



PORT OF HOOD RIVER COMMISSION

AGENDA

Tuesday, September 1, 2020

Via Remote Video Conference, Marina Center Boardroom

5:00 P.M.

Regular Session

1. Call to Order
 - a. Modifications, Additions to Agenda
 - b. Election of Officers and Committee Assignments (*John Everitt, Page 3*)
 - c. Public Comment
 2. Consent Agenda
 - a. Approve Minutes of the August 11, 2020 Regular Session (*Maria Diaz*)
 - b. Approve Amendment No. 1 to Lease with GorgeNet in the Big 7 Building (*Anne Medenbach, Page 9*)
 - c. Approve Right of Entry Agreement with Charter Communications for Fiber Service at the DMV Building (*Anne Medenbach, Page 13*)
 - d. Approve Amendments Extending Consultant Contracts for Completion of 2020-26 Strategic Business Plan (*Genevieve Scholl, Page 21*)
 - e. Authorize Amendment No. 12 to Employment Agreement with Executive Director Michael McElwee (*Personnel Committee: John Everitt, Ben Sheppard, Page 29*)
 3. Presentations & Discussion Items (*10 Minute Limit per Item*)
 - a. Bridge Pier Assessment Report – Harvey Coffman, Coffman Engineering (*Michael McElwee, Page 33*)
 - b. Unaudited Preliminary Financial Report for the 12 Months Ending June 30, 2020 (*Fred Kowell, Page 55*)
 4. Informational Reports
 - a. Bridge Replacement Project Update (*Kevin Greenwood, Page 69*)
 - b. East Side Hangar Design Review (*Anne Medenbach, Page 75*)
 - c. Airport Fuel Farm (*Anne Medenbach, Page 79*)
 - d. Draft FY20-21 Executive Director Work Plan (*Michael McElwee, Page 81*)
 5. Executive Director Report (*Michael McElwee, Page 87*)
 6. Commissioner, Committee Reports
 - a. Airport Advisory Committee, August 20
 7. Action Items
 - a. Approve Contract with Stafford Bandlow Engineering, Inc. for Lift Span Evaluation and Testing (*Michael McElwee, Page 93*)
 - b. Appoint Two Members to the Airport Advisory Committee for Three-Year Terms ending in June 2023 (*Anne Medenbach, Page 109*)
 8. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) real estate negotiations and ORS 192.660(2)(h) to consult with counsel on current litigation or litigation likely to be filed.
 10. Possible Action
 11. Adjourn

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

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

Commission Memo

Prepared by: Genevieve Scholl
Date: September 1, 2020
Re: Election of Officers for FY 2020-21



Port Governance Policy requires the election of officers at the first meeting in July, or at a subsequent meeting at the discretion of the Commission. Staff recommends the Commission make nominations and hold elections for Commission officers for FY 20-21 during the September 1 meeting.

Officers elected for FY 2019-2020 were:

President – John Everitt (first year)
Vice President – Ben Sheppard
Secretary – David Meriwether
Treasurer – Kristi Chapman

Commissioners will also need to consider committee membership appointments and nominations for both internal and external committees and organizations. The attached chart reflects the Commissioner assignments for all committees in FY 19-20, for information.

Following this meeting, Commissioners may wish to discuss committee assignments with the President who will then confirm appointments with staff for Commission approval at the next meeting.

RECOMMENDATION: Nominate and elect of officers for FY 2020-21.

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Committee Membership and Term

DRAFT 2020-2021

As indicated in Governance Policy

Committee	Staff	Commissioners	Public	Appointed Term
Airport Advisory Committee	Medenbach, Kowell	Streich Everitt	Ken Newman, Dave Koebel, John Benton, Tor Bieker, Brook Bielen, Bud Musser, James Stuart, and one representative from the FBO.	3 years
Budget Committee	McElwee, Kowell	ALL	Laurie Borton, Judy Newman, John Benton, Larry Brown, Svea Truax	3 years staggered
Waterfront Recreation Advisory	Stafford	Sheppard	TJ Gulizia, Laird Davis, Sam Bauer, Mark Hickock, Mike Stroud (CGWWA)	3 years
Marina Committee	Stafford	Sheppard	Josh Sceva, Steve Carlson, Steve Tessmer, Ted Lohr, Shawn Summersett, Lisa Bloomster	3 years
Finance* (Internal)	Kowell, McElwee	Everitt (President) Chapman (Treasurer)	N/A	1 year
Personnel* (Internal)	McElwee	Everitt (President) Sheppard (Vice President)	N/A	1 year

** Commission members determined by Governance Policy according to officer elections held annually at the first meeting in July.*

Organizational Appointments

Organization	Staff	Commissioners	Other Members	Term
Bi-State Bridge Replacement Working Group	Greenwood, McElwee	Everitt Chapman	Betty Barnes, Marla Keethler, David Sauter, Rich McBride, Kate McBride	TBD
Hood River Urban Renewal Agency	McElwee	Streich Meriwether	Kate McBride, Paul Blackburn, Tim Counihan, Erick Haynie, Jessica Metta, Megan Saunders, Mark Zanmiller	4 years, staggered
Hood River County Economic Development Group	McElwee, Scholl		Gordon Zimmerman, Olga Kaganova, Rachel Fuller, Jeff Hecksel, MCEDD staff	
Multi-jurisdictional Parks Master Plan Sub-Committee	McElwee	Streich Meriwether	Mark Zanmiller, Erick Haynie, Megan Saunders, Chrissy Reitz, Corinda Hankins-Elliott, Rich McBride, Les Perkins, Rachael Fuller, Jeff Hecksel, Eric Walker, Dustin Nilsen, Rich Polkinghorn, Marcie Wily	
OneGorge Advocacy Group	Scholl	All	Informally organized group	N/A
Hood River County Chamber of Commerce and Visit Hood River	Scholl (Ex-officio Port representative)		Grant Polson, Corina Farrar, Steve Seymour, Katie Kadlub Riss, David Murrell, Jeremy	N/A

			Duncan, Dillon Borton, Michael Barthmus, Craig Bowder, Sean Cruger, Don Loop, Chuck Hinman, Francisco Ojeda, Ali McLoughlin, Jan Meyer, Christine Barthmus	
Pacific Northwest Waterways Assn. (PNWA)	McElwee (Executive Committee), Greenwood	All	Large roster of members from throughout the PNW.	N/A
Oregon Economic Development Association (OEDA)	Medenbach		Large roster of EcDev agencies throughout the state	N/A
Oregon Public Ports Association (OPPA)	Greenwood, McElwee		Large roster of Ports throughout Oregon	N/A
Oregon Airport Managers Association	Medenbach		Large roster of GA airports throughout Oregon	N/A
Columbia Gorge Technology Alliance	McElwee, Scholl		Large roster of technology companies, service providers, and community partners	N/A
Hood River Rotary Club International	McElwee	Meriwether Sheppard	Large roster of community business leaders	N/A

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Commission Memo



Prepared by: Anne Medenbach
Date: September 1, 2020
Re: Amendment No. 1 to Lease with Gorge Networks

In 2019, Gorge Networks, Inc. (GorgeNet) added 917 sf, known as suite 401b, to their Lease in the Big 7 Building. The Lease was for one 1-year term with four additional 1-year renewals. GorgeNet missed their renewal notification date and now requests a month-to-month Lease.

Staff recommends retaining the 1-year term but allow GorgeNet to terminate the lease with 60-days written notice. This gives the Port more time to lease the space to a new tenant if needed and gives GorgeNet the potential for a shorter term. The attached Amendment No. 1 to the Lease provides those terms.

RECOMMENDATION: Approve Amendment No. 1 to Lease with Gorge Networks, Inc. for Suite 401b in the Big 7 Building.

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FIRST AMENDMENT TO LEASE

Whereas, On October 1, 2019, Port of Hood River, an Oregon municipal corporation, as Lessor, and Gorge Networks Inc., an Oregon corporation, as Lessee, entered a lease of premises known as Space 401b in the Big 7 Building located 616 Industrial Street, Hood River, Oregon ("Lease") for a term expiring on August 30, 2020, with four Lessee one year options to renew the Lease term; and,

Whereas, Lessee did not exercise Lessee's option to extend the Lease term by providing written notice of Lessee's election to do so to Lessor, but Lessor and Lessee agree the Lease has been renewed, is in effect and will remain in effect until August 30, 2021, unless sooner terminated;

Whereas, due to COVID-19 uncertainties, Lessee has requested the right to terminate the Lease term prior to August 30, 2021 by providing Lessor 60-days written notice of Lessee's intent to terminate the Lease;

Therefore, the parties agree the Lease is in effect, and agree to amend the Lease as follows:

1. Lessee may terminate the Lease prior August 30, 2021 by providing Lessor at least 60 days prior written notice of Lessee's intent to terminate the Lease.
2. If the Lease is terminated prior to end of the Lease term Lessee shall remain responsible to pay rent owed until the Lease termination date and to pay any other Lease monetary obligations owed.

Except as modified by this First Amendment 1to Lease, all terms and conditions of the Lease shall remain in full force and effect.

Lessee, Gorge Networks, Inc.

Lessor, Port of Hood River

By: _____
Dan Bubb
President
Date _____

By: _____
Michael S. McElwee
Executive Director
Date _____

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Commission Memo



Prepared by: Anne Medenbach
Date: September 1, 2020
Re: Charter Communications Right of Entry Agreement

Columbia Gorge News (CGN) is now a tenant in the 600 E. Port Marina Way building (DMV Building). They occupied their space on August 15 and are finalizing their move now. The internet service that is at the building is not sufficient for their needs. CGN is working with Charter Communications to upgrade the service.

Charter will need to extend their fiber from the drop in the DMV parking lot to the building (see attached map). This does not require an easement as this is a service that can be removed if future tenants do not use the service and is not a permanent utility.

The attached agreement is for five years. It has been reviewed by legal counsel and is under review by Charter. Staff recommends that the Commission approve this agreement subject to final legal review.

RECOMMENDATION: Approve Right of Entry Agreement with Charter Communications Operating, LLC at 600 E. Port Marina Way.

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COMMERCIAL ACCOUNT RIGHT OF ENTRY AGREEMENT

This Commercial Account Right of Entry Agreement (hereinafter the "Agreement") is by and between Port of Hood River, an Oregon municipal corporation _____ (hereinafter the "Owner"), with a mailing address of 1000 E, Port Marina Drive, Hood River, OR 97031 _____ and owning real estate located at 600 E PORT MARINA DR HOOD RIVER, OR 97031 (hereinafter the "Premises") and owning a building located on the Premises (hereinafter the "Building") and **Charter Communications Operating, LLC** on behalf of itself and its affiliates, (hereinafter collectively "Charter"), with a mailing address of 12405 Powerscourt Drive, St. Louis, MO 63131, Attn: Commercial Contracts Management. This Agreement commences on the later of the execution dates set forth below the signatures (hereinafter the "Effective Date"). Charter and Owner may individually be referred to as a "Party" or collectively as the "Parties".

THE PARTIES AGREE AS FOLLOWS:

1. RIGHT OF ENTRY AND EQUIPMENT.

- a. In consideration of the mutual benefits and obligations set forth herein, and subject to the terms of this Agreement, Owner hereby grants to Charter a non-exclusive right of entry to the Premises and the Building (including Building roof top(s) for the installation, attachment, maintenance, modification, inspection, relocation, repair, upgrade, replacement or removal of any equipment and facilities and other communications accessories, equipment, apparatus, fixtures, hardware, appliances, and appurtenances and any other associated equipment (collectively, "Equipment") in locations designated by Owner to provide any of Charter's services (hereinafter the "Services") to any customers who can receive Services by such Equipment. Owner also hereby authorizes Charter to utilize those conduits and ducts of Owner that Owner may designate as available for Charter's use (collectively "Conduit").
- b. The rights herein granted to Charter shall include use of available power at the Premises, together with the right to access and use all i) risers in the Building, ii) Building entrance facilities, iii) Building utility entrance facilities, iv) utility closets in the Building, v) private rights-of-way, and vi) other areas on the Premises and Building as is reasonably required for the purpose set forth herein, subject to Owner giving Charter prior written approval to use Premises locations where Equipment will be installed and prior written approval of types of Equipment to be installed on the Premises. Before proceeding with Equipment installation in a space leased by a tenant in the Building, Charter must also receive prior written permission from the Building tenant whose lease space Charter intends to enter or to install Equipment in
- c. All of the above grants and authorizations given by Owner are to the extent necessary or desirable for Charter to provide its Services to the Premises and shall extend to Charter's authorized agents.
- d. The Equipment is not, and shall not be deemed to be, affixed to or a fixture of the Premises. Charter shall provide to Owner the proposed route for installation of Equipment on the Premises and shall clearly mark the route with paint or by other means prior to and after installation so the route is discernable. Charter shall install, operate and maintain the Equipment on the Premises at its own expense and in accordance with all applicable laws.

