



PORT OF HOOD RIVER COMMISSION
MEETING AGENDA
June 19, 2018
Marina Center Boardroom

5:00 P.M.
Regular Session

1. Call to Order
2. Modifications, Additions to Agenda
3. Public Comment (5 minutes per person per subject; 30-minute limit)
4. **Open Hearing and First Reading, Ordinance 24-2018, Governing Conduct on Port Property**
5. Consent Agenda
 - a. Approve Minutes of June 5, 2018 Regular Session (*Jana Scoggins – Page 3*)
 - b. Approve Amendment No. 4 to Task Order No. 1 to the Master Services Agreement with HDR Engineering, Inc. for Bridge Engineering Services Not to Exceed \$35,000 (*Michael McElwee – Page 7*)
 - c. Approve IGA with MCEDD for Project Management Services Associated with the Hood River County Economic Development Group (*Michael McElwee – Page 13*)
 - d. Approve Amendment No. 1 to Contract with Vista GeoEnvironmental for Lower Mill Wetland Mitigation Design Services Not to Exceed \$14,963.83 (*Anne Medenbach – Page 19*)
 - e. Approve Amendment No. 1 to Contract with Vista GeoEnvironmental for Stadleman Waterline Extension Design Services Not to Exceed \$4,000 (*Anne Medenbach – Page 23*)
 - f. Approve Amendment No. 1 to Task Order No. 1 with Century West for Airport Master Plan Engineering Services Not to Exceed \$5,760 (*Anne Medenbach – Page 27*)
 - g. Approve Change Order No. 1 with Crestline Construction for the Stadleman Waterline Expansion Not to Exceed \$10,926 (*Anne Medenbach – Page 31*)
 - h. Approve Accounts Payable to Jaques Sharp in the Amount of \$17,660 (*Fred Kowell – Page 35*)
6. Reports, Presentations and Discussion Items
 - a. Airport Update (*Anne Medenbach – Page 39*)
 - b. Bridge Replacement Project Update (*Kevin Greenwood – Page 49*)
 - c. Financial Report for the 11 Months Ended May 31, 2018 (*Fred Kowell – Page 59*)
7. Director's Report (*Michael McElwee – Page 71*)
8. Commissioner, Committee Reports
 - a. Marina Committee – June 14 (Shortt)
9. Action Items
 - a. Adopt the Approved Fiscal Year 2018-19 Budget (*Fred Kowell – Insert*)
 - b. Approve Budget Transfer for Fiscal Year 2017-18 (*Fred Kowell – Page 77*)
 - c. Approve Amendment No. 1 to Contract with OTAK for NEPA Technical Advisory Services Not to Exceed \$30,000 (*Kevin Greenwood – Page 83*)
 - d. Authorize Contract with Summit Strategies for Washington DC Government Affairs Services Not to Exceed \$76,000 (*Kevin Greenwood – Page 87*)
 - e. Authorize Contract with Boswell Consulting for Olympia, Wash. Government Affairs Services Not to Exceed \$54,000 (*Kevin Greenwood – Page 87*)
 - f. Authorize Contract with Thorn Run Partners for Salem, Ore. Government Affairs Services Not to Exceed \$48,500 (*Kevin Greenwood – Page 87*)
 - g. Authorize Contract with Walker|Macy for Lot #1 Planning Services Not to Exceed \$62,000 (*Michael McElwee – Page 99*)
 - h. Approve Amendment No. 1 to Contract with S2 Contractors for Paving Jensen Building Parking Lot (*Anne Medenbach – Page 113*)

10. Close Hearings on Ordinance 24-2018

11. Commission Call

Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(f) Consideration of Information or Records That Are Exempt by Law from Public Inspection.

12. Possible Action

13. Adjourn

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

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

*Port of Hood River Commission
Meeting Minutes of June 5, 2018 Regular Session
Marina Center Boardroom
Upon Conclusion of Budget Committee Meeting*

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

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

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

2. **MODIFICATIONS, ADDITIONS TO AGENDA:** Hard copies of revised agenda has been provided at the meeting and posted to website on June 4. Changes include removing original Action Item (a), and adding Action Item (d) Toll Waiver Agreement for Public Transportation with Klickitat County. Added was also Action Item (e) Change Order No. 1 with Beam Excavating. Commissioners transferred Consent Agenda Item (c) to Action Item (f).

3. **PUBLIC COMMENT:** None.

4. **OPEN BUDGET HEARING FOR THE APPROVED BUDGET FOR FISCAL YEAR 2018-19:** No comment received.

5. **CONSENT AGENDA:**
 - a. Approve Minutes of May 15 Regular Session and Budget Committee Meeting.
 - b. Approve Amendment 1 with Duncan Solutions for Parking Fee Collection Management Not to Exceed \$6,400

Motion: Move to approve Consent Agenda.
Move: Shortt
Second: Everitt
Discussion: None
Vote: **Aye:** Unanimous
MOTION CARRIED

6. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:
a. Real Estate Portfolio Analysis Report: Anne Medenbach, Property and Development Manager, presented the final report on the Real Estate Portfolio analysis and strategic planning process. The goal of this effort was to devise a management strategy for the Port’s existing buildings and remaining developable land. Medenbach recollected that during the process Commission held two workshops to direct policies and assumptions for this analysis. Based on the input received from the Commission, staff worked with EcoNW to compile the final detailed report that can be used to review properties on annual basis and determine next steps for development of existing buildings and land.

b. Bridge Replacement Project Update: Kevin Greenwood, Bridge Replacement Project Director, reported that the P3 Administrative Rules process will be completed upon formal adoption of the Resolution tonight. Greenwood noted that to successfully deliver the environmental studies, design and permit assistance services, the Evaluation Committee and the Port carefully selected WSP consultancy to help with these tasks. Due unresolved issued regarding Washington representation of the Bridge Replacement Advisory Group, Greenwood believes that having an “open invitation” work session will allow for clarification of the procurement process, delivery, funding, and financing possibilities. Commissioners agreed the work session to be scheduled for June 19th at 2:30 p.m.

7. EXECUTIVE DIRECTOR’S REPORT: Michael McElwee, Executive Director, reported that it is customary to have only one Commission meeting in July. This year, it is scheduled for July 24. A special Commission meeting for a second hearing and adoption of Ordinance 24 will occur on June 26. McElwee informed Commission that high water conditions continue in the Columbia River, and the Event Site is experiencing very intense use. The pre-construction meeting for the Stadelman Waterline occurred on May 18, and the project is anticipated to start construction on June 11. Additionally, the DMV building has been re-sided by Dan Homer Construction. Commissioner Shortt requested an outline of the Executive Director Evaluation form.

8. COMMISSIONER, COMMITTEE REPORT:

Commissioner Shortt reported that the Marina Committee meeting happened on May 17, and discussion occurred about surveying marina rates on annual basis and creating a Marina Comprehensive Plan.

9. ACTION ITEMS:

a. Approve Fee Schedule of Rates and Charges for Paid Parking on Port-owned areas of the Hood River Waterfront. As of March 3, 2018, the Commission approved implementation of the Waterfront Parking Plan starting in early summer 2018. The implementation is expected to begin on June 11; however, Commission approval of the Schedule of Parking Rates and Charges as well as operational policies for the various Port waterfront parking areas is needed. Staff has updated the Schedule based on feedback from the Commission, Cale and Duncan Solutions, as well as public input that was received.

Motion: Move to (1) implement paid parking on portions of the Hood River Waterfront as proposed by the Executive Director; (2) approve the 2018 Schedule of Rates and Charges, Parking Agreement Terms & Conditions and pay-to-park zones; and (3) authorize the Executive Director to take necessary actions related to implementation and enforcement, and to make modifications.

Move: Shortt

Second: Everitt

Discussion: Commissioner Meriwether commented that he does not agree with this process on a personal level, but will not obstruct the approval. Commissioners requested that the Executive Director’s report includes progress on the Waterfront Parking Plan twice a month.

Vote: **Aye:** Unanimous

MOTION CARRIED

b. Authorize Contract Negotiations with WSP for Environmental Studies Related to Bridge Replacement. The Environmental Impact Studies process is the next significant step in the regional effort to replace the Bridge. The Port retained the Southwest Washington Regional Transportation Council to administer an official process to select a multi-disciplinary firm to carry out the project. The highest ranked firm was WSP Engineering.

Motion: Authorize contract negotiations with WSP for Environmental Studies associated with the Hood River/ White Salmon Interstate bridge replacement.

Move: Meriwether

Second: Sheppard

Discussion: None

Vote: **Aye:** Unanimous

MOTION CARRIED

c. Adopt Resolution 2017-18-6 Amending the Public Contracting Rules to Include Rules for Public Private Partnerships for Bridge Projects and Bridge Project Activities. The process to consider Public Private Partnership as a possible procurement method to replace the Hood River/White Salmon bridge began with the passage of HB 2750 in the 2017 Oregon Legislative Session. Late last year, Siegel Consulting began developing the

Preliminary Review Draft of the P3 Administrative Rules. Since that time, the Port has conducted a number of open session discussions and two public hearings to generate comments regarding the Rules which were incorporated into the Final Draft.

Motion: Adopt Resolution 2017-18-5 amending the Public Contracting Rules to include Rules for Public Private Partnerships for Bridge Projects and Bridge Project Activities.

Move: Meriwether

Second: Everitt

Discussion: None

Vote: **Aye:** Unanimous

MOTION CARRIED

d. Approve Toll Waiver Agreement for Public Transportation with Klickitat County waiving bridge tolls for Mt. Adams Transit Vehicles. In the past, the Commission has stated its support for a Public Transportation Plan. The Port has installed a concrete pad on the waterfront and assembled a bus shelter that began to be utilized on May 25. Successful transit programs help achieve Port goals, and the Bridge toll increase approved in 2011 allows for portions of the toll increase to be used to support cross-river public transit.

Motion: Approve Toll Waiver Agreement for Public Transportation with Klickitat County waiving bridge tolls for Mt. Adams Transit vehicles.

Move: Shortt

Second: Sheppard

Discussion: None

Vote: **Aye:** Unanimous

MOTION CARRIED

e. Approve Change Order No. 1 with Beam Excavating for Paving Jensen Building Parking Lot. This Change Order No. 1 addresses three project items: Installation of a sleeve to protect the irrigation lines running under the Jensen parking lot; the need to line the base of the lot with more materials to stabilize it; and the change in material price.

Motion: Approve Change Order No. 1 to contract with Beam Excavating for paving Jensen Beach parking lot.

Move: Shortt

Second: Everitt

Discussion: None

Vote: **Aye:** Unanimous

MOTION CARRIED

f. Ratify Parking Agreement with Three Trucking Companies for Parking in Zone 6, West Portway Avenue. Part of the implementation of the Waterfront Parking Plan includes addressing truck/trailer parking on west Portway Avenue. This area limits parking of passenger vehicles due to the high use for truck trailer parking and associated safety concerns. In May, staff initiated contact with each of the trucking companies that regularly utilizes this zone and offered an agreement that would allow parking for \$150 per month. Thus far, three trucking companies have responded favorably to the offer.

Motion: Ratify License Agreements with YRC Freight, Peninsula Trucking and Oak Harbor for truck parking on west Portway Avenue with an amended period of time to be 9 months and month to month thereafter.

Move: Shortt

Second: Everitt

Discussion: None

Vote: **Aye:** Unanimous

MOTION CARRIED

10. CLOSE BUDGET HEARING FOR THE APPROVED BUDGET FOR FISCAL YEAR 2018-19: President Streich closed the Budget Hearing at 7:16 p.m. No comment received.

11. COMMISSION CALL: President Streich thanked the board for working together and creating positive progress. Commissioner Sheppard thanked Michael McElwee for working with him throughout the week on several items.

12. EXECUTIVE SESSION: President Streich recessed Regular Session at 7:23 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations.

13. POSSIBLE ACTION: None

14. ADJOURN:

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

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Jana Scoggins

ATTEST:

Hoby Streich, President, Port Commission

John Everitt, Secretary, Port Commission

Commission Memo



Prepared by: Michael McElwee
Date: June 19, 2018
Re: HDR Contract- Task Order No. 1
Amendment No. 4

On June 16, 2015, the Commission approved a master contract ("Contract") with HDR Engineering (HDR) for a variety of bridge engineering tasks. The Contract term runs through June 30, 2019.

Task Order No. 1 for On-Call Services makes HDR technical expertise available to staff for both miscellaneous and unforeseen tasks associated with the bridge on an as-needed basis. Efforts under this task order have included regular updates to the 30-year model and preparation of the annual work plan, and unexpected bridge engineering tasks such as evaluation of the lift span after the vandalism that occurred in 2017.

Amendment No. 1 to Task Order No. 1 was authorized in August 16, 2016 to allow for continued HDR On-Call engineering services in FY 2016/17. Amendment No. 2 was approved on June 27, 2017 and allowed for the continued availability of HDR for various known and unexpected tasks during FY 17/18. Amendment No. 3 was approved in April 2018 and allowed for the continued availability of HDR for various tasks during the remainder of FY 17/18 including repairs to the damaged lift span thru-truss.

This Task Order Amendment No. 4 provides on-call services during fiscal year 2018/19 and is part of the Approved Budget.

RECOMMENDATION: Approve Amendment No. 4 to Task Order No. 1 of the Master Services Agreement with HDR Engineering, Inc. for bridge engineering services not to exceed \$35,000 plus reasonable reimbursable expenses.

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TASK ORDER 01

**SCOPE OF SERVICES
for
ON-CALL ENGINEERING**

Amendment No. 4

June 19, 2018

This Task Order Amendment No. 4 pertains to a **Personal Services Master Service Agreement**, (“Agreement”) by and between **Port of Hood River**, (“Port”), and **HDR Engineering, Inc.** (“Consultant”), dated June 17, 2015 (“the Agreement”). Engineer shall perform Services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the Services described below.

PART 1.0 PROJECT DESCRIPTION & PURPOSE

The Port of Hood River has prioritized immediate and long-term action plans for the goal of maintaining the safety and functionality of their various infrastructure assets, including the Hood River Bridge crossing the Columbia River. As part of this effort, the Port requires technical expertise to assist their staff in assessing, analyzing, and designing various repairs and projects. This on-call contract will allow the Consultant to provide these services throughout the course of the fiscal year, up to but not over the not-to-exceed amount listed herein. This amendment gives the Port continued access to specialized expertise.

PART 2.0 SCOPE OF SERVICES

Task 1: Technical Services & Professional Advice

The Consultant shall perform any combination of a variety of the following tasks associated with the Port’s facilities only after a specific request made by Port staff:

- Update the short term work plan and long term preservation plan for the Hood River-White Salmon (Columbia River) Bridge.
- Review and comment on ODOT routine, fracture critical, fatigue prone, and underwater inspection reports. Address scoping of potential repair projects and changes to maintenance plan due to inspection report findings.
- Review and evaluate underwater sonar scanning data provided by others. Address scoping of potential repair projects and changes to maintenance plan due to inspection report findings.
- Provide expert advice on specific issues associated with bridge inspection, maintenance, repair, rehabilitation, and retrofit.
- Provide minor technical engineering design services as it relates to the Port facilities.
- Serve as a Technical Advisor on applications and forms associated with Port project funding, such as STIP applications.
- Present to the Port Commission regarding any of the above mentioned items.
- Attend meetings, workshops, or other events as requested by the Port at the Port’s office in Hood River.
- Other Port requests specific to engineering as agreed to on a limited basis.

Assumptions

The following assumptions are made:

- All deliverables shall be electronic in MS Word, MS Excel, MS Project, and/or PDF format.
- Items listed above are specific to this on-call engineering task. Major professional service items may require a separate Task Order to execute.
- Port will provide existing documents such as plans, reports, and letters stating decisions impacting the task order to aid the Consultant's efforts.
- Expenses for printing, shipping, and travel mileage for this Task Order are reimbursable at cost. Any specific expenses over \$100 require prior approval.
- This on-call Task Order is intended to cover fees and costs not explicitly covered by other Task Orders. The total level of effort for this Task Order is those services requested by the Port for the efforts shown herein, up to the not-to-exceed budget, after which the Port and Consultant may agree on the need for additional support. All services listed herein may not be part of the services provided up to the not-to-exceed budget.

Deliverables

The following items will be delivered to the Port:

- The format of the deliverable will depend on the specific task but may include technical memoranda, correspondence logs, drawings, calculations, spreadsheets, template documents, or any combination of these.

Task 2: Project Management & Administration

The Consultant will provide project management and contract administration for the services provided by the Consultant including project setup, invoicing and progress reports, client coordination, and quality control reviews of deliverables. Consultant will:

- Provide monthly progress reports to the Port and identify budget status and tasks performed to date during the billing period.
- Correspond with Port regarding contracts, billing, expenses, earned value, deliverables;
- Perform Quality Control (QC) reviews on all deliverables prior to submitting to Port;

Deliverables:

The following items will be delivered to the Port:

- Invoices and progress reports

PART 3.0 PORT'S RESPONSIBILITIES:

Port shall provide the documents noted above, provide access to Port properties as needed, and be available for mutually agreed upon times for site visits.

PART 4.0 PERIODS OF SERVICE:

All work shall be completed by June 30, 2019.

PART 5.0 PAYMENTS TO CONSULTANT:

The total fees for labor and expenses for this Task Order Amendment No. 4 shall be a not-to-exceed amount of \$35,000, increasing the total fees for labor and expenses for this Task Order to \$140,000, billed monthly based on actual staff hours expended, actual staff hourly rates times a multiplier of 2.95. Expenses billable to the project and in conformance with the Agreement will be reimbursed at cost and are included in the total not-to-exceed amount.

PART 6.0 OTHER:

None

This Task Order is executed this _____ day of _____, 2018.

PORT OF HOOD RIVER
"Port"

HDR ENGINEERING, INC.
"Consultant"

BY: _____

BY: _____

NAME: Michael S. McElwee

NAME: Zachary Toledo

TITLE: Executive Director

TITLE: Vice President

ADDRESS: 2000 E. Port Marina Drive
Hood River, Oregon 97031

ADDRESS: 1001 SW 5th Ave
Suite 1800
Portland, OR 97204

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Commission Memo



Prepared by: Michael McElwee
Date: June 19, 2018
Re: Economic Development Group

The Port has entered into an IGA with Mid-Columbia Economic Development District (MCEDD) for several years to provide project management services for the Hood River County Economic Development Working Group (EDG), which meets monthly to share information about projects, planning and policy initiatives, market conditions and business recruitment/retention prospects.

MCEDD provides EDG participants with administrative support including agendas, minutes and special project administration. MCEDD also provides a contribution of in-kind services. Other agencies that provide funding to MCEDD through separate IGAs include the cities of Hood River and Cascade Locks, Hood River County, the Port of Cascade Locks, the Hood River Chamber of Commerce and Columbia Gorge Community College.

The attached IGA extends the term of the IGA to June 30, 2019. The Port's annual payment to MCEDD for administrative services is \$1,000. Each participating agency pays approximately equal amounts.

RECOMMENDATION: Approve IGA with MCEDD for administrative support services to the Economic Development Group not to exceed \$1,000.00.

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INTERGOVERNMENTAL AGREEMENT

Between the **Mid-Columbia Economic Development District** and the **Port of Hood River**
For the provision of Project Management Services to the Hood River County Economic
Development Group

This agreement is made and entered into under the authority of ORS 190.010 between the Mid-Columbia Economic Development District (MCEDD) and Port of Hood River (Port) as a member of the Hood River County Economic Development Group. The term of this agreement shall be from July 1, 2018 to June 30, 2019.

1. Services to be Provided by the Parties

- A. The MCEDD will provide the services and personnel to complete the work activities described in the Scope of Work (Section 2) below.
- B. The Port will provide such assistance and guidance as may be required to support the objectives set forth in the Scope of Work and will provide compensation for services as set forth in Section 3 below.

2. Scope of Work

Under the terms of an Intergovernmental Agreement between MCEDD and the Port, MCEDD will provide the following services:

- **Administration:** MCEDD will provide administrative support for joint meetings of the Hood River County Economic Development Group. Duties include preparation of agendas and meeting materials, developing minutes, and other basic duties agreed to by both parties.
- **Implementation Plan:** MCEDD will work in cooperation with the Hood River County Economic Development Group to implement actions identified in the Hood River County action plan.

3. Consideration:

Total project funding will be equally distributed among the members of the Hood River County Economic Development Group with financial contributions from the Port of Hood River, City of Hood River, City of Cascade Locks, Port of Cascade Locks, Hood River County Chamber of Commerce, Columbia Gorge Community College and Hood River County, with in-kind contributions from MCEDD. The Port of Hood River will provide one thousand (\$1,000) dollars in matching funding to compensate MCEDD for services rendered. MCEDD will submit a quarterly invoice to the Port for two hundred and fifty (\$250) dollars for services performed under this agreement. Payment should be made by the Port to MCEDD within 30 days of the invoice.

4. Term

Subject to other contract provisions, the period of performance under this Contract will be from July 1, 2018 to June 30, 2019, unless sooner terminated as provided herein.

5. Notices

All notices, requests, demands and other communications to or upon the parties hereto shall be in writing and shall be deemed to have been duly given or made when deposited in the mails, addressed to the party to which such notice, request, demand or other communication is requested or permitted to be given or made hereunder at the addresses set forth below or at such other address of which such party shall have notified in writing the other party hereto. Those notices, requests, demands or other communications relating to termination or amendment shall be in writing and mailed certified and postage prepaid.

If to Port: Executive Director
 Port of Hood River
 1000 E Port Marina Drive
 Hood River, OR 97031

If to MCEDD: Executive Director
 Mid-Columbia Economic Development District
 515 E. Second St.
 The Dalles, OR 97058

If any such provision of this Agreement shall be held invalid or unenforceable by any court or competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereto.

6. Amendment

The MCEDD and the Port may, from time to time, request changes to this Agreement or its provisions. Any such changes that are mutually agreed to by the MCEDD and the Port shall be incorporated herein by written amendment to this Agreement. It is agreed and understood that no material or substantive alteration or variation in the terms of this Agreement shall be valid unless made in writing and signed by all parties to this agreement. Any oral understanding or agreements shall not be binding unless made in writing and signed by all parties to this agreement.

7. Termination:

- Mutual Termination: This IGA may be terminated by mutual consent of both parties.
- Termination by Port: The Port may terminate this Agreement without cause by providing thirty (30) days written notice of such intent to MCEDD, or at such later date as may be established by the Port and submitted in writing to MCEDD.
- Termination by MCEDD: MCEDD may terminate this Agreement without cause by providing thirty (30) days written notice of such intent to the Port.

8. No Implied Waiver

No failure on the part of the parties hereto to insist upon the strict performance of any provision of this Agreement or to exercise any right called for in this Contract shall constitute a waiver of the provision of this Agreement or the rights of the parties hereto.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Oregon.

10. Attorney’s Fees:

The prevailing party in any dispute arising from this Agreement shall be entitled to recover from the other its reasonable attorney’s fees at trial or an appeal.

11. Indemnity

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to defend, hold harmless and indemnify each other, their respective officers, agents, employees and assigns against any and all damage or claims from damages resulting or allegedly resulting from the respective parties performance or activities hereunder. Each party shall give the other immediate written notice of any action filed or any claim made against that party that may result in litigation in any way related to this Agreement.

12. Office Space

MCEDD will provide office space and use of office equipment as needed for the activities of this work. MCEDD will also provide travel to and around the County as needed to complete the scope of work as listed above.

13. Acts and Omissions

Each party shall be responsible for their own acts and omissions and shall not be responsible for the acts and omissions of the other party in carrying out this Agreement.

14. Severability

If one or more of the provisions in this Agreement are deemed void by law, then the remaining provisions will continue in full force and effect.

15. Entire Agreement

This Agreement constitutes the entire agreement between parties. There are no understandings, agreements or representations, oral or written not specified herein regarding this Agreement. Any waiver or consent, if made, shall be effective only in the specific instance and for the specific purpose given.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the dates set forth below their respective signatures.

Port of Hood River

Mid-Columbia Economic Development District

By: _____
Michael McElwee, Executive Director

By: _____
Amanda Hoey, Executive Director

Date: _____

Date: _____

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Commission Memo



Prepared by: Anne Medenbach
Date: June 19, 2018
Re: Vista GeoEnvironmental Contract Amendment

The Port executed a contract with Vista GeoEnvironmental Services Inc. (Vista) on February 23, 2017 for \$39,150 to design and create plans and specifications for the Lower Mill wetland mitigation site, fill site, construction site grading, and the move of 20,000 CY of dirt to the airport. Vista did preliminary design on one wetland mitigation location and final design on a second.

Grading plans for the Lower Mill were nearly complete when Port staff had to submit for site plan review with buildings to meet Crystal Springs requirements. This changed the requirements for the grading plan and it had to be redone. In addition, the dirt move site was designed in a couple of different locations to accommodate low operational impact to the airport and most suitable location. Specifications, plans and final design are complete for the dirt move and the grading and fill plan for the Lower Mill.

Vista designed a plan that allowed submission of a Joint Permit Application for fill and mitigation at John Webber Business Park. This has been submitted twice with Vista providing comments and changes to the plans both times. The wetland final location is still undetermined, as the Department of State Lands requirements are unclear. This project will be moved to a separate contract once staff either gets the project through DSL or another location is found for mitigation.

The total change in the contract is \$14,963.83 for a total contract amount of \$54,113.83. It will be closed out before June 30, 2018.

RECOMMENDATION: Approve Amendment No. 1 to contract with Vista GeoEnvironmental for wetland mitigation design services in the amount of \$14,963.83.

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**AMENDMENT NO. 1
TO CONTRACT**

This Amendment No. 1 to the Personal Services Contract ("Contract") is entered into this 20th day of June, 2018 by and between Vista GeoEnvironmental Services Inc. ("Consultant") an Oregon corporation and the Port of Hood River ("Port"), an Oregon Special District.

RECITALS:

WHEREAS, Consultant and Port entered into a Personal Services Contract dated February 23, 2017 for design and specifications for the wetland fill and mitigation project and a dirt move of 20,000 CY at the Lower Mill Project in Odell ("Project"); and

WHEREAS, the project took much longer than anticipated, changes were needed to the plans and specifications, three locations were investigated for wetland mitigation and the Consultant incurred additional costs for design, field and consultation work with Department of State Lands; and

WHEREAS, all terms used in this Amendment No. 1 have the meaning given to them in the Contract, as amended hereby, unless otherwise defined herein.

NOW THEREFORE, Port and Consultant agree to an additional **\$14,963.83** of eligible contract costs for a total contract amount not to exceed **\$54,113.83**.

IN WITNESS WHEREOF, the parties hereto have caused Amendment No. 1 to be duly executed the day and year first above written.

Vista GeoEnvironmental Services Inc.

PORT OF HOOD RIVER

Carlos Garrido
Associate
489 N. 8th Street, Ste. 201
Hood River, OR 97031
(41) 386-6480
Cgarrido.vista@gmail.com

Michael S. McElwee
Executive Director
1000 E. Port Marina Drive
Hood River OR 97031
(541) 386-1645
porthr@gorge.net
cc: Finance Manager

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Commission Memo



Prepared by: Anne Medenbach
Date: June 19, 2018
Re: Vista GeoEnvironmental Contract Amendment

The Port executed a contract with Vista GeoEnvironmental Services Inc. (Vista) on March 24, 2017 for \$26,460 to design the waterline extension for the Crystal Springs Water District (CSWD) expansion, required to provide sufficient fire flow to allow development on the Lower Mill site. Vista worked through the design with CSWD engineers and completed the specifications and plans in November of 2017. The project took over a year to finalize with CSWD. During that time, more work was needed than anticipated, including more meetings, design and specification changes. Staff reviewed the specifications again in February. During that review there were some changes needed and improvements to the specifications were made.

Vista stated that they incurred \$7,200 in cost. However, due to the fact the changes in the specifications went above and beyond our contract intent, they reduced the amount.

The Port now has very good specifications for utility installations and the plans are very clear. Vista has done an excellent job on a very long project. The total change in the contract is \$4,000 for a total contract amount of \$30,460.

RECOMMENDATION: Approve Contract Amendment No. 1 with Vista GeoEnvironmental Stadleman Water Line extension design services in the amount of \$4,000.

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**AMENDMENT NO. 1
TO CONTRACT**

This Amendment No. 1 to the Personal Services Contract ("Contract") is entered into this 20th day of June, 2018 by and between Vista GeoEnvironmental Services Inc. ("Consultant") an Oregon corporation and the Port of Hood River ("Port"), an Oregon Special District.

RECITALS:

WHEREAS, Consultant and Port entered into a Personal Services Contract dated March 24, 2017 for utility project design and specifications for the Stadelman Waterline Extension Project in Odell ("Project"); and

WHEREAS, the project took much longer than anticipated, changes were needed to the plans and specifications and the Consultant incurred additional costs; and

WHEREAS, all terms used in this Amendment No. 1 have the meaning given to them in the Contract, as amended hereby, unless otherwise defined herein.

NOW THEREFORE, Port and Consultant agree to an additional **\$4,000** of eligible contract costs for a total contract amount not to exceed **\$30,460**.

IN WITNESS WHEREOF, the parties hereto have caused Amendment No. 1 to be duly executed the day and year first above written.

Vista GeoEnvironmental Services Inc.

