home/Work Phone:
Email:	

Initial

TENANT INFORMATION: Tenant acknowledges that information provided by the tenant is true, accurate and complete. Moorage Tenant shall notify the Port of any change in the information, including but not limited to, contact information such as address, phone and email.

Port-issued padlock with two keys (#_____)