2. OWNER REPRESENTATIONS. Owner represents and warrants to Charter that Owner is the legal owner of the Premises, the Building and Conduit (if applicable), and that no other person has any rights in the forgoing that conflict with Charter's rights under this Agreement, except for Building tenant rights. Owner recognizes Charter's right to have exclusive control over any Charter installed Equipment, and Owner will not attach to or use, and will not knowingly allow a third party to attach to or use, Charter's Equipment for any purpose without Charter's prior written consent. In the event the Owner is not executing this Agreement, the undersigned person executing on behalf of Owner represents that the undersigned is Owner's authorized agent and has full authority to bind Owner to the terms and conditions of this Agreement.

3. RESPONSIBILITY TO CONTACT PUBLIC UTILITIES. Charter or its contractors will contact and coordinate with local agencies to physically mark the location of all public utility lines (including, but not limited to, water, electric, phone



and sewer lines) that are located in areas in which Charter intends to install the Equipment. Owner shall not interfere with the markings designating such locations until installation is complete. Charter shall be responsible for any damage to public utility lines that are located along the routes or in the location in which Charter installs any Equipment, to the extent such damage arises from Charter's installation activities.

- 4. After installation or maintenance of Equipment and after the Term of this Agreement ends or is terminated, Charter shall repair any asphalt pavement, concrete, grass, and exterior or interior walls on the Premises to their original condition or as close as possible to original condition.. If Charter causes any damage to the Premises or Building, Charter shall promptly repair such damage to Owner's reasonable satisfaction.

- 5. **RESPONSIBILITY TO MARK PRIVATE UNDERGROUND LINES.** If Owner has private underground lines at the Premises that could impact Charter's installation of Equipment, including, but not limited to, sprinklers, sprinkler heads, drains, cables, pipes and wires (collectively "Impacted Private Lines") then both Parties shall, in advance of any underground construction performed by Charter, work together, to the best of their abilities, to research the existence of all Impacted Private Lines (hereinafter "Joint Effort"). In order to facilitate the Joint Effort, Owner provides below its authorized representative (with contact information) regarding the Joint Effort. (Please print clearly)

Name: John Mann, Facilities Manager

Address &/or

email: jmann@portofhoodriver.com

Phone: 541-386-3200

After the Joint Effort, the following shall take place: (i) Charter will make a determination on the need to locate and mark Impacted Private Lines including, but not limited to, the methods and arrangements for same, and (ii) If deemed by Charter or by Owner necessary to do so, a qualified Charter contractor shall locate (including verification of) and clearly mark all Impacted Private Lines to the extent required by Charter or Owner. In the event that Charter damages any clearly marked Impacted Private Lines along the routes or in the location in which Charter installs any Equipment, and only to the extent such damage(s) arise from Charter's Equipment installation activities on the Premises, then Charter shall promptly, within a reasonable period of time, repair said damage(s) to Owner's reasonable satisfaction, after receipt of written notice from Owner describing the scope and extent of such damage(s), which written notice, if needed, shall be provided to Charter no later than thirty (30) days after Charter's initial installation of Equipment.

- 6. **INSURANCE.** Charter shall maintain, at Charter's sole cost and expense, (i) commercial general liability insurance including Property Damage, Bodily Injury and contractual liability insurance subject to standard insurance carrier exclusions, in the amount of \$2,000,000 each occurrence covering (a) to the extent caused by acts of Charter or a Charter contractor, damages to the Premises and (b) the operations of Charter at the Premises, (ii) Auto Liability, including Bodily Injury and property damage in the amount of \$1,000,000 each accident, and (iii) worker's compensation insurance to comply with the applicable laws of the State of Oregon.

- 7. **TERM.** Subject to Owner's right to terminate this Agreement because of Charter's failure to comply with any provision of this Agreement which Owner deems to be a material breach of this Agreement which right is reserved by Owner, the term of this Agreement commences on the Effective Date and shall remain in full force and effect until the earlier of: (i) the date that is five (5) years after the Effective Date, or (ii) the date that is 6 months after the date that Charter is no longer providing Services to any tenant of the Premises (the "Term"). Following the end of the Term, Owner and Charter may agree in writing to extend the Term, in either Party's discretion Charter may, within 90 days of the expiration or termination of this Agreement, elect to remove Charter's Equipment or abandon in-place all or certain portions of Charter's Equipment at the Premises which, upon abandonment, shall be deemed the property of the Owner, with lien free title thereto passing immediately to Owner at no cost to Owner.

- 8. **ASSIGNMENT.** Unless the Parties agree otherwise in writing, this Agreement may not be assigned and will terminate if either Owner no longer owns the Building or owns the entire Premises or if Charter no longer provides internet service to the Building or no longer owns the Equipment to be installed under the terms of this Agreement.



- 9. **LIMITATION OF LIABILITY.** CHARTER MAKES NO REPRESENTATIONS OR WARRANTIES--EXPRESS OR IMPLIED-- REGARDING THE EQUIPMENT OR THE SERVICES, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE, AND ALL SUCH WARRANTIES ARE HEREBY DISCLAIMED. NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED HEREIN, IN NO EVENT SHALL CHARTER OR OWNER BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, RELIANCE OR PUNITIVE DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY THEREOF.
- 10. **INDEMNIFICATION.** Charter will indemnify, defend, and hold Owner harmless from and against all liability, loss, costs, damages, (together with reasonable attorneys' fees associated therewith) arising out of any third party claims resulting from the negligence, willful misconduct of Charter or a Charter contractor, or breach of this Agreement (including but not limited to any representation or warranty hereunder).
- 11. **JURY TRIAL WAIVER.** IN ANY AND ALL CONTROVERSIES OR CLAIMS ARISING OUT OF OR RELATING TO THIS AGREEMENT, ITS NEGOTIATION, ENFORCEABILITY OR VALIDITY, OR THE PERFORMANCE OR BREACH THEREOF OR THE RELATIONSHIPS ESTABLISHED HEREUNDER, THE PARTIES EACH HEREBY WAIVES ITS RIGHT, IF ANY, TO TRIAL BY JURY.
- 12. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement constitutes the entire agreement between the Parties with respect to, and supersedes all prior agreements, promises and understandings, whether oral or written, with respect to, the subject matter contained herein. This Agreement shall not be modified, amended, supplemented or revised, except by a written document signed by both Parties.
- 13. **SEVERABILITY.** If any term or provision of this Agreement is determined to be invalid, illegal or unenforceable in whole or in part, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable term or provision had not been contained herein.
- 14. **NO WAIVER.** Neither the failure of either Party to exercise any power given such Party hereunder or to insist upon strict compliance by the other Party with its obligations hereunder, nor any custom or practice of the Parties at variance with the terms hereof shall constitute a waiver of either Party's right to demand exact compliance with the terms hereof.
- 15. **COUNTERPARTS AND ELECTRONIC SIGNATURES.** This Agreement may be signed in several counterparts, each of which will be fully effective as an original and all of which together will constitute one and the same instrument. Signatures to this Agreement may be transmitted by electronic mail, and signatures so transmitted will be deemed the equivalent of delivery of an original signature.

This Agreement shall be construed to be in accordance with the laws of the State where the Premises is located.

CHARTER: *(type in Charter Legal Entity Name below)*

OWNER: *(type in Owner/Legal Entity Name below)*

Charter Communications Operating, LLC

By: Charter Communications, Inc., its Manager

By: Port of Hood River, its Executive Director

By: _____
(Signature)

By: _____
(Signature)

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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Commission Memo



Prepared by: Genevieve Scholl
Date: September 1, 2020
Re: Strategic Business Plan Contract Amendments

The project timeline for development of the Port's 2020-2026 Strategic Business Plan has been significantly delayed by the COVID-19 crisis. Originally planned for completion in June 2020, the project was put on hold in March and the Commission directed staff to develop a new timeline that would extend the completion date to June 2021. The Commission also directed staff to develop supplemental public outreach and stakeholder input opportunities to give input post COVID. The goal of the extension is to provide the Port time to consider the economic impacts of the pandemic and collect sufficient information to develop a business strategy that incorporates new needs and opportunities that have and will arise.

The attached contract amendments with consultants Terry Moore (Good Next Steps), Envirolssues, and Pageworks simply extend the contract terms through June 20, 2021 and have no budgetary changes. Staff hopes to have a new project timeline proposal ready for Commission review and discussion later this fall.

RECOMMENDATIONS:

Approve Amendment No. 1 to contract with Terry Moore, Good Next Steps for Strategic Business Plan development.

Approve Amendment No. 1 to contract with Envirolssues for public outreach coordination for Strategic Business Plan development.

Approve Amendment No. 1 to contract with Pageworks for graphic design and publication services for Public Outreach for Strategic Business Plan development.

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

This Amendment No. 1 to the Personal Services Contract (“Contract”) entered into by and between Terry Moore, Good Next Steps (“Contractor”) and the Port of Hood River (“Port”).

RECITALS:

WHEREAS, Contractor and Port entered into a Personal Services Contract dated October 31, 2019 for consulting services and assistance in the preparation of the Port’s 2019-2026 Strategic Business Plan (“Project”) for an amount not to exceed \$35,000 (“Original Contract Price”); and

WHEREAS, the Project’s timeline has been significantly delayed and extended due to the COVID-19 pandemic; and

WHEREAS, the Port seeks to complete the project as planned but on a new schedule and timeline that will likely extend through June 30, 2021; and

WHEREAS, the Contract’s Term of Agreement expired on June 30, 2020, now, therefore;

Port and Contractor agree that Contractor agree that the term of the contract shall be extended through June 30, 2021, with no other changes to the Project Scope of Work or Contract Price.

Except as changed by this Amendment No. 1, all terms of the Contract remain unchanged and in effect.

Good Next Steps

PORT OF HOOD RIVER

Terry Moore, Principal

Michael S. McElwee, Executive Director

Date:_____

Date:_____

825 Carroll Road
Mosier, OR 97040
(541) 359-5374
goodnextsteps@gmail.com
EIN: 83-0807597

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

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

This Amendment No. 1 to the Personal Services Contract (“Contract”) entered into by and between EnviroIssues (“Contractor”) and the Port of Hood River (“Port”).

RECITALS:

WHEREAS, Contractor and Port entered into a Personal Services Contract dated December 5, 2019 for consulting services and assistance in the preparation of the Port’s 2019-2026 Strategic Business Plan (“Project”) for an amount not to exceed \$19,000 (“Original Contract Price”); and

WHEREAS, the Project’s timeline has been significantly delayed and extended due to the COVID-19 pandemic; and

WHEREAS, the Port seeks to complete the project as planned but on a new schedule and timeline that will likely extend through June 30, 2021; and

WHEREAS, the Contract’s Term of Agreement expired on June 30, 2020, now, therefore;

Port and Contractor agree that Contractor agree that the term of the contract shall be extended through June 30, 2021, with no other changes to the Project Scope of Work or Contract Price.

Except as changed by this Amendment No. 1, all terms of the Contract remain unchanged and in effect.

EnviroIssues

PORT OF HOOD RIVER

Angie Thomson-Bulldis, Co-President

Michael S. McElwee, Executive Director

Date:_____

Date:_____

101 Stewart Street Suite 1022
Seattle, WA 98101
(503) 912-7023
somlor@EnviroIssues.com
EIN: _____

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

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

This Amendment No. 1 to the Personal Services Contract (“Contract”) entered into by and between PageWorks (“Contractor”) and the Port of Hood River (“Port”).

RECITALS:

WHEREAS, Contractor and Port entered into a Personal Services Contract dated October 25, 2019 for consulting services and assistance in the preparation of the Port’s 2019-2026 Strategic Business Plan (“Project”) for an amount not to exceed \$7,550 (“Original Contract Price”); and

WHEREAS, the Project’s timeline has been significantly delayed and extended due to the COVID-19 pandemic; and

WHEREAS, the Port seeks to complete the project as planned but on a new schedule and timeline that will likely extend through June 30, 2021; and

WHEREAS, the Contract’s Term of Agreement expired on June 30, 2020, now, therefore;

Port and Contractor agree that Contractor agree that the term of the contract shall be extended through June 30, 2021, with no other changes to the Project Scope of Work or Contract Price.