PORT OF HOOD RIVER

Carlos Garrido
Associate
489 N. 8th Street, Ste. 201
Hood River, OR 97031
(41) 386-6480
Cgarrido.vista@gmail.com

Michael S. McElwee
Executive Director
1000 E. Port Marina Drive
Hood River OR 97031
(541) 386-1645
porthr@gorge.net
cc: Finance Manager

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Commission Memo



Prepared by: Anne Medenbach
Date: June 19, 2018
Re: Century West Task Order 1, Amendment No. 1

Century West Engineering (CWE) was put under contract for engineering services at the airport for a 5-year term starting on May 12, 2014. The major task for CWE was to complete a Master Plan and Airport Layout Plan as required by the FAA. This effort took a little over four years, due to the amount of development occurring on the airport. Additional work was incurred due to the length of the project and additional design changes.

The Master Plan work is covered by the FAA through a 90% grant. This Amendment No. 1 is included as an eligible grant expense.

The Master Plan is complete and no additional changes to the contract will be necessary.

RECOMMENDATION: Approve Amendment No. 1 to Task Order 1 of the contract with Century West Engineering in the amount of \$5,760.

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KEN JERNSTEDT AIRFIELD - AIRPORT MASTER PLAN

Task Order Amendment Number 1

March 19, 2018

Century West Engineering is preparing the final modifications to the Airport Master Plan and Airport Layout Plan (ALP) drawings per the direction of the FAA and the Port. The proposed changes were necessary to accommodate near term development on the south side of the airport and the north apron area/FBO improvements on the north side of the airport. The changes identified were made following the completion of the anticipated scope task for the Airport Master Plan (AMP). The original AMP budget was used to the extent possible to complete the additional work required to satisfy FAA. This amendment is intended to request additional funding to account for the out of scope work and provide budget to for final edits and production of the final deliverables.

Summary of Changes

The project was delayed during the review and refinement of the development alternatives. The schedule was revised to target Spring 2016 delivery of the draft ALP and Master Plan report. The ALP and report were delivered to the FAA and Port for review in April 2016. New development at the airport in the north apron identified in August and September 2016 was discussed with the FAA. FAA directed the Port and CWE to include the new development area on the ALP and report.

Subsequent hangar development on the south side of the airport required infringed on airspace protections identified on the ALP. Through coordination with the Port and the FAA, it was agreed to change the designation of the runway from "Larger than utility" to Utility. This reduced the size of the protected areas on the airport with a nominal impact to the long term functionality of the airport that was acceptable to the Port. This change required additional coordination with FAA and the modification of the majority of the ALP plan sheets. It also required modification of the Airport Master Plan report to describe the change in chapters throughout the document.

Major items that required modification due to the change in standards: RPZ, OFZ, taxiway B & apron pavement, future hangar layout & parking area, BRL.

The following is a summary of additional effort required to complete the changes identified:

	KEN JERNSTEDT AIRFIELD - AIRPORT MASTER PLAN March 2018	Senior Project Manager	Senior Airport Planner	Airport Engineer	Assistant Planner	CADD Technician	Admin. Support		
	Charge Rates	\$160.00	\$140.00	\$120.00	\$95.00	\$85.00	\$85.00	Hours	Total Labor
A	AIRPORT LAYOUT AND TERMINAL AREAS PLANS								
	Airport Layout Plan Set	1	4	0	4	16	0	25	\$2,460.00
	Task Budget:	1	4	0	4	16	0	25	\$2,460.00
B	REPORTS AND DOCUMENTATION								
	Final Report and ALP Drawing Set	1	8	0	16	2	2	29	\$3,100.00
	Task Budget:	1	8	0	16	2	2	29	\$3,100.00
	Totals	2	12	0	20	18	2	54	\$ 5,560
Total CWEC Reimbursable Expenses					\$ 200.00				
								TOTAL ADDITIONAL SERVICES	\$ 5,760

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Commission Memo



Prepared by: Anne Medenbach
Date: June 19, 2018
Re: Crestline Construction Company LLC
Stadelman Waterline Extension, Change Order No. 1

The Stadelman Waterline extension project as required by Crystal Springs Water District (CSWD) will enhance the water system pressure for the entire system and will allow industrial development at Lower Mill Industrial Park. The Port contracted with Crestline Construction Company LLC (Crestline) on May 18, 2018, to complete the project for \$277,650.00.

At the pre-construction meeting held on May 18, it was determined that the right of way was not large enough to accommodate the size of vault required. Several locations and potential solutions were investigated. Staff secured a utility easement from Stadelman Fruit, LLC in order to accommodate a new location for the vault. For that location to work, a drain line and a private water line need to be put in the trench with the main line. The sewer district made it known that they had at least four unidentified and perhaps more, clay lines that would be hit and need to be fixed as they were hit. In addition, the County had some tweaks to their requirements which removed the necessity of CDF but increased rock backfill.

All of these items result in a Pre-Construction Change Order totaling \$10,926.00. There will be additional survey costs of under \$3,000 for the easement, completed by Terra Surveying and not included in this Change Order. This will bring the total contract amount to \$288,576.00.

All parties worked well together to find a solution and no further contract impacts are anticipated beyond normal construction.

RECOMMENDATION: Approve Change Order No. 1 with Crestline Construction Company, LLC for the Stadelman Waterline Expansion project, not to exceed \$10,926.

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Date: _____	PORT OF HOOD RIVER	Change Order Number <u>1</u>
CHANGE ORDER		

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

TO: Crestline Construction Company LLC
(Contractor Name and Address)

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

DESCRIPTION OF CHANGES	Decrease in Contract Price	Increase in Contract Price
Description		
1 Replacement lateral services		\$1,460.00
2 Dewatering trench line		\$2,500.00
3 Pipe material for blow off valve discharge		\$4,750.00
4 Additional LF for trenching for blow off valve		\$425.00
5 Irrigation Line Relocate		\$4,290.00
6 Reduction of CDF Backfill	-\$5,236.00	
7 Increase in Rock Trench Backfill		\$2,737.00
TOTALS	\$ (5,236.00)	\$16,162.00

Original Contract Amount	Current Contract Amount	Est. Net Change This Order	Est. Total After This Change
\$277,650.00	\$277,650.00	\$10,926.00	\$288,576.00

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

ACCEPTED _____	Date _____
<small>(Contractor)</small>	
_____	Date _____
<small>(Surety, when required)</small>	

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

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Commission Memo



Prepared by: Fred Kowell
Date: June 19, 2018
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$17,660.00
Attorney services per attached summary	
TOTAL ACCOUNTS PAYABLE TO APPROVE	\$17,660.00

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JAQUES SHARP

ATTORNEYS AT LAW

205 3RD STREET / PO BOX 457
HOOD RIVER, OR 97031
(Phone) 541-386-1311 (Fax) 541-386-8771

CREDIT CARDS ACCEPTED



HOOD RIVER, PORT OF
1000 E. PORT MARINA DRIVE
HOOD RIVER OR 97031

Page: 1
June 05, 2018
Account No: PORTOHaM

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
MISCELLANEOUS MATTERS JJ	1,300.00	680.00	0.00	0.00	-1,300.00	\$680.00
ORDINANCE #24	80.00	5,820.00	0.00	0.00	-80.00	\$5,820.00
ORDINANCE #23	0.00	370.00	0.00	0.00	0.00	\$370.00
NAITO DEVELOPMENT CONSERVATION EASEMENT	0.00	20.00	0.00	0.00	0.00	\$20.00
GLIDER CONCESSION -AIRPORT	440.00	0.00	0.00	0.00	-440.00	\$0.00
PROPERTY SALE (Neal Creek Forest Products, LLC)	0.00	40.00	0.00	0.00	0.00	\$40.00
SOUTH RUNWAY PROJECT	80.00	20.00	0.00	0.00	-80.00	\$20.00
TOLLING SYSTEM UPGRADE (Kapsch Traffic Com Corp)	0.00	140.00	0.00	0.00	0.00	\$140.00
ORDINANCE 24 AMENDMENT 1 - SMOKING BAN	0.00	260.00	0.00	0.00	0.00	\$260.00
P3 - BRIDGE	400.00	1,000.00	0.00	0.00	-400.00	\$1,000.00

HOOD RIVER, PORT OF

Account No: Jur
Pr

Previous Balance	Fees	Expenses	Advances	Payments	Balance
OVERWEIGHT TRUCK ENFORCEMENT					
340.00	280.00	0.00	0.00	-340.00	\$280.00
WATERFRONT PARKING					
800.00	9,030.00	0.00	0.00	-800.00	\$9,030.00
ORDINANCE 25 (Airport rules)					
20.00	0.00	0.00	0.00	-20.00	\$0.00
<u>3,460.00</u>	<u>17,660.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-3,460.00</u>	<u>\$17,660.00</u>

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31st OF MAY UNLESS OTHERWISE STATED

Commission Memo



Prepared by: Anne Medenbach
 Date: June 19, 2018
 Re: Airport Update

The Ken Jernstedt Airfield continues to be a very busy place. The following report provides brief updates to the major projects now underway:

1. South Side Development:

- a. S. Taxiway Project - Crestline Construction Company, LLC submitted their final pay estimate On June 8th. Final retainage will be requested shortly and the project should be closed out before July 1. This project was a long and difficult one, but we have a good final product.
- b. S. Hangar Project - Staff has been working through power and sewer design issues with Hood Tech Corp. Aero Inc. (HTCAI) and have solutions that meet the utility, developer, and Port targets. HTCAI needs to have secured approvals from all utilities and the Port before submitting for building permits. That is on target to occur before July 1. Construction is still on track to start this year with completion in spring of 2019. The Commission may need to extend the Ground Lease Option one more time if the permit process takes longer than anticipated.
- c. The County will have the Right of Way Vacation of Airport Drive recorded shortly.

2. Master Plan:

Staff has submitted all necessary close-out documents. We are anticipating a final, signed Airport Layout Plan and Master Plan before July 1. This has been a four-year process that results in a 20-year master plan. Century West was the planning consultant for this project.

3. North Side Development:

- a. Environmental Assessment - The Draft EA is out for comment. We have received additional comments from NOAA, with concerns about the storm water plan. NOAA are now requiring more study regarding a biological assessment. Staff will know more by the Commission meeting regarding how this impacts schedule. Our consultants were not anticipating additional comments like this and it could add as much as 135 days to the schedule.
- b. Joint wetland permit -The joint wetland permit application was submitted on June 8th to both the Army Corps of Engineers and Department of State Lands. There is no timeline requirement for approval. However, staff anticipates a fill and mitigation permit will be in hand before October of this year. Both agencies have already reviewed the wetland plan through the EA process and we are not anticipating more than one round of additional comments that will require response.
- c. ConnectOregon IV: The utility design work underway now by Century West. We are talking with utilities about both the north and the south side development which

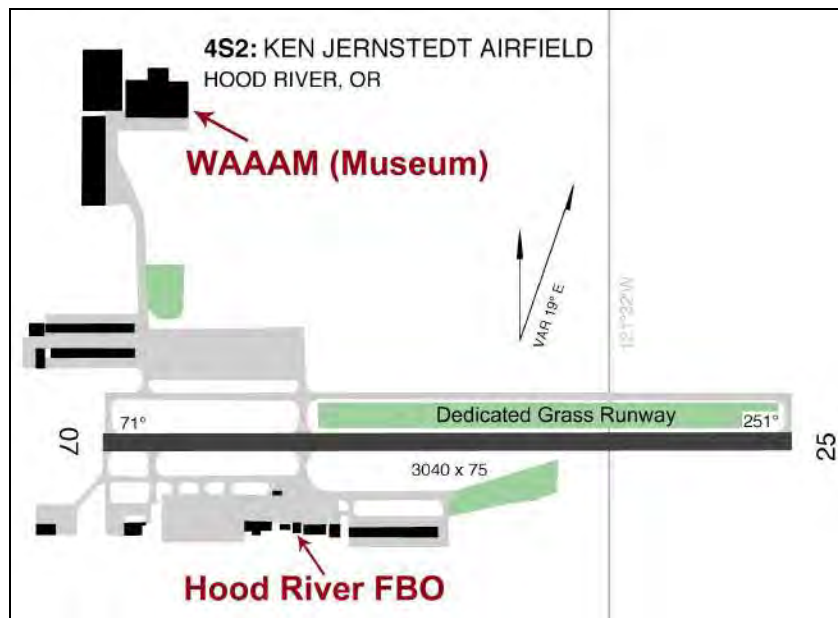
makes workloads and permitting more efficient. We are on track to go out to bid for this site work in February of 2019.

4. Dirt: The dirt move project from the Lower Mill will be ready to go to bid in July. This move will likely be done over a period of a couple of months, starting in August. The dirt will be graded to design elevations in the areas that are outside of the operational area during the busy season. The grading in the operational area will have to be done as airport traffic decreases in the Fall. The contract will likely extend into spring of 2019 to minimize operational impacts.
5. Operations: The FBO has had a busy couple of months (see May report attached). Operations were down slightly in May compared to April due to training contract lull. Noise complaints have been occurring, but on a much smaller scale than this time last year, indicating the Fly-Friendly program may be helping to improve the situation.

RECOMMENDATION: Discussion.

Hood River Airport Fixed Base Operations

Monthly Report: May 2018



HOOD RIVER STUDENTS

- Received final FAA approval for 3x new 141 courses.
- Currently 3 student enrolled in 141 Basic Tailwheel Ops Course.
- Currently 1 student enrolled in part 61 Tailwheel Endorsement Course.
- Currently 10 students enrolled in part 61 Private Pilot Cert. Course.
- CubCrafters Fly-offs being completed.



HOOD RIVER OPPORTUNITIES

We have hired the summer staffing, Tanner Wells one of our latest graduates is a great addition to our staff, along with Rachel Haack. There is an opportunity for the right person to start a full time position.

Ramp Tiedown Occupancy

Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept	Oct.	Nov.	Dec.
30	25	29	31	31							

Fuel Report

We are completely full for our rentable tie down spaces and the transient space are frequently filled to capacity. We will be marking out T's for tie downs in the grass soon. We had a mechanical failure of our striping machine and cannot seem to come up with a repair, so if the Port or the City has an old striper that could be surplus to the airport would be great. :)





We also have our team about half way thru the Alaska Adventure!!

Photos to follow soon

Fuel Sales

2018			
Month	100LL-Island	100LL Truck	Total
January	1,204.40	N/A	1,204.40
February	1,682.00	N/A	1,682.00
March	3,358.70	799.80	4,158.50
April	3,220.40	1,368.10	4,588.50
May	1079.50	1250.00	2309.50
June	0	0	0
July	0	0	0
August	0	0	0
September	0	0	0
October	0	0	0
November	0	0	0
December	0	0	0
100LL Total	9,465.50	2167.9	11,633.40

Aircraft Rental Hours

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	12.4	115	196	280	150							

The Star of the training fleet. The quiet little workhorse J-3



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Hood River-White Salmon Bridge Replacement Project

Project Director Report

June 19, 2018

The following summarizes Bridge Replacement Project activities from June 6 through June 19, 2018.

FINAL ENVIRONMENTAL IMPACT STUDY (FEIS)

REQUEST FOR PROPOSALS (RFP) PROCESS

- Key timeline dates (Commission meetings in *italics*), X=completed:
 - Release RFPMarch 28, 2018 X
 - Pre-Submittal MeetingApril 18, 2018 X
 - Submittals Due to the SWRTC.....April 25, 2018 X
 - EISEC Interviews top ranked proposers..... May 23, 2018 X
 - Management Prepares Commission Staff Report May 29, 2018 X
 - *Commission Authorizes Negotiations to Begin* June 5, 2018 X
 - First Negotiation Meeting with Firm.....June 7, 2018 X
 - Management Prepares Commission Staff ReportJune 26, 2018
 - *Commission Approves Contract*July 17, 2018
 - Contract Begins/Notice to Proceed late July 2018
- Negotiations began with WSP on June 7 and follow up on June 14.
- Schwabe Williamson has reviewed contract and WSP is now reviewing final changes.
- Scope of work and budget will be added to the legal document.

WASHINGTON STATE UPDATE

- Staff has sent Washington State Senator Curtis King a number of documents for his review (included in your packet):
 - Bridge Replacement Advisory Committee (BRAC) Overview
 - A Review of the Final Environmental Impact Study (FEIS) process
 - A matrix of the types of decisions/discussions that will be taking place during the FEIS process
- Sen. King has been helpful in communicating changes to the FEIS process that may be more effective in bringing Washington communities to the BRAC.
- Since the Organizational Chart has created more questions than answers, staff has decided not to continue publicly promoting it. The qualitative nature of the FEIS Review document (in packet) is more effective in noting the relationship between the BRAC and the Port and the contractual obligations that the Port has to ODOT in approving the preferred alternatives as recommended by the BRAC.
- Though BRAC representation is still being discussed, staff has confirmed that representatives from the Washington local governments will be present at the Work Session.

PROJECT DELIVERY CONSIDERATION

P3 ADMINISTRATIVE RULES PROCESS

- Key timeline dates (Commission meetings in *italics*), X=completed:
 - *Prelim Review Draft #1 Discussed*January 23, 2018 X
 - *Commission Directs Changes to Draft #1*.....February 6, 2018 X
 - *Commission Directs Changes to Draft #2*.....February 20, 2018 X
 - Public Discussion Draft ReleasedFebruary 23, 2018 X
 - Written Comments DueMarch 15, 2018 X
 - *Public Hearing #1*March 20, 2018 X
 - *Commission Reviews PD Draft Changes (if any)*..... April 3, 2018 X
 - Staff Prepares Revised Recommended DraftApril 6, 2018 X
 - Notice for Second Hearing.....April 13, 2018 X
 - Written Comments DueApril 27, 2018 X
 - Staff Prepares Compilation of CommentsApril 30, 2018 X
 - *Public Hearing #2* May 1, 2018 X
 - Comments Reviewed; Recommendations to Comm..... May 4, 2018 X
 - Post Proposed Final Draft on Website..... May 11, 2018 X
 - *Commission Vote on Final Draft of Rule* June 5, 2018 X
- Process complete and archived.

FINANCING OPTIONS

- No activity this month

COMMUNITY OUTREACH

- Attended Klickitat County Transportation Committee meeting, June 6; staff met with Oregon Rep. Vial regarding tolling, June 5.
- Executive Director will be attending Columbia River Intertribal Fishing Commission meeting in Warm Springs on June 21-22. Developing presentation for meeting.

ADMINISTRATIVE

- Project Director will be on vacation June 21-28.

Hood River-White Salmon Interstate Bridge Bridge Replacement Advisory Committee (BRAC) OVERVIEW

Overview

The Port of Hood River (“Port”) received \$5 million from the State of Oregon in 2017 to prepare a Final Environmental Impact Study (“FEIS”) for a new Hood River/White Salmon Interstate Bridge (“Bridge”) in accordance with the National Environmental Policy Act (“NEPA”). The FEIS is a detailed study of project impact and mitigation measures that, when complete, would provide environmental clearance for the construction of a new bridge, built to modern standards, to replace the existing aged structure. It will update previous engineering studies, and address current environmental and permitting requirements to the satisfaction of government agencies.

In accordance with the legislative appropriation of \$5 million from the State of Oregon, the Port is contracted to deliver the FEIS to the Oregon Department of Transportation (“ODOT”). Simultaneously, local and regional stakeholders will participate in an evaluation of potential impacts to financing, construction, and operation of a replacement bridge. To provide oversight for the FEIS Phase and the project delivery analysis, the Port seeks to establish a Bridge Replacement Advisory Committee (“BRAC”). The BRAC will serve as a forum for bi-state community-elected representatives and stakeholders to consider necessary approaches and policies related to the planning and development of the replacement bridge. The duration of the advisory group is expected to be 2-3 years depending on the length of the FEIS preparation timeline.

Purpose

The purpose of the BRAC is to:

- Receive regular FEIS status updates, including the findings generated from the required studies, and make final recommendations to the Port of Hood River Commission for final report submittal to the Oregon Department of Transportation and the Oregon Legislature.
- Provide a feedback loop between the FEIS consulting team and constituents.
- Identify, discuss options, and resolve issues regarding design, mitigation, and financing alternatives.
- Develop the work scope necessary for post-FEIS activities.

Membership

One representative from the governing body of each of the following agencies should participate on the BRAC:

- Port of Hood River
- City of Hood River
- County of Hood River
- City of White Salmon
- City of Bingen
- County of Klickitat
- Port of Klickitat
- ODOT Area Commission on Transportation (ACT), Region 1
- Columbia River Inter-Tribal Fishing Commission (CRITFC)
- Columbia River Gorge Commission

Each local government entity should appoint an elected official to the BRAC. Each state, federal, and tribal agency should appoint a representative with decision-making authority. BRAC members will be responsible for coordinating with other members of their organizations and their constituents to identify issues to be discussed at BRAC meetings, communicating the results of BRAC decisions to the agency's governing board and constituents, and providing feedback from their communities to the Port. The elected Port representative will serve as Co-Chair of the BRAC with the other Co-Chair being an elected official selected by the Washington government entities.

Administration

The BRAC will meet monthly throughout the study period, with additional meetings scheduled as needed. Meetings will generally be held at the Port offices in Hood River, but when appropriate may be held in other locations or by teleconference. Staffing and coordination will be provided by the Port's Bridge Replacement Project Director, including distribution of meeting agendas prior to each meeting and preparation of meeting minutes. The FEIS consultants will develop materials to present to the BRAC and facilitate an open discussion on the key elements.

Organization and staffing for the BRAC is funded through the \$5 million allocation provided to the Port of Hood River by the State of Oregon.

Hood River-White Salmon Interstate Bridge

National Environmental Policy Act (NEPA) Final Environmental Impact Studies (FEIS)/Financial Analysis Phase

SUMMARY

Collaborative, community-led efforts to replace the Hood River/White Salmon Interstate Bridge (“Bridge”) have been underway for many years. Completed actions include the 2003 Draft Environmental Impact Statement (“DEIS”) and the 2011 Type Size and Location Study (“TS&L”), each funded by federal earmarks secured by Washington Rep. Doc Hastings. Building upon these prior efforts, in 2017 the Port of Hood River secured \$5 million from the Oregon state legislature for a Final Environmental Impact Statement (“FEIS”) and financial modeling for a new bridge. This “FEIS Phase” is the next major step toward realization of a new bridge.

PROJECT GOALS

- The FEIS phase is intended to:
 - Complete the NEPA FEIS permit process and secure a Record of Decision (“ROD”).
 - Evaluate the financial feasibility of various bridge delivery alternatives.
 - Provide a Completion Report to the Oregon Legislature.

DECISION MAKING IN THIS PHASE

- FEIS Phase decisions will be made based on the findings of the TS&L Study and the DEIS, and on the positive recommendations made by both the Technical Advisory Committee (“TAC”) and the Bridge Replacement Advisory Committee (“BRAC”).
- As outlined in the Oregon appropriation and contacting documents, final decision-making for FEIS decisions will be made by the Port of Hood River Board of Commissioners and will be based on the findings and recommendation of the TAC and BRAC. This is similar to the role filled by Southwest Washington Regional Transportation Council (“RTC”) during the DEIS and the TS&L studies.
- While FEIS Phase will require technical decisions and basic operational assumptions, no decisions about ownership, financing, or procurement will be made during the FEIS Phase.
- Decisions about ownership, procurement, financing and operations will be jointly made after the FEIS Phase by all agencies with a financial stake in a new bridge.

BRIDGE REPLACEMENT ADVISORY COMMITTEE (“BRAC”) ROLES, RESPONSIBILITIES & OPPORTUNITIES

- The BRAC will:
 - Receive FEIS updates including the findings from required studies.
 - Provide a feedback loop between the FEIS consulting team and constituents.
 - Identify and resolve issues regarding design, mitigation, and financing alternatives.
 - Develop the work scope necessary for post-FEIS activities.
 - Provide an opportunity for local governments and stakeholders to access experts; address community issues and impacts; and collectively evaluate the range of potential bridge replacement models. The BRAC will provide the opportunity for the affected community to learn together and to begin the process of determining which potential project development models can provide the greatest public benefit to the communities of the Gorge.

PROJECT ADMINISTRATION

- \$5 million was allocated to the Port by the Oregon state legislature through an IGA. The Port is financially obligated to deliver the work product to the Oregon legislature.
- Kevin Greenwood is the Project Director and is responsible for overall administration of the project and staffing of the BRAC. Study drafts, reports, and other documents will be developed and presented to the BRAC by the EIS consulting team on a monthly basis.

KEY ISSUES

- **Collaboration and Joint Purpose.** The Hood River/White Salmon Interstate Bridge replacement is an extremely challenging project that at this point does not have the financial support of ODOT or WSDOT. Success of the project will depend on local entities on both sides of the river presenting a clear and united front. Therefore, an open and transparent process that is founded upon the ultimate goal of delivering the best scenario for the bi-state, singular community of the Mid-Columbia that fosters listening, trust, and collaboration is essential.
- **Future Ownership.** The Port anticipates future scenarios in which it does not own the new bridge or in which ownership is shared with other agencies. While no final decisions or deals will be made during the FEIS Phase, the Port will be exploring and discussing a variety of financing scenarios including interlocal and intergovernmental agreements, public private partnerships, and joint pursuit of significant federal funding.

- **Use of Toll revenue.** Any future bridge replacement option that includes federal funds means that the project is “federalized” and toll revenue must be utilized only for bridge-related expenses. The Port understands that the resources of this agency will decrease dramatically with a replacement Bridge. The Port Commission recognizes that the Gorge economy is the over-riding priority and keeping this critical link in our regional transportation infrastructure safe and operational is a vital element in our collective economic success.
- **The Next Step Forward for Bridge Replacement.** This phase of Bridge Replacement will provide federal environmental clearances and a review of options for funding and financing. Additional phases may be needed to complete engineering, final permitting, funding and bid development before construction of a replacement Bridge

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HOOD RIVER BRIDGE REPLACEMENT PROJECT
BRIDGE REPLACEMENT ADVISORY COMMITTEE
ROLE DURING FEIS/NEPA PHASE

Prepared by OTAK, Inc.

ACTION / COMPONENT	INCLUDES	WHO CONTROLS	BRAC INVOLVEMENT
Lead Federal Agency	Which federal agency takes the NEPA/EIS lead?	Port & Federal agencies; FHWA-OR if federal transportation funds are used	Informational
Preferred Alternative	Confirmation (from previous decisions) or modification (through SDEIS)	NEPA Process	Comment & Confirmation
Bridge Type	Type of bridge, visual character, color	Design Process/ TS&L Study (2011); Columbia Gorge Commission	Comment & Confirmation
Bridge physical design	Lane width, functional classification, grades, etc.	WSDOT/ODOT Design Manuals. AASHTO guidelines.	Comment & Confirmation
Bike lanes/number of traffic lanes	Bikes on shoulders or on separated multi-use path; ability to create third traffic lane	Design process. Traffic projections, NEPA process	Comment & Confirmation
Nav. Clearance (ft): Horizontal & Vertical	Navigation channel "box"; width and height of navigation channel	NEPA & Permit process: Coast Guard, Army Corps. Of Engineers	Comment & Confirmation. Discussion if considering exceeding minimum
Tolling & Traffic Studies	Demand based on toll price, driver behavior changes, truck use, etc.	Port convenes, contracts with consultants	Discussion
Financing Options	Equity, loans (including TIFIA), bond, private capital, etc.	Port convenes, contracts w/consultants	Discussion
Review of project delivery/contracting	Design-bid-build, design/build, P3	Port convenes consultants	Discussion
WA/OR Legislative Changes	As needed for P3, innovating finance, etc.	Port Lead	Discussion. Demonstration of local support
Governance	Future ownership/ operational scenarios	Port convenes consultants.	Discussion

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Commission Memo

Prepared by: Fred Kowell
Date: June 19, 2018



Re: Financial Review for the Eleven Months Ended May 31, 2018

You will find four attachments regarding this financial review as follows:

- Bridge Traffic and Revenue Report
- Schedule of Expenditures by Cost Center by Fund
- Schedule of Revenues by Cost Center by Fund
- Statement of Operating Revenues, Expenditures and Other Sources and Uses

Bridge Traffic and Revenue Report

With regard to the Bridge Traffic and Revenue Report, you can see our traffic is up by 7% over last year and revenues are up 21% due to the February toll increase. It looks like the toll revenues that were impacted by the Eagle Creek fire, about \$80,000, have been recovered as compared against the prior year, but still well below our budget forecast for the year. We should come in around \$4.96 million in toll revenues this year as compared against a budgeted \$5.2 million due to delaying the toll increase to February 1st.

Schedule of Expenditures by Cost Center by Fund

Personnel services are running slightly under the budget but for the Marina and Airport which experienced higher staff costs due to electrical marina issues and capital improvements at the airport.

The Bridge Repair & Replacement fund will be in line with regard to Personnel Services once the Budget Transfer occurs. When the budget was prepared we didn't know whether we would use an outside consultant or bring staff on board for the bridge replacement effort.

Materials & Services overall is tracking slightly below budget, but for many industrial cost centers like industrial and commercial properties, will exceed their budgets mainly due to much higher utility costs, and in most instances, and unplanned maintenance for others. The Wasco building had higher property taxes than budgeted. This additional cost is passed through to our tenants in most instances.

The Eventsite saw more cleaning and maintenance than planned and Nichols Basin saw a reimbursement of part of the grant as Oregon Parks and Recreation tried up their grant.