Except as changed by this Amendment No. 1, all terms of the Contract remain unchanged and in effect.

PageWorks

PORT OF HOOD RIVER

Paige Rouse, Owner

Michael S. McElwee, Executive Director

Date:_____

Date:_____

601 Cascade Avenue
Hood River, OR 97031
(541) 386-5616
paige@pageworks.com
EIN: _____

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

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Commission Memo

Prepared by: President John Everitt
Vice-President Ben Sheppard
Date: September 1, 2020
Re: Executive Director Contract



In our capacity as the Port's Personnel Committee, we have discussed Michael McElwee's employment contract. This is a routine step following the Executive Director's annual performance review.

Due to the unique challenges presented by the COVID pandemic, the Personnel Committee recommends that the Executive Director's contract be amended to allow for one-time compensation for of un-used vacation time.

The proposed contract amendment is attached.

RECOMMENDATION: Authorize 12th Amendment to the Employment Agreement between the Port of Hood River and Executive Director Michael McElwee.

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EMPLOYMENT AGREEMENT 12TH AMENDMENT

RECITALS:

The Port of Hood River (“Port”) and Michael McElwee (“McElwee”) entered into an Employment Agreement dated June 17, 2008, amended on June 23, 2009, July 20, 2010, July 12, 2011, July 12, 2012, June 19, 2013, September 10, 2014, August 18, 2015, September 6, 2016, July 17, 2017, August 28, 2018 and July 7, 2019 (“Employment Agreement”). McElwee and Port wish to amend the Employment Agreement to recognize the extraordinary impacts of COVID-19 on work demands such that McElwee was unable to utilize his full vacation hours in the last contract year.

AGREEMENT:

Payment for Un-used Vacation Time

Paragraph “13” of the Employment Agreement is amended by adding a new last sentence stating:

“McElwee shall receive one-time compensation for 100 vacation hours he was unable to utilize in the 2019/20 contract year due to COVID-19 work requirements, based on his 2019/20 salary.”

Except as modified by this Twelfth Amendment, all terms of the Employment Agreement remain unchanged and in full force and effect.

DATED: _____, 2020

Dated: _____, 2020

Michael McElwee, Port Executive Director

John Everitt, Port Commission President

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Commission Memo



Prepared by: Michael McElwee
Date: September 1, 2020
Re: Pier Assessment Report

In fall of 2019, a dive company was retained through a contract with HDR Engineering (“HDR”) to inspect two bridge piers where prior underwater inspections had indicated some spalling and concrete degradation near the mud line. Extensive video was obtained of the degraded areas. Mark Libby of HDR reviewed the video and presented his preliminary assessment to the Commission at the December 17 meeting. Mr. Libby reported the video potentially indicated a condition state where extensive underwater repairs might be necessary.

On May 5, 2020 the Commission approved a contract with Coffman Engineering to review HDR’s preliminary findings along with other available information including prior underwater inspections undertaken every two years by ODOT and concrete testing reports. This effort was intended to bring another “experience set” specific to bridges to the pier assessment.

Harvey Coffman, principal of Coffman Engineering prepared the attached report and will review it with the Commission and answer any questions. Mr. Coffman has decades of experience acting in various capacities with the Washington Department of Transportation, including acting as manager of the WSDOT Bridge Program which dealt specifically with maintenance standards and capital maintenance projects for hundreds of state bridges.

RECOMMENDATION: Informational.

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Date: August 19, 2020
To: Michael McElwee
Executive Director
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
From: Harvey Coffman, PE, SE

Project: Port of Hood River,
Hood River–White Salmon Bridge
Pier Review Project
Project No.: 201099

Executive Summary

Coffman Engineer, Inc. (Coffman) conducted a review of the existing Hood River-White Salmon Bridge piers based on available bridge inspection reports, as-built plans, videos and photographs. The task includes assessment of underwater inspection reports created by ODOT from 2012 to 2018 and additional pier evaluation reports created by other bridge consultants. This memo summarizes the review and provides recommendations on the identified deficiencies and establishes repair priorities.

Overall, the piers are generally in fair condition considering the bridge age. The inspection reports do not identify distress in the piers or foundations. Repairs noted are generally related to extending the service life of the piers and are characterized as abrasion (which is exposing aggregate at the waterline), minor delamination or spalling (small/minor pieces of concrete that have fallen off), and in some cases, rebar is exposed and corrosion is occurring. Overall, the deterioration observed to piers does not significantly reduce the strength or serviceability of the bridge piers.

While minor damage is noted, based off the inspection reports, no facet of the piers display rapid deterioration. Planning for future repairs maybe appropriate for Piers 6 & 8 which have documented deterioration that are significant enough to require continued observation but deemed unnecessary to repair at this time. Due to this Coffman does not recommend that any specific repair be performed in the immediate future on any pier. Coffman recommends monitoring deterioration during regular inspection and reporting the limits of the deterioration on scaled drawings to improve the identification of changes. In-depth inspections maybe performed should deterioration advance.

Since a Scour Evaluation has yet to be documented for this bridge, Coffman recommends a Scour Evaluation* be completed for the bridge in accordance with federal bridge inspection regulations. Furthermore, a drawing of each pier should be developed for the purpose of recording the detailed dimensions of the size and type of deterioration. These drawings should be utilized on every inspection to record and track all details of deterioration and riverbed or riprap limits.

The memorandum of the Pier Review Task contains a detailed description of the assessment and recommendations summarized above. The memorandum also contains observations and suggestions drawn because of the information reviewed and details of how previous inspection data has been reported.

* Scour is the washing away of the riverbed material caused by the speed of the moving water. A Scour Evaluation is a report that documents the parameters of the bridge and the susceptibility for the scour to affect the bridges stability.

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Date: August 27, 2020
To: Michael McElwee
Executive Director
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031
From: Harvey Coffman, PE, SE

Project: Port of Hood River
Hood River–White Salmon Bridge
Pier Review Project
Project No.: 201099

Memorandum

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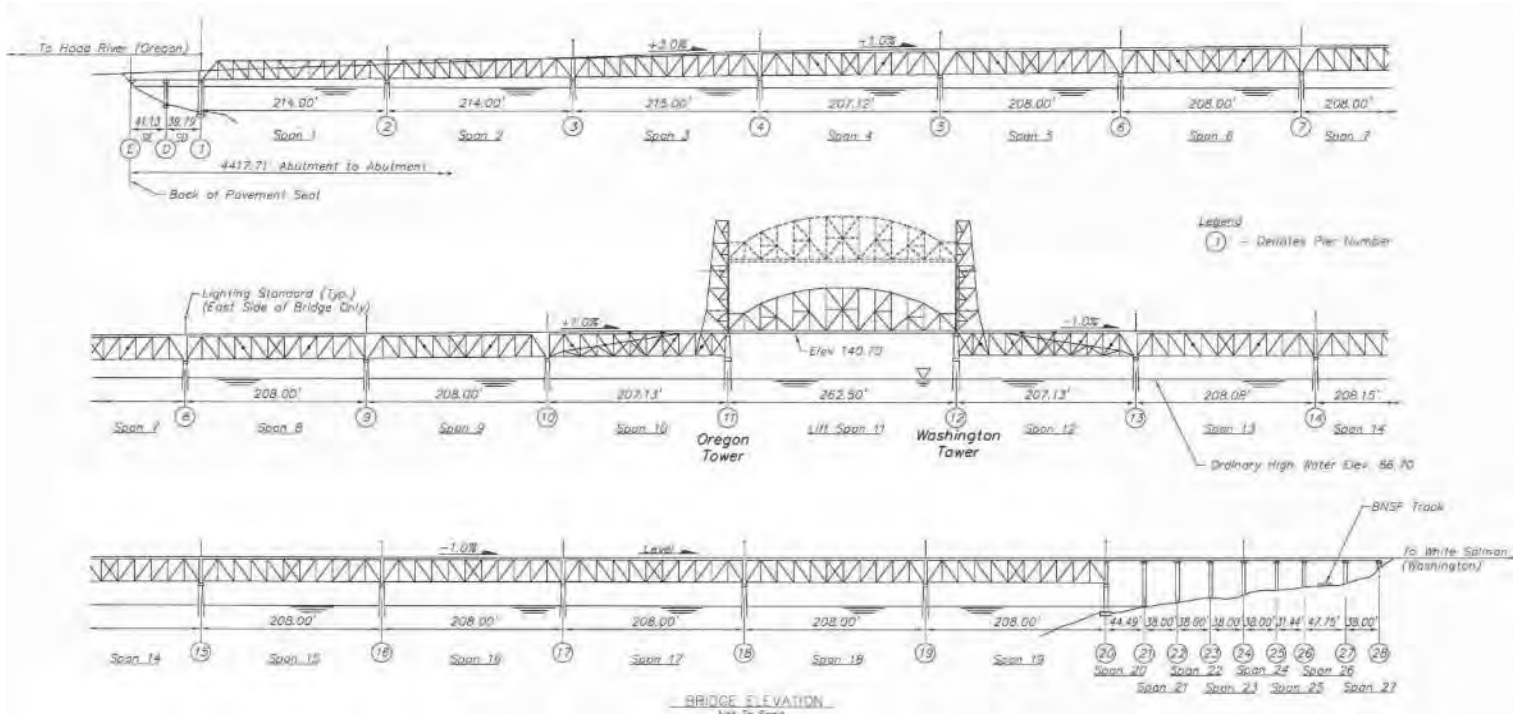
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Observations:

The Hood River – White Salmon bridge is a part of the interstate highway system and is open to the public for vehicle use. As a result of the functional class this bridge falls under the National Bridge Inspection Standards, NBIS, and FHWA purview. It is the responsibility of the owner operator, The Port of Hood River, to operate, maintain and inspect the bridge under these regulations. That is a challenge given this is the one bridge in possession of the Port. ODOT has the state responsibility as program manager for the overview of the operation and reporting the inspection data to the National Bridge Inventory. However, they are not obligated to maintain any records. The official records need to reside with the Port.



Bridge Pier References 1

Review:

This detailed review of the Hood River-White Salmon Bridge focuses on the supporting substructure elements. The piers on land covered by the Bridge Inspection Report are the south abutment-Bent 'E', Bent 'D' and Piers 21 thru 28. These elements have little or no information in the inspection reports. The principle focus of this review is on Piers 1 thru 20 which reside in the river and are extensively covered in the Underwater Inspection Reports. These piers have the greatest detail of reported defects and deterioration.

Deterioration noted within the underwater inspection reports are characterized as abrasion, rock pockets, cold joints, and exposed reinforcement. In a couple of minor instances, the rock pockets have led to fairly deep pockets or holes through the pier web wall. Additionally, there is discussion about the presence of and the need to monitor the amount of riprap placed around the piers. Pier 14 is described to have undermining of the seal which was originally noted on the

2012 UW inspection (but possible earlier than that) and appears to be unchanged since initially noted.

All monitor repairs need to be quantified in a way that is repeatable for subsequent inspection. The report notes generalized dimensions of deterioration which does not relate well to subsequent comparisons. Coffman recommends scaled and detailed drawings be developed and utilized on follow up inspections to define and track the dimension of deteriorated areas. Monitoring should also include a repair that identifies the needs for the programming of the repair plan. Otherwise a monitor repair is just watching the bridge deteriorate. See the discussion later in this document under recommendations for more information about these drawings.

In reviewing the documents there are very few quantities of the existing riprap amount around the piers. The absence of riprap quantities in the inspection report makes it difficult to assess whether the riprap is remaining or is being washed away. The point clouds provided in the “2018 Hood River Bridge Condition Hydrographic Survey” determine a base line of the riprap as of 2018, however written and drawn limits of the riprap quantities are absent from the report documentation and need to be added. Potentially, the point cloud from the Hydrographic Survey can be utilized in comparison with future hydrographic surveys for a comparison of the riprap presence.

In accordance with the Bridge Inspection Reports and the Underwater Inspection Reports the NBIS scour code (item 113) is listed as code 4, “Scour is stable, and needs action”. After observing the location of “Bedrock” elevations within the bridge plans it appears that all pier footings and foundations reside on “Bedrock”. In subsequent conversations with the Port additional construction records of the footings and foundations are unknown or unavailable. If the bridge is built as intended in the “reconstruction” plans the bridge may not be scour susceptible. A scour evaluation needs to be documented and kept in the bridge records as a record of the scour susceptibility.

Some pier footings built on piling foundations were set in the riverbed. These piers are experiencing scour of the river bottom adjacent to and around these piers as demonstrated in the hydrographic survey. While there is description of riprap present at each of these locations and the limits and amount is identifiable in the Hydrographic Survey it will be important to track and assess the amount of riverbed around these piers. This can be important to the overall stability and strength of the piers to resist the hydraulic forces. Monitoring the quantity of the riprap at each pier will be important to the serviceability of the bridge. Assessment of the scour and riprap quantities should be monitored on a 5-year interval.

Piers on Land

Coffman notes that very little information is documented regarding the condition of Bent E, D and Piers 21-28. All these piers are founded on land. As these elements are not inspected as a part of the underwater inspections, Coffman would expect them to be covered in the bridge inspection reports. However, little is documented of these elements as provided in the 2018 Bridge Inspection Report prepared by David Evan and Associates, INC.

Piers 1-5, 7, 9-10, 13, and 16-20

Pier 1-5, 7, 9-10, 13 and 16-20 exhibit minor defects such as voids and spalls that are to be expected considering the age of the structure. No notable issues are present at these piers. While no apparent repairs are required at these locations, continued monitoring and quantifiable observations are recommended to improve the overall record keeping.

Piers 6 and 8

Both Piers 6 and 8 each have one column noted to be in condition state 4 for the deterioration in the columns. The use of condition state 4 in this case is over stating the level and amount of deterioration. The condition state should be a 3 based on the noted description of the deterioration on these columns. Condition States (CS) are defined by four categories 1 is good, 2 is fair, 3 is poor and 4 is severe. The description refers to some delamination's and/or spalls and some exposed reinforcement. The underwater inspection reports indicate the presence of several large voids, but it appears these voids have not changed much between 2012 and 2018. It is possible that some of these voids and rock pockets are a result of the original construction. The details of the 2018 underwater inspection report and drawing in Attachment D are thorough and accurate, these drawing can be utilized as an example to document future inspection findings and assess changes in the amount of deterioration.

The Dive Inspection Report for Pier 6 and 8 by HDR provided a summary of the underwater dive inspections performed in 2018. The dive videos captured the voids described in the Underwater Inspection Reports and provided clarification on the locations of spalls in the elevation sketches produced to summarize the findings of the dive inspection. These summaries are provided in Attachment D for reference. Coffman reviewed the dive videos along with the narration of the observed conditions and agrees with the summary provided.

Significant items noted in the Pier 6 inspection videos include a large rock pocket on the South side web that has an average depth of 2 to 4 inches. This rock pocket extends into the base of the upstream column where erosion depth varies from 6 to 13 inches. Also noted in the underwater inspection video, but not included in the HDR report, was minor footing erosion and exposed rebar on the South side of the Downstream column.

Significant items noted in the Pier 8 inspection videos include rock pockets and various voids on both sides of the web from mudline to approximately 10' above mudline. In two locations near the Downstream column there are complete penetrations through the web. Significant rock pockets and voids are also shown in the Downstream column, resulting in undercutting and exposed rebar at the base of the column. Spotty concrete spalling was noted around the entire circumference of the Downstream column from mudline to approximately 32 feet.

The underwater inspection videos and corresponding sketches of Piers 6 & 8 indicate that the deterioration is mainly isolated to the web section of the piers between the columns. While the web sections are important elements of the piers, they do not carry the weight of the trusses and vehicles. The isolated rock pockets and spalling noted in the pier columns are a higher priority in the loss of column structural capacity. However, in this case the size of the rock pockets do not affect the strength of the column.

Piers 11 and 12

Piers 11 and 12 (these are the lift span tower piers) exhibit a large degree of scour around the piers in the hydrographic survey. A place of concern for riprap remaining in place is Pier 12, where riprap is contributing to the stability of the piling system. Attachment C provides an excerpt from the Hydrographic Survey by Solmar Hydro showing this condition. The image shows a concrete pier sitting on what looks like stilt piling. Upon further investigation the bridge plans show these piles were added to the pier as a part of the reconstruction and are surrounding the original pier construction which is seated on bedrock. This perspective is not visible in the image. The current quantity of riprap around the pier appears appropriate however Coffman recommends monitoring the quantity of riprap at this specific location. Since a scour hole is present around Piers 11 and 12, it is also recommended Pier 11 is monitored for riprap quantities.

Piers 14 and 15

Underwater Inspections Reports note that Piers 14 and 15 have no riprap surrounding them and in the case of Pier 14, notes the “seal is being undermined on the upstream end”. In this case the seal is a concrete layer placed underwater in the bottom of the cofferdam that allows the cofferdam to eventually be pumped dry for the construction of a footing. In this case the report notes the river bottom next to the seal has been washed away by the river. However further discussion in the report suggests this “undermining” maybe related to the original construction and not the cause of scour. Originally undermining of Pier 14 was noted in the 2012 underwater inspection (but possibly earlier than that) which appears to be unchanged since initially noted. This is the current reason for the 2-year inspection interval. In reviewing the existing drawings, it appears this pier was placed directly on bedrock. The report estimates the footing is not undermined. The underwater inspection reports do not state that probing was performed to determine the extent of the undermining. Adding riprap to these piers is likely not to affect the service life of the footings since they are placed on bedrock.

Bridge Scour

In reviewing the existing documentation, it appears no scour evaluation has been completed for the piers on the bridge. This evaluation needs to be conducted. See FHWA publication for “Evaluating Scour at Bridges” (HEC-18) which provides guidelines for accurately recording the present condition of the bridge and river and identifying conditions that are indicative of potential problems with scour and/or stream instability. Since a Scour Evaluation has yet to be documented for this bridge, Coffman recommends a Scour Evaluation be completed for the bridge in accordance with federal bridge inspection regulations.

Bridge Recommendations:

The top priority for the Port of Hood River will be to continue funding and conducting inspections as prescribed by the NBIS and the Port of Hood River Long Term Preservation Plan. This is the fundamental driver in defining the right time to perform maintenance and repairs to maintain the service life until a bridge replacement can be planned. Inspections are critical to monitoring deterioration and need to be maintained at regular intervals. Recommendations are made below on the collection and reporting of bridge inspection data for inclusion in future inspections.

Monitoring of Existing Deterioration

Coffman's foremost recommendation is continued monitoring of the bridge elements identified above. Monitoring can be improved through the following actions:

- **Develop elevations for each pier to aid in tracking the deterioration occurring on the structure.** The elevations like the one provided in Attachment D is a good example of how spalls, delamination and exposed rebar can be identified in place. The underwater inspections reports could be enhanced by these elevations and distinguishing the progression of deterioration.
- **Creating scour evaluation reports for each pier following the guidance of the FHWA and the "Evaluating Scour at Bridges" manual.** By performing a scour evaluation, inspection and creating a plan of action for each pier. These evaluations would enhance the ability to identify conditions that are indicative of potential scour problems.
- **Continue to monitor the deterioration of concrete in Piers 6 & 8 with a plan to conduct in-depth inspection should conditions continue to deteriorate.** The existing deterioration is limited to small areas of the pier walls and columns which are noncritical. The deterioration in pier walls are less of a concern then columns. Should the concrete continue to deteriorate in the columns, an additional assessment of the concrete quality and condition should be performed. The concrete condition in the lower areas underwater is suspected to be a condition of the original construction. However, the cause of this deterioration cannot be assessed unless concrete samples are removed and examined from those areas.
- **Coffman noted that the reason for the 2-year inspection interval is the undermining that is occurring at Pier 14.** Per the Oregon DOT Bridge Inspection Program Manual Section 16.3.3. underwater inspection only needs to be performed every 2 years if the following conditions exist:

NBI Item 113 (Scour Code) is coded ≤ 2 , and
Scour defect is in CS3 or CS4,
NBI Item 60, Substructure Condition Assessment ≤ 5 , and
NBI Rating 61 (Channel and Channel Protection) ≤ 5 , and
Element 223 (Submerged Seal Footing) is exposed, or
Combination of age, environment, history, importance, etc

Per the 2018 Bridge Inspection Report, the NBI Item 113 is coded 4, NBI 60 is coded 6, NBI 61 is coded 7, all of which are greater than minimums listed for the 2-year inspection interval.

Coffman recommends that the 2-year inspection interval be maintained for Pier 14 on an interim inspection type, but the rest of the bridge structure could be inspected on a 5-year inspection interval as allow by the NBIS. During the next underwater inspection Coffman recommends clarifying the seal detail at Pier 14, taking detail probing measurements and assessing if the undermining occurred because of scouring or from methods utilized during the original construction. Coffman understands that the Port currently receives underwater inspections from ODOT for the bridge. We suggest you receive more detailed information so that programmatic discussions can be made.

- **A third-party dive inspection** of the bridge could provide the Port control in directing the specific details of an in-depth inspection to improve the quality of the underwater bridge inspection.
- **Coffman recommends a drawing of each pier should be developed for the purpose of recording the detailed dimensions of the size and type of deterioration.** These drawings should be utilized on every inspection to record and track all details of deterioration and riverbed or riprap limits. An example drawing is included for reference in Attachment E.

Additional Observations and Suggestions:

Having spent considerable time reading thru the various reports and information during this task Coffman has identified some observations that should be considered for the future of the bridge inspection program and protocol. These observations do not necessarily pertain to the pier reinforcement review of this memorandum but may improve the quality of record keeping for the bridge.

- **In reviewing the Bridge Inspection and Underwater Inspection Reports the documents that were shared with Coffman were unsigned.** It is a general regulation that reports be finalized by the team leader by adding their signature to the report. If the team leader is a licensed engineer they may prefer to affix their stamp and seal the reports.
- **The underwater inspection information and a large amount of deterioration is not included in the Bridge Inspection Report.** The Bridge Inspection Report is the bridge data which is submitted to the NBI thru ODOT. The underwater NBI codes, NBI notes, bridge element data and bridge element notes are not included with this report and therefore is not submitted to the NBI. This is an incomplete submittal of data. Coffman recommends the inspection team conducting the bridge inspection should be directed to pick this information up and include it within their report write up and submittal process.
- **The Bridge Inspection Report needs to have a general note that defines the bridge orientation, pier call out and span designation to eliminate confusion in the assessment and reporting of the bridge.** Coffman's understanding is the current pier call out and span designation are as indicated in Attachment A. With the various contracts and subsequent work that has occurred over the years the structure has changed and may change again in the future. That note should read:

The bridge is oriented from south (Oregon end) to north (Washington end). The south abutment is designated Bent 'E' with the first interior pier Bent 'D'. Pier 1 is the first pier at the south in that resides in the water. Pier designation then continues north to the north abutment which is Pier 28. Superstructure span then follow the pier designation starting with span 'E', span 'D' and then span 1 thru span 24. Truss designation are down stream, DS, to the westside and upstream, US, to the eastside.
- **Bridge record and documentation needs to be kept by the owner/operator Port of Hood River as defined in the NBIS and the AASHTO Manual for Bridge Evaluation.** Additional examples of the record keeping can also be found in the Bridge Inspectors Reference Manual, FHWA NHI 12-049.