Capital Outlay is tracking below budget as most of the capital projects are now moving forward due to the spring/summer season. It is anticipated that some

projects that have been delayed due to environmental (FAA) or agreements with other jurisdictions (Hanel) will come significantly under budget. The Bridge will see a Budget Transfer for the next phase of the tolling project was moved forward ahead of schedule due to IDRIS system failing. Maintenance is over budget with regard to the equipment purchased that was more than the original budget. Administration's, money machine ended up costing less than budgeted and will cover the shortfall in Maintenance.

Schedule of Revenues

With the exception of the toll revenues, lease revenues from our industrial and commercial properties are tracking according to their budget and should come in over budget in some instances due to the higher utility reimbursements. Recreation will start in May 2018 with annual passes and should see slight increases in revenues as the pre-season pass has become more affordable.

Statement of Operating Revenues, Expenditures and Other Sources and Uses

Overall, the actuals are tracking according to the activities we have incurred during 91.6% of the year as outlined in the budget, with the exception of the financial impact of delaying the toll increase rollout. On a cashflow basis, we're depicting an overall positive of \$769,745 which does not reflect the billings that need to occur for our reimbursable grants related to the airport and the annual marina operating grant from the OSMB.

Accounts Receivables Update – Pfriem has completed making all their payments in arrears. Gianino Marble who was turned over to Collections and are now reimbursing us on a quarterly basis.

Since we did not have a severe winter (ie yet), bridge traffic should continue to experience a 2-3% uptick as historically has occurred in prior years.

RECOMMENDATION: Discussion.

PORT OF HOOD RIVER
Bridge Traffic and Revenue Report - Quarterly
Exhibit B
Columbia State Bank Loan - Covenant - 3.9 (g)

	2013-14		2014-15		2015-16		2016-17		2017-18		Change from Prior year	
	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue
JUL	372,181	\$ 339,743	379,536	\$ 341,480	399,634	\$ 382,921	423,744	\$ 402,074	442,251	\$ 399,618	1.04	0.99
AUG	372,950	\$ 344,140	380,914	\$ 348,030	391,499	\$ 376,690	425,567	\$ 407,839	435,364	\$ 401,815	1.02	0.99
SEPT	330,147	\$ 304,490	344,693	\$ 317,989	364,125	\$ 350,020	387,860	\$ 372,099	412,452	\$ 332,996	1.06	0.89
OCT	326,995	\$ 299,209	336,623	\$ 303,073	353,313	\$ 339,194	357,180	\$ 337,294	389,210	\$ 361,315	1.09	1.07
NOV	281,772	\$ 252,702	274,601	\$ 244,065	312,731	\$ 297,037	330,795	\$ 313,529	341,147	\$ 312,337	1.03	1.00
DEC	272,528	\$ 237,524	290,855	\$ 249,793	289,296	\$ 269,344	285,209	\$ 260,625	324,278	\$ 298,530	1.14	1.15
Calendar Year Total	3,749,551	\$3,384,542	3,829,791	\$3,424,449	4,063,317	\$3,814,690	4,280,160	\$4,028,417	4,377,500	4,038,137	1.02	1.00
JAN	274,253	\$ 244,374	286,390	\$ 259,626	291,674	\$ 272,828	245,670	\$ 238,709	327,522	\$ 293,677	1.33	1.23
FEB	248,373	\$ 219,088	281,351	\$ 259,207	305,800	\$ 286,071	266,202	\$ 244,472	296,977	\$ 387,737	1.12	1.59
MAR	297,531	\$ 265,325	324,912	\$ 299,162	342,162	\$ 317,959	350,470	\$ 324,146	357,160	\$ 501,543	1.02	1.55
APR	317,218	\$ 282,097	334,016	\$ 307,643	365,654	\$ 338,556	\$ 362,559	\$ 334,362	362,150	\$ 491,217	1.00	1.47
MAY	343,575	\$ 301,985	360,643	\$ 341,172	381,248	\$ 357,119	\$ 399,271	\$ 368,296	407,141	\$ 564,038	1.02	1.53
JUN	341,619	\$ 307,150	365,407	\$ 332,673	383,267	\$ 362,425	\$ 408,626	\$ 421,541			0.00	0.00
Final Year Total	3,779,112	\$3,307,026	3,959,941	\$3,603,914	4,160,403	\$3,950,154	4,243,153	\$4,024,985	4,096,652	4,344,803	1.02	1.02

Port of Hood River Bridge Traffic Activity



PORT OF HOOD RIVER
 SCHEDULE OF EXPENDITURES BY COST CENTER BY FUND
 BUDGET AND ACTUAL - 91.6% THROUGH THE BUDGET
 FOR THE ELEVEN MONTHS ENDED MAY 31, 2018

EXPENDITURES	Personal Services				Materials & Services				Capital Outlay					Debt Service				Total Appropriation		
	Budget	Actual	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Total	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Unspent
<i>Toll Bridge</i>	882,600	762,992	119,608	86%	623,100	587,368	35,732	94%	258,000	252,328	252,328	5,672	98%	-	-	-		1,763,700	1,602,688	161,012
<i>Industrial Facilities</i>																				
Big 7	49,900	44,159	5,741	88%	142,200	137,705	4,495	97%	55,000	9,132	9,132	45,868	17%	-	-	-		247,100	190,995	56,105
Jensen Property	61,500	53,647	7,853	87%	171,900	155,010	16,890	90%	466,000	261,944	261,944	204,056	56%	145,000	132,923	12,077	92%	844,400	603,524	240,876
Maritime Building	38,900	34,789	4,111	89%	88,000	75,399	12,601	86%	10,000	-	-	10,000	0%	-	-	-		136,900	110,188	26,712
Halyard Building	64,300	56,688	7,612	88%	227,500	217,292	10,208	96%	10,000	-	-	10,000	0%	-	-	-		301,800	273,980	27,820
Timber Incubator Building	29,900	26,684	3,216	89%	34,300	33,222	1,078	97%	23,000	-	-	23,000	-	-	-	-		87,200	59,906	27,294
Wasco Building	48,900	43,763	5,137	89%	91,700	87,461	4,239	95%	30,000	-	-	30,000	-	-	-	-		170,600	131,224	39,376
Hanel Site	43,300	39,050	4,250	90%	49,900	24,301	25,599	49%	625,000	83,138	83,138	541,862	13%	140,800	140,708	93	100%	859,000	287,197	571,804
	336,700	298,780	37,920	89%	805,500	730,390	75,110	91%	1,219,000	354,214	354,214	864,786	29%	285,800	273,631	12,170	96%	2,647,000	1,657,014	418,183
<i>Commercial Facilities</i>																				
State Office (DMV) Building	26,100	22,119	3,981	85%	39,500	31,201	8,299	79%	25,000	38,147	38,147	(13,147)	-	-	-	-		90,600	91,467	(867)
Marina Office Building	37,700	32,216	5,484	85%	46,100	36,251	9,849	79%	43,000	35,090	35,090	7,910	82%	-	-	-		126,800	103,557	23,243
Port Office Building	36,100	29,094	7,006	81%	24,600	23,446	1,154	95%	25,000	-	-	25,000	0%	-	-	-		85,700	52,540	33,160
	99,900	83,429	16,471	84%	110,200	90,898	19,302	82%	93,000	73,237	73,237	19,763	79%	-	-	-		303,100	247,564	55,536
<i>Waterfront Industrial Land</i>	40,700	36,137	32,936	89%	78,000	53,489	24,511	69%	85,000	80,686	80,686	4,314	95%	-	-	-		203,700	170,312	33,388
<i>Waterfront Recreation</i>																				
Eventsite	128,200	73,763	54,431	58%	40,000	41,530	(1,530)	104%	15,000	11,120	11,120	3,880	74%	-	-	-		183,200	126,419	56,781
Hook/Spit/Nichols	45,200	40,542	36,841	90%	79,000	29,898	(898)	103%	54,500	2,500	2,500	52,000	5%	-	-	-		128,700	72,940	55,760
Marina Park	154,500	130,301	119,039	84%	63,900	28,222	35,678	44%	43,000	15,039	15,039	27,961	35%	-	-	-		261,400	173,562	87,838
	327,900	244,612	210,311	75%	132,900	99,649	33,251	75%	112,500	28,659	28,659	83,841	25%	-	-	-		573,300	372,920	200,380
<i>Marina</i>	132,800	126,354	6,446	95%	110,200	84,966	25,234	77%	79,000	12,260	12,260	66,740	16%	96,700	95,073	1,627	98%	418,700	318,653	100,047
<i>Airport</i>	128,800	119,185	9,615	93%	169,000	117,451	104,680	69%	1,966,100	1,694,126	1,694,126	271,974	86%	-	-	-		2,263,900	1,930,763	333,137
Administration	6,000	-	6,000	0%	151,300	88,248	63,052	58%	20,000	3,025	3,025	16,975	15%	-	-	-		177,300	91,273	86,027
Maintenance	-	-	-	-	84,600	89,677	(5,077)	106%	43,500	52,491	52,491	(8,991)	121%	-	-	-		128,100	142,168	(14,068)
<i>Total Expenditures</i>	1,955,400	1,671,490	439,307	85%	2,264,800	1,942,136	375,795	86%	3,876,100	2,551,026	2,551,026	1,325,074	66%	382,500	368,704	13,797	96%	8,478,800	6,533,356	1,373,641
Bridge Repair & Replacement Fund	90,100	139,774	(49,674)	155%	305,000	192,527	112,473	63%	2,224,500	501,845	501,845	1,722,655	23%	677,500	11,393	666,107	2%	3,297,100	845,538	2,451,562
General Fund	173,000	117,077	55,923	68%	417,950	307,301	110,649	74%	-	-	-	-	-	-	-	-		590,950	424,379	166,571

Unfavorable Variance - Expenditures

Payroll overall is on track with the budget in most areas with the exception of the Marina and Airport which directed more staff time to focus on electrical and airport construction than budgeted.

The Bridge Repair and Bridge Replacement fund will be merged back to its original Bridge Repair and Replacement fund. Personnel services is being increased due to hiring in-house staff instead of contracting out the work.

Bridge M&S is being increased due to Kapsch service agreement which was not budgeted.

Big 7 and Halyard, materials and services are being increased due to higher than budgeted utility costs.

Timber Incubator materials and services is being increased due to higher than budgeted maintenance costs.

Wasco materials and services is being increased due to higher property taxes than budgeted.

Eventsite and Port Office building materials and services is being increased due to higher than budget of miscellaneous items.

Nichols materials and services is being increased due to a refund back to Oregon Parks & Recreation for the incorrect grant amount.

Maintenance costs due to equipment servicing and fuel is higher than budgeted.

PORT OF HOOD RIVER
Schedule of Revenues by Cost Center By Fund
Budget to Actuals - 91.6% Through Budget
For the Eleven Months Ended May 31, 2018

	REVENUE			
	Budget	Actual	Total	Variance
				%
REVENUE FUND				
<i>Toll Bridge</i>				
Bridge Tolls	5,250,000	4,349,836	4,349,836	(900,164) 83%
Cable Crossing Leases	10,000	12,300	12,300	2,300 123%
Other	1,000	24,262	24,262	23,262 2426%
	5,261,000	4,386,397	4,386,397	(874,603) 83%
<i>Industrial Facilities</i>				
Big 7				
Lease Revenues	189,800	240,154	240,154	50,354 127%
Reimbursements/Other	76,800	75,801	75,801	(999) 99%
Jensen Property	340,900	315,808	315,808	(25,092) 93%
Lease Revenues	130,600	118,210	118,210	(12,390) 91%
Reimbursements/Other	202,000	172,462	172,462	(29,538) 85%
Maritime Building	57,800	47,544	47,544	(10,256) 82%
Halvard Building	218,500	201,343	201,343	(17,157) 92%
Lease Revenues	185,400	182,230	182,230	(3,170) 98%
Reimbursements/Other	19,550	17,921	17,921	(1,629) 92%
Note Receivable	69,000	65,045	65,045	(3,955) 94%
Timberline Incubator Building	15,000	13,740	13,740	(1,260) 92%
Lease Revenues	145,500	150,654	150,664	5,164 104%
Reimbursements	47,500	47,521	47,521	21 100%
Hanel	490,000	-	-	(490,000) 0%
Reimbursements	2,188,350	1,648,444	1,648,444	(539,906) 75%
Sale of Property				
<i>Commercial Facilities</i>				
State Office (DMV) Building				
Lease Revenues	45,100	41,044	41,044	(4,056) 91%
Reimbursements	-	24,195	24,195	24,195 #DIV/0!
Marina Office Building	68,900	63,124	63,124	(5,776) 92%
Lease Revenues	22,500	18,442	18,442	(4,058) 82%
Reimbursements	48,550	44,504	44,504	(4,046) 92%
Port Office Building	185,550	191,309	191,309	5,759 103%
Lease Revenues	500	-	-	(500) 0%
Reimbursements	600	-	-	(600) 0%
Land Sale	-	-	-	#DIV/0!
Parking	-	-	-	0%
Other Income	-	1,925	1,925	1,925 #DIV/0!
URA Payments	339,100	341,462	341,462	2,362 101%
	339,700	343,387	343,387	3,687 101%
<i>Waterfront Recreation</i>				
Eventsite, Hook and Spit				
Eventsite - Passes/Permits and Concessions	124,200	129,968	129,968	5,768 105%
Hook/Spit/Nichols	24,100	2,599	2,599	(21,501) 11%
Marina Park	9,200	6,449	6,449	(2,751) 70%
Sailing Schools, Showers and Events	6,500	6,115	6,115	(385) 94%
Lease Revenues	2,000	2,780	2,780	780 139%
Reimbursements	-	-	-	#DIV/0!
Grant	166,000	147,911	147,911	(18,089) 89%
<i>Marina</i>				
Lease Revenues				
Moorage Assessment	196,000	194,555	194,555	(1,445) 99%
Reimbursements/Other	85,200	84,430	84,430	(770) 99%
Grant	61,400	49,340	49,340	(12,060) 80%
Other Financing Sources	7,050	-	-	(7,050) 0%
	349,650	328,325	328,325	(21,325) 94%
<i>Airport</i>				
Lease Revenues				
Reimbursements	179,900	168,843	168,843	(11,057) 94%
Grants	21,000	18,274	18,274	(2,726) 87%
Other Financing Sources	1,740,000	1,140,776	1,140,776	(599,224) 66%
	1,940,900	1,327,893	1,327,893	(613,007) 68%
Budget to Actual Revenues	10,431,150	8,373,666	8,030,278	(2,061,172) 80%
Revenues less Other financing sources	7,834,450	6,849,244	6,505,857	(988,993) 87%
GENERAL FUND				
Property Taxes				
Transfers from other funds	68,400	67,944	67,944	(456) 99%
	522,600	423,778	423,778	(98,822) 81%
	591,000	491,721	491,721	(99,279) 83%
	\$ 3,164,300	\$ 845,111	845,111	(2,319,189) 27%
BRIDGE REPAIR & REPLACEMENT FUND				
Transfers from other funds				

PORT OF HOOD RIVER
STATEMENT OF OPERATING REVENUES, EXPENDITURES AND OTHER SOURCES AND USES OF FUNDS
AND BUDGET VS ACTUAL PERFORMANCE
FOR THE YEAR ELEVEN MONTHS ENDED MAY 31, 2018

	REVENUE FUND							GENERAL FUND	BRIDGE REPAIR & REPLACEMENT FUND	TOTAL	
	Bridge	Industrial Buildings	Commercial Buildings	Waterfront Land	Waterfront Recreation	Marina	Airport				Administration Maintenance
OPERATING REVENUES											
Tolls	\$ 4,381,347									\$ 4,381,347	
Leases		\$ 1,145,477	\$ 148,672	\$ -	\$ 6,115	\$ 278,985	\$ 168,843			1,748,092	
Reimbursements		485,046	42,637	-	2,780	49,340	18,274			598,076	
Fees, Events, Passes and Concessions					139,016					139,016	
Property taxes								67,944		67,944	
Total Operating Revenues	4,381,347	1,630,522	191,309	-	147,911	328,325	187,117	67,944	-	6,934,475	
Operating Expenses											
Personnel Services	762,992	298,780	83,429	36,137	244,612	126,354	119,185	-	139,774	1,928,341	
Materials & Services	587,368	730,390	90,898	53,489	99,649	84,966	117,451	177,926	192,527	2,441,964	
Total Operating Expenses	1,350,360	1,029,169	174,327	89,626	344,262	211,320	236,637	177,926	332,301	4,370,305	
Operating income/(Loss)	3,030,987	601,353	16,982	(89,626)	(196,351)	117,005	(49,520)	(177,926)	(332,301)	2,564,170	
Other Resources											
Income from other sources	5,050	-	-	1,925	-	-	-	106,924	2,832	133,384	
Grants	5,000						1,140,776			1,145,776	
Sale of land	-									-	
Note receivables	-	17,921		341,462						359,383	
Total Other Resources	10,050	17,921	-	343,387	-	-	1,140,776	106,924	2,832	1,638,543	
Other (Uses)											
Capital projects	(252,328)	(354,214)	(73,237)	(80,686)	(28,659)	(12,260)	(1,694,126)	(55,516)	(501,845)	(3,052,872)	
Debt service	-	(273,631)	-	-	-	(95,073)	-	-	(11,393)	(380,096)	
Total Other (Uses)	(252,328)	(627,845)	(73,237)	(80,686)	(28,659)	(107,333)	(1,694,126)	(55,516)	(513,238)	(3,432,968)	
Transfers In/(Out)	(845,111)						(423,778)	423,778	845,111	-	
Net Cashflow	\$ 1,943,598	\$ (8,570)	\$ (56,255)	\$ 173,075	\$ (225,010)	\$ 9,672	\$ (602,870)	\$ (550,295)	\$ 70,174	\$ 16,226	\$ 769,745
BUDGET VS ACTUAL PERFORMANCE											
FY 2016-17 Budget											
Operating revenues - Budget	\$ 5,260,000	\$ 1,678,800	\$ 185,550	\$ 600	\$ 141,900	\$ 342,600	\$ 200,900	\$ -	\$ 68,400	\$ -	\$ 7,878,750
Operating revenues - Actuals	4,381,347	1,630,522	191,309	-	146,461	328,325	187,117	-	67,944	-	6,933,025
Actuals greater/(Less) than budget	(878,653)	(48,278)	5,759	(600)	4,561	(14,275)	(13,783)	-	(456)	-	(945,725)
	83%	97%	103%	0%	103%	96%	93%		99%	#DIV/0!	88%
Operating expenses - Budget	1,505,700	1,142,200	210,100	118,700	460,800	243,000	297,800	241,900	590,950	395,100	5,206,250
Operating expenses - Actuals	1,350,360	1,029,169	174,327	89,626	344,262	211,320	236,637	177,926	424,379	332,301	4,370,305
Actuals (greater)/Less than budget	155,340	113,031	35,773	29,074	116,538	31,680	61,164	63,974	166,571	62,799	835,945
	90%	90%	83%	76%	75%	87%	79%		72%	84%	84%
Other Resources - Budget	1,000	509,550	-	339,100	24,100	7,050	1,740,000	66,000	500	8,500	2,695,800
Other Resources - Actuals	24,262	17,921	-	343,387	1,450	-	1,140,776	106,924	2,832	16,653	1,654,205
Actuals greater/(Less) than budget	23,262	(491,629)	-	4,287	(22,650)	(7,050)	(599,224)	40,924	2,332	8,153	(1,041,595)
Other (Uses) - Budget	258,000	1,504,800	93,000	85,000	112,500	175,700	1,966,100	63,500	-	2,902,000	\$ 7,160,600
Other (Uses) - Actuals	252,328	627,845	73,237	80,686	28,659	107,333	1,694,126	55,516	-	513,238	\$ 3,432,968
Actuals (greater)/Less than budget	5,672	876,955	19,763	4,314	83,841	68,367	271,974	7,984	-	2,388,762	3,727,632
	98%	42%	79%	95%	25%	61%	86%	87%	#DIV/0!	18%	48%
Net Position - Budget vs Actuals @ 92%	\$ (694,379)	\$ 450,080	\$ 61,295	\$ 37,075	\$ 182,290	\$ 78,722	\$ (279,870)	\$ 112,882	\$ 168,447	\$ 2,459,715	\$ 2,576,257

Executive Director's Report

June 19, 2018

Staff & Administrative

- A reminder that the next work session associated with bridge replacement will occur on June 19 at 2:30, prior to the regularly scheduled Commission meeting at 5:00. The next Commission meeting is scheduled for July 24.
- The timeline for the Executive Director performance review is expected to be as follows:
 - July 10—Review packets mailed by Jerry Jaques to Commissioners including evaluation form, ED self-evaluation, and ED annotated FY 7/18 workplan.
 - July 18—completed evaluation forms due back to Jaques office.
 - July 19-23—Jacques compiles summary scoring sheets and distributes copies.
 - July 24—Commission reviews evaluation materials and discusses with Executive Director.

Please note that I am working with HR Answers on an alternative evaluation form that may alter this evaluation sequence and schedule. If so, I will discuss with the Commission and seek direction on how to proceed.

- Intern Melissa Manzo started work on June 13. Melissa is a recent graduate of Hood River Valley High School and will primarily provide support in the office. Intern Aiden Liddiard will start June 25. Aiden is a Junior at Pacific Lutheran University in Tacoma and will support Anne in evaluating the feasibility of a wetland land bank in Hood River County.
- Genevieve will meet with Brittany Berge, Special Projects Manager for the Port of Cascade Locks and Tamara Toppel, Executive Director of the Mt. Adams Chamber of Commerce on June 20 to transfer OneGorge coordination responsibilities to them. Genevieve has done a great job providing administrative support to the bi-state advocacy group over the past two and a half years. Coordination responsibilities are meant to rotate among participants every couple of years and she is eager to hand over the baton.

Recreation/Marina

- High water conditions are abating in the Columbia River. Reservoir Control reports that the water levels should go down gradually until about June 18 with uncertainty after that.
- The Event Site booth is open and staffed for regular summer hours of 7:30 a.m.- 7:00 p.m. The site has experienced modest use in the last week due to weather conditions.
- Implementation of the Waterfront Parking Plan continues. All pay stations and street and zone signage has been installed. Staff training for enforcement personnel occurred on June 7 and 8. A front page article was published in the "Hood River News" on June 9, and

a large display ad will run in the June 16 issue featuring a map of zones and detailed information. The payment, dispute, and look-up functions for parking tickets are now live on the website and functionality has been tested.



- I have contacted each of the three trucking companies that signed license agreements to park on Portway Ave. located west of 8th Street, and have received one revised signed agreement back.
- Last Friday the gate at the Marina would not unlock and several people were stuck on the dock. Staff reset the system got it to correct itself. Reese was contacted and carried out repairs.

Airport

- The vacation of a portion of Airport Drive is being recorded by the County.
- Pilot training is in full swing at the airport and Tac Aero is busy. There have been a few noise complaints but the Fly Friendly program seems to be having a positive impact.
- Anne will provide a report on the major projects now underway at the airport during the meeting.

Development / Properties

- Paving of the West Jensen Parking Lot occurred on June 12 and 13th. Stall painting and installation of wheel stops were completed on the 14th. The lot will be opened back up on Monday June 18th, 2 days early.
- Work continues regarding solutions for a mitigation site for the Lower Mill wetland. Staff is still working with the adjacent land owner at JWBP, but also looking at onsite options.

- The Stadelman Waterline Extension project started on the 11th and is moving along on target. Staff was able to get the easement for the vault completed on the 15th. Trenching and pipe laying started on the 14th and we are anticipating staying on schedule.
- Several trees were cut in Port-owned bottom land between the train station and I-84. This is a location where homeless camps have frequently been set up. John Mann has inspected the area with City police.



Bridge/Transportation

- Gareth Rees from Stafford Bandlow visited with Port staff on June 12 and provided an update on progress on the span drive motor replacement and skew system upgrade project.
- Installation of new cameras at multiple locations on the Bridge is still delayed, due to a bad server. A replacement is on order.
- Fred Kowell is negotiating with the Port of Cascade Locks staff on the form and content of an IGA to govern future support for their electronic tolling system.
- Oregon Representative Rich Vial and his wife Paula visited the Port on June 6 to tour the bridge and learn about our electronic tolling systems. It was a very interesting and informative visit and Thorn Run's Miles Pengilly did a great job coordinating the visit. Thank you to the facilities crew for giving the tour of the lift span control room.



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Commission Memo



Prepared by: Fred Kowell
Date: June 19, 2018
Re: Budget Committee Recommendations and Adopted Budget Changes for FY 2018-19

Below are the changes approved by the Budget Committee regarding the Proposed Budget as it was presented to them by staff. The Approved budget adjustments are as follows:

- Use the Greater Portland/Vancouver CPI for the FY 2018-19 budget which will be 3.93% and look at other alternatives that reflect the inflationary costs of the community.
- Reduce the Pier Foundation Scanning from \$90,000 to \$40,000 in CIP and put \$90,000 toward the Portal truss since this work will not be completed in FY 2017-18.
- Increase Marina and Airport slip and T-Hangar rates by 6%, respectively, to bring them closer to market and break even with their costs. Survey other Ports, marinas and airports regarding their rates to establish a benchmark for analysis.
- Reduce Lower Mill CIP by \$250,000, since some of the waterline work will be accomplished in FY 2017-18.
- Increase replacement bridge efforts within professional services by \$400,000 in the Bridge Repair and Replacement fund, due to possible acceleration of services that could occur.
- Increase staffing costs by \$25,000 for part-time help in maintenance to assist with the additional workload.
- Increase staffing costs by \$25,000 for part-time help or contract work to assist Finance with the additional workload.
- Move the SUP/Kayak storage CIP amount of \$30,000 from the Eventsite to Nichols basin.
- Staff will work with the Sheriff's office to assist in them fueling their watercraft at our fuel dock to alleviate them having to fuel at their facility.
- Staff will have a discussion with the Board about security cameras and their use on Port property.

The Budget Committee approved the Property Tax Levy at the rate of \$.0332 per thousand of assessed value for FY 2018-19.

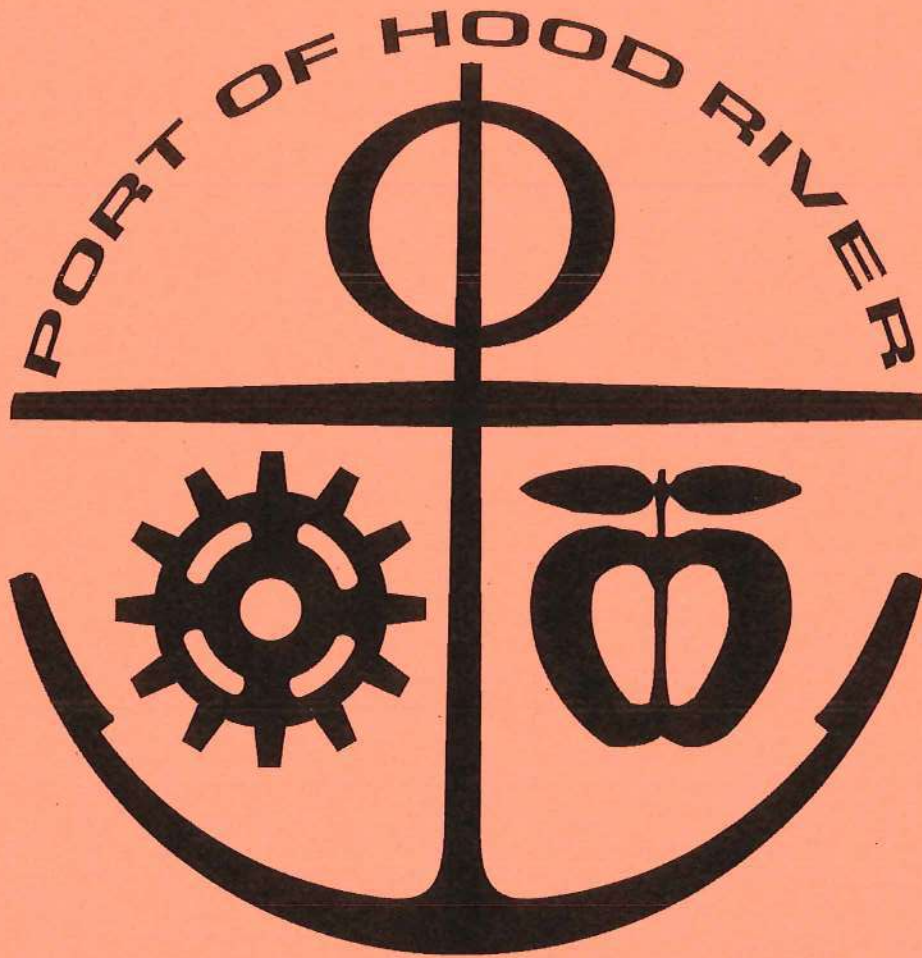
Budget Committee (1st Judy Newman and 2nd Larry Brown) Approved Budget FY 2018-19.

Board Additions to the Adopted Budget

- Increase the overall budget by \$1,350,000 for possible agreement related to the 2003 grant for redecking of the existing bridge. The amount will be split \$300,000 to the Bridge Repair & Replacement Fund and \$1,050,000 to the Revenue Fund. Both amounts included under Miscellaneous expense.
- Increase the CIP by \$75,000 for the lift drive motor rehabilitation in the Bridge Repair & Replacement fund.

Recommendation: Approve Resolution 2017-18-7 for the Adoption of the FY 2018-19 budget with the above mentioned adjustments and recommendations.

**BUDGET
FISCAL YEAR 2018-19**



ADOPTED JUNE 19, 2018

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Board of Commissioners

Hoby Streich, President
 Brian Shortt, Vice-President
 John Everitt, Secretary
 Ben Sheppard, Treasurer
 Dave Meriwether, Commissioner

Budget Committee

John Benton, Chair
 Larry Brown, Secretary
 Judy Newman
 Rich Truax
 Laurie Borton

Budget Committee Meeting – May 15, 2018

Budget Hearing – June 5, 2018

Budget Adoption – June 19, 2018

BUDGET MESSAGE



To: Port of Hood River Budget Committee
From: Michael McElwee, Budget Officer
Date: May 15, 2018
Re: Budget Message for Fiscal Year 2018-19

The annual budget for the Port of Hood River is prepared by staff for review and approval by the Budget Committee and subsequent adoption by the Port of Hood River Commission. This memorandum provides a management summary of issues facing the Port, an overview of the FY 2018-19 Proposed Budget and other information in accordance with O.R.S. 294.

Overview

The Port operates on a fiscal year that begins July 1 and ends June 30. The budget is a key document by which the Port Commission's policy and project direction is planned and implemented. Public input is sought and welcome at all stages of budget preparation.

Budget preparation follows these key steps as required by state statute:

- A **Proposed Budget** is prepared by the Port's designated Budget Officer based on discussions at the Commission's Spring Planning meeting. This year, the Spring Planning meeting was held on **April 17, 2018**.
- The Budget Committee discusses the Proposed Budget, makes changes as needed and approves it by formal vote. Upon approval, the Proposed Budget becomes the **Approved Budget**. Formal approval of the tax rate for the upcoming fiscal year is also required by the Budget Committee
- The Approved Budget is the subject to a **public hearing** when the Commission seeks public testimony. This year the public hearing is scheduled to occur on Tuesday, **June 5, 2018**.
- The Commission considers any changes and then must approves an **Adopted Budget** on June 19, 2018 which takes effect **July 1, 2018**.

Budget Preparation Overview

The Port of Hood River is designated as a Municipal Corporation in the State of Oregon and operates in accordance with ORS 777 and other statutes. All budget activities of the Port are categorized within the following three funds:

- **General Fund:** Includes activities related to general governmental activities. The revenue comes from property tax receipts. Since property taxes are insufficient to pay all governmental related expenditures, there is a transfer from the Revenue Fund for the difference.
- **Revenue Fund:** Most of the Port's activities are business-type activities and are accounted for in the Revenue Fund. The primary revenues are from bridge tolls, tenant leases, and marina, airport, waterfront fees. The revenues and expenditures are identified then allocated to asset centers.
- **Bridge Repair and Replacement Fund:** This fund segregates revenues and expenditures related to capital improvements associated with the Hood River Toll Bridge. Sources of revenues are grant monies, bond receipts, and a portion of toll revenue from the 1994, 2012 and 2018 toll increases. These monies are transferred from the Revenue Fund. Expenditures for this fund are associated with bridge capital improvements that extend its useful life, maintenance and replacement planning. This fund also reflects the debt service payments from the 2003 revenue bonds and any other bond issuance related to the bridge improvements and the required debt service reserve.

Port of Hood River Financial Policies

The Port's annual budget is prepared in conformance with adopted financial policies. The Port Commission follows its adopted "Financial Administrative Policies and Procedures." Two key financial policies govern the long-range financial planning and annual budget of the Port:

- The Port reserves within its Fund's an amount at least equal to 10% of the Port's depreciable assets.
- The Port's overall debt service coverage ratio should equal 2.0 or greater.

Budget Highlights

The following sections are highlights of the FY 2017-18 Proposed Budget organized by major asset areas of the Port's operations.

ASSET AREAS

Industrial/Commercial Properties

- Overall vacancy rates in the Port's industrial and commercial real estate portfolio remain very low, around 3%. Very small vacancies exist, primarily in the Big 7 Building.
- Significant on-site utility work was completed in FY 2016-17. Efforts to create and sell development-ready lots by 2017 were thwarted by a long-running challenge preparing a satisfactory agreement with Crystal Springs Water District regarding a needed upgrade to an off-site water line needed to provide adequate water pressure to the site. This postponed the planned sale of two lots and delayed finalization of a sales

agreement with a local words products business. The agreement was eventually signed in early 2018 and work on the water line is now expected to be completed by the end of calendar year 2018. The FY 2018-19 budget includes some additional on-site work associated with wetland fill, spoils removal and off-site wetland fill mitigation.

- No property sales occurred in FY 2017-18, however for FY 2018-19 the Proposed Budget assumes the sale of two lots totaling 4.7 acres of land will occur at the Lower Mill property out of the total 11.36 acres.
- The FY 2018-19 Proposed Budget includes a continued investment in the maintenance of existing Port buildings with a \$250,000 investment in the roof of the Big 7 building. The Proposed Budget also reserves a possible issuance of debt of \$9 million over two years to construct a new building along the waterfront. This reserve amount will need more deliberation on the type and size of a new capital construction along the waterfront.
- The Port was successful in obtaining City approval for a 'Preliminary Subdivision Plan' for Lot #1 in 2017. Another phase of planning work is expected for this large site in FY 2018-19 directed at preparation of a 'Public Infrastructure Plan', primarily roads and utilities. This work would provide a specific rationale for seeking tax increment financing for such projects. The challenge of developing the site are very significant given the limitations of Light Industrial Zoning and the high infrastructure costs.

Bridge/Transportation

- The Port completed a high priority important bridge projects in 2017-- reinforcement of the four auxiliary trusses flanking the lift towers This project had been postponed due to the lengthy investigation, engineering evaluation and repairs associated with the fall 2016 bridge allision. In addition, further testing and evaluation of the lift span mechanical and electrical systems occurred and an engineer was retained to prepare plans and specifications for upgrading the lift span motors and skew system. That work is the one major bridge project in the FY 2018-19 budget and is expected to be carried out in late 2018.
- Over the next two fiscal years, capital spending on the bridge will be significantly reduced while the bridge replacement efforts are underway. If it appears that replacement efforts are unlikely to be successful, the Port will likely need to issue revenue bonds and implement a robust capital spending program over several years to maintain the long-term longevity of the bridge.
- The lift span control room was vandalized in 2017 resulted in about \$36,000 in un-budgeted repairs. This incident and the alleged allision in 2016 demonstrated the need to provide greater protection for critical areas of the bridge, including barriers to the lift tower ladders and greater surveillance apparatus. Both actions will be carried out by June 2018.

- Considerable progress was taken in FY 2017-18 concerning efforts to replace the bridge. The Port was successful in obtaining \$5 million to fund needed financial feasibility analyses and preparation of a Final Environmental Impact Statement ("FEIS"). This funding allowed for execution of an IGA with ODOT, hiring of a Bridge Replacement Project Director, issuance of a Request for Proposals for an FEIS Engineer and completion of Administrative Rules related to the P3 procurement approach. The Port expended less than \$200,000 in eligible activities the last six months of FY 201718 but is prepared to gear up for a very significant effort over at least the next two fiscal years. For purposes of the Proposed Budget, staff assumes approximately \$1.5 million will be expended in FY 2018-19, the bulk of which is associated with the FEIS engineer contract.
- A toll increase was implemented starting on February 1, 2018, moving the cash toll from \$1 to \$2 per axle. The increase was approved by the Commission to provide additional revenue to the Bridge Repair and Replacement Fund. That fund is utilized to keep pace with expected bridge repair costs and to build reserves dedicated to the existing bridge. If the bridge replacement efforts are successful, those reserves can be used toward the bridge replacement effort. As expected, there was significant migration from cash customers to Breeze-By customers due to the significant price difference. Over 3,500 new accounts have been opened in the first four months of this year. It will likely require a full year of operation to ascertain the net impact to bridge revenues of this action. In the Proposed Budget, staff assumed the cash/ETC split will settle in at around 30% Cash v. 70% Breeze-By.
- Significant expenditures were made in FY 2017-18 to implement next-generation tolling technology. The FY 2018-19 Proposed Budget would carry-out the final major upgrade to the tolling system and allow for license plate recognition and, potentially, weigh-in-motion capability in the subsequent year. Both would have a significant impact on toll revenues and tolling operations. During this next year, the public will see an app that can be downloaded onto their phone and either pay via Breeze-By or via a barcode on a smart device. In addition, the staff is working on a quicker technology that can use credit card payments at the toll facility.
- The budget maintains the higher level of expenditures for maintenance, repairs and inspections that was initiated several years ago.

Recreation/Marina

- An important project was successfully completed in fall 2017, replenishment of the beach at the Event Site. The FY 20-8/19 Proposed Budget assumes funding for six small projects: Bridge lighting for the foot bridge, fencing replacement at Marina Green, a SUP/Kayak storage facility at the Nichols Basin Seawall, a new ramp and modular dock, also in the Nichols Basin, replace the Marina system application that is being de-supported, and cruise ship dock work. OSMB is currently carrying out topographic and bathymetric surveys of the Boat Launch Parking Lot and will provide conceptual engineering of a new lot/launch ramp configuration. This could be the basis for a major upgrade project partially financed through OSMB grants.

- The Proposed Budget assumes continuation of a financial contribution to the Hood River County Sheriff to pay for more frequent waterfront patrols and a slight increase to allow for fueling of the Marine Deputy boat at the Fuel Dock.
- The FY 2017/18 Budget allocated funds for installation of parking meters on Port waterfront streets to increase turnover and revenue to off-set the Port's recreational area maintenance costs. The plan is expected to be operational in June 2018. The FY 2018-9 Proposed Budget assumes installation of additional meters and additional staff costs associated with enforcement. There is uncertainty and some risk as to whether expected revenues will exceed expenditures in the first year of the new parking operation and will provide a sufficient return to the Port.
- No major capital investments in the Marina are anticipated in FY 2018/19. The Proposed Budget does include funding to upgrade the deck surface and ramp at the Commercial Dock. OSMB is currently carrying out topographic and bathymetric surveys of the Boat Launch Parking Lot and will provide conceptual engineering of a new lot/launch ramp configuration. This could be the basis for a major upgrade project partially financed through OSMB grants.

Airport

- The new 10-year Airport Master Plan should be approved by the FAA by the end of this fiscal year. This plan provides the priority for future deployment of annual FAA program funds for capital investment in the Airport.
- A sequence of significant capital projects is underway at the Airport that will greatly transform the Airport and are requiring a major commitment of staff time and Port financial contributions. The primary projects are as follows:
 - A \$2 million upgrade of the South Taxi-way was successfully completed in FY 2018-18. The required 10% local match was obtained primarily through the new State COAR grant program.
 - Privately-funded construction of a 60,000 s.f. commercial hangar complex on the south side near the White Hangar was delayed but is now expected to be carried out by spring 2019. Agreements for this project are nearly complete.
 - Engineering for site and infrastructure improvements to expand the North Ramp for a future FBO and commercial hangars, estimated to cost about \$2.1 million is complete. The Port received a \$1.3 million grant under the State's Connect VI program for this project in 2016 and will be responsible for an \$800,000 local match. Half of that match is expected to come from private sources and the remainder from Port in-kind services and \$200,000 in tax increment funding from the Windmaster Urban Renewal District. The project has been delayed due to wetland issues and is now expected to be under construction by spring 2019.

Each of these projects brings cost and schedule risk that could impact the FY 2018-19 budget.

- A substantial increase in airport activity occurred in 2017 that resulted in complaints from airport neighbors about constant aircraft noise. Much of the increase was the result of a commercial business that operates a robust flight training program. In response, a “Fly-Friendly” program was implemented and the business located some of their training programs to The Dalles Regional Airport. Nevertheless, noise complaints will likely represent a challenge to some activities and operations and at the Ken Jernstedt Airfield.
- An increase in T-Hangar lease rates was implemented in FY 2017-18 and another increase is expected in the Proposed Budget. The Port is taking these steps to ensure that the Airport can maintain a positive operating cash flow.

Administration & Management

- Medical insurance premiums are expected to be level in FY 2018-19 but will see a slight increase in overall costs due to additional staffing. As with other public agencies in Oregon, the Port’s PERS obligation will be somewhat level for this year as this is the second year of a two-year PERS rate mandate. In FY 2019-20 a significant increase will occur due to the unfunded issue with the PERS program. The primary issue causing the unfunded liability is associated with Tier One recipients.
- Typically, the Commission considers an increase in annual staff salary associated with annual increase in the Consumer Price Increase as measured by the Portland/Vancouver Metropolitan Statistical Area (“MSA”). This year the CPI increase was 3.93%, significantly higher than recent years. The Proposed Budget includes a CPI increase cap of 2.5 % to limit the budget impacts. Overall, personnel costs are budgeted to increase by 6.3% adjusted for bridge replacement staffing.
- Some staff turnover occurred in the FY 2017-18 fiscal year primarily associated with two retirements and one resignation due to a medical condition. Three new staff persons were subsequently hired— two Office Administrators and the new Waterfront Manager. The growing demand to meet financial and administrative obligations associated with grants, bridge replacement, tolling technology and financial report is creating very significant demands on staff that exceeds current capacity. The Commission will need to consider approving a new full or part-time position to address this burden.
- The Port’s regional collaboration efforts, primarily carried out through the OneGorge organization, are proposed to remain at current budget levels but with a reduction in staff demands as the coordinator function has now been moved to the Mt. Adams Chamber. The Proposed Budget also increases the level of expenditures for public

advocacy in Salem, Olympia and Washington D.C., primarily related to bridge replacement. Such costs are not reimbursable through the ODOT funding.

SUMMARY

The FY 2018-19 Proposed Budget reflects project priorities, staffing levels and capital and administration expenditures that staff believes are consistent with the Port's mission and direction from the Port Commission. FY 2018-19 is expected to bring greater certainty relative to bridge replacement efforts. With the proposed legislation in the Oregon legislature, the Port will have significant pre-development efforts that include the start-up and quality control efforts regarding the FEIS, financial analysis, geotechnical investigation and other steps associated with a replacement bridge. If un-successful, the primary focus will remain with maintaining safe operation and functionality of the existing bridge. However, with either outcome it is clear the need to increase bridge revenue. In other areas, the Proposed Budget allows limited flexibility to respond to requirements or opportunities.

Following the Budget Committee's review, modification and approval of a Proposed Budget the Commission will conduct a hearing, currently scheduled for June 5, 2018. Any final changes will be included in the adopted budget which will occur June 19, 2018.

BUDGET COMMITTEE RECOMMENDATIONS
AND BOARD ADOPTED ADDITIONS

Commission Memo



Prepared by: Fred Kowell
Date: May 15, 2018
Re: Budget Committee Recommendations and Adopted Budget Changes for FY 2018-19

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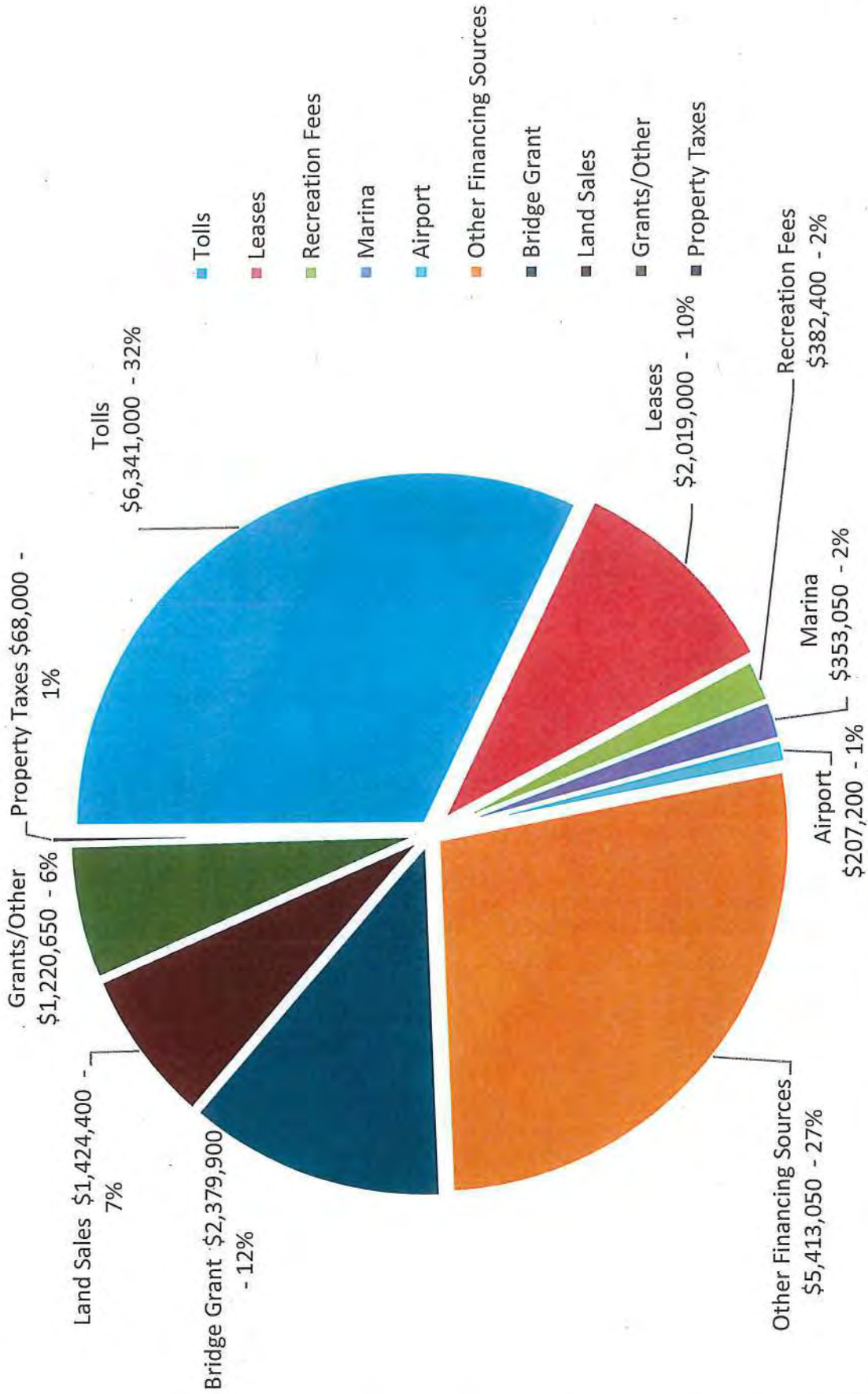
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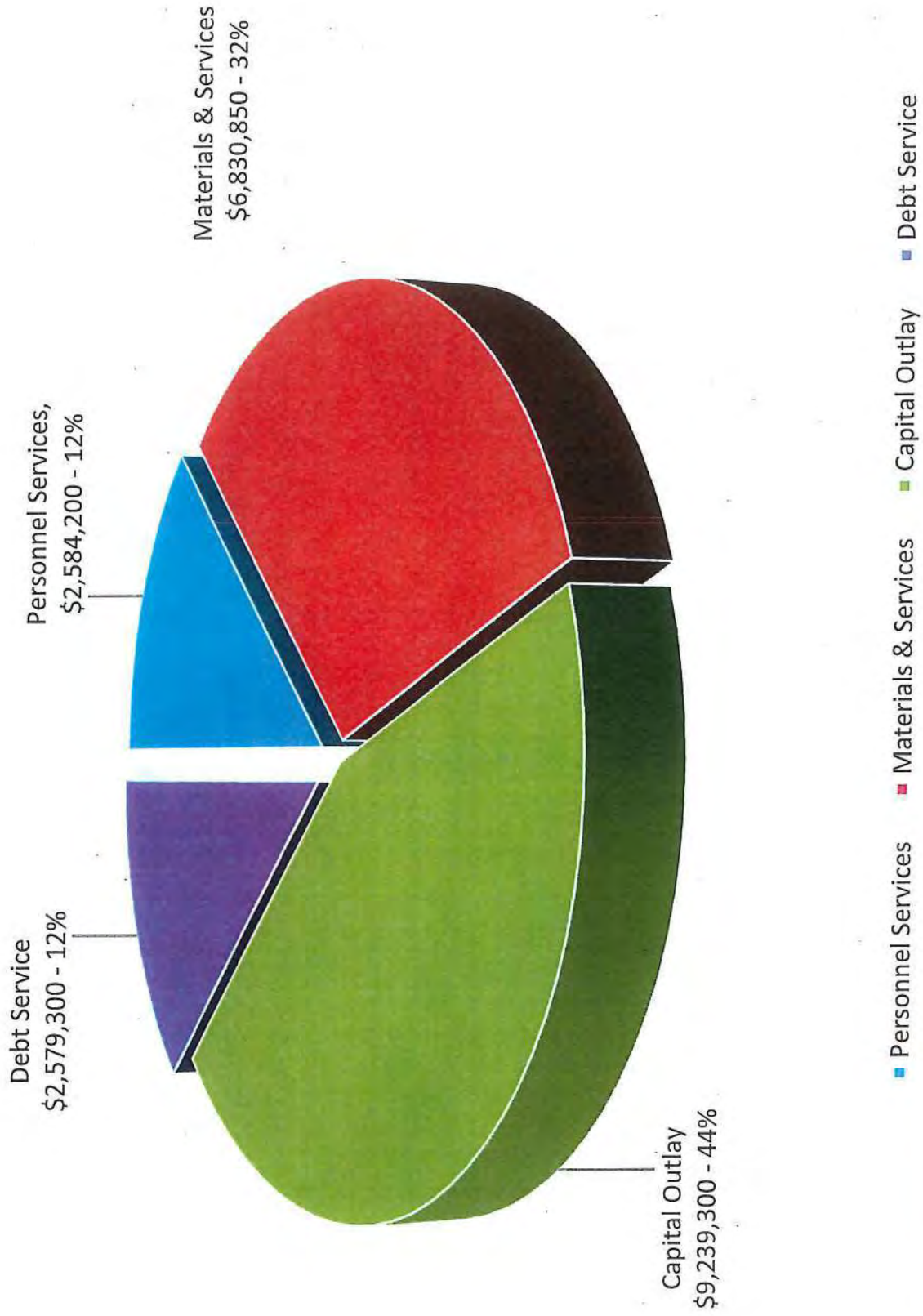
GRAPHS

PORT OF HOOD RIVER
 Schedule of Revenues
 Adopted Budget
 FY 2018-19



Total Revenues - \$19,808,650

PORT OF HOOD RIVER
Schedule of Expenditures
Adopted Budget
FY 2018-19



BUDGET STATEMENTS

- GENERAL FUND
- REVENUE FUND
- BRIDGE REPAIR & REPLACEMENT FUND

PORT OF HOOD RIVER
GENERAL FUND
BUDGET FOR FISCAL YEAR 2018-19

HISTORICAL DATA

2 YRS PRIOR FY 2015-16	* 1YR PRIOR FY 2016-17	ADOPTED BUDGET FY 2017-18
66,931	132,928	132,000
579	1,622	500
67,510	134,550	132,500

RESOURCE	Cash on Hand	Interest	TOTAL CASH AVAILABLE
1	66,931	579	67,510
2	132,928	1,622	134,550
3	68,400	68,400	68,400
4	65,349	65,349	65,349
5	66,882	66,882	66,882
6	68,400	68,400	68,400
7	68,400	68,400	68,400
8	68,400	68,400	68,400

RESOURCE	Grants	Transfers from Revenue Fund	TOTAL RESOURCES
9	3,500	3,500	3,500
10	522,600	522,600	522,600
11	522,600	522,600	522,600
12	727,000	727,000	727,000
13	727,000	727,000	727,000

COMMISSION, OFFICE & PARK

PERSONNEL SERVICES

Commissioners	6,000	6,000
Wages & Salaries - Administration	41,036	86,600
Wages & Benefits - Community Service Initiative	20,557	35,000
Taxes & Benefits	25,582	45,400
TOTAL PERSONNEL SERVICES	93,175	173,000

MATERIAL & SERVICES

Office Lease	48,550	48,550
All Utilities	1,000	1,000
Community Service Initiative	15,000	15,000
Maintenance, Supplies & Services	35,400	35,400
Travel and Meeting Expenses	17,637	27,500
Dues and Memberships	25,360	31,000
Insurance	3,057	4,000
Professional Svcs-Bridge Legislative Advocacy	112,153	115,000
Professional Svcs-Legal & Other	27,598	68,000
Professional Svcs-Audit/Accounting	24,450	34,000
Port Newsletter	11,996	24,500
Press Releases-Promotions/Advertising	6,761	14,000
TOTAL MATERIAL & SERVICES	291,660	417,950

CAPITAL OUTLAY

Capital Purchase	-	-
TOTAL CAPITAL OUTLAY	-	-

TOTAL COMMISSION, OFFICE & PARK

TOTAL COMMISSION, OFFICE & PARK	384,835	590,950
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APPROPRIATIONS

PERSONNEL SERVICES

PERSONNEL SERVICES	173,000	173,000
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MATERIALS & SERVICES

MATERIALS & SERVICES	417,950	417,950
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CAPITAL OUTLAY

CAPITAL OUTLAY	-	-
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TRANSFERS

TRANSFERS	-	-
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TOTAL APPROPRIATIONS

TOTAL APPROPRIATIONS	590,950	590,950
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ENDING FUND BALANCE - UNASSIGNED

ENDING FUND BALANCE - UNASSIGNED	141,162	136,050
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BUDGET FY 2018-19

RESOURCE	* PROPOSED	* APPROVED	ADOPTED
1	208,250	208,250	208,250
2	2,800	2,800	2,800
3	211,050	211,050	211,050
4	68,000	68,000	68,000
5	68,000	68,000	68,000
6	68,000	68,000	68,000
7	68,000	68,000	68,000
8	3,500	3,500	3,500
9	579,350	579,350	579,350
10	579,350	579,350	579,350
11	861,900	861,900	861,900
12	861,900	861,900	861,900
13	861,900	861,900	861,900
14	861,900	861,900	861,900
15	861,900	861,900	861,900
16	6,000	6,000	6,000
17	88,300	88,300	88,300
18	35,000	35,000	35,000
19	46,100	46,100	46,100
20	175,400	175,400	175,400
21	175,400	175,400	175,400
22	48,550	48,550	48,550
23	1,000	1,000	1,000
24	5,000	5,000	5,000
25	35,400	35,400	35,400
26	28,000	28,000	28,000
27	31,500	31,500	31,500
28	4,000	4,000	4,000
29	174,000	174,000	174,000
30	68,000	68,000	68,000
31	38,000	38,000	38,000
32	24,500	24,500	24,500
33	14,000	14,000	14,000
34	471,950	471,950	471,950
35	471,950	471,950	471,950
36	471,950	471,950	471,950
37	647,350	647,350	647,350
38	647,350	647,350	647,350
39	647,350	647,350	647,350
40	175,400	175,400	175,400
41	471,950	471,950	471,950
42	471,950	471,950	471,950
43	471,950	471,950	471,950
44	647,350	647,350	647,350
45	647,350	647,350	647,350
46	214,550	214,550	214,550

FORM LB 20
**PORT OF HOOD RIVER
 REVENUE FUND
 BUDGET FOR FISCAL YEAR 2018-19**

HISTORICAL DATA		ADOTTED BUDGET		ADOTTED BUDGET		BUDGET FY 2018-19	
2YRS PRIOR FY 2015-16	1YR PRIOR FY 2016-17	ADOTTED BUDGET FY 2017-18	ADOTTED BUDGET FY 2017-18	PROPOSED	APPROVED	ADOTTED	ADOTTED
1	1,498,558	6,787,244	5,510,000			7,835,000	7,835,000
2	48,352	79,180	60,000			111,500	111,500
3							
4	<u>1,546,910</u>	<u>6,866,424</u>	<u>5,570,000</u>			<u>7,946,500</u>	<u>7,946,500</u>
5							
6	3,948,986	4,014,985	5,250,000			6,260,000	6,260,000
7	10,000	10,000	10,000			10,000	10,000
8						70,000	70,000
9						1,000	1,000
10	1,178	16,030	1,000			1,000	1,000
11	<u>3,960,164</u>	<u>4,041,015</u>	<u>5,261,000</u>			<u>6,341,000</u>	<u>6,341,000</u>
12							
13							
14							
15	163,133	195,596	189,800			284,500	284,500
16	51,910	58,212	56,900			66,200	66,200
17	14,222	19,973	19,900			20,000	20,000
18							
19	<u>229,265</u>	<u>273,781</u>	<u>266,600</u>			<u>370,700</u>	<u>370,700</u>
20							
21						500	500
22	332,447	336,022	340,900			357,100	357,100
23	86,325	84,290	86,300			86,500	86,500
24	41,857	42,345	42,300			43,300	43,300
25							
26	<u>460,629</u>	<u>462,657</u>	<u>471,500</u>			<u>487,400</u>	<u>487,400</u>
27							
28	226,608	197,091	202,000			149,000	149,000
29	32,328	37,352	42,000			36,000	36,000
30	15,340	15,619	15,800			16,000	16,000
31						5,050,000	5,050,000
32	<u>274,276</u>	<u>250,062</u>	<u>259,800</u>			<u>5,251,000</u>	<u>5,251,000</u>
33							
34	195,692	213,013	218,500			228,100	228,100
35	120,168	135,448	128,000			155,000	155,000
36	57,108	57,360	57,400			58,000	58,000
37	19,550	19,550	19,550			19,550	19,550
38	<u>392,518</u>	<u>425,371</u>	<u>423,450</u>			<u>460,650</u>	<u>460,650</u>
39							
40	24,095	-	-			-	-
41	14,892	7,400	-			-	-
42	9,517	-	-			-	-
43	<u>48,504</u>	<u>7,400</u>	<u>7,400</u>			<u>-</u>	<u>-</u>
44							
45	66,837	70,375	69,000			75,300	75,300
46	6,832	6,758	7,500			8,600	8,600
47	7,208	7,291	7,500			7,200	7,200
48							
49	<u>80,877</u>	<u>84,424</u>	<u>84,000</u>			<u>91,100</u>	<u>91,100</u>
50							