Attachments:

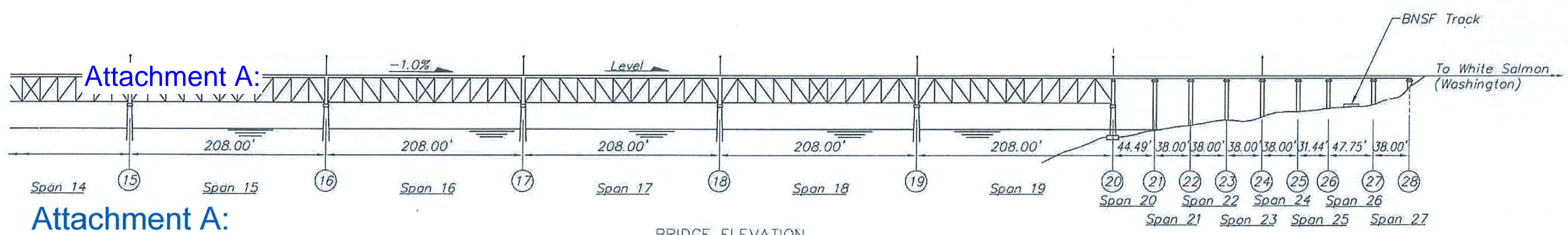
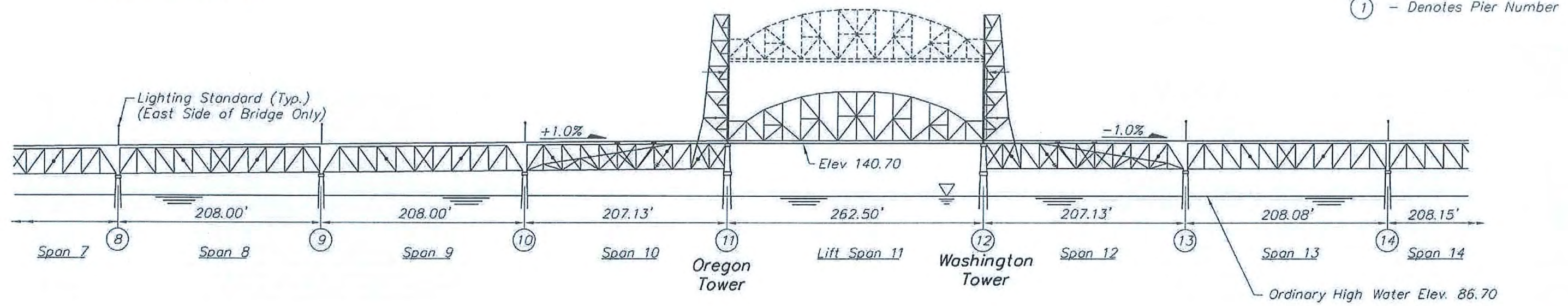
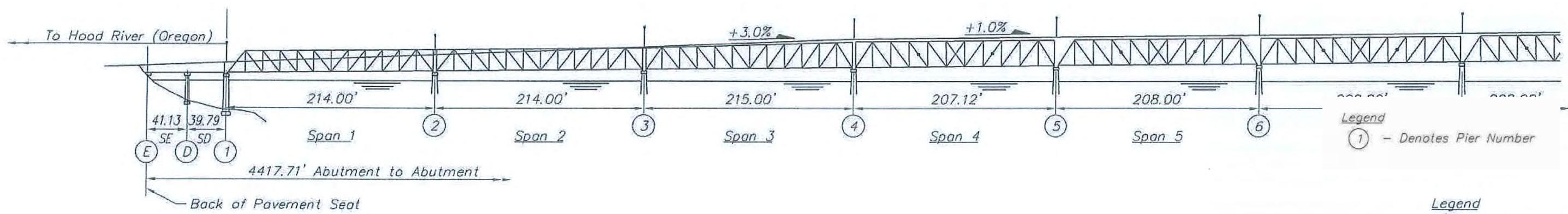
Attachment A: Schematic of Bridge

Attachment B: List of documents reviewed

Attachment C: Scan of Pier 12 from Hydrographic Survey

Attachment D: Elevation sketch of pier deteriorations pier 6 and 8

Attachment E: Example of detailed drawings to summarize pier condition.



Attachment A:
Attachment A:

BRIDGE ELEVATION
Not To Scale

page intentionally blank.

Attachment B:

Provided below is the list of documents that act as the basis of the observations in this memorandum.

- Dive Inspection Videos – 2019
- “Dive Inspection Report of Piers 6 and 8” Prepared by HDR - 12.13.2019
- Sketches of Piers 6 and 8 – 2019
- 2018 Underwater Inspection Report by ODOT - 8.27.2018
- 2018 PONTIS Bridge Inspection Report
- 2018 Inspection Summary Report
- “2018 Hood River Bridge Condition Hydrographic Survey” Prepared by Solmar Hydro – 2019
- 2016 Underwater Inspection Report by ODOT – 9.12.2016
- Pier Concrete Condition Assessment by HDR 3.17.2016
- 2015 PONTIS Bridge Inspection Report
- 2014 Underwater Inspection Report by ODOT – 9.30.2014
- 2013 PONTIS Bridge Inspection Report
- 2012 Underwater Inspection Report by ODOT – 10.1.2012
- The pier details provided in the POHR As-Built and Rehabilitation Drawing Scan file

Attachment C:

January 2016

2018 Hood River Bridge Condition Hydrographic Survey

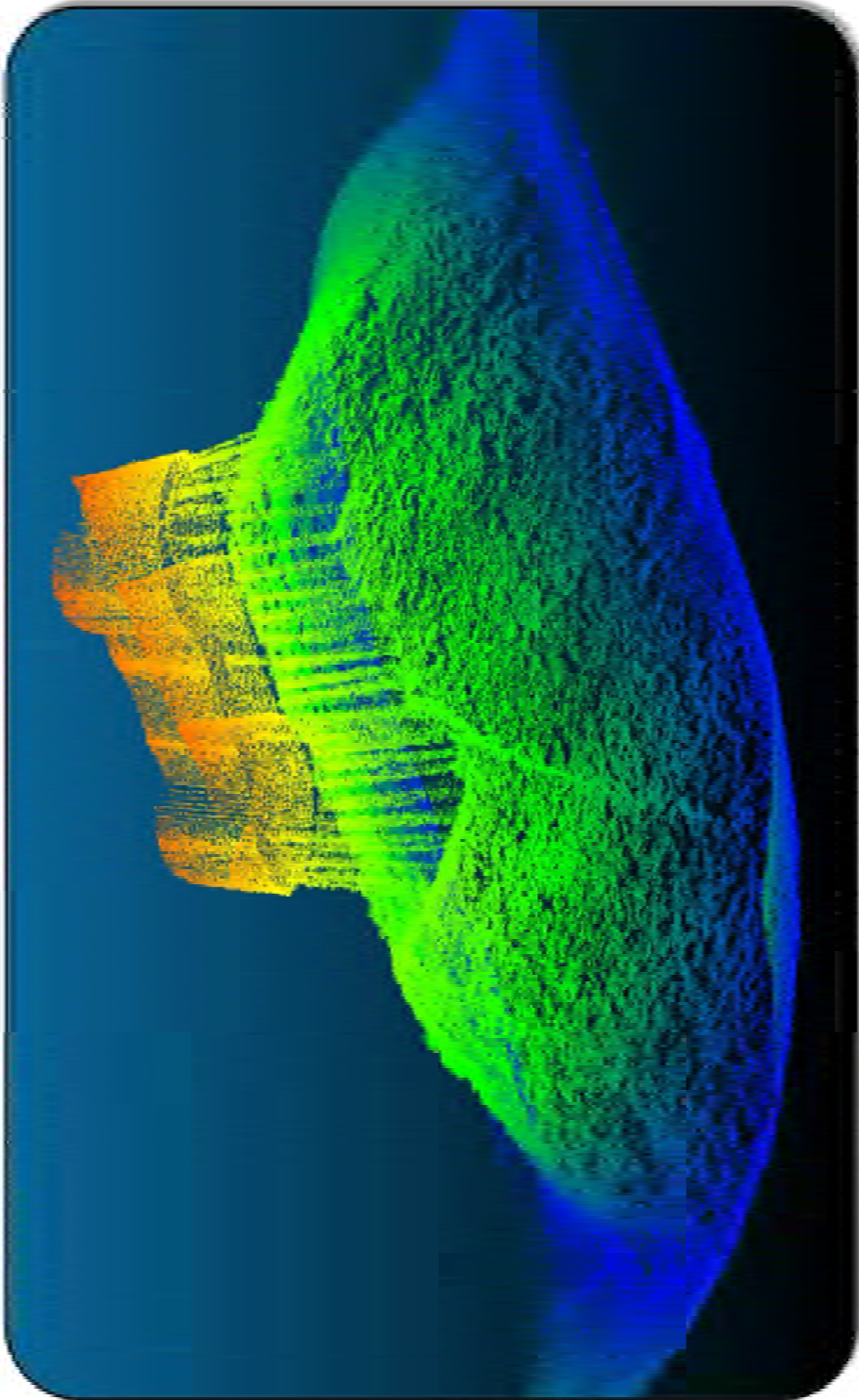
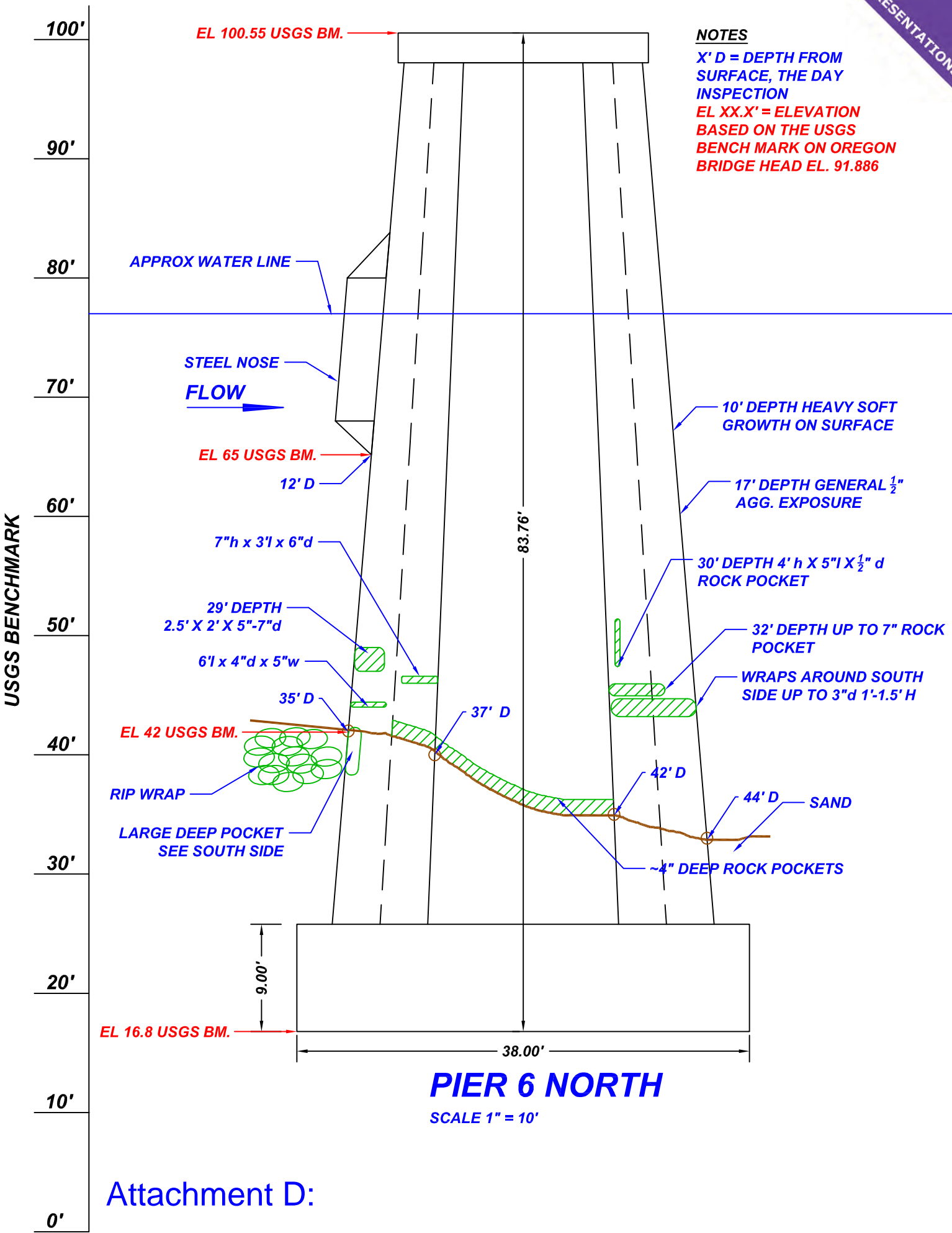


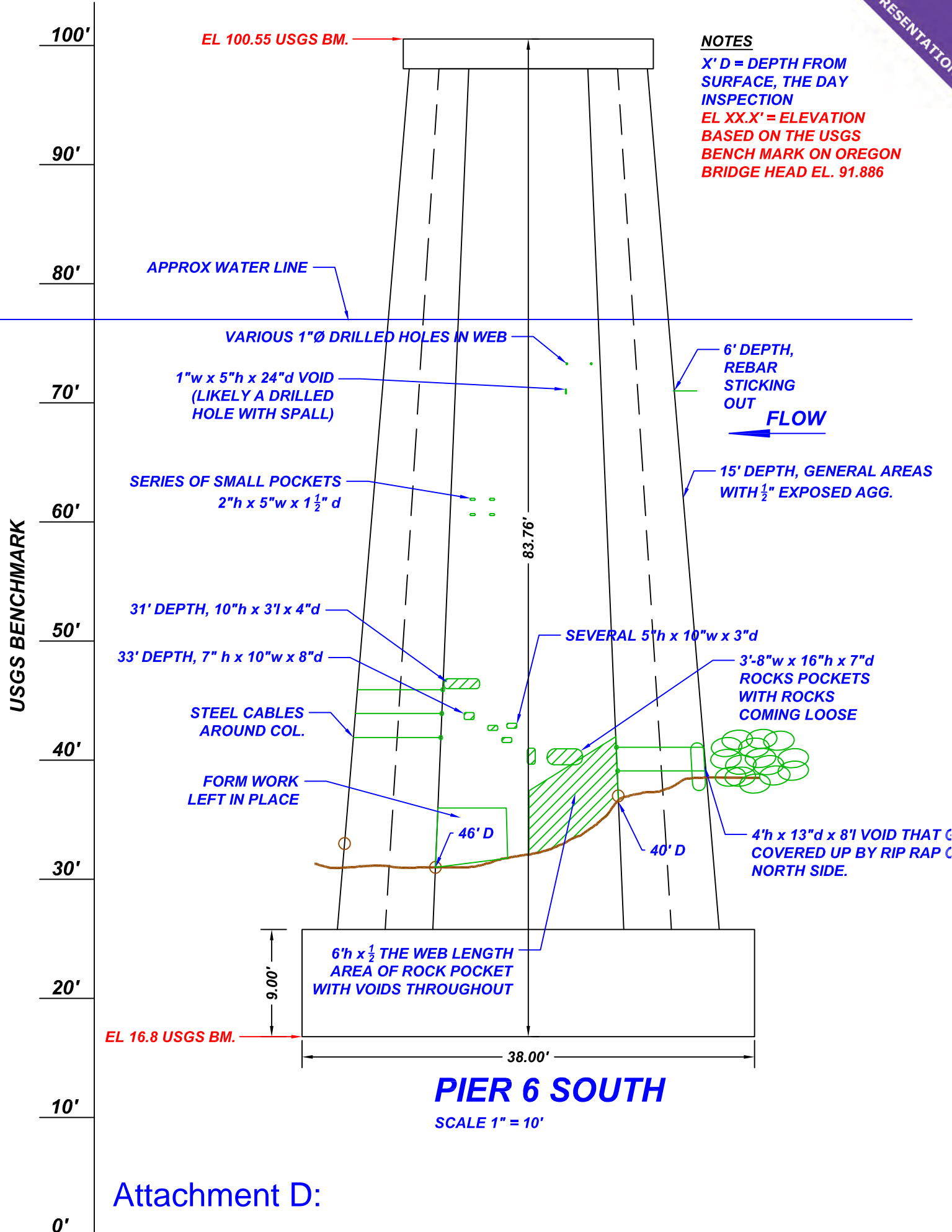
Figure 21. Perspective view of Pier 12 point cloud (looking from the northeast direction).

Page | 26

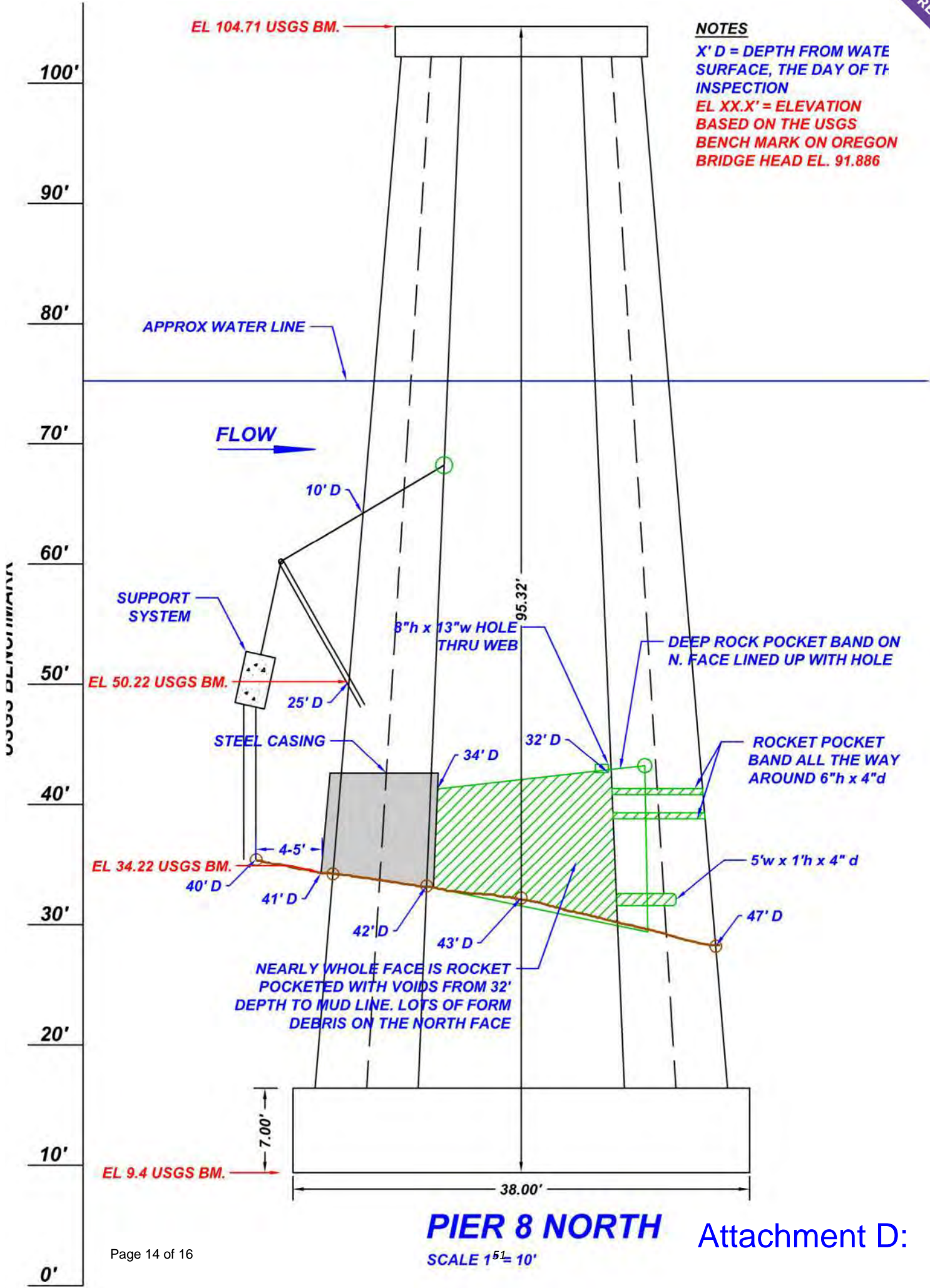
Solimar Health, Inc.



Attachment D:



Attachment D:



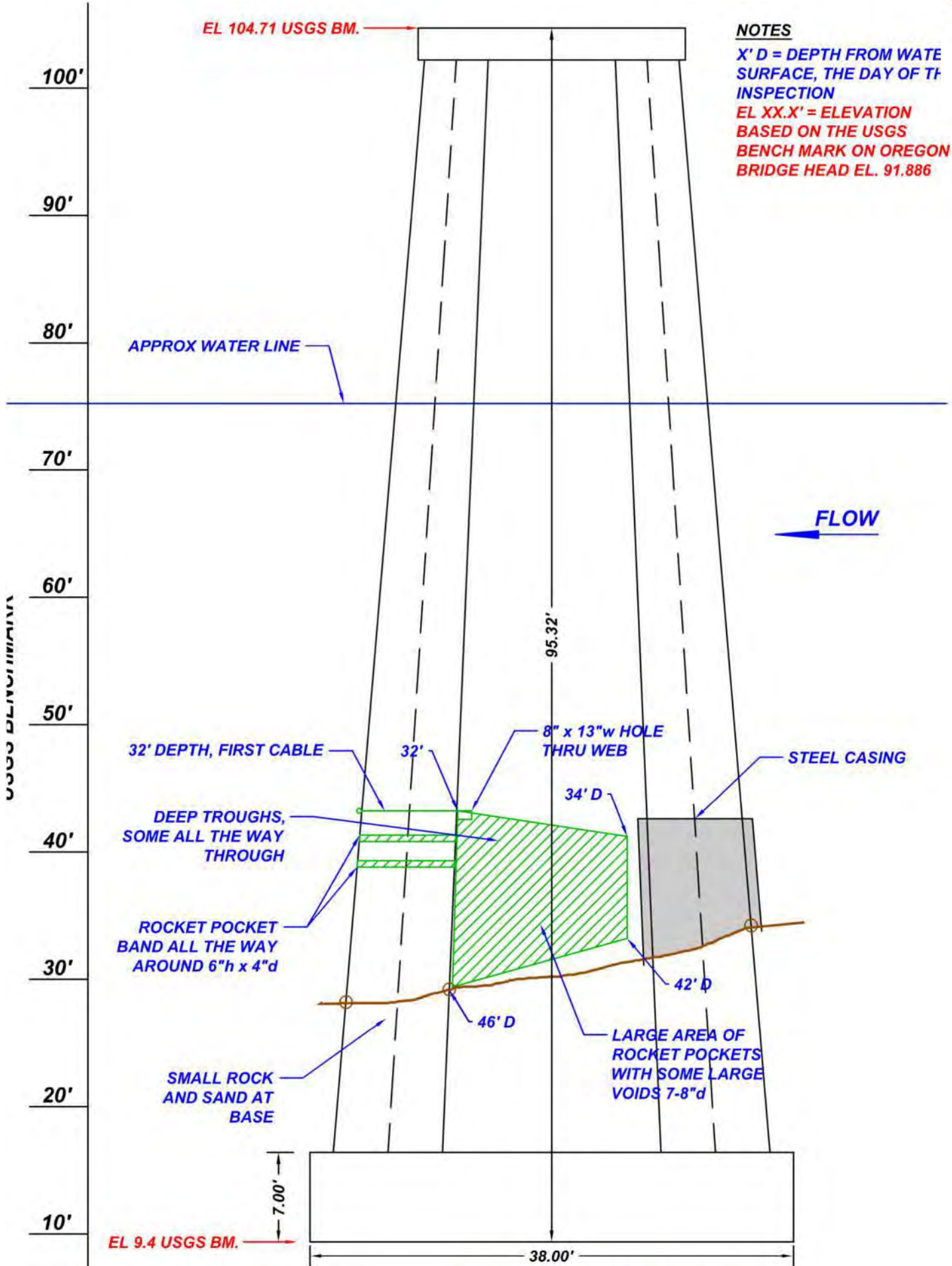
NOTES

X' D = DEPTH FROM WATE SURFACE, THE DAY OF TH INSPECTION
 EL XX.X' = ELEVATION BASED ON THE USGS BENCH MARK ON OREGON BRIDGE HEAD EL. 91.886