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2018-19

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2018-19	
2YRS PRIOR FY 2015-16	1YR PRIOR FY 2016-17	ADOPTED BUDGET FY 2017-18	PROPOSED	APPROVED	ADOPTED
RESOURCE DESCRIPTION					
51	155,184	145,500	167,400	167,400	167,400
52	24,115	24,300	27,100	27,100	27,100
53	16,142	23,200	23,500	23,500	23,500
54	75,815	-	-	-	-
55	271,256	199,884	218,000	218,000	218,000
56					
57					
58	2,260,000	490,000	-	-	-
59	2,260,000	490,000	1,424,400	1,424,400	1,424,400
60	4,017,325	1,703,579	8,303,250	8,303,250	8,303,250
61					
62					
COMMERCIAL BUILDINGS					
State DMV Office Building					
63					
64	40,125	42,467	45,200	45,200	45,200
65					
66					
67					
68	40,125	42,467	45,200	45,200	45,200
69	65,859	67,291	73,100	73,100	73,100
70	11,013	11,249	11,300	11,300	11,300
71	10,206	10,089	11,000	11,000	11,000
72					
73	87,078	88,629	95,400	95,400	95,400
74					
75					
76	52,529	48,626	48,550	48,550	48,550
77	1,177	752	1,000	1,000	1,000
78	53,706	49,378	49,550	49,550	49,550
79	180,909	180,474	190,150	190,150	190,150
80					
WATERFRONT INDUSTRIAL LAND					
81	2,600	600	600	600	600
82	2,686,660				
83	1,200	3,650	1,500	1,500	1,500
84					
85					
86	153,988	252,498	207,500	207,500	207,500
87					
88	2,844,448	256,148	209,600	209,600	209,600
89					
90					
WATERFRONT RECREATION					
Event Site					
91	60,793	69,490	75,000	75,000	75,000
92	38,453	40,494	42,000	42,000	42,000
93	16,142	23,200	8,300	8,300	8,300
94	17,532	16,730	17,000	17,000	17,000
95	124,878	139,447	142,300	142,300	142,300
96					
97	12,617	7,669	7,600	7,600	7,600
98	42,485	5,170	5,100	5,100	5,100
99					
100					

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2018-19

HISTORICAL DATA		ADOPTED BUDGET		ADOPTED BUDGET		ADOPTED BUDGET		ADOPTED BUDGET	
2YRS PRIOR	1YR PRIOR	2YRS PRIOR	1YR PRIOR	2YRS PRIOR	1YR PRIOR	2YRS PRIOR	1YR PRIOR	2YRS PRIOR	1YR PRIOR
FY 2015-16	FY 2016-17	FY 2016-17	FY 2017-18	FY 2016-17	FY 2017-18	FY 2016-17	FY 2017-18	FY 2016-17	FY 2017-18
101	\$ 55,102	\$ 12,839	\$ 24,100						
102									
103	6,532	6,518	6,500						
104	600	600	600						
105	1,334	1,394	1,400						
106	533	2,914	3,200						
107	2,699	3,114	3,000						
108	3,450	3,075	3,000						
109	\$ 15,148	\$ 17,615	\$ 17,700						
110	\$ 195,128	\$ 169,901	\$ 166,000						
111									
112	175,341	190,287	196,000						
113	87,031	82,057	85,200						
114	7,050	7,050	7,050						
115	21,719	42,741	43,900						
116	11,908	9,311	9,000						
117	8,100	10,650	8,500						
118									
119									
120		6,961							
121	\$ 311,149	\$ 349,057	\$ 349,650						
122									
123									
124	100,224	106,236	111,000						
125	30,728	31,226	32,200						
126	17,834	19,484	20,100						
127	20,337	18,635	16,600						
128	10,257	15,150	14,700						
129	5,088	3,742	5,300						
130	61,377	191,011	1,740,000						
131									
132		1,392	1,000						
133	\$ 245,845	\$ 386,876	\$ 1,940,900						
134									
135									
136									
137		2,700							
138									
139	12,594	12,981	6,000						
140	\$ 12,594	\$ 15,681	\$ 6,000						
141									
142	\$ 13,314,472	\$ 13,969,155	\$ 16,007,550						

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2018-19

HISTORICAL DATA

	2YRS PRIOR FY 2014-15	1 YR PRIOR FY 2015-16	ADOPTED BUDGET FY 2017-18
52	16,900	16,355	466,000
53	\$ 16,900	\$ 16,355	\$ 466,000
54			
55	144,942	144,942	145,000
56	\$ 144,942	\$ 144,942	\$ 145,000
57	\$ 379,485	\$ 370,913	\$ 844,400
58			
59			
60			
61	21,913	28,763	25,900
62	9,096	11,389	13,000
63	\$ 31,009	\$ 40,152	\$ 38,900
64			
65	37,028	42,690	42,000
66	4,481	11,536	12,000
67	3,508	3,661	4,000
68	15,323	15,521	17,000
69		2,800	4,000
70	2,575		1,000
71	4,440	5,132	8,000
72	\$ 67,355	\$ 81,340	\$ 88,000
73			
74			10,000
75	\$ -	\$ -	\$ 10,000
76	\$ 98,364	\$ 121,492	\$ 136,900
77			
78			
79	38,020	41,795	42,400
80	15,433	16,439	21,900
81	\$ 53,453	\$ 58,234	\$ 64,300
82			
83	119,449	134,654	133,000
84	23,475	22,133	21,000
85	3,008	3,225	3,500
86	55,394	56,111	59,000
87	800	901	1,000
88	2,745	60	2,000
89	4,110	4,877	8,000
90	\$ 208,981	\$ 221,961	\$ 227,500
91			
92	27,615	32,718	10,000
93	\$ 27,615	\$ 32,718	\$ 10,000
94	\$ 290,049	\$ 312,913	\$ 301,800
95			
96			
97	5,137	-	-
98	2,085	-	-
99	\$ 7,222	\$ -	\$ -
100			
101	25,639	1,480	-
102	365	-	-
103	6,860	3,461	-

BUDGET FY 2018-19

	PROPOSED	APPROVED	ADOPTED
52	54,000	54,000	54,000
53	\$ 54,000	\$ 54,000	\$ 54,000
54			
55			
56	145,000	145,000	145,000
57	\$ 145,000	\$ 145,000	\$ 145,000
58	\$ 445,500	\$ 445,000	\$ 445,000
59			
60			
61	26,500	26,700	26,700
62	12,900	12,900	12,900
63	\$ 39,400	\$ 39,600	\$ 39,600
64			
65	45,000	45,000	45,000
66	10,000	10,000	10,000
67	4,100	4,100	4,100
68	17,500	17,500	17,500
69	5,000	5,000	5,000
70	3,000	3,000	3,000
71	8,000	8,000	8,000
72	\$ 92,600	\$ 92,600	\$ 92,600
73			
74	5,010,000	5,010,000	5,010,000
75	\$ 5,010,000	\$ 5,010,000	\$ 5,010,000
76	\$ 5,142,000	\$ 5,142,200	\$ 5,142,200
77			
78			
79	41,500	41,900	41,900
80	20,500	20,600	20,600
81	\$ 62,000	\$ 62,500	\$ 62,500
82			
83	166,000	166,000	166,000
84	20,000	20,000	20,000
85	3,600	3,600	3,600
86	60,000	60,000	60,000
87	1,000	1,000	1,000
88	2,000	2,000	2,000
89	7,000	7,000	7,000
90	\$ 259,600	\$ 259,600	\$ 259,600
91			
92	10,000	10,000	10,000
93	\$ 10,000	\$ 10,000	\$ 10,000
94	\$ 331,600	\$ 332,100	\$ 332,100
95			
96			
97			
98			
99	\$ -	\$ -	\$ -
100			
101			
102			
103			

PORT OF HOOD RIVER
REVENUE FUND

BUDGET FOR FISCAL YEAR 2018-19

FORM LB 31

HISTORICAL DATA		BUDGET FY 2018-19			
	2 YRS PRIOR FY 2014-15	1 YR PRIOR FY 2015-16	PROPOSED	APPROVED	ADOPTED

104	9,231	-	-	-	-	104
105	-	-	-	-	-	105
106	8,333	3,738	-	-	-	106
107	700	-	-	-	-	107
108	\$ 51,128	\$ 8,679	\$ -	\$ -	\$ -	108
109	-	-	-	-	-	109
110	-	-	-	-	-	110
111	\$ -	\$ -	\$ -	\$ -	\$ -	111
112	\$ 58,350	\$ 8,679	\$ -	\$ -	\$ -	112
113	-	-	-	-	-	113
114	-	-	-	-	-	114
115	20,413	22,113	19,800	18,800	18,800	115
116	8,350	8,678	10,100	9,400	9,400	116
117	\$ 28,763	\$ 30,791	\$ 29,900	\$ 28,200	\$ 28,200	117
118	-	-	-	-	-	118
119	9,314	9,652	11,000	12,000	12,000	119
120	4,148	5,326	7,000	6,000	6,000	120
121	879	2,105	3,500	2,500	2,500	121
122	6,992	7,072	7,800	7,800	7,800	122
123	-	-	1,000	1,000	1,000	123
124	38	1,477	2,000	3,000	3,000	124
125	986	626	2,000	3,000	3,000	125
126	\$ 22,357	\$ 26,258	\$ 34,300	\$ 35,300	\$ 35,300	126
127	-	-	-	-	-	127
128	13,567	23,000	23,000	12,000	12,000	128
129	\$ 13,567	\$ -	\$ 23,000	\$ 12,000	\$ 12,000	129
130	\$ 64,687	\$ 57,049	\$ 87,200	\$ 75,500	\$ 75,500	130
131	-	-	-	-	-	131
132	-	-	-	-	-	132
133	34,574	31,303	32,100	33,400	33,400	133
134	14,062	12,367	16,800	16,500	16,500	134
135	\$ 48,636	\$ 43,670	\$ 48,900	\$ 49,900	\$ 49,900	135
136	-	-	-	-	-	136
137	34,803	35,148	28,000	30,000	30,000	137
138	18,350	25,100	20,000	20,000	20,000	138
139	3,572	3,797	4,100	4,200	4,200	139
140	16,142	22,831	17,600	23,800	23,800	140
141	-	2,511	1,000	10,000	10,000	141
142	-	3,240	3,000	2,000	2,000	142
143	12,387	17,124	18,000	20,000	20,000	143
144	\$ 85,254	\$ 109,751	\$ 91,700	\$ 110,000	\$ 110,000	144
145	-	-	-	-	-	145
146	-	-	30,000	25,000	25,000	146
147	\$ -	\$ -	\$ 30,000	\$ 25,000	\$ 25,000	147
148	\$ 133,890	\$ 153,421	\$ 170,600	\$ 184,900	\$ 184,900	148
149	-	-	-	-	-	149
150	-	-	-	-	-	150
151	13,899	20,273	29,000	23,600	23,600	151
152	6,198	8,557	14,300	11,200	11,200	152
153	\$ 20,097	\$ 28,830	\$ 43,300	\$ 34,800	\$ 34,800	153
154	-	-	-	-	-	154

PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2018-19

HISTORICAL DATA

2YRS PRIOR FY 2014-15
1 YR PRIOR FY 2015-16
ADOPTED BUDGET FY 2017-18

	666	752	2,000		625,000
155					
156	366	959	8,000		
157	249	602	900		
158	6,843	-	8,000		
159	-	1,593	5,000		
160	25,850	5,298	20,000		
161	3,477	293	6,000		
162	\$ 37,451	\$ 9,497	\$ 49,900		
163					
164	1,471,727	224,716		625,000	
165	\$ 1,471,727	\$ 224,716	\$ 625,000		
166	70,355	140,177	140,800		
167	\$ 70,355	\$ 140,177	\$ 140,800		
168	\$ 1,599,630	\$ 403,220	\$ 859,000		
169	\$ 2,832,913	\$ 1,641,231	\$ 2,647,000		
170					

	5,000	800	5,000	25,000	3,000	38,800	5,000	800	5,000	800	5,000	25,000	3,000	38,800
155														
156														
157														
158														
159														
160														
161														
162	\$ 38,800	\$	38,800	\$	38,800	\$	38,800	\$	38,800	\$	38,800	\$	38,800	\$
163														
164	680,000		430,000		430,000		430,000		430,000		430,000		430,000	
165	\$ 680,000	\$	430,000	\$	430,000	\$	430,000	\$	430,000	\$	430,000	\$	430,000	\$
166	1,853,800		1,853,800		1,853,800		1,853,800		1,853,800		1,853,800		1,853,800	
167	\$ 1,853,800	\$	1,853,800	\$	1,853,800	\$	1,853,800	\$	1,853,800	\$	1,853,800	\$	1,853,800	\$
168	\$ 2,607,100	\$	2,357,400	\$	2,357,400	\$	2,357,400	\$	2,357,400	\$	2,357,400	\$	2,357,400	\$
169	\$ 9,285,900	\$	9,038,100	\$	9,038,100	\$	9,038,100	\$	9,038,100	\$	9,038,100	\$	9,038,100	\$
170														

COMMERCIAL BUILDINGS

	16,400	8,100	24,500	8,000	7,000	1,000	2,000	1,000	24,000	43,500	11,000	11,000	79,000	79,100
171														
172														
173	16,400		16,400		7,000		2,000		24,000	43,500	11,000	11,000	79,100	79,100
174	\$ 16,400	\$	16,400	\$	7,000	\$	2,000	\$	24,000	\$	11,000	\$	11,000	\$
175	8,100		8,200		1,000		1,000		24,000	43,500	11,000	11,000	79,100	79,100
176	\$ 8,100	\$	8,200	\$	1,000	\$	1,000	\$	24,000	\$	11,000	\$	11,000	\$
177	24,500		24,600		8,000		8,000		24,000	43,500	11,000	11,000	79,100	79,100
178	\$ 24,500	\$	24,600	\$	8,000	\$	8,000	\$	24,000	\$	11,000	\$	11,000	\$
179					7,000		7,000		24,000	43,500	11,000	11,000	79,100	79,100
180					1,000		1,000		24,000	43,500	11,000	11,000	79,100	79,100
181					2,000		2,000		24,000	43,500	11,000	11,000	79,100	79,100
182					1,000		1,000		24,000	43,500	11,000	11,000	79,100	79,100
183					500		500		24,000	43,500	11,000	11,000	79,100	79,100
184					24,000		24,000		24,000	43,500	11,000	11,000	79,100	79,100
185	\$ 43,500	\$	43,500	\$	8,000	\$	8,000	\$	24,000	\$	11,000	\$	11,000	\$
186	11,000		11,000		7,000		7,000		24,000	43,500	11,000	11,000	79,100	79,100
187	\$ 11,000	\$	11,000	\$	7,000	\$	7,000	\$	24,000	\$	11,000	\$	11,000	\$
188	79,000		79,100		1,000		1,000		24,000	43,500	11,000	11,000	79,100	79,100
189	\$ 79,000	\$	79,100	\$	1,000	\$	1,000	\$	24,000	\$	11,000	\$	11,000	\$
190					25,400		25,400		24,000	43,500	11,000	11,000	79,100	79,100
191					12,600		12,600		24,000	43,500	11,000	11,000	79,100	79,100
192					38,200		38,200		24,000	43,500	11,000	11,000	79,100	79,100
193	\$ 38,200	\$	38,200	\$	25,400	\$	25,400	\$	24,000	\$	11,000	\$	11,000	\$
194	13,000		13,000		10,000		10,000		24,000	43,500	11,000	11,000	79,100	79,100
195	\$ 13,000	\$	13,000	\$	10,000	\$	10,000	\$	24,000	\$	11,000	\$	11,000	\$
196	10,000		10,000		2,400		2,400		24,000	43,500	11,000	11,000	79,100	79,100
197					11,000		11,000		24,000	43,500	11,000	11,000	79,100	79,100
198					1,000		1,000		24,000	43,500	11,000	11,000	79,100	79,100
199					1,000		1,000		24,000	43,500	11,000	11,000	79,100	79,100
200					8,000		8,000		24,000	43,500	11,000	11,000	79,100	79,100
201					46,400		46,400		24,000	43,500	11,000	11,000	79,100	79,100
202	\$ 46,400	\$	46,400	\$	13,000	\$	13,000	\$	24,000	\$	11,000	\$	11,000	\$
203	13,000		13,000		13,000		13,000		24,000	43,500	11,000	11,000	79,100	79,100
204	\$ 13,000	\$	13,000	\$	13,000	\$	13,000	\$	24,000	\$	11,000	\$	11,000	\$
205	13,000		13,000		43,000		43,000		24,000	43,500	11,000	11,000	79,100	79,100
	\$ 13,000	\$	13,000	\$	43,000	\$	43,000	\$	24,000	\$	11,000	\$	11,000	\$

DMV OFFICE BUILDING

	25,130	10,037	35,167	14,000	11,000	2,100	11,000	1,000	5,432	34,763	13,893	43,000
190												
191	22,929		25,130		14,000		14,000		5,432	34,763	13,893	43,000
192	\$ 22,929	\$	25,130	\$	14,000	\$	14,000	\$	5,432	\$	13,893	\$
193	9,351		10,037		11,000		11,000		1,000	11,000		11,000
194	\$ 9,351	\$	10,037	\$	11,000	\$	11,000	\$	1,000	\$	11,000	\$
195	32,280		35,167		2,100		2,100		1,000	11,000		11,000
196	\$ 32,280	\$	35,167	\$	2,100	\$	2,100	\$	1,000	\$	11,000	\$
197	12,180		12,084		6,000		6,000		46,100	46,100		46,100
198					46,100		46,100					
199												
200												
201												
202												
203												
204												
205												

PORT OF HOOD RIVER

REVENUE FUND

BUDGET FOR FISCAL YEAR 2018-19

FORM LB 31

HISTORICAL DATA

2YRS PRIOR 1 YR PRIOR ADOPTED
 FY 2014-15 FY 2015-16 FY 2017-18

206	\$	69,252	\$	83,823	\$	126,800
207						
208						
209		13,595		15,286		23,700
210		5,452		5,810		12,400
211	\$	19,047	\$	21,096	\$	36,100
212						
213		6,634		7,902		9,000
214		7,398		7,891		8,000
215		2,432		2,242		2,100
216		-		-		-
217		-		4,750		1,000
218		-		-		500
219		1,274		1,413		4,000
220	\$	17,738	\$	24,198	\$	24,600
221						
222		-		-		25,000
223	\$	-	\$	-	\$	25,000
224	\$	36,785	\$	45,294	\$	85,700
225	\$	158,462	\$	224,084	\$	303,100

TOTAL MARTINA OFFICE BUILDING

Port Office

PERSONNEL SERVICES						
WAGES						
BENEFITS						
TOTAL PERSONNEL SERVICES						
MATERIALS & SERVICE						
ALL UTILITIES						
FIXED MAINTENANCE						
INSURANCE						
PROPERTY TAX						
PROFESSIONAL SERVICES-Design & Engineering						
PROFESSIONAL SERVICES-Legal						
MISCELLANEOUS REPAIRS & PURCHASES						
TOTAL MATERIALS & SERVICES						
CAPITAL OUTLAY						
CAPITAL PURCHASES						
TOTAL CAPITAL OUTLAY						
TOTAL PORT OFFICE BUILDING						
TOTAL WATERFRONT INDUSTRIAL LAND						

TOTAL PORT OFFICE BUILDING

Port Office

206	\$	69,252	\$	83,823	\$	126,800
207						
208						
209		13,595		15,286		23,700
210		5,452		5,810		12,400
211	\$	19,047	\$	21,096	\$	36,100
212						
213		6,634		7,902		9,000
214		7,398		7,891		8,000
215		2,432		2,242		2,100
216		-		-		-
217		-		4,750		1,000
218		-		-		500
219		1,274		1,413		4,000
220	\$	17,738	\$	24,198	\$	24,600
221						
222		-		-		25,000
223	\$	-	\$	-	\$	25,000
224	\$	36,785	\$	45,294	\$	85,700
225	\$	158,462	\$	224,084	\$	303,100

TOTAL PORT OFFICE BUILDING

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223	\$	-	\$	-	\$	25,000
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TOTAL WATERFRONT INDUSTRIAL LAND

Port Office

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210		5,452		5,810		12,400
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215		2,432		2,242		2,100
216		-		-		-
217		-		4,750		1,000
218		-		-		500
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220	\$	17,738	\$	24,198	\$	24,600
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216		-		-		-
217		-		4,750		1,000
218		-		-		500
219		1,274		1,413		4,000
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218		-		-		500
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212						
213		6,634		7,902		9,000
214		7,398		7,891		8,000
215		2,432		2,242		2,100
216		-		-		-
217		-		4,750		1,000
218		-		-		500
219		1,2				

PORT OF HOOD RIVER
REVENUE FUND

BUDGET FOR FISCAL YEAR 2018-19

FORM LB 31

		HISTORICAL DATA			BUDGET FY 2018-19	
	2YRS PRIOR FY 2014-15	1 YR PRIOR FY 2015-16	ADOPTED BUDGET FY 2017-18	PROPOSED	APPROVED	ADOPTED
EXPENDITURES						
DESCRIPTION						
310	2,551	2,369	6,000	6,000	6,000	6,000
311	15,705	16,236	21,000	20,000	20,000	20,000
312	88,342	97,140	110,200	109,000	109,000	109,000
313						
314	10,778	45,924	79,000	130,000	130,000	130,000
315	10,778	45,924	79,000	130,000	130,000	130,000
316						
317	98,536	96,896	96,700	94,500	94,500	94,500
318	98,536	96,896	96,700	94,500	94,500	94,500
319	321,633	374,277	418,700	490,300	487,900	487,900
320	321,633	374,277	418,700	490,300	487,900	487,900
321						
AIRPORT						
322						
323	53,418	60,291	85,400	102,500	103,800	103,800
324	21,602	23,585	43,400	48,700	48,900	48,900
325	75,020	83,876	128,800	151,200	152,700	152,700
326						
327	28,925	37,068	37,000	60,000	60,000	60,000
328	53,322	54,085	77,000	10,000	10,000	10,000
329	8,129	8,049	6,000	6,000	6,000	6,000
330	5,087	3,703	6,000	10,000	10,000	10,000
331	6,223	10,281	5,000	30,000	30,000	30,000
332	14,259	60,027	30,000	15,000	15,000	15,000
333	6,070	3,615	8,000	131,000	131,000	131,000
334	121,935	176,908	169,000	1,606,300	1,606,300	1,606,300
335	76,139	300,438	1,966,100	1,606,300	1,606,300	1,606,300
336	76,139	300,438	1,966,100	1,606,300	1,606,300	1,606,300
337						
338						
339						
340						
341	273,094	561,222	2,263,900	1,888,500	1,890,000	1,890,000
342	273,094	561,222	2,263,900	1,888,500	1,890,000	1,890,000
343						
344						
345						
346	12,443	2,840	6,000	6,000	2,200	2,200
347	12,443	2,840	6,000	6,000	2,200	2,200
348						
349	44,910	37,631	70,000	95,000	95,000	95,000
350	273	338	1,000	1,000	1,000	1,000
351	4,132	1,929	4,300	4,000	4,000	4,000
352	9,292	8,872	8,000	33,000	33,000	33,000
353	1,664	51,779	25,000	53,000	78,000	78,000
354	9,994	16,050	23,000	34,000	34,000	34,000
355	(68,032)	-	2,000	2,000	2,000	2,000
356	4,546	7,465	18,000	18,000	18,000	18,000
357	6,779	124,064	151,300	240,000	265,000	265,000
358						
359	23,181	14,786	20,000	20,000	20,000	20,000
360	23,181	14,786	20,000	20,000	20,000	20,000
361	42,403	141,690	177,300	266,000	312,200	312,200

PORT OF HOOD RIVER
BRIDGE REPAIR & REPLACEMENT FUND
BUDGET FOR FISCAL YEAR 2018-19

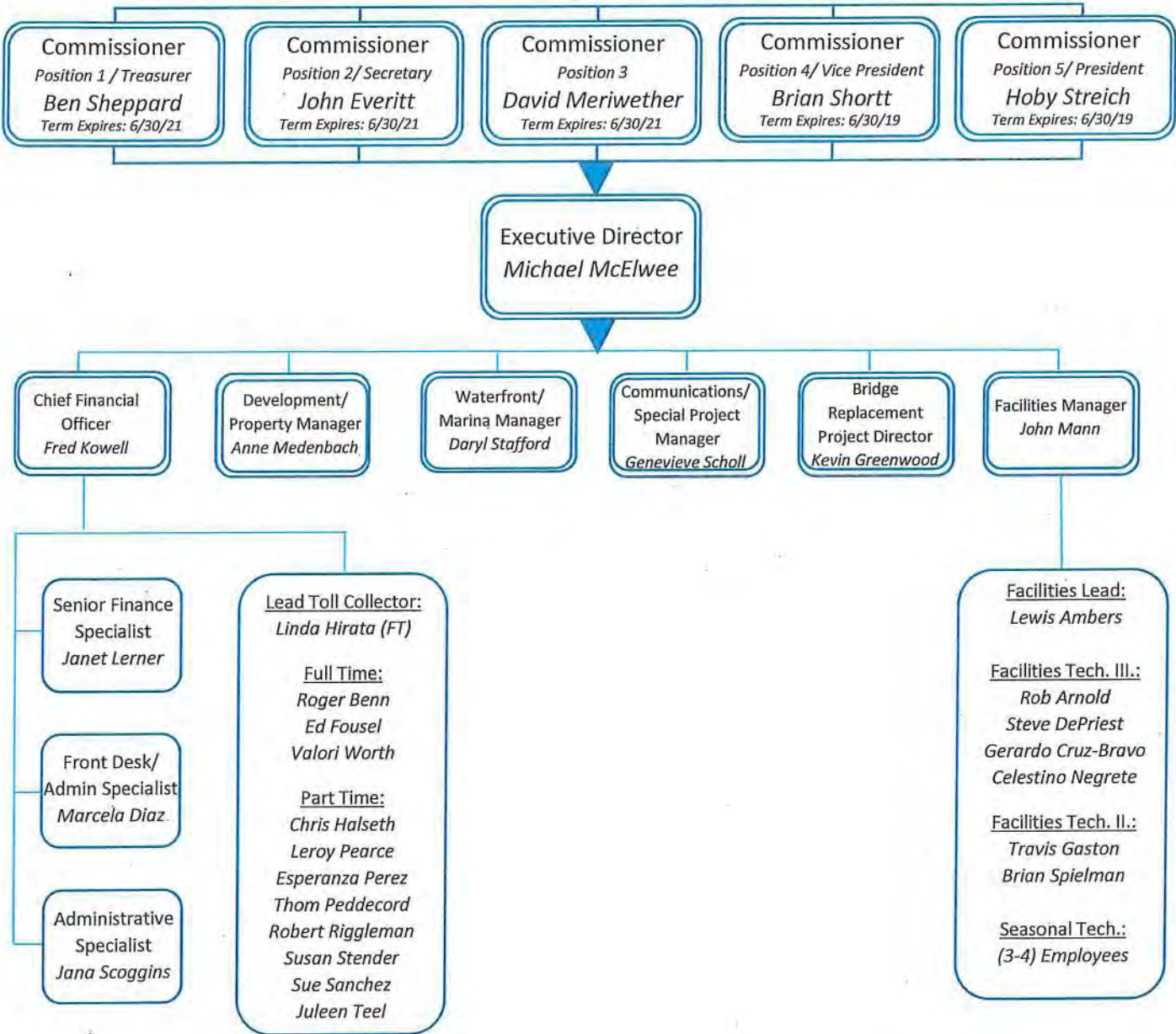
HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2018-19		
2YRS PRIOR	* 1ST PRECEDING	ADOPTED	BUDGET	* PROPOSED	* APPROVED	ADOPTED
FY 2015-16	FY 2016-17	FY 2016-17	FY 2016-17			
1						
2	\$ 1,061,392	\$ 1,256,074	\$ 1,265,000	\$ 1,286,100	\$ 1,286,100	\$ 1,286,100
3	5,483	10,631	8,500	18,000	18,000	18,000
4			1,000,000	1,931,900	2,379,500	2,379,000
5	6,472	130,000				
6	1,073,347	1,396,705	2,273,500	3,238,000	3,684,000	3,684,000
7						
8						
9	1,311,855	1,014,070	2,107,900	1,631,000	1,631,000	281,000
10			1,057,100	1,910,000	1,910,000	1,910,000
11	1,311,855	1,014,070	3,165,000	3,541,000	3,541,000	2,191,000
12	2,385,202	2,410,775	5,438,500	6,779,000	7,225,000	5,875,000
13						
14						
15	18,786	27,552	61,200	67,800	41,300	41,300
16	7,221	10,130	28,900	30,600	18,800	18,800
17				110,000	143,800	143,800
18				47,900	60,100	60,100
19	26,007	37,682	90,100	256,300	264,000	264,000
20						
21	62,182		40,000	40,000	40,000	40,000
22		2,063		700	700	700
23	196,371	33,503	75,000	75,000	75,000	75,000
24		7,445	10,000	10,000	10,000	10,000
25	1,321	272	30,000	30,000	30,000	330,000
26						
27		55,195	100,000	80,000	80,000	80,000
28		7,240	20,000	20,000	20,000	20,000
29				385,000	385,000	385,000
30				1,251,000	1,651,000	1,651,000
31		43	30,000	40,000	40,000	40,000
32	259,874	105,761	305,000	1,931,700	2,331,700	2,631,700
33						
34	134,449	307,674	2,224,500	684,000	674,000	749,000
35	134,449	307,674	2,224,500	684,000	674,000	749,000
36						
37	708,798	692,952	677,500	486,000	486,000	486,000
38	708,798	692,952	677,500	486,000	486,000	486,000
39	1,129,128	1,144,069	3,297,100	3,358,000	3,755,700	4,130,700
40						
41						
42			500,000	500,000	500,000	500,000
43	1,129,128	1,144,069	3,797,100	3,858,000	4,255,700	4,630,700
44						
45	1,256,074	1,266,706	1,641,400	2,921,000	2,969,300	1,244,300
46						
47						
48	26,007	37,682	90,100	256,300	264,000	264,000
49	259,874	105,761	305,000	1,931,700	2,331,700	2,631,700
50	134,449	307,674	2,224,500	684,000	674,000	749,000
51	708,798	692,952	677,500	486,000	486,000	486,000
52						
53			500,000	500,000	500,000	500,000
54	556,074	566,706	941,400	2,221,000	2,269,300	544,300
55						
56	700,000	700,000	700,000	700,000	700,000	700,000

ORGANIZATION CHART

PORT OF HOOD RIVER

Organization Chart

FY 2018-19



PERSONNEL SUMMARY AND COMPARISON

PORT OF HOOD RIVER
PERSONNEL SUMMARY AND COMPARISON
FY 2018-19

PERSONNEL SUMMARY

WAGES

- Wage analysis for Office, Maintenance and Toll Booth Staff

	<u>Wages</u>	
Budget - FY 2017-18	\$ 1,530,000	
Cost of Living Index	60,200	3.93%
Compensation Changes *	26,600	1.74%
Bridge Replacement	117,200	
Waterfront Enforcement	35,000	
Additional Staffing for Workload	50,000	
Budget - FY 2018-19	<u>1,819,000</u>	
<i>Percent increase compared to budget FY 2017-18</i>	<u>18.9%</u>	
<i>% Without Waterfront and Bridge Replacement</i>	<u>8.9%</u>	

* Due to staff turnover

BENEFITS

- PERS increase of 12% due to unfunded pension liability related to additional staff for bridge replacement.
- Healthcare increased by 6.8% but mainly due to additional staffing related to bridge replacement. Adjusted healthcare is lower at 1% which is lower than anticipated. Staff pay 10% of the premium cost with the Port self-insuring \$500 of the \$1000 deductible.
- Workers Comp Insurance – about the same.
- Unemployment – Same

	<u>Taxes and Benefits</u>	
Budget - FY 2017-18	\$ 688,500	
<i><u>Changes to Taxes and Benefits:</u></i>		
PERS	27,600	
Healthcare	24,900	
Taxes and Unemployment	24,200	
Taxes & Benefits - FY 2018-19	<u>\$ 765,200</u>	<u>11.1%</u>
Bridge Replacement Taxes and Benefits	48,300	
Waterfront Enforcement	6,800	
<i>Percent Increase - Adjusted for Bridge Replacement</i>	<u>\$ 710,100</u>	<u>3.1%</u>

NUMBER OF EMPLOYEES BY DEPARTMENT

	FY 2017-18			FY 2018-19		
	Office	Facilities	Toll Booth	Office	Facilities	Toll Booth
Full-Time	8.0	8.0	4.0	9.0	8.0	4.0
Part-Time	1.0	-	8.0	1.0	-	8.0
Seasonal	4.0	2.0	-	5.0	5.0	-
FTE	9.0	8.6	9.1	10.0	8.6	9.1
Total FTE	<u>26.7</u>			<u>27.7</u>		

PERSONNEL AND BENEFITS DISTRIBUTED BY FUND

TOTAL PERSONNEL AND BENEFITS

FY 2017-18	\$ 2,218,500
FY 2018-19	\$ 2,584,200
<i>Percent Increase- Unadjusted</i>	<u>16.5%</u>
<i>Percent Increase- Adjusted w/o Bridge Replacement</i>	<u>7.1%</u>

	Budget	
	FY 2017-18	FY 2018-19
General Fund	\$ 173,000	\$ 175,400
Revenue Fund	1,955,400	2,144,800
Bridge Repair Fund	90,100	264,000
All Funds	<u>\$ 2,218,500</u>	<u>\$ 2,584,200</u>

PERS CONTRIBUTION RATES

	Tier 1/2	Tier 3
PERS FY 2015-17	12.76%	8.95%
PERS FY 2017-19	16.39%	11.47%

**SCHEDULE OF CAPITAL IMPROVEMENTS AND
OTHER FUNDING SOURCES**

PORT OF HOOD RIVER
Schedule of Capital Improvements and Grants or Other Funding
For the FY 2018-19

Description	Capital Outlay	Grant/Other Funding
BIG 7		
Tenant Improvements - Placeholder	\$ 10,000	
HVAC	\$ 20,000	
Roof	\$ 250,000	
Sub-Total Big 7	\$ 280,000	\$0
Maritime Building		
Architecture/Engineering Planning	\$ 5,000,000	\$5,000,000
Placeholder	\$ 10,000	
Sub-Total Maritime Building	\$ 5,010,000	\$5,000,000
Waterfront Infrastructure		
Parking Meters - West side	\$ 25,000	
Transit Stop	\$ 20,000	
Sub-Total Waterfront Infrastructure	\$ 45,000	\$0
Halyard Building		
HVAC Contingency	\$ 10,000	
Sub-Total Halyard Building	\$ 10,000	\$0
Jensen Building		
Breeze-way Entry Doors	\$ 17,000	
Roof Planning	\$ 7,000	
N. Side Window	\$ 30,000	
Sub-Total Jensen Building	\$ 54,000	\$0
State Office Building		
Entry-way Doors	\$ 11,000	
Sub-Total State Office Building	\$ 11,000	\$0
Marina Office Building		
TI - Placeholder	\$ 5,000	
Deck repairs	\$ 8,000	
Sub-Total Marina Office Building	\$ 13,000	\$0
Port Office Building		
Re-Condition Port Shop Area and Sign	\$ 100,000	
Sub-Total Port Office Building	\$ 100,000	\$0
JWBP-Timber Building		
TI - Placeholder	\$ 5,000	
Concrete repair	\$ 7,000	
Sub-Total Timber Building	\$ 12,000	\$0
Wasco St. Office Building		
Landscaping and Other	\$ 10,000	
HVAC placeholder	\$ 15,000	
Sub-Total Wasco Building	\$ 25,000	\$0
Hanel Lower Mill		
Off-site water	\$ 150,000	
Wetland mitigation	\$ 220,000	
Contingency	\$ 60,000	
Sub-Total Hanel	\$ 430,000	\$0
Airport		
Replace Exterior Lights	\$ 15,000	
Security Gate	\$ 8,000	
North Apron Expansion - COVI+FAA Environmental	\$ 1,535,300	\$1,057,300
Hangar Wall Improvements	\$ 23,000	
Fuel Hose	\$ 5,000	
S. Side Utilities	\$ 20,000	
Sub-Total Airport	\$ 1,606,300	\$1,057,300
Bridge		
Tolling System - LPR and Backoffice Development	\$ 377,000	

PORT OF HOOD RIVER
Schedule of Capital Improvements and Grants or Other Funding
For the FY 2018-19

Description	Capital Outlay	Grant/Other Funding
<i>Toll House Improvements</i>	\$ 80,000	
<i>Pier Foundation 3D Scanning</i>	\$ 40,000	
<i>Pier Cap Concrete Rehabilitation /Clean/Reset</i>	\$ 20,000	
<i>Portal Truss</i>	\$ 40,000	
<i>Gusset Plate Load Rating and Rocker Bearing</i>	\$ 40,000	
<i>Lift Span - Rehab drive motors and Bearings</i>	\$ 431,000	
<i>OR/WA Approach Deck Overlay/Joint Repair</i>	\$ 40,000	
<i>Bridge Railing or Seating</i>	\$ 30,000	
<i>Enbankment Sloughing</i>	\$ 20,000	
<i>Centerline</i>	\$ 28,000	
<i>Repair Floor Beam Knee Brace</i>	\$ 10,000	
<i>Misc Maintenance</i>	\$ 20,000	
<i>Misc. Steel Repairs</i>	\$ 30,000	
<i>Sub-Total Bridge</i>	\$ 1,206,000	\$0
Marina		
<i>HRYC Restroom Restore</i>	\$ 25,000	
<i>OSMB Engr Dock</i>	\$ 25,000	\$9,000
<i>Marina Software</i>	\$ 60,000	
<i>Cruise Ship Dock Repairs</i>	\$ 20,000	\$7,050
<i>Sub-Total Marina</i>	\$ 130,000	\$16,050
Marina Park		
<i>Lighting on Foot Bridge</i>	\$ 35,000	
<i>Pave Pathway</i>	\$ 15,000	
<i>Fencing</i>	\$ 15,000	
<i>Sub-Total Marina Park</i>	\$ 65,000	\$0
Event Site		
<i>Wash Stone</i>	\$ 5,000	
<i>Meter and Meter tool</i>	\$ 40,000	
<i>Sub-Total Eventsite</i>	\$ 45,000	\$0
Hook/Spit/Nichols		
<i>SUP/Kayak Storage</i>	\$ 40,000	
<i>Bleachers and Native Art</i>	\$ 13,000	
<i>Modular Floating Dock</i>	\$ 20,000	\$9,000
<i>Dock Ramp</i>	\$ 20,000	
<i>Seawall Parking lot reseal</i>	\$ 20,000	
<i>Sub-Total Nichols/Hook/Spit</i>	\$ 113,000	\$9,000
Administration		
<i>PC's/Software</i>	\$ 20,000	
<i>Sub-Total Administration</i>	\$ 20,000	
Maintenance		
<i>Gang Mower</i>	\$ 11,000	
<i>Bobcat Trallier and Herbicide Sprayer</i>	\$ 8,500	
<i>Tractor</i>	\$ 12,500	
<i>Truck</i>	\$ 32,000	
<i>Sub-Total Maintenance</i>	\$ 64,000	
FY 2018-19 TOTAL CIP AND GRANTS/OTHER	\$ 9,239,300	\$6,082,350
FY 2017-18 TOTAL CIP AND GRANTS	\$ 5,101,111	\$1,980,000

LB-1 NOTICE OF BUDGET HEARING

- **AFFIDAVIT OF NOTICE OF BUDGET COMMITTEE MEETING**
 - **AFFIDAVIT OF NOTICE OF BUDGET HEARING**
 - **FORM LB 50 – TAX ASSESSMENT**

A public meeting of the Port of Hood River Commission will be held on June 5, 2018 at 5:00 pm at the Port Office Marina Center Board Room at 1000 E. Port Marina Drive, Hood River, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2018 as approved by the Port of Hood River Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Port Office at 1000 E. Port Marina Drive, Hood River, between the hours of 8 a.m. and 5 p.m, Monday - Friday. The budget may also be viewed online at www.portofhoodriver.com. This budget is for an annual budget period ending June 30, 2019.

Contact: Fred Kowell

Telephone: 541.386.8851

Email: fkowell@portofhoodriver.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount FY 2016-17	Adopted Budget FY 2017-18	Approved Budget FY 2018-19
Beginning Fund Balance/Net Working Capital	8,176,246	6,907,000	9,329,350
Tolls	4,024,985	5,260,000	6,270,000
Lease Income	1,853,103	1,864,350	1,999,450
User fees	169,901	151,000	380,300
Marina	335,046	342,600	353,050
Airport	195,273	200,900	207,200
Grant Income and Other Sources	382,375	2,773,550	3,547,350
Property Sales	0	490,000	1,424,400
Other Debt	0	0	5,050,000
Interest Income	363,491	427,650	151,850
Interfund Transfers	1,338,635	3,687,600	4,120,350
All Other Resources Except Property Taxes	16,839,045	22,104,650	32,633,300
Property Taxes Estimated to be Received	66,892	68,400	68,000
Total Resources	16,905,927	22,173,050	32,901,300

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	1,840,246	2,218,500	2,584,200
Materials and Services	2,481,321	2,987,750	5,480,650
Capital Outlay	1,753,543	6,100,800	9,104,300
Debt Service	1,074,967	1,080,000	2,579,300
Interfund Transfers	1,338,635	3,687,600	4,120,350
Contingencies	0	1,000,000	1,000,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	8,417,215	5,118,600	7,972,300
Total Requirements	16,905,927	22,173,050	32,901,300

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FYE for that unit or program			
Toll Bridge expenditures and reserved fund balance	3,138,298	5,060,800	5,900,700
FTE	11.5	11.7	13.1
Industrial Buildings	1,641,231	2,647,000	8,038,100
FTE	4.1	4.1	3.6
Commercial Buildings	224,084	303,100	339,700
FTE	1.1	1.2	1.1
Waterfront Recreation	497,934	573,300	715,900
FTE	4.0	3.9	3.7
Marina	374,277	418,700	487,900
FTE	1.9	1.6	1.7
Airport	561,222	2,283,800	1,890,000
FTE	1.2	1.8	1.6
Land	76,861	203,700	305,300
FTE	0.6	0.6	1.1
General Government	384,835	590,950	647,350
FTE	1.3	2.1	1.9
Unallocated Expenses	251,547	305,400	483,700
Unappropriated Ending Balance and Reserved for Future Expenditure	8,417,215	5,118,600	7,972,300
Pass through transfers	1,338,635	3,687,600	4,120,350
Total Requirements	16,905,927	21,173,050	31,901,300
Total FTE	25.7	26.7	27.7

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

This budget provides for significant improvements to the bridge with regard to tolling equipment/software, IIR span drive motor rehabilitation, gusset plate load analysis, various steel repairs and pier foundation scans. Additional revenues and expenses are depicted as the Port of Cascade Locks implements the Breezeby tolling system. The replacement bridge effort moves forward with the environmental impact study and other associated studies to satisfy permitting, financial analysis and outreach to our communities. This effort is being funded by the \$5 million grant approved by the state legislature. The February 2018 increase to bridge tolls and its impact to the revenues is included in the Revenue fund and the related toll increase is being transferred to the Bridge Repair & Replacement Fund. The Port contemplates issuing debt to fund the design and construction of a waterfront industrial property which will continue to diversify the Port's revenue mix. The Lower Mills property will finish its development of a water line and wetland mitigation efforts such that by year end, 2-3 parcels will be ready for sale. This budget includes Waterfront parking revenues and the start-up costs associated with this new program. The Airport depicts north ramp commercial development and infrastructure being funded by FAA and Connect VI grants. The Airport T-Hangar and Marina slip owners will experience another year of 6% increases.

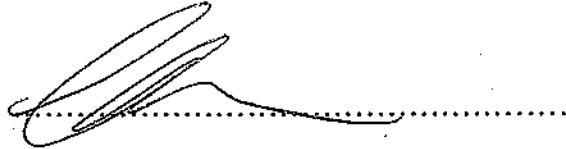
PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit .0332 per \$1,000)	.0332	.0332	.0332
Local Option Levy			
Levy For General Obligation Bonds			

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2018	Estimated Debt Authorized, But Not Incurred on July 1, 2018
General Obligation Bonds		
Other Bonds	\$480,000	\$5,000,000
Other Borrowings	\$4,448,888	\$0
Total	\$4,928,888	\$5,000,000

AFFIDAVIT OF PUBLICATION

STATE OF OREGON
COUNTY OF HOOD RIVER

I, Chelsea Marr, being first duly sworn, depose and say that I am the publisher of the Hood River News, 419 State St., Hood River, Oregon, a newspaper of general circulation printed and published at Hood River in the aforesaid county and state, as defined by ORS 193.010 and 193.020 and that NOTICE OF BUDGET COMMITTEE MEETING, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 3 times in the following issues:
May 2, 5 & 9, 2018



Subscribed and sworn to before me this 17th
Day of May, 2018



NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Port of Hood River Commission, in Hood River County in the State of Oregon, to discuss the budget for the fiscal year July 1, 2018 to June 30, 2019 will be held at the Port Conference Room, 1000 E. Port Marina Drive on May 15, 2018 beginning at 12:00 noon.

The purpose of the meeting is to receive the budget message and to receive comment from the Budget Committee on the budget. A copy of the budget document may be inspected or obtained on or after May 15, 2018 at the Port Office, 1000 E. Port Marina Drive, Hood River, between the hours of 9:00AM and 5:00PM, Monday through Friday. This is a public meeting where de-

liberation of the Budget Committee will take place. Any person may appear at the meeting and if time allows, discuss the proposed programs or changes with the Budget Committee. Notices will also be posted at the Port website: <http://portofhoodriver.com/about-the-port/meetings-and-public-notices/archives/>

35,36,37-3t



Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment, or Charge on Property

**FORM LB-50
2018-2019**

To assessor of Hood River County

Check here if this is an amended form.

• Be sure to read instructions in the current Notice of Property Tax Levy Forms and Instructions booklet.

The Port of Hood River has the responsibility and authority to place the following property tax, fee, charge, or assessment

District name

on the tax roll of Hood River County. The property tax, fee, charge, or assessment is categorized as stated by this form.

County name

1000 E. Port Marina Drive

Hood River

OR

97031

06-21-2018

Mailing address of district

City

State

ZIP code

Date submitted

Fred Kowell

Chief Financial Officer

541-386-6651

fkowell@portofhoodriver.com

Contact person

Title

Daytime telephone number

Contact person e-mail address

CERTIFICATION— You must check one box if you are subject to Local Budget Law.

The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.

The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

**Subject to
General Government Limits**

Rate —or— Dollar Amount

1. Rate per \$1,000 or total dollar amount levied (within permanent rate limit) ... 1	0.0332	
2. Local option operating tax 2		Excluded from Measure 5 Limits
3. Local option capital project tax 3		
4. City of Portland Levy for pension and disability obligations 4		Dollar Amount of Bond Levy
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 5a		
5b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001 5b		
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) 5c		

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 6	0.0332
7. Election date when your new district received voter approval for your permanent rate limit 7	
8. Estimated permanent rate limit for newly merged/consolidated district 8	

PART III: SCHEDULE OF LOCAL OPTION TAXES— Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount —or— rate authorized per year by voters

PART IV: SPECIAL ASSESSMENTS, FEES, AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property. The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV.)

Worksheet for Allocating Bond Taxes

Debt service requirements for bonds approved prior to October 6, 2001 (including advanced refunding issues to redeem them):

	Principal	Interest	Total
Bond Issue 1			
Bond Issue 2			
Bond Issue 3			
Total A			

Debt service requirements for bonds approved on or after October 6, 2001:

	Principal	Interest	Total
Bond Issue 1			
Bond Issue 2			
Bond Issue 3			
Total B			
Total Bond (A + B)			

Total Bonds

$$\frac{\text{Total A} = \$ \underline{\hspace{2cm}}}{\text{Total A + B} = \$ \underline{\hspace{2cm}}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{\hspace{2cm}} \quad (\text{enter on line 5a on the front})$$

$$\frac{\text{Total B} = \$ \underline{\hspace{2cm}}}{\text{Total A + B} = \$ \underline{\hspace{2cm}}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{\hspace{2cm}} \quad (\text{enter on line 5b on the front})$$

Total Bond Levy \$ (enter on line 5c on the front)

Example—Total Bond Levy = \$5,000

Debt service requirements for bonds approved prior to October 6, 2001 (including advanced refunding issues to redeem them):

	Principal	Interest	Total
Bond A: Bond Issue 1	5,000.00	500.00	5,500.00
Bond Issue 2	3,000.00	250.00	3,250.00
Bond Issue 3	1,000.00	100.00	1,100.00
Total A			9,850.00

Debt service requirements for bonds approved on or after October 6, 2001:

	Principal	Interest	Total
Bond B: Bond Issue 1	3,000.00	50.00	3,050.00
Total B			3,050.00
Total Bond (A + B)			\$12,900.00

Formula for determining the division of tax:

$$\frac{\text{Total A} = \$ \underline{9,850.00}}{\text{Total A + B} = \$ \underline{12,900.00}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{3,818.00} \quad (\text{enter on line 5a on the front})$$

$$\frac{\text{Total B} = \$ \underline{3,050.00}}{\text{Total A + B} = \$ \underline{12,900.00}} = \text{Allocation \%} \times \text{Bond Levy} = \$ \underline{1,182.00} \quad (\text{enter on line 5b on the front})$$

Total Bond Levy \$ 5,000.00 (enter on line 5c on the front)

**RESOLUTION TO ADOPT FY 2018-19 BUDGET AND
PROPERTY TAX RATE**

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby adopts the budget for fiscal year 2018-19 in the total of \$31,551,300 now on file at the Port office, 1000 E Port Marina Drive, Hood River Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below are hereby appropriated.

General Fund		Revenue Fund	
Personnel Services.....	\$ 175,400	Personnel Services.....	\$ 2,144,800
Materials & Services.....	\$ 471,950	Materials & Services.....	\$ 3,727,200
Capital Outlay.....	\$ -	Capital Outlay.....	\$ 8,490,300
Transfers	\$ -	Debt Servcie.....	\$ 2,093,300
Contingency.....	\$ -	Transfers	\$ 2,770,350
Total	\$ 647,350	Contingency.....	\$ 500,000
		Total	\$ 19,725,950

Bridge Repair & Replacement Fund		All Funds	
Personnel Services.....	\$ 264,000	Personnel Services.....	\$ 2,584,200
Materials & Services.....	\$ 2,631,700	Materials & Services.....	\$ 6,830,850
Capital Outlay.....	\$ 749,000	Capital Outlay.....	\$ 9,239,300
Debt Servcie.....	\$ 486,000	Debt Servcie.....	\$ 2,579,300
Transfers	\$ -	Transfers	\$ 2,770,350
Contingency.....	\$ 500,000	Contingency.....	\$ 1,000,000
Total	\$ 4,630,700	Total	\$ 25,004,000

Total Appropriations, All Funds	\$ 25,004,000
Unappropriated and Reserve Amounts, All Funds	\$ 6,547,300
TOTAL ADOPTED BUDGET	\$ 31,551,300

IMPOSING THE TAX

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby imposes the taxes provided for in the adopted budget:

(1) at the rate of \$.0332 per \$1000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2017-18 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

General Government Limitation
 General Fund.....\$.0332/\$1000

The above resolution statements were approved and declared adopted on this 6th day of June 2017.

X _____
 Hoby Streich
 X _____
 Brian Shortt
 X _____
 John Everitt

X _____
 Ben Sheppard
 X _____
 David Meriwether

Port of Hood River

Commission Memo

To: Commissioners
From: Fred Kowell
Date: June 19, 2018
Re: Budget Resolution Transfer for FY 2017-18 Budget

Usually towards the close of a fiscal year, an organization will adjust its budget to reflect changes that have occurred since the adoption of the original budget. These changes are reflected between major cost categories (objects) that are defined in our Adopted Budget as Personnel Services, Materials & Services, Capital Outlay and Debt Service. This budget resolution takes into account the changes between cost categories and between asset centers (ie. Bridge, Marina, Airport, etc.).

For this to be a Budget Resolution Transfer, the overall budget appropriation level must ***not*** change. That is the case here. Only budgetary appropriation will be transferred from one cost category to another or within a cost category.

It should be noted that in preparing the Adopted Budget for FY 2017-18, I used the most current information at that time, however circumstances change during the year.

The primary changes in this Budget Resolution Transfer are as follows:

- Appropriation changes to Personnel Services are related to increases in the Marina and Airport appropriations by \$7000 and \$4,000, respectively. This was mainly due to Port staff spending more time on Marina electrical issues and Airport capital improvements and noise issues than originally budgeted.
- We are merging the Bridge Repair Fund and Bridge Replacement Fund into the previous Bridge Repair Replacement Fund. This is due to keeping the existing tolls and the new increase in tolls within one fund. Within the Bridge Repair & Replacement fund, Personnel Services will be increased by \$65,000 to account for Port staff directing the Bridge Replacement effort. At the time of the budget we did not know if we would be using consultants or hiring staff to lead the bridge replacement effort. Most of the funding for the Bridge replacement effort was included in CIP.

- You will see Materials & Services increased throughout the Revenue Fund for our industrial properties, due mostly to higher levels of utilities being used. Utilities are a reimburseable cost in most leases such that there isn't a negative impact to cashflow. With regard to the Wasco building, property taxes were much higher due to an evaluation by the County Assessor after the budget was adopted.
- The bridge Materials & Services was increased to cover the cost of the Kapsch contract which supports any failure with the tolling hardware that was not originally budgeted for.
- The Eventsite Materials & Services was increased due to higher level of cleaning costs. While the Nichols basin saw a reimbursement of a grant of that caused this budget transfer to be done.
- Maintenance is seeing higher fuel costs and equipment repair costs than originally budgeted for. Administration is transferring its appropriation to Maintenance to cover this variance.
- Bridge CIP was increased to account for the additional camera technology and the replacement of the IDRIS hardware and software with newer vehicle classification technology. This was accomplished through a transfer of appropriation from the Jensen CIP as the roof replacement is being deferred to another year.
- The DMV building CIP was increased as the DMV wanted to make some capital improvements that were not originally budgeted for but would be reimbursed to the Port. A transfer of appropriation from the Port CIP accomplishes this variance.
- Although the budget included the parking kiosks on the Waterfront, the budget did not consider the ticketing program that Duncan Solutions will be handling with their hardware/software. There is a transfer of \$40,000 from Lower Mills CIP to fund this variance. Due to the delay in moving forward with the Lower Mills project, the budget allows for this transfer to occur.
- Administration CIP will transfer appropriation to Maintenance CIP to cover the costs of equipment that ended up costing more than the budget. Administration will pursue PC replacement in the next budget year.
- Overall, this Budget Resolution Transfer is a zero impact to the overall appropriation for the Port. I look forward with explaining the changes that occurred or questions that you may have regarding the Budget Transfer.

RECOMMENDATION: Approve a Budget Transfer Resolution No. 2017-18-8 for the FY 2017-18 budget.

Resolution No. 2017-18-8

Resolution Transfer

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby approves the Budget Transfers for the fiscal year ended June 30, 2018 as presented below and discussed before the Board.

**Transfer of Appropriations between Cost
Categories**

<u>General Fund</u>	Adopted Budget	Revised Budget	Change Increase (Decrease)
<u>Appropriations</u>			
Personnel Services	\$ 173,000	\$ 173,000	\$ -
Materials & Services	417,950	417,950	-
Total	\$ 590,950	\$ 590,950	\$ -
<u>Revenue Fund</u>			
<u>Appropriations</u>			
Personnel Services	\$ 1,955,400	\$ 1,966,400	\$ 11,000
Materials & Services	2,264,800	2,378,300	113,500
Capital Outlay	3,876,100	3,751,600	(124,500)
Debt Service	382,500	382,500	-
Transfers	3,687,600	3,687,600	-
Contingency	500,000	500,000	-
Total	\$ 12,666,400	\$ 12,666,400	\$ -
<u>Bridge Repair Fund</u>			
Personnel Services	50,900	-	\$ (50,900)
Materials & Services	155,000	-	(155,000)
Capital Outlay	1,224,500	-	(1,224,500)
Debt Service	677,500	-	(677,500)
Contingency	500,000	-	(500,000)
Total	2,607,900	-	\$ (2,607,900)
<u>Bridge Replacement Fund</u>			
Personnel Services	39,200	-	\$ (39,200)
Materials & Services	150,000	-	(150,000)
Capital Outlay	1,000,000	-	(1,000,000)
Total	1,189,200	-	\$ (1,189,200)
<u>Bridge Repair & Replacement Fund</u>			
Personnel Services	-	\$ 90,100	\$ 90,100
Materials & Services	-	305,000	305,000
Capital Outlay	-	2,224,500	2,224,500
Debt Service	-	677,500	677,500
Contingency	-	500,000	500,000
Total	-	\$ 3,797,100	\$ 3,797,100
<u>Appropriations</u>			
Personnel Services	\$ 2,218,500	\$ 2,229,500	\$ 11,000
Materials & Services	2,987,750	3,101,250	113,500
Capital Outlay	6,100,600	5,976,100	(124,500)
Debt Service	1,060,000	1,060,000	-
Transfers	3,687,600	3,687,600	-
Contingency	1,000,000	1,000,000	-
Total	\$ 17,054,450	\$ 17,054,450	\$ -
Total Appropriations	\$ 17,054,450	\$ 17,054,450	\$ -

ADOPTED BY THE BOARD OF COMMISSIONERS this 19th day of June, 2018.