PIER 8 NORTH

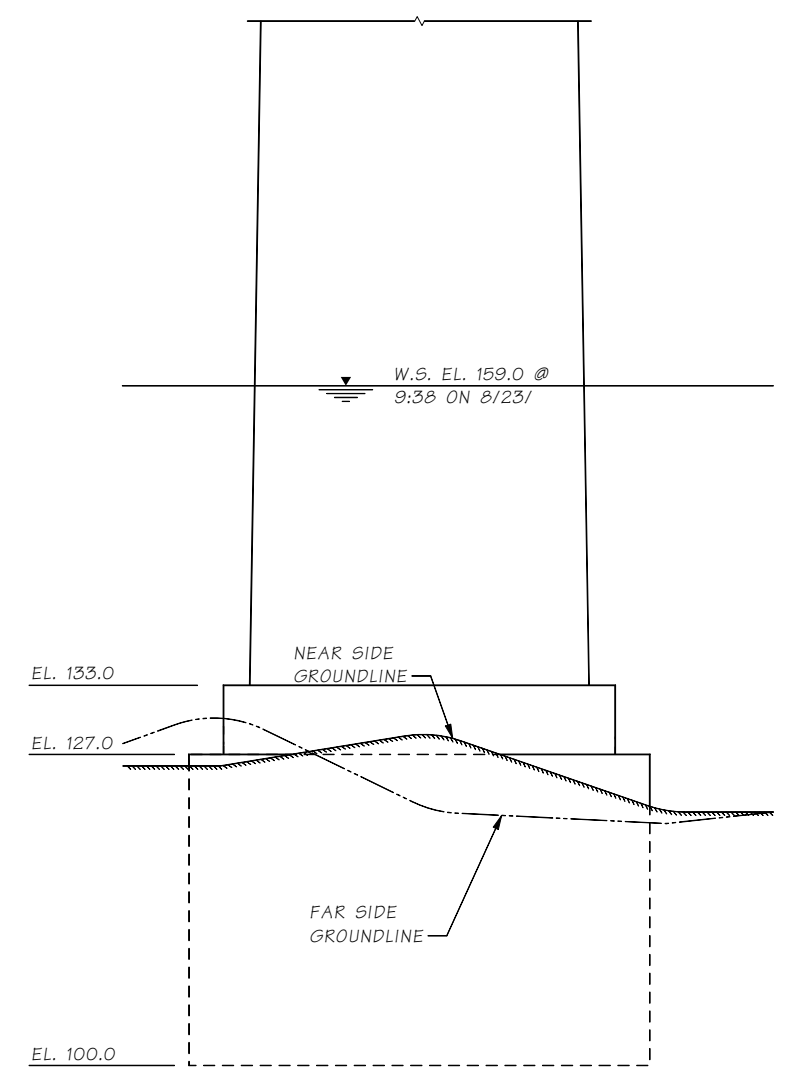
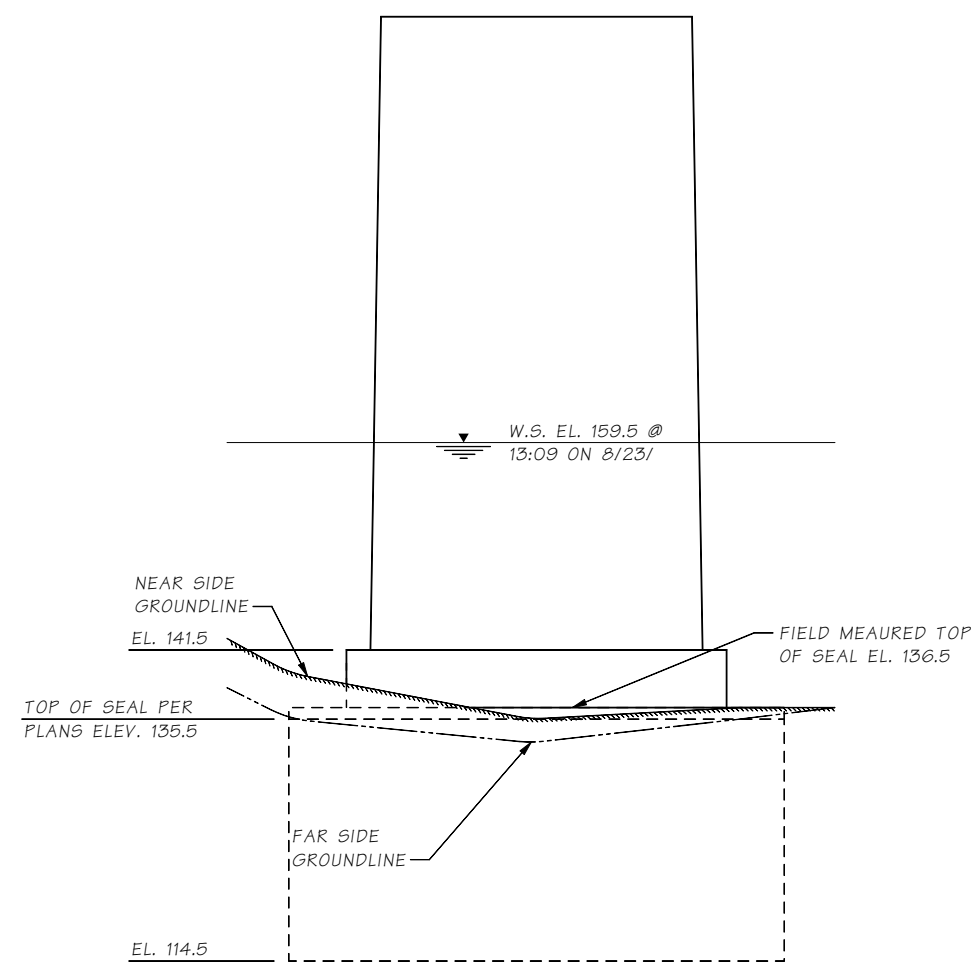
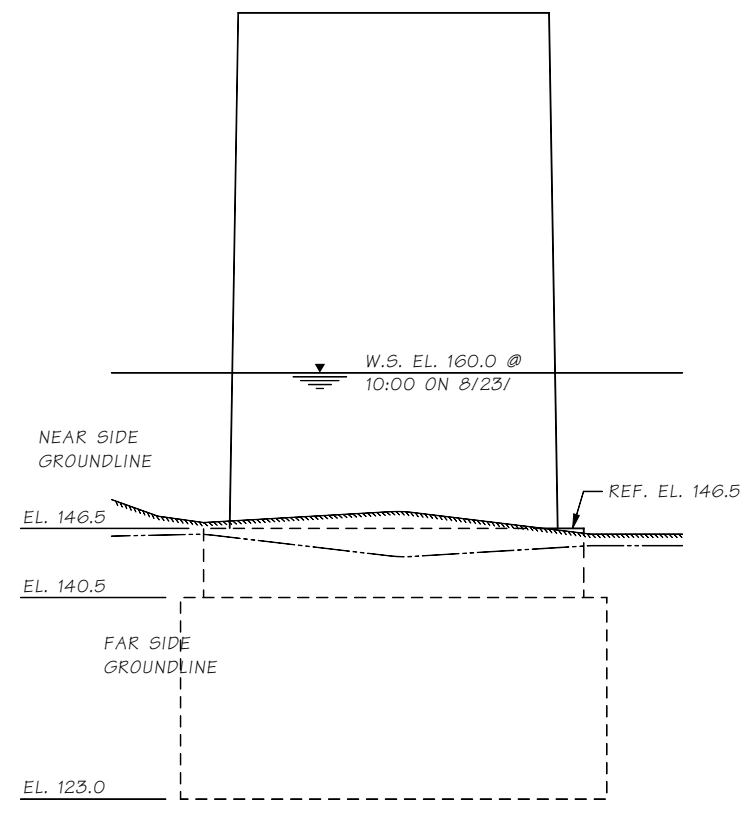
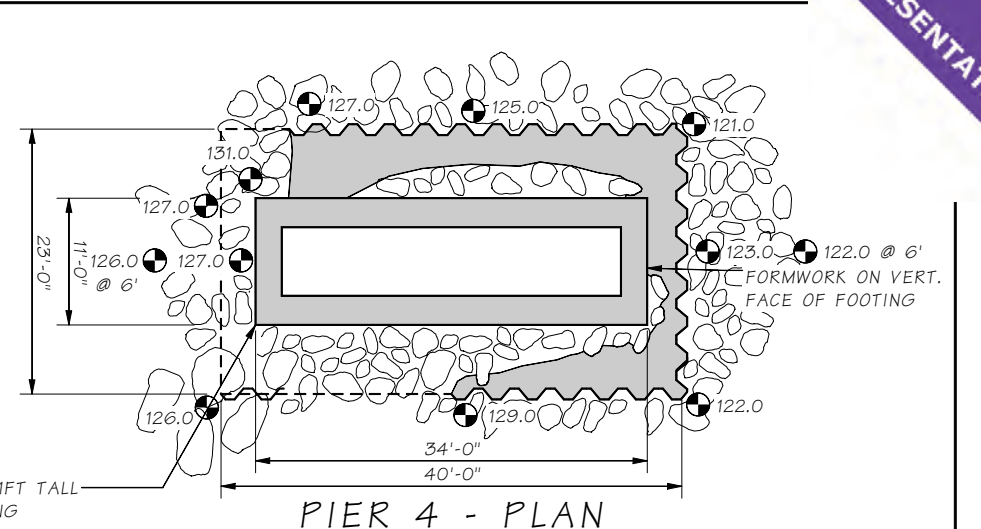
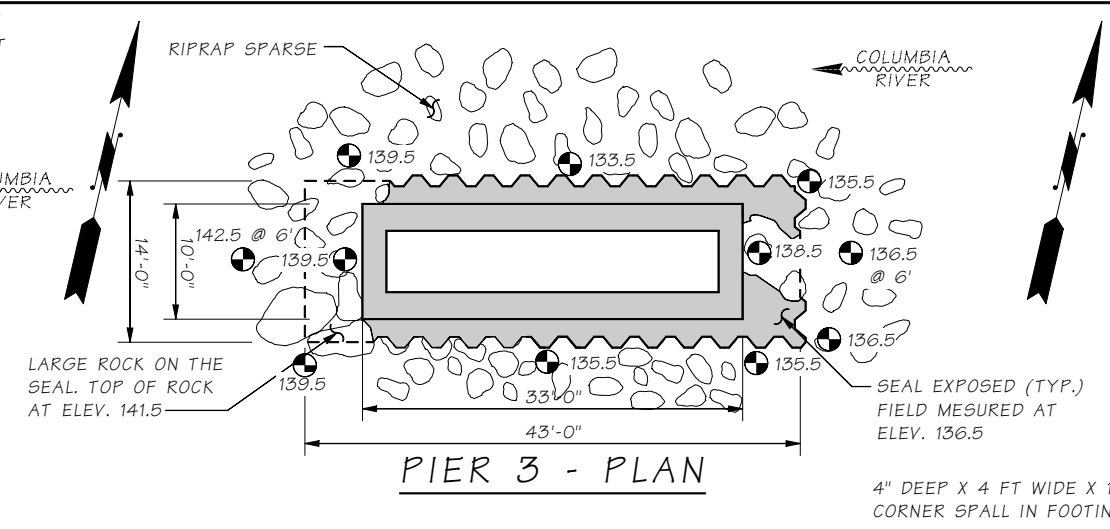
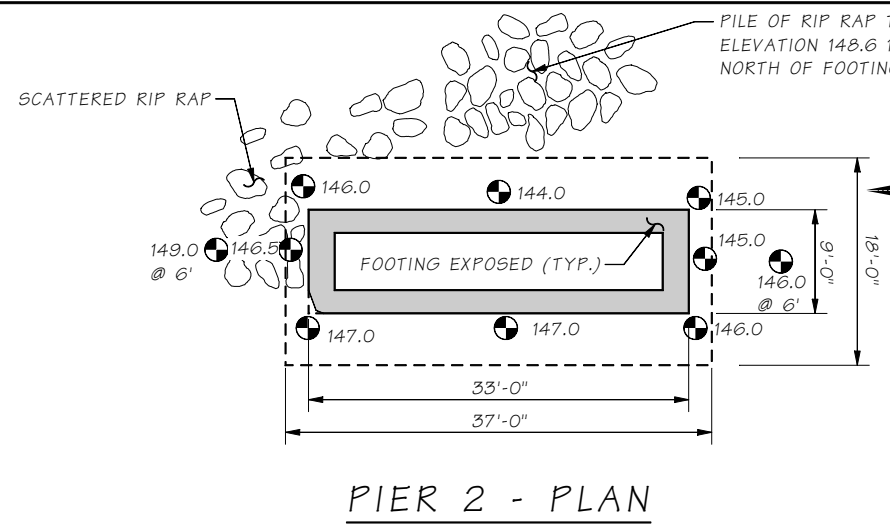
Attachment D:

SCALE 1" = 10'



Attachment D:

PIER 8 SOUTH



Attachment E:

REFERENCE ELEVATION: PIER 2 TOP OF FOOTING EL. 146.5.

REFERENCE CONSTRUCTION DRAWINGS: PRIMARY STATE HIGHWAY NO. 8; COLUMBIA RIVER BRIDGE AT BIGGS RAPIDS; DATED JUNE

⊙.0 = CHANNEL ELEVATION

Date:	
Scale:	SCALE = 1:100
Drawn By:	
Reviewed By:	53

BRIDGE		3
UNDERWATER INSPECTION		3 OF 6 SHEETS
PIERS 2, 3, & 4		

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Commission Memo



Prepared by: Fred Kowell
Date: September 1, 2020
Re: Financial Review for the Year Ended
June 30, 2020

Attached are the following four financial reports:

1. Bridge Traffic and Revenue Report
2. Schedule of Expenditures by Cost Center by Fund
3. Schedule of Revenues by Cost Center by Fund
4. 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 down 8% as compared to FY 2018-19, due to the impact of the Coronavirus. Revenues are down by \$627,567 or 11% from last year, as well. Before the coronavirus hit, traffic and revenues were finally moving upward from the previous 12 months of flat activity. The good news is that traffic counts are starting to increase to levels close to prior years on certain days. Tolls have resumed and traffic continues to increase, albeit lower than 2019 levels but very close to 2018 levels.