Hoby Streich, President

Brian Shortt

John Everitt

Ben Sheppard

David Meriwether

**PORT OF HOOD RIVER
BUDGET ADJUSTMENTS BETWEEN MAJOR COST OBJECTS
SCHEDULE OF EXPENDITURES AND CHANGES TO APPROPRIATION
FOR THE FY 2017-18**

REVENUE FUND	Cost Center	Personnel Services			Materials & Services			Capital Outlay			Debt Service			Increase/ (Decrease) to Adopted Budget	Notes
		Adopted	Revised	Actual	Adopted	Revised	Actual	Adopted	Revised	Actual	Adopted	Revised	Actual		
<i>Toll Bridge</i>	100	882,600	882,600	762,992	623,100	681,100	573,997	258,000	333,000	252,328	-	-	-	(133,000)	1,7
<i>Industrial Facilities</i>															
Big 7	200/205	49,900	49,900	44,159	142,200	154,200	137,705	55,000	43,000	9,132	-	-	-	-	2
Jensen Property	302	61,500	61,500	53,647	171,900	175,900	155,010	466,000	370,000	261,944	145,000	145,000	132,923	92,000	1,3
Maritime Building	303	38,900	38,900	34,789	88,000	88,000	75,399	10,000	10,000	-	-	-	-	-	
Halyard Building	307	64,300	64,300	56,688	227,500	249,500	217,292	10,000	5,000	-	-	-	-	(17,000)	4
Timber Incubator Bldg	702	29,900	29,900	26,684	34,300	38,300	33,222	23,000	19,000	-	-	-	-	-	5
Wasco Bldg	800	48,900	48,900	43,763	91,700	100,700	87,461	30,000	21,000	-	-	-	-	-	6
Hanel Lower Mill		43,300	43,300	39,050	49,900	49,900	22,751	625,000	527,000	83,138	140,800	140,800	126,618	98,000	1,7
	+	336,700	336,700	298,780	805,500	856,500	728,840	1,219,000	995,000	354,214	285,800	285,800	259,541	173,000	
<i>Commercial Facilities</i>															
State (DMV) Office Bldg.	501	26,100	26,100	22,119	39,500	39,500	31,201	25,000	40,000	38,147	-	-	-	(15,000)	8
Marina Office Building	506	37,700	37,700	32,216	46,100	46,100	36,251	43,000	43,000	35,090	-	-	-	-	
Port Office Building	502	36,100	36,100	29,094	24,600	27,100	23,446	25,000	7,500	-	-	-	-	15,000	8,9
		99,900	99,900	83,429	110,200	112,700	90,898	93,000	90,500	73,237	-	-	-	-	
<i>Waterfront Industrial Land</i>	300/301	40,700	40,700	36,137	78,000	78,000	53,489	85,000	125,000	80,686	-	-	-	(40,000)	7
<i>Waterfront Recreation</i>															
Eventsite	402	128,200	128,200	73,769	40,000	47,000	41,530	15,000	15,000	11,120	-	-	-	(7,000)	10
Hook and Spit	306/505	45,200	45,200	40,542	29,000	35,000	29,898	54,500	41,500	2,500	-	-	-	7,000	10
Marina Park	504	154,500	154,500	130,301	63,900	63,900	28,222	43,000	43,000	15,039	-	-	-	-	
		327,900	327,900	244,612	132,900	145,900	99,649	112,500	99,500	28,659	-	-	-	-	
<i>Marina</i>	503	132,800	139,800	126,354	110,200	103,200	84,966	79,000	79,000	12,260	96,700	96,700	95,073	-	11
<i>Airport</i>	600	128,800	132,800	119,185	169,000	165,000	117,451	1,966,100	1,966,100	1,694,126	-	-	-	-	11
Administration		6,000	6,000	-	151,300	137,300	88,248	20,000	11,000	3,025	-	-	-	23,000	12
Maintenance		-	-	-	84,600	98,600	89,677	43,500	52,500	52,491	-	-	-	(23,000)	12
		1,955,400	1,966,400	1,671,490	2,264,800	2,378,300	1,927,215	3,876,100	3,751,600	2,551,026	382,500	382,500	354,614	-	
Increase/(Decrease) in Appropriation			<u>11,000</u>			<u>113,500</u>			<u>(124,500)</u>						
Bridge Repair Fund		50,900	-		155,000	-		1,224,500	-		677,500	677,500			
Bridge Replacement Fund		39,200	-		150,000	-		1,000,000	-		-	-			
Bridge Repair & Replacement Fund		90,100	155,100	139,774	305,000	305,000	192,527	2,224,500	2,159,500	501,845	677,500	677,500	-	-	13
General Fund		173,000	173,000	117,077	417,950	417,950	307,301	-	-	-	-	-	-	-	

Notes to Budget Adjustments:

Changes to appropriations to Cost Center

- Transfer \$58,000 from Hanel CIP to M&S due to the Kapsch service support agreement and HDR. Transfer \$75000 from the Jensen CIP to Bridge CIP for tolling hardware (IDRIS) replacement.
- Transfer \$12000 from Big 7 CIP to M&S for utilities that were more than original budget due to usage greater than prior year.
- Transfer \$4000 from Jensen CIP for M&S utilities in excess of budget. Transfer \$17000 from Jensen CIP to Halyard M&S for utilities in excess of budget. Jensen roof replacement moved to another year. Utilities higher than anticipated.
- Transfer \$17000 from Jensen CIP and \$5000 from Halyard CIP to cover higher than budgeted utilities. Utility costs are reimburseable.
- Transfer \$4000 from Timber Incubator CIP to M&S due to higher than budgeted maintenance costs during the year.
- Transfer \$9000 from Wasco CIP to M&S due to property taxes higher than budgeted due to property evaluation by Assessor.
- Transfer \$40000 from Hanel CIP to Waterfront CIP for Parking program. Hardware was budgeted for, but the cost of Duncan Solutions ticketing tools/program was not. Transfer \$58,000 to Bridge M&S for Kapsch service contract and HDR OnCall.
- Transfer \$15000 from Port Office CIP to cover capital improvements on the DMV building in excess of the budget, that were covered in part by the Oregon DMV.
- Transfer \$4000 from Port Office CIP to M&S to cover higher than budgeted miscellaneous items.
- Transfer \$7,000 from Hook/Spit/Nichols CIP to Eventsite M&S for cleaning costs in excess of budget. In addition, transfer \$6,000 from Hook/Spit/Nichols CIP to Nichols M&S for payback of Oren Parks grant.
- Transfer \$7,000 and \$4,000 from Marina and Airport M&S, respectively to Personnel services due to higher staff costs to focus on Marina electrical issues and Airport runway improvements and noise issues.
- Transfer \$14,000 from Administration to Maintenance M&S for higher equipment and fuel costs. In addition, transfer \$9,000 from Administration to Maintenance CIP to cover higher than budgeted equipment purchases. AdminPCs next year.
- Merge Bridge Repair Fund and Bridge Replacement Fund into one fund called the Bridge Repair & Replacement Fund as originally setup. Transfer from CIP where budget for Bridge Replacement was placed \$65,000 to Personnel Services.

Commission Memo



Prepared by: Kevin Greenwood
Date: June 19, 2018
Re: OTAK, Inc. Contract
Amendment No. 1

Chuck Green, Senior Planner at OTAK, Inc., has provided valuable technical assistance since January of this year. Green has significant experience working on prior Hood River Bridge efforts. Since the contract started, he has worked to keep the Federal Highway Administration (“FHWA”) and other federal agencies informed on Final Environmental Impact Study (“FEIS”) progress; was extremely helpful in developing the scope of work for the FEIS Request for Proposal (“RFP”); facilitated the consultant interviews that led to contract negotiations with WSP; and provided recommendations to staff on strategies related to getting the FEIS process up and running.

With negotiations underway, Otak’s role will be diminished over the course of the next two years once the FEIS consultant team is under contract. There will, however, still be a role for Green’s knowledge and expertise during the FEIS process.

Specific tasks for the next two years will include:

- Working with the Port, Steve Siegel, Lowell Clary and the environmental consultant to organize and conduct the NEPA 101 workshop scheduled for June 19.
- Working with Lowell Clary on overall process flow and decision-making schedule, including input and tracking of major milestone items, through the NEPA and permitting process, leading up to project delivery and procurement options evaluation.
- Utilizing past project and policy experience with Oregon and Washington funding and legislators to advise on governance, NEPA and permit policy and decision-making items, as well as funding options coinciding with the 2019 legislative sessions. Both states will be adopting new FY 2020-2021 biennial budgets in 2019.
- Reviewing technical and policy draft documents, on behalf of the Port, on environmental/design/permit consultant deliverables, focusing on the environmental study plan, environmental impact studies, data collection, technical report updates, and policy-level permitting recommendations. For agencies like WSDOT and ODOT, who do larger projects with a larger staff base, this role would be similar to environmental or planning lead for the DOTs.
- Providing periodic strategic support for the Bridge Replacement Advisory Committee (BRAC).

This amendment will add \$30,000 of service with a total amount not to exceed \$50,000. Services provided by OTAK, Inc. by this Amendment will be reimbursed from the \$5 million grant from the State of Oregon identified in the 2017 Transportation Bill.

RECOMMENDATION: Authorize Amendment No. 1 to contract with OTAK, Inc., for NEPA technical advisory services, not to exceed \$30,000.

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**AMENDMENT NO. 1
TO PERSONAL SERVICES CONTRACT**

This Amendment No. 1 to the Personal Services Contract ("Contract") is entered into this **19th day of June, 2018** by and between OTAK, Inc. ("Consultant") and the Port of Hood River ("Port"), an Oregon Municipal Corporation.

RECITALS:

WHEREAS, Contractor and Port entered into a Contract dated January 10, 2018 for National Environmental Policy Act ("NEPA") technical assistance associated with obtaining a Final Environmental Impact Study for the future replacement of the Hood River Bridge ("Project"); and

WHEREAS, the Port desires that additional services including working with the Port's other consultants on NEPA-related presentations, developing overall process flow and decision-making schedules, advising on NEPA and permit policy decisions, reviewing funding strategies, providing peer review on NEPA consultant's study drafts, and provide support for advisory committee work to be performed by Consultant and that the term of the contract be extended; and

WHEREAS, all terms used in this Amendment No. 1 have the meaning given to them as in the original Contract, except as amended hereby.

NOW THEREFORE, Port and Contractor agree to carry out the additional services for an additional amount not to exceed **\$30,000** for a total contract amount not to exceed **\$50,000** plus reasonable reimbursable expenses; and

Port and Consultant agree to extend the term of the contract through June 30, 2020.

IN WITNESS WHEREOF, the parties hereto have caused Amendment No. 1 to be duly executed the day and year first above written.

OTAK, Inc.



Chuck Green
Sr. Project Manager
700 Washington St., Suite 300
Vancouver, WA 98660

Port of Hood River

Michael S. McElwee
Executive Director
1000 E. Port Marina Drive
Hood River OR 97031

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Commission Memo



Prepared by: Kevin Greenwood
Date: June 19, 2018
Re: FY 18/19 Legislative Advocacy Contracts

The Port had significant success with its government relations strategy in fiscal year 2017-18 when the Oregon legislature awarded \$5 million to the Port to complete environmental studies and the authority to consider Public Private Partnerships. Likewise, the Port's federal team cultivated relationships with key federal agencies for potential funding and permit streamlining for bridge replacement. Beginning in fall of 2017, the Port's Olympia lobbyist has assisted in identifying relationships with the Washington legislature and state agencies that will be beneficial as the Port looks to build a bi-state strategy for bridge replacement. Looking ahead to our bridge replacement efforts in FY18/19, the Port must be positioned to advocate for the project in a sustained and effective way in Olympia, Salem, and Washington DC.

SUMMIT STRATEGIES, Hal Hiemstra, Washington DC.

In past years, Hood River County had contributed to this contract, but due to other priorities has pulled financial commitments for at least the next fiscal year. Staff recommends a \$76,000 budget. Other activities planned for the year include:

- Continue to meet with USDOT and consideration of the bridge replacement project as NEPA streamlining pilot project.
- Outreach to feds regarding TIFIA, P3 and other innovative financing opportunities.
- Facilitate lobbying trips to Washington DC.
- Coordinate WRDA requests with tribal concerns.
- Assistance with federal funding applications.
- Monitor administration infrastructure proposal and FAST Act Reauthorization.

BOSWELL CONSULTING, Brad Boswell, Olympia, Wash.

Boswell first started in fall of 2017 and has immediately made his impact felt due to his relationship with Sen. Curtis King, who is an influential member of the Senate Transportation Committee. Cultivating the relationship between the Port and Washington legislature will be key in the next year. Staff is recommending a \$54,000 contract that will cover the following:

- Administrative outreach with WSDOT and Governor's Office to identify potential policy issues.
- Develop legislative goals and strategies based upon findings from state agency reps.
- Engage Washington stakeholders as Port identifies its bi-state project delivery governance team and finance plan.

THORN RUN PARTNERS, Dan Bates, Salem, Ore.

Thorn Run was key in the 2017 Oregon legislative session that resulted in the funding to conduct the FEIS and the development of P3 Rules. Staff is recommending a \$48,500 budget that will cover the following:

- Monitor legislative activity starting in 2019.
- Continue to work with stakeholders as expenditures are reimbursed from the \$5-million appropriation.
- Engage Oregon legislators and groups as Port identifies its bi-state project delivery governance team and finance plan.

As the NEPA consultants begin their work in July 2018, it will be critical that issues and opportunities in Olympia, Salem, and Washington DC are adequately monitored.

RECOMMENDATION: Authorize legislative advocacy contract with Summit Strategies in an amount not to exceed \$76,000 for federal services.

RECOMMENDATION: Authorize legislative advocacy contract with Boswell Consulting in an amount not to exceed \$54,000 for services in Olympia, Washington.

RECOMMENDATION: Authorize legislative advocacy contract with Thorn Run Partners in an amount not to exceed \$48,500 for services in Salem, Oregon.

PORT OF HOOD RIVER PERSONAL SERVICES CONTRACT

This agreement is between the **Port of Hood River**, an Oregon Municipal Corporation ("Port") and, Summit Strategies Government Affairs LLC ("Contractor").

For mutual consideration, Port and Contractor AGREE AS FOLLOWS:

1. SCOPE OF WORK. Contractor shall furnish at its own expense, all labor, services, material and work for the completion of the work described in this contract, and as set out in Exhibit A attached to this contract. Exhibit A reflects the Scope of Services for **providing General Government Affairs Representation on behalf of the Port of Hood River.**

2. TIME OF PERFORMANCE. Contractor shall commence performance of this contract upon execution of the contract by both parties and Contractor's compliance with the insurance requirements set forth in paragraph 4 below. This contract shall be for the period July 1, 2018 through June 30, 2019.

3. PAYMENT. Port agrees to pay Contractor a monthly retainer in the amount of \$6,333 for professional services and satisfactory completion of the work.

The Port will also reimburse Contractor for reasonable expenses for travel, lodging, meals, communication, postage, and printing associated with the contract.

4. INSURANCE. Contractor shall provide and maintain at its expense professional liability insurance with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract. Any deductible shall not exceed \$25,000 each claim, incident or occurrence.

Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days written notice from the Contractor or its insurer(s) to the Port.

5. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work under this contract, including those on Exhibit B which is attached hereto and by this reference made a part hereof.

6. INDEMNITY. Contractor shall defend, save and hold harmless the Port, their 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 agreement.
7. OWNERSHIP OF WORK PRODUCT. All work products of the Contractor which result from this contract are the exclusive property of the Port.
8. NONDISCRIMINATION. Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
9. SUCCESSORS IN INTEREST. The provisions of this agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.
10. FORCE MAJEURE. Contractor shall not be held responsible for delay or default caused by fire, riot, acts of God and war which is beyond Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under the contract.
11. SEVERABILITY. The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.
12. ACCESS TO RECORDS. The Port and its duly authorized representative shall have access to the books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcript.
13. TERMINATION. This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing and delivered by certified mail or in person. The Port may terminate this contract effective upon delivery of written notice to the Contractor or at such later date as may be established by the Port under any of the following conditions:
 - (i) If the Port funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services. The contract may be modified to accommodate a reduction in funds.
 - (ii) If federal or state regulations or guidelines are modified, changed or interpreted in such

a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.

(iii) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed.

Any such termination of this contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

14. EXTRA WORK AND MATERIALS. Contractor shall do any work and furnish any materials not specifically provided for and which may be found necessary or advisable for the proper completion of the work or the purposes thereof. In no case shall any such work or materials in excess of the amount stated in this contract be paid for by Port unless ordered by Port in writing as a change order. Then payment will only be made when an itemized claim therefore is presented to Port for allowance at the close of the phase of work in which the same has been done or furnished. Otherwise, all claims for such work or materials shall be absolutely waived by Contractor, and Port shall not be required to allow payment for the same or any part thereof.

15. ACCEPTANCE OF WORK. No act of Port or any representative of Port directing the work, or any extension of time for the completion of the work, shall be regarded as an acceptance of such work or any part thereof, or of materials used therein, either wholly or in part. Acceptance shall be evidenced only by a written acceptance there, issued by Port. Contractor's acceptance of any such payment shall be deemed full payment and settlement of all claims of account of work done for the work under this contract. Prior to final payment, Contractor agrees to certify that all claims for materials provided or labor performed have been paid by Contractor in full. No waiver of any breach of this contract by Port or anyone acting on its behalf shall be held as a waiver of any other subsequent breach. Any remedy provided herein shall be taken as cumulative

16. SUBCONTRACTORS. Contractor shall not enter into any subcontracts for any of the work scheduled under this contract or assign or transfer any of its interest in this contract, without the prior written consent of the Port.

17. WRITTEN PROVISIONS. The written provisions of this contract shall supersede all prior verbal statements of any officer or other representative of Port, and such statements shall not be effective or by construed as entering into or forming a part of, or altering in any manner this contract or the contract documents. Contractor's oral explanations and representation to Port prior to entering into this contract have been a material inducement to Port to enter into this contract. Contractor shall be bound to perform the contract work in accordance with oral

representations, to the extent not included in this written contract, in addition to all of the written provisions of this contract.

18. NON-WAIVER. Failure by Port at any time to require strict performance by Contractor of any provision of this contract shall in no way affect the Port's rights hereunder to enforce the provision, nor shall any waiver by Port of any breach of any provision hereof be held to be a waiver of any succeeding breach or as a waiver of the provision itself.

19. LEGAL ACTION. In the event of any suit, action or proceeding relating to any rights, duties or liabilities arising hereunder, the prevailing party shall be entitled to recover such sums as an arbitrator (if arbitration is agreed to by both parties), or a court, including any appellate court, may judge reasonable attorney fees in addition to any costs of arbitration, or costs and disbursements provided by statutes in any legal action.

This agreement is entered into between the parties, by a person who has been duly authorized to sign for each party, on this **19th** day of June **2018**.

PORT OF HOOD RIVER

**SUMMIT STRATEGIES
GOVERNMENT AFFAIRS, LLC**

BY: _____
Michael McElwee

Executive Director

BY: _____
Hal Hiemstra

Partner

Exhibit A
GENERAL SCOPE OF WORK
Summit Strategies Federal Representation
For
Port of Hood River

The following is a list of issues Summit Strategies Government Affairs LLC (Contractor) will pursue on behalf of the Port of Hood River Port acknowledge that the priorities in this Exhibit will be determined collectively by the parties to this Agreement. Participants acknowledge that additions and/or deletions of priorities, either recommended by parties to this Agreement or dictated by pending legislation or federal funding opportunities, may be made from time-to-time.

Basic Services

Matter 1: General Representation. Contractor will periodically prepare position papers and Congressional updates on issues of importance to the Port and include within those papers or updates, recommendations about ways the Commission or Commissioners can best share their perspectives with Members of Congress or the State Legislature (e.g. letters to Congress or personal visits with Members of Congress or the State Legislature or their staff). Contractor will also be available to periodically meet with Port Commissioners for in-person briefings and to answer questions about progress on advancing Port and County matters. Contractor will schedule meetings and participate with Port in outreach efforts associated with annual PNWA's Mission to Washington in March 2019. Monitor opportunities for TIGER/INFRA funding for Bridge pre-development activities or replacement funding.

Matter 2: Federal Discretionary Funding Monitoring. Contractor will continue to regularly monitor the federal appropriations process and identify possible opportunities for earmarked funding should Congress consider specific project funding in federal appropriation funding cycles. Should such opportunities emerge, Contractor will advise the Port of this development. Contractor will also continue to monitor on a regular basis, federal Notices of Funds Availability (NOFA) announcements and bring discretionary grant funding opportunities to the attention of the Port when opportunities reflect Port priorities.

Basic Services Fee: \$42,000

Matter 3: Bridge Replacement Services

(Use April 10, 2018 Task Descriptions and revised fees per list below)

- A. Meeting with IPIC, USDOT Policy Development re EIS Streamlining (\$6,000)
- B. Outreach to Build America re TIFIAS, P3, etc. (\$9,000)
- C. Port Lobby Trips to DC (\$10,000)
- D. Trump Infrastructure Proposal (\$3,000)
- E. FAST Act Re-authorization (\$6,000)

Bridge Replacement Services Fee: \$34,000

Annual Retainer: \$76,000

Contingent Services

The following Matters will be carried out if necessary and based on written authorization from the Port:

Matter 4: Coordinate Federal Water Resources Development Act Requests.

Contractor will monitor Congressional action on the reauthorization of the Water Resources and Reform Development Act in 2017-2018, and be available to assist the Port on issues that might arise between the Port and the U.S. Army Corps of Engineers related to Port operations on the Columbia River.

Matter 5: TIGER/INFRA Requests. Contractor will assist Port staff and contractors with application and coordinate NW Congressional delegation support should Port decide to appl.

Matter 6: Participate in Monthly FEIS Call w/FHWA

Additional Services Total: \$20,000

**Services Agreement Between
Boswell Consulting Inc.
And
Port of Hood River**

This is a service agreement (“Agreement”) effective as of January 1, 2019 (the “Effective Date”) by and between, Boswell Consulting, Inc. (“BCI”) and Port of Hood River (“PHR”).

1. **Term and Termination.** This Agreement shall commence on the Effective Date and shall continue until December 31, 2019. Either party may terminate this Agreement with or without cause with 30 days written notice.
2. **Scope of Services** (“Services”). BCI will assist PHR in the coordination and interaction with legislative bodies, state agency personnel and ally groups. BCI will provide verbal and written reports as needed and mutually agreed upon outlining status of current activities on behalf of PHR.
3. **Pricing and Payment.**
BCI and PHR have mutually agreed upon the pricing for Services and PHR shall pay BCI \$4,500.00 per month, plus reasonable expenses including but not limited to meals with Legislators and Staff in the course of PHR activities. Also, mileage, meals and hotel expenses related to travel mutually agreed upon by PHR and BCI.

BCI shall be responsible for preparation of complete and accurate invoices at the end of each month, which shall be paid by PHR within (15) days of the date of invoice.

PHR agrees that in the event PHR does not pay BCI pursuant to the terms of this Agreement all amounts owed shall immediately become due and payable. In addition, PHR shall become indebted to BCI for the costs of collection, including reasonable attorney fees, plus one and one half percent (1.5%) interest per month, compounded daily and calculated from the due date of the invoice.

4. **Notices.** All notices under this Agreement shall be in writing, and sent by reputable overnight courier service, regular U.S. mail or facsimile transmission and addressed to the other party at its address shown below:

PHR
Port of Hood River
1000 E. Port Marina Way
Hood River, OR 97031
Attn: Michael S. McElwee

BCI
Boswell Consulting Inc.
PO Box 9431
Seattle, WA 98109
Attn: Brad Boswell

Notices shall be deemed received when delivered if by courier service, three (3) days after notice is sent via U.S. Mail or when facsimile transmission has been confirmed by the sender's facsimile machine

- 5. **Assignment.** PHR shall not assign its rights under this Agreement without BCI's prior written consent, which shall not be unreasonably withheld.

- 6. **Compliance with Laws, Dispute Resolution and Governing Law.** BCI and PHR each agree to comply with all federal, state, and local laws and regulations relating to their respective rights and obligations here under. In the event of any dispute between the parties such matters shall be settled by arbitration, held in Seattle, Washington, USA. This Agreement shall be governed by and construed according to the laws of the state of Washington.

- 7. **Entire Agreement.** This Agreement constitutes the complete and entire agreement between the parties pertaining to the services and supersedes the parties' prior agreements understandings and discussions relating to the Services. no modification of this Agreement is binding unless it is in writing and executed by the parties duly authorized representatives.

- 8. **Agreement Acceptance.** The parties hereto have caused this Agreement to be executed by their duly authorized representatives.

PHR

By: _____
Title: PHR Executive Director

Date: _____

BCI

By: _____
Title: President

Date: _____



THORN RUN PARTNERS

610 SW Alder
Suite 1008
Portland, Oregon, 97205
800.944.2167
www.thornrun.com

June 12, 2017

Daniel Bates
(503) 927-2032
dbates@thornrun.com

Port of Hood River
Michael McElwee, Executive Director
1000 E. Port Marina Drive,
Hood River, OR 97031

RE: Contract with Thorn Run Partners

Dear Mr. McElwee:

This letter agreement is between Thorn Run Partners (“Consultant”) and the Port of Hood River (“Client”) and relates to certain consulting services to be rendered by Consultant to Client with respect to the services described below:

Description of Services

Consultant will advise Client on state government related issues affecting the entity and work with appropriate policy makers in the Oregon Legislature and Oregon’s executive agencies to facilitate Client’s agenda.

In particular, Consultant will provide the following services, in addition to other services as may be agreed to by both parties:

- Advocate for any needed legislation in the 2019 Oregon Legislative session, assist the Port in investigating legislative concepts prior to the 2019 session, and coordinating with its stakeholders prior to and during the 2019 session.
- Investigate and report to client on legislative proposals/initiatives advanced by policymakers that may affect the Hood River Replacement Bridge project prior to and during the 2019 session.
- Advise client on government relations approaches on matters related to implementation of HB 2750 (2017) and expenditure of the \$5 million allocated to bridge replacement in HB 2017 (2017). Such matters may include ODOT/Port



THORN RUN PARTNERS

tolling enforcement Agreements, Innovative Partnership Implementation Rules
and legislative reporting.


Client shall not be responsible for any day-to-day expenses incurred by Consultant during the normal pursuit of Client's objectives. Client agrees that Consultant's work effort will be reasonably commensurate with the stated fee and shall reimburse Consultant for exceptional out-of-pocket costs incurred by Consultant associated with the successful pursuit of the above-described objectives such as long distance travel, the expenditure of which shall have been previously approved by Client.

General Considerations

This agreement shall be considered active from July 1, 2018 and remain in effect through June 30, 2019. In consideration of described services rendered, Client will pay Consultant a monthly retainer of **\$4,041**. This amount reflects a retainer of \$5,500 from February through June 2018 when the legislature is in session, and \$3,000 other months. Client shall make payment within seven days of receipt of monthly invoice.

Either party may terminate this agreement with thirty days written notice, with no obligation on Client to pay the remainder of the annual retainer. If termination is effective after the first of any month, the retainer payment due in that month will be prorated accordingly.

If you are in agreement with the above terms and conditions, please sign below and return one executed copy.

By: 
Name: Daniel Bates
Organization: Thorn Run Partners
Date: June 13, 2018

By:
Name: Michael S. McElwee
Organization: Port of Hood River
Date:

Commission Memo



Prepared by: Michel McElwee
Date: June 19, 2018
Re: Lot #1 Infrastructure Framework Plan

The Commission has discussed the need to collaborate with the Hood River Urban Renewal Agency (“URA”) about the future development of Lot #1 including the challenge of constructing necessary infrastructure and the potential for utilizing tax increment financing. Staff has met with the URA Board on three occasions over the last six months to discuss collaborative next steps. In November 2017, the Commission received a report by EcoNorthwest (“EcoNW”) that evaluated the relative impact of burdening future development with significant infrastructure costs. This report was also shared with the URA Board and staff. There is now alignment between the City of Hood River, URA Board and the Port Commission on the need to prepare an Infrastructure Framework Plan for Lot #1 (“IFP”) as the next step in the pre-development process.

The attached proposal from Walker|Macy would accomplish a number of the tasks toward preparation of the IFP. These include an update to the overall master plan for the property, detailed plans and associated cost estimates for specific areas of public infrastructure that are eligible projects in the Waterfront Urban Renewal District Plan (“Plan”). Other associated tasks that will be carried out by staff, small consultant contracts, or the City’s urban renewal consultant include the identification of maximum indebtedness alternatives and preparation of draft URA Plan amendments. Taken together, these efforts would allow the URA Board to determine if tax increment financing is warranted and for which public infrastructure projects associated with future development of Lot #1.

RECOMMENDATION: Authorize contract with Walker|Macy for Lot #1 Planning Services not to exceed \$62,000 plus reasonable reimbursable expenses.

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PERSONAL SERVICES CONTRACT

This Agreement is between the Port of Hood River, an Oregon Municipal Corporation, (hereinafter referred to as "Port"), and Walker/Macy (hereinafter referred to as "Consultant").

In consideration of the mutual covenants set forth in this Agreement, Port authorizes Consultant and Consultant agrees to carry out and complete services as described below:

1. **PROJECT:** Work shall be performed by Consultant in connection with a project generally described as: preparation of an Infrastructure Framework Plan for a portion of the Hood River Waterfront known as "Lot #1" located east of 2nd Street, south of Portway Ave., west of the Nichols Boat Basin and north of Riverside Drive.
2. **SCOPE OF SERVICES:** The Consultant shall be responsible for the performance of all services as set forth in the scope of services attached hereto and incorporated herein as **Exhibit 'A'** (the "Services") and to the extent described in this Agreement and shall perform Services using the degree of skill and knowledge customarily employed by professionals performing similar services in the community. The Consultant shall be responsible for providing, at the Consultant's cost and expense, all management, supervision, materials, administrative support, supplies, and equipment necessary to perform the Services as described herein, all in accordance with this Agreement.
3. **TERM OF AGREEMENT:** The term of this Agreement shall begin on the date this contract is fully executed and shall expire 30-days after the Services have been completely performed to the Port's satisfaction, or otherwise by mutual written agreement of the parties or by the exercise of the termination provisions specified herein.
4. **ADDITIONAL SERVICES:** The Port may request that the Consultant provide the Port with certain services not identified in Exhibit A ("Additional Services"). Such Additional Services shall not be performed by the Consultant unless written approval is received from the Port. Upon receipt of the written request, the Port and the Consultant shall negotiate the scope of Additional Services and price, which shall be subject to the mutual written agreement of the Consultant and the Port. If the Consultant performs any Additional Services prior to or without receiving a written request from the Port, the Consultant shall not be entitled to any compensation for such Additional Services. Authorization shall be issued by individual work orders or by amendment to this contract that is signed by the Executive Director of the Port.
5. **TIME OF THE ESSENCE:** The Services of the Consultant shall be undertaken and completed in such a manner and in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement. It is agreed that time is of the essence in the performance of this Agreement.
6. **COMPENSATION:** The Port shall pay fees to the Consultant for Services performed under the terms of this Agreement an amount not to exceed **\$62,000** ("Compensation"), unless otherwise approved by the Port. The Port will also reimburse Consultant for reasonable direct expenses incurred by the Consultant ("Reimbursable Expenses"). Consultant will obtain written approval from Port prior to expenditure of any individual Reimbursable expense that exceeds **\$500**. Consultant will not exceed **\$5,000** in total Reimbursable Expenses without Port approval.

Consultant shall submit monthly invoices computed on the basis of percentage of work completed and detailing the services provided. Invoices shall include invoices or other evidence for any reimbursable expenses in a form acceptable to the Port. The Port shall make payments in a timely manner, within twenty-five (25) days of receipt of invoice.

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

7. **STATUS OF CONSULTANT AND RELATIONSHIP TO PORT:** The Consultant is an independent contractor and nothing contained herein shall be construed as constituting any relationship with the Port other than that as owner and independent contractor, nor shall it be construed as creating any relationship whatsoever between the Port and any of the Consultant's employees. Neither the Consultant nor any of the Consultant's employees are nor shall they be deemed employees of the Port. The Consultant is not and shall not act as an agent of the Port. All employees who assist the Consultant in the performance of the Services shall at all times be under the Consultant's exclusive direction and control. The Consultant shall pay all wages, salaries and other amounts due the Consultant's employees in connection with the performance of the Services and shall be responsible for all reports and obligations respecting such employees, including without limitation social security tax, income tax withholding, unemployment compensation, worker's compensation, employee benefits and similar matters. Further, the Consultant has sole authority and responsibility to employ, discharge and otherwise control the Consultant's employees. The Consultant has sole authority and responsibility as principal for the Consultant's agents, employees, sub-Consultants and all others the Consultant hires to perform or assist in performing the Services. The Port's only interest is in the results to be achieved.
8. **WARRANTIES AND REPRESENTATIONS:** The Consultant represents, warrants and covenants that:
- a. The Consultant has the required authority, ability, skills and capacity to, and shall, perform the services in a manner consistent with this Agreement. Further, any employees and sub-Consultants of the Consultant employed in performing the Services shall have the skill, experience and licenses required to perform the Services assigned to them.
 - b. To the extent the Consultant deems necessary, in accordance with prudent practices, the Consultant has inspected the sites and all of the surrounding locations whereupon the Consultant may be called to perform the Consultant's obligations under this Agreement, and is familiar with requirements of the Services and accepts them for such performance.
 - c. The Consultant has knowledge of all of the legal requirements and business practices in the State of Oregon that must be followed in performing the Services and the Services shall be performed in conformity with such requirements and practices.
 - d. The Consultant is validly organized and exists in good standing under the laws of the State of Oregon, and has all the requisite powers to carry on the Consultant's business as now conducted or proposed to be conducted and the Consultant is duly qualified, registered or licensed to do business in good standing in the State of Oregon.
 - e. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all necessary action and do not and will not (a) require any further consent or approval of the board of directors or any shareholders of the Consultant or any other person which has not been obtained or (b) result in a breach of default under the certificate of incorporation or by-laws of the Consultant or any indenture or loan or credit agreement or other material agreement or instrument to which the Consultant is a party or by which the Consultant's properties and assets may be bound or affected. All such consents and approvals are in full force and effect.

9. **CONSULTANT'S INSURANCE:**

- a. The Consultant shall acquire and maintain, during the entire term of this Agreement, including any extensions of the term, statutory workers' compensation insurance coverage, commercial general liability insurance coverage and automobile liability insurance coverage of not less than \$500,000 per occurrence. The Port shall be named as additional insured on the Consultant's commercial general liability insurance and automobile liability insurance. Any such policy of insurance obtained to comply with this paragraph shall provide that the Port shall receive thirty (30) days written notice prior to the policy's cancellation, non-renewal or modification to any provision of such policy affecting the insurance coverage requirements under this Agreement.
- b. Prior to commencing any work under this Agreement, the Consultant shall provide the Port with a certificate or certificates evidencing the insurance required by this section, as well as the amounts of coverage for the respective types of coverage. If the Consultant sub-contracts any portion(s) of the Services, said sub-Consultant(s) shall be required to furnish certificates evidencing the same insurance coverage described above. If the coverage under this paragraph expires during the term of this Agreement, the Consultant shall provide replacement certificate(s) evidencing the continuation of required policies.
- c. If any policy obtained by the Consultant is a claims-made policy, the following conditions shall apply: the policy shall provide the Consultant has the right to purchase, upon cancellation or termination by refusal to renew the policy, an extended reporting period of not less than two (2) years. The Consultant agrees to purchase this extended insurance coverage and to keep it in effect during the reporting period. If the policy is a claims-made policy, the retroactive date of any renewal of such policy shall be not later than the date this Agreement is signed by the parties hereto. If the Consultant purchases a subsequent claims-made policy in place of the prior policy, the retroactive date of such subsequent policy shall be no later than the date this Agreement is signed by the parties hereto.

10. **INDEMNIFICATION:**

- a. **CLAIM FOR OTHER THAN PROFESSIONAL LIABILITY.** The Consultant shall indemnify, defend and hold harmless the Port, its commissioners, employees and agents, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent caused by the acts of the Consultant, or any of the Consultant's sub-Consultants, Consultant's suppliers and/or Consultant's employees arising in connection with the performance of this Agreement. The obligations of the indemnifications extended by the Consultant to the Port shall survive the termination or expiration of this Agreement.
- b. **CLAIM FOR PROFESSIONAL LIABILITY.** The Consultant shall indemnify, defend and hold harmless the Port, its commissioners, employees and agents, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent caused by the negligent acts, errors or omissions of the Consultant, or any of the Consultant's sub-Consultants, Consultant's suppliers and/or Consultant's employees arising in connection with the performance of this Agreement. The obligations of the indemnifications extended by the Consultant to the Port shall survive the termination or expiration of this Agreement.

11. **CONFIDENTIALITY:** During the performance of the Agreement and for all time subsequent to completion of the Services under this Agreement, the Consultant agrees not to use or disclose to

anyone, except as required by the performance of this Agreement or by law, or as otherwise authorized by the Port, any and all information given to the Consultant by the Port or developed by the Consultant as a result of the performance of this Agreement. The Consultant agrees that if the Port so requests, the Consultant will execute a confidentiality agreement in a form acceptable to the Port, and will require any employee or sub-Consultant performing work under this Agreement or receiving any information deemed confidential by the Port to execute such a confidentiality agreement.

12. **ASSIGNMENT:** The Consultant shall not assign this Agreement or parts hereof or its duties hereunder without the express written consent of the Port. In the event of dissolution, consolidation or termination of the Port, the parties agree that the Port may assign to a successor entity any rights, obligations and functions it may have remaining under this Agreement.

13. **SUBCONSULTANTS:**

- a. **General.** The Consultant is solely and fully responsible to the Port for the performance of the Services under this Agreement. Use of any sub-Consultant by the Consultant shall be pre-approved by the Port. The Consultant agrees that each and every agreement of the Consultant with any sub-Consultants to perform Services under this Agreement shall be terminable without penalty.
- b. **Sub-Consultant Commitments:** All of the Consultant's subcontracts in connection with the performance of the Services shall be in writing and include the following provisions:
- i. The subcontract/contract is immediately terminable without cause, and cost for such termination activities shall be determined according to the terms of this Agreement.
 - ii. The sub-Consultant shall carry insurance in forms and amounts satisfactory to the Port in its sole discretion, as provided by this Agreement
 - iii. All warranties (express or implied) shall inure to the benefit of the Port and its successors and assigns.

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

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

14. **TERMINATION NOT-FOR-CAUSE:** In addition to any other rights provided herein, the Port shall have the right, at any time and in its sole discretion, to terminate, not for cause, in whole or in part, this Agreement and further performance of the Services by delivery to the Consultant of written notice of termination specifying the extent of termination and the effective date of termination.

- a. **Obligations of Consultant.** After receipt of a notice of termination, and unless otherwise directed by the Port, the Consultant shall immediately proceed as follows:
- i. Stop work on the Services as specified in the notice of termination;
 - ii. Terminate all agreements with sub-Consultants to the extent they relate to the Services terminated;
 - iii. Submit to the Port detailed information relating to each and every sub-Consultant of the Consultant under this Agreement. This information will include sufficient detail so the

- Port can immediately contact each such sub-Consultant to determine the role or function of each in regard to the performance of the Services and if the Port so elects, the Port may engage any sub-Consultant for substantially the same terms as have been contracted by the Consultant;
- iv. Complete performance in accordance with this Agreement of all of the services not terminated; and
 - v. Take any action that may be necessary, or that the Port may direct, for the protection and preservation of the property related to this Agreement that is in the possession of the Consultant and in which the Port has or may acquire an interest.
- b. Termination Settlement. After termination the Consultant shall submit a final termination settlement proposal to the Port in a form and with a certification prescribed by the Port. The Consultant shall submit the proposal promptly, but no later than thirty (30) days from the effective date of termination, unless extended in writing by the Port upon written request by the Consultant within such thirty-day period. If the Consultant fails to submit the proposal within the time allowed the Port's payment obligations under this Agreement shall be deemed satisfied and no further payment by the Port to the Consultant shall be made.
- c. Payment upon Termination. As a result of termination without cause the Port shall pay the Consultant in accordance with the terms of this Agreement for the Services performed up to the termination and unpaid at termination.
- d. Port's Claims and Costs Deductible upon Termination. In arriving at the amount due the Consultant under this paragraph there shall be deducted any claim which the Port has against the Consultant under this Agreement.
- e. Partial Termination. If the termination is partial the Port shall make an appropriate adjustment of the price of the Services not terminated. Any request by the Consultant for further adjustment of prices shall be submitted in writing within thirty (30) days from the effective date of notice of partial termination or shall be deemed forever waived.
15. **FORCE MAJEURE:** Neither party to this Agreement shall be liable to the other party for delays in or failure to perform services caused by circumstances beyond its reasonable control, including but not limited to acts of God, acts of governmental authorities, strikes, riots, civil unrest, war, lockouts extraordinary weather conditions or other natural catastrophe, or any other cause beyond the reasonable contemplation of either party. For delays resulting from unanticipated material actions or inactions of Port or third parties, Consultant shall be given an appropriate time extension and shall be compensated for all costs of labor, equipment, and other direct costs Consultant reasonably and necessarily incurs. Delays of more than ninety (90) calendar days shall, at the option of either party, make this contract subject to termination.
16. **RECORD KEEPING:** The Consultant shall maintain all records and documents relating to Services performed under this Agreement for three (3) years after the termination or expiration of this Agreement. This includes all books and other evidence bearing on the Consultants costs and expenses under this Agreement. The Consultant shall make these records and documents available to the Port, at the Port's office, at all reasonable times, without any charge. If accepted by the Port, photographs, microphotographs or other authentic reproductions may be maintained instead of original records and documents.

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

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

Port's use of the Work Product without the Consultant's involvement or on other projects is at Port's sole risk, except for the Consultant's defense and indemnification obligations as to Port only under Section 10 arising out of the work performed under this Agreement, and Port shall otherwise defend, indemnify, and hold harmless the Consultant and its consultants, and the agents, officers, directors, and employees of each of them, from and against any and all claims, damages, losses, costs, and expenses arising out of or resulting for such use, subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution.

18. **CONSULTANT TRADE SECRETS AND OPEN RECORDS REQUESTS:**

- a. **Public Records.** The Consultant acknowledges and agrees that all documents in the Port's possession, including documents submitted by the Consultant, are subject to the provisions of the Law, and the Consultant acknowledges that the Port shall abide by the Law, including honoring all proper public records requests. The Consultant shall be responsible for all Consultants' costs incurred in connection with any legal determination regarding the Law, including any determination made by a court pursuant to the Law. The Consultant is advised to contact legal counsel concerning such acts in application of the Law to the Consultant.
- b. **Confidential or Proprietary Materials.** If the Consultant deems any document(s) which the Consultant submits to the Port to be confidential, proprietary or otherwise protected from disclosure under the Law, then the Consultant shall appropriately label such document(s), and submit such document(s) to the Port together with a written statement describing the material which is requested to remain protected from disclosure and the justification for such request. The request will either be approved or denied by the Port in the Port's discretion. The Port will make a good faith effort to accommodate a reasonable confidentiality request if in the Port's opinion the Port determines the request complies with the Law.
- c. **Stakeholder.** In the event of litigation concerning disclosure of any document(s) submitted by Consultant to the Port, the Port's sole involvement will be as stakeholder retaining the document(s) until otherwise ordered by the court and the Consultant shall be fully responsible for otherwise prosecuting or defending any actions concerning the document(s) at its sole expense and risk.

19. **DESIGNATION OF REPRESENTATIVES:** The Port hereby designates Michael S. McElwee, Executive Director and the Consultant hereby designates Michael W. Zilis, Principal as the persons who are authorized to represent the parties with regard to administration of this Agreement, subject to limitations, which may be agreed to by the parties.
20. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties hereto relating to the Services and sets forth the rights, duties, and obligations of each party to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be amended except by a writing executed by both the Consultant and the Port and approved by the Port Commission.
21. **INTERPRETATION:** In this Agreement the singular includes the plural and the plural includes the singular; statutes or regulations are to be construed as including all statutory or regulatory provisions consolidating, amending or replacing the statute or regulation referred to; references to "writing" include printing, typing, lithography, computer software and other means of reproducing word in a tangible visible form; references to articles, sections (or subdivisions of sections), exhibits, annexes, appendices or schedules shall be construed to be in this Agreement unless otherwise indicated; references to agreements, exhibits, annexes, appendices hereto and other contractual instruments shall, unless otherwise indicated, be deemed to include all subsequent amendments and other modifications to such instruments, but only to the extent such amendments and other modifications are not prohibited by this Agreement; words not otherwise defined which have well-known technical or industry meanings, unless the context otherwise requires, are used in accordance with such recognized meanings; and references to persons include their respective permitted successors and assigns, and, in the case of governmental persons, persons succeeding to their respective functions and capacities.
22. **BINDING AGREEMENT:** This agreement shall inure to and be binding on the heirs, executors, administrators, successors, and assigns of the parties hereto.
23. **NO WAIVER:** No waiver of any provisions of this Agreement shall be deemed to constitute a waiver of any other provision of the Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.
24. **LIMITATION ON DELEGATION:** The parties hereto acknowledge and agree that certain powers, rights and duties conferred on or held by the Port are inherently governmental in nature and may not be delegated by contract to the Consultant. Nothing in this Agreement shall be construed as an unlawful delegation of the non-delegable functions and powers of the Port, and the Consultant shall have no obligation to perform any non-delegable function.
25. **LEGAL COUNSEL:** The parties hereto agree they have full and adequate opportunity to consult with legal counsel and that each has had such counsel as it deems appropriate.
26. **OBSERVE ALL LAWS:** The Consultant shall keep fully informed regarding and materially comply with all federal, state and local laws, ordinances and regulations and all orders and decrees of bodies or tribunals having jurisdiction or authority which may affect those engaged or employed in the performance of this Agreement.
27. **CONTROLLING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any disputes hereunder shall be tried in the courts of the State of Oregon.

- 28. **MEDIATION/ARBITRATION:** Excepting injunctive relief, any dispute, controversy or claim arising out of, in connection with, or relating to, this Agreement or any breach or alleged breach of this Agreement, shall, upon request of any party involved, be submitted to mediation in Hood River County, Oregon. If a settlement cannot be reached through mediation, the parties agree that the dispute will be submitted to and be settled by arbitration in Hood River County, Oregon. Such arbitration shall be in accordance with Uniform Arbitration Act (UAA) as in effect, and as hereinafter amended. Any award rendered shall be final and conclusive upon the parties, and a judgment on such award may be entered in the highest court of the forum, state or federal, having jurisdiction. The expenses of the arbitration shall be borne equally by the parties to the arbitration, provided that each party shall pay for and bear the cost of their respective own experts, evidence and counsel's fees. The parties to either mediation or arbitration recognize that mediation sessions are settlement negotiations and that settlement negotiations are inadmissible in any litigation or arbitration of their dispute, to the extent allowed by law. The parties will not subpoena or otherwise require the mediator to testify or produce records, notes, or work product in any future proceeding beyond mediation. In addition, the parties agree that all information obtained in either the mediation or arbitration process is strictly confidential and further agree that the party not otherwise having such information available to them other than through the mediation or arbitration process shall hold all such information in confidence.

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

- 30. **LIMITATION ON LIABILITY:** IN NO EVENT SHALL CONSULTANT BE LIABLE FOR INDIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES TO PORT, INCLUDING LOSS OF PROFITS, LOSS OF USE, OR OTHER ECONOMIC LOSS FOR EVENTS BEYOND THE CONSULTANTS CONTROL; PROVIDED, HOWEVER, THAT THIS LIMITATION SHALL IN NO WAY DIMINISH CONSULTANTS PROFESSIONAL LIABILITY INSURANCE COVERAGES OR DEFENSE OBLIGATIONS OTHERWISE AVAILABLE TO CONSULTANT UNDER ANY CONSULTANT PROFESSIONAL LIABILITY POLICY.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this _____ day of June, 2018.

CONSULTANT: WALKER|MACY

PORT OF HOOD RIVER

 Michael W. Zillis, ASLA

Principal
 Title

 Michael S. Mc Elwee

Executive Director
 Title

Date

Date

111 SW Oak, Suite 200
Portland OR 97204
(503) 228-3122
mzillis@walkermacy.com

1000 E. Port Marina Drive
Hood River OR 97031
(541) 386-1645
mmcelwee@portofhoodriver.com

June 1, 2018

Michael McElwee
Executive Director
Port of Hood River
1000 E Port Marina Way
Hood River, OR 97031

Re: Lot #1 Infrastructure Framework Plan

Dear Michael,

It has been a pleasure working with you and the Port on the Development Plan for Lot #1 at the Port of Hood River. Lot #1 represents the last major piece of developable light industrial property on the Hood River Waterfront. It is the most visible site from downtown Hood River and I-84 and lies adjacent to key waterfront recreation sites. In many ways, development of Lot #1 represents the culmination of decades of waterfront planning and development efforts. The Port believes that that Lot #1 should be developed in a manner that continues the high standards of design and construction quality that has been carried out on the waterfront in recent years and it seeks a mix of uses that leads to a vital and active new waterfront district. These public objectives will be difficult to achieve given the zoning, high infrastructure costs and need to dedicate a significant portion of the property for public and private streets. The challenge is to develop a strategy that strikes the right balance between an appropriate commitment of public investment and reasonable expectations for private investment that facilitates development. This will require close collaboration between the Hood River Urban Renewal Agency (“URA”), The Hood River City Council (“HRCC”) and the Port of Hood River (“POHR”).

This proposal describes the specific approach to achieving consensus and taking specific actions to prepare Lot #1 for development over the next 5-10 years.

I. Approach

In 2015 the City Council approved a Waterfront Refinement Plan and a Waterfront Overlay zone that provides significant direction for development of Lot #1. The Port completed a subsequent planning effort in 2016 (“Lot #1 Development Plan” by Walker/Macy; Feb. 2016) that provided additional clarity on the final build-out and preliminary cost estimates for planned infrastructure. The Port obtained approval of a preliminary subdivision approval for Lot #1 (named the “Confluence Business Park” in November 2017. The next crucial phase is to prepare an Infrastructure Framework Plan (“IFP”) that clarifies the expectations for Lot #1 at full build-out, provides greater detail on the type of public infrastructure that will be needed and describes the rationale for an investment of tax increment financing. The IFP effort will be led and managed by the Port with regular consultation with City staff. Walker Macy will manage a multi-disciplinary design team to carry out specific tasks and prepare deliverables. The Port and design team will coordinate closely with a Project Advisory Committee (PAC) and obtain additional feedback from both the Urban Renewal Advisory Committee and the Urban Renewal Agency Board.

II. Outcomes

The specific outcomes expected from this initiative are:

- Illustrative master plan describing the ultimate build-out of Lot #1
- Detailed descriptions of the specific public infrastructure projects needed to promote full development and achieve public policy objectives

Lot 1 Infrastructure Proposal

June 1, 2018

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- Understanding of the economics of development.
- Urban Renewal/City and Port consensus on the cost of public infrastructure and the need for public investment.

Project Team

Walker Macy will manage the effort and lead the site planning and landscape architecture. The following consultants will be part of the design team:

Civil Engineer:	KPFF Engineering
Architecture:	Mark Vanderzanden (Surround Architecture)

Work Products

The work products for this effort will include:

- Illustrative Plan
 - Urban Design Principles
 - Plan View at Full Build-Out
 - Section Perspectives
- Detailed Plans
 - Detailed 20% level plans showing specific public infrastructure projects, e.g.:
 - Anchor Way Extension
 - 1st Street
 - Portway Ave.
 - The “Swerve” Path & Bio swale
 - Boathouse & Ramp
 - Shared Use Parking Lot(s)
 - Cost Estimates
 - All above projects

Walker Macy Work Plan

Task 1. Project Initiation

1.1 Project Manager Coordination

Walker Macy’s Project Manager will coordinate closely with the Port on a regular basis. We will schedule a standing conference call every two weeks to discuss project progress and set up efficient file-sharing systems and communication protocols. Prior to the consultant team kickoff meeting, the schedule and specific steps will be finalized.

1.2 Kickoff Meeting with Consultant Team

This kickoff meeting in Portland will serve to review the project scope and team roles, review the proposed subdivision plan, discuss refinements to the existing development concept plan and identify the scope and extent of component public infrastructure projects. .

1.3 URA Advisory Committee Meeting #1

This meeting will serve to introduce the URAC to the project and get their feedback on scope elements. The Port will coordinate logistics for all URAC meetings. Walker Macy and the Port will present a summary of the project scope and schedule for feedback and guidance.

MEETINGS

Lot 1 Infrastructure Proposal

June 1, 2018

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Design Team/PMT kickoff meeting
 URAC #1
 Regular phone and email coordination with Port

PRODUCTS

Final scope of work and project schedule
 Meeting notes

SCHEDULE

Complete during July , 2018

Task 2: Refinements**2.1 Work Session**

The design team and Port will meet in Portland to further review the proposed subdivision plan, discuss refinements to the existing development concept plan, potential development parcel refinement and identify the scope and extent of component public infrastructure projects.

2.2 Draft Concepts

Prepare concepts for specific public infrastructure projects, including:

- Anchor Way Extension
- 1st Street
- Festival Street
- The “Swerve” Path & Bioswale
- Boathouse & Ramp
- Shared Use Parking Lot(s)

2.3 Refine and Present Draft Concepts to URAC**2.4 Port to Present Draft Concepts to URA Board****MEETINGS**

Teamwork session
 URAC

PRODUCTS

Refined Development Plan
 Meeting notes

SCHEDULE

Complete September, 2018

Task 3: Draft Plans**3.1 Team coordination**

A real estate development economic analysis and transportation analysis will be provided to the design team. We will convene a design team coordination meeting to understand this work and coordinate work products.

3.2 Draft plans

Further refine concepts as 20%-level plans for specific public infrastructure projects, including Cost Estimates for above projects noted in Task 2.3.

3.3 Review plan refinements with Port in work session

Conduct a work session in Portland with the design team and the Port to review work, including a draft framework illustrative plan and draft section perspectives.

3.4 Refine and Present Draft Plans to URAC

Lot 1 Infrastructure Proposal

June 1, 2018

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3.5 Port to Present Draft Plans to Port Commission and URA Board

MEETINGS

- Consultant team coordination meeting
- Port work session
- URAB

PRODUCTS

- Draft plans
- Draft Illustrative Plan
- Meeting notes

SCHEDULE

Complete November, 2018

Task 4: Finalize Plan

- 4.1 Prepare Final Plans, including Final Illustrative Plan, Section Perspectives and Cost Estimate**
- 4.3 Walker/Macy presentation to Port Commission**
- 4.5 Refinements as needed for URA Board Approval**

MEETINGS

- URA Board presentation
- Port Commission

PRODUCTS

- Final 20% Plans

SCHEDULE

Work Complete by December, 2018

Fees

The following fees are based on the proposed scope of work and include fees for KPFF and Surround:

Task 1:	\$ 3,500
Task 2:	\$13,500
Task 3:	\$27,500
Task 4:	<u>\$17,500</u>

Total \$62,000 plus expenses

Billings will be made monthly on an hourly basis. Expenses will be billed in addition to fees at cost

We appreciate the opportunity to assist the Port on this important next step in the realization of the vision for Lot#1. Please contact me if you have questions or need clarifications

Regards,
Walker Macy

Michael W Zilis
Principal

Commission Memo



Prepared by: Anne Medenbach
Date: June 19, 2018
Re: S2 Contractors Inc.
West Jensen Lot Repave Contract Amendment No. 1

S2 Contractors Inc. (S2) executed a contract with the Port on May 3rd to repave the existing parking lot on the west side of the Jensen building. This was a maintenance project. The base was in very good condition and was not anticipated to need much additional if any imported rock.

1. Base Rock addition: The Jensen lot pave was two separate projects. One was a repave of existing asphalt and the other was new paving. The projects were designed at the same time but due to final changes in elevations, and specs were not tied together until after the project was underway. Once construction began, conditions in the field were different than anticipated and additional rock was needed for the maintenance paving side to tie into the elevation on the new paving. This change increased the amount of base rock by 375 Ton for the maintenance project. There is a bid item for base rock of \$150 per ton. The Contractor reduced his price to \$80 per ton.
2. Missed paving: A portion of the entry paving was taken out of the maintenance project because the projects were going to be done separately and the entrance paving was to be completed during the new project construction. Once the projects were scheduled together that portion of paving was never added to the new project and not put back in the maintenance project. The quantity of needed paving did not change, but the full amount was never allocated to either project.
3. E. Port Marina Drive patch: There is a new concrete island at the marina parking lot entrance. This installation required some paving to be removed and then patched after the concrete install was complete. S2 was able to fit in this patch for a very reasonable price and it is being added to the maintenance project contract.
4. Parking Stops: The maintenance project included installation of 19 parking stops. The new parking has 26 stops to be installed by Port staff. The contractor that is installing the 19 on the maintenance side charges \$25 per stop for install. An additional \$650 is added to this project for installation of 26 additional parking stops.

Items 1-4 total an additional contract amount of \$37,174.00. The original contract amount was \$97,121, new total contract amount is \$134,295.00

RECOMMENDATION: Approve Change Order No. 1 with S2 Contractors Inc. for the West Jensen lot repave in the amount of \$37,174.

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Date: <u>June 14, 2018</u>	PORT OF HOOD RIVER	Change Order Number <u>1</u>
CHANGE ORDER		

<input type="checkbox"/> Ordered by Engineer under terms of the Contract <input checked="" type="checkbox"/> Change proposed by Contractor	Contract No. <u>NA</u> CRP No.: _____ Project Title <u>Jensen Maintenance Paving</u>
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TO: S-2 Contractors
 (Contractor Name and Address)

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

DESCRIPTION OF CHANGES				Decrease in Contract Price	Increase in Contract Price
Description	Bid Item	Quantity	Unit \$		
1	6 adds entry asphalt of 2,000 sf & patch at Marina Drive	2,800	2.33		\$6,524.00
2	8 adds 375 ton of base rock. Decrease unit price from \$150 to \$80/ton	375	150 80		\$30,000.00
3	9 adds parking stop installation for west new paving.	26	25		\$650.00
TOTALS					\$37,174.00

Original Contract Amount	Current Contract Amount	Est. Net Change This Order	Est. Total After This Change
\$97,121.00	\$97,121.00	\$37,174.00	\$134,295.00

The time for completion shall be:
 (increased) (decreased) (not changed) by 0 working days.

ACCEPTED _____ Date _____
 (Contractor)

_____ Date _____
 (Surety, when required)

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