Schedule of Expenditures by Cost Center by Fund

Personnel services ended up being below budget due mostly to the slowdown of maintenance activities in May and June due to the Coronavirus. This also delayed the hiring of most Seasonals and Interns until July.

Materials & Services is below budget overall as well. The Budget Transfer is included in the budget numbers such that all asset centers are below budget. Most of the budget transfer was due to higher utility use on certain asset centers. About \$49,000 was transferred from Capital Outlay to Materials & Services for those asset centers.

Capital Outlay ended the year well below budget due mostly to how capital moves forward throughout the year but this year it was impacted by the Coronavirus. Usually in April until the end of the year, most capital projects have their permits in hand and construction moves forward, however the Port deferred some capital projects due to the uncertainty of whether bridge traffic would come back. As you can see in the earlier traffic schedule, bridge traffic is still down as compared to the prior year, but its slowly coming back.

Schedule of Revenues

Toll revenues are below budget by 15% for the due mostly to the impact of the Coronavirus with regard to traffic and allowing 6 weeks of free tolls.

Our lease revenues varied by asset centers with most of our buildings hitting their budget or coming very close. In fact, others performed very well as compared to budget as the new lease structure took effect (Maritime). There were a few asset centers (Halyard, Marina Office, DMV) that were impacted due to the Coronavirus, whereby a few tenants requested deferment or waivers of rent. That said, both industrial and commercial properties taken as a whole were over budget by 1.06% when you adjust out (Sale of Land and Financing Source) in the budget. This truly is remarkable during this pandemic and depicts that our new lease structure will have an impact over time.

Waterfront street parking underperformed as compared to the budget which was adjusted downward for FY 2020-21 to better reflect the actual parking activity that is occurring at the Waterfront. This was anticipated as we didn't quite know what the true cashflow would be with street parking. That said, we will still see a payback for the upfront costs of kiosks in little over 2 years.

Waterfront Recreation is right on target with respect to Event Site Parking passes, but underperformed with respect to Concessions and Events due to the cancelling or deferment of both. Although Waterfront Concessions and Events were down 42% as compared to budget, the overall Waterfront Recreation was only down by 5% for the year.

The Marina revenues are on target with respect to the budget and has net operating income without depreciation of \$48,033. This is due to both the 6% rat increase but also that capital improvements were not completed as budgeted.

Airport lease revenues were on target with the budget with reimburseables being less due to lower use of utilities. Grant billings were less due to the timing of the north apron project moving as compared to the budget. For the FY 2020-21 budget the north apron project has factored in this delay.

Statement of Operating Revenues, Expenditures and Other Sources and Uses

Overall, the actual expenditures are below budget across all Asset Centers and all Cost Categories (i.e., Personnel Services, Materials & Services and Capital Outlay). Revenues showed that they were resilient to the impact of this pandemic. Even with allowing free tolls for 6 weeks and lower bridge traffic, Bridge net operating revenues without depreciation still depicted \$2.9 million. With Industrial properties contributing another \$436,000, the Port was able to absorb the negative impacts it consistently has with Asset Centers that do not have a revenue base to sustain themselves like Waterfront Land, Recreation, Commercial Buildings, and Administration. In total, the Port has about \$2.37 million in cashflow before depreciation.

Accounts Receivables Update – There are a few individuals that have slid into the 31-60 aging of our accounts receivable. We are in contact with them and they are as follows:

Benton – Airport land lease \$2,295.69

Timothy O'Donnel – Airport Land Lease - \$420.00

City of Hood River – - \$95.00

Electronic Assemblers – Behind May and June lease \$35,094.16

Hood Tech – Question of prior billing and payments - \$810.89

Soniq Aerospace - \$12,045

Wyeast Labs - \$406.35 dispute of prior year amount that is still carried forward.

Staff feel confident of receiving payment for the land leases above at the airport. We feel confident about Electronic Assemblers which has a history of getting behind but does bring their account current. They have said a payment is in the mail. The disputed receivables will need to be researched due to the disagreement between the parties.

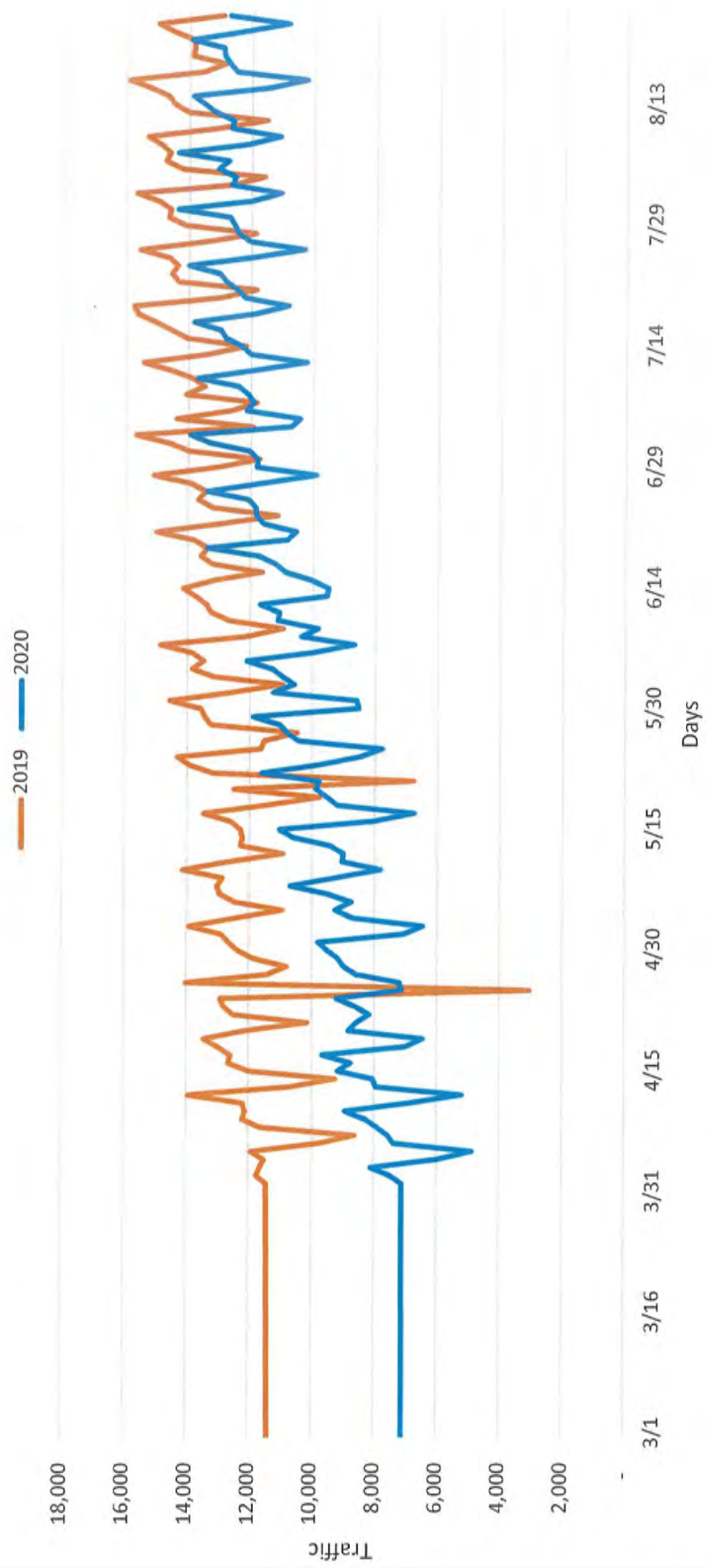
RECOMMENDATION: Discussion.

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PORT OF HOOD RIVER
Bridge Traffic and Revenue Report
For the Year Ended June 30, 2020 and Four Prior Years

	2015-16		2016-17		2017-18		2018-19		2019-20		Change from Prior year	
	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue
JUL	399,634	\$ 382,921	423,744	\$ 402,074	442,251	\$ 399,618	437,364	\$ 608,941	433,624	\$ 606,062	0.99	1.00
AUG	391,499	\$ 376,690	425,567	\$ 407,839	435,364	\$ 401,815	428,907	\$ 608,085	432,968	\$ 616,279	1.01	1.01
SEPT	364,125	\$ 350,020	387,860	\$ 372,099	412,452	\$ 332,996	396,517	\$ 558,537	389,473	\$ 550,380	0.98	0.99
OCT	353,313	\$ 339,194	357,180	\$ 337,294	389,210	\$ 361,315	390,814	\$ 527,573	387,460	\$ 525,481	0.99	1.00
NOV	312,731	\$ 297,037	330,795	\$ 313,529	341,147	\$ 312,337	340,044	\$ 452,602	334,390	\$ 442,364	0.98	0.98
DEC	289,296	\$ 269,344	285,209	\$ 260,625	324,278	\$ 298,530	395,038	\$ 408,966	327,627	\$ 416,540	0.83	1.02
Calendar Year Total	4,063,317	\$3,814,690	4,280,160	\$4,028,417	4,377,500	\$ 4,038,137	4,546,163	\$ 5,969,681	4,328,694	\$ 5,896,268	0.95	0.99
JAN	291,674	\$ 272,828	245,670	\$ 238,709	327,522	\$ 293,677	323,461	\$ 428,669	313,603	\$ 360,066	0.97	0.84
FEB	305,800	\$ 286,071	266,202	\$ 244,472	296,977	\$ 387,737	241,313	\$ 302,296	325,895	\$ 395,221	1.35	1.31
MAR	342,162	\$ 317,959	350,470	\$ 324,146	357,160	\$ 501,543	345,915	\$ 437,390	274,160	\$ 255,792	0.79	0.58
APR	365,654	\$ 338,556	362,559	\$ 334,362	362,150	\$ 491,217	346,668	\$ 459,806	236,700	\$ 4,393	0.68	0.01
MAY	381,248	\$ 357,119	399,271	\$ 368,296	407,141	\$ 564,038	370,757	\$ 523,822	288,565	\$ 353,299	0.78	0.67
JUN	383,267	\$ 362,425	408,626	\$ 421,541	406,529	\$ 566,765	395,038	\$ 587,179	332,373	\$ 750,423	0.84	1.28
Fiscal Year Total	4,160,408	\$3,950,164	4,243,153	\$4,024,985	4,502,181	\$ 4,911,588	4,417,836	\$ 5,903,665	4,176,838	\$ 5,711,155	0.92	0.99

Bridge Traffic by Year
From March through August 24



PORT OF HOOD RIVER
 SCHEDULE OF EXPENDITURES BY COST CENTER BY FUND
 BUDGET AND ACTUAL - 100% THROUGH THE BUDGET
 FOR THE YEAR ENDED JUNE 30, 2020

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>	1,135,900	1,051,735	84,165	93%	972,100	854,088	118,012	88%	321,500	238,046	238,046	83,454	74%	-	-	-		2,429,500	2,143,869	285,631
<i>Industrial Facilities</i>																				
Big 7	56,200	51,569	4,631	92%	172,400	157,389	15,011	91%	303,000	26,731	26,731	276,269	9%	-	-	-		531,600	235,690	295,910
Jensen Property	64,300	59,963	4,337	93%	222,000	190,614	31,386	86%	262,000	108,242	108,242	153,758	41%	1,980,000	128,429	1,851,571	6%	2,528,300	487,248	2,041,052
Maritime Building	40,400	38,530	1,870	95%	88,500	51,653	36,847	58%	15,000	-	-	15,000	0%	-	-	-		143,900	90,183	53,717
Halyard Building	62,500	60,219	2,281	96%	312,300	286,485	25,815	92%	28,000	8,815	8,815	19,185	31%	-	-	-		402,800	355,519	47,281
Timber Incubator Building	29,000	27,197	1,803	94%	38,400	31,013	7,387	81%	12,000	-	-	12,000		-	-	-		79,400	58,210	21,190
Wasco Building	50,800	48,444	2,356	95%	98,800	87,508	11,292	89%	95,000	84,822	84,822	10,178		-	-	-		244,600	220,775	23,825
Hanel Site	36,500	34,691	1,809	95%	24,900	9,216	15,684	37%	290,000	120,972	120,972	169,028	42%	-	-	-	###	351,400	164,878	186,522
	339,700	320,614	19,086	94%	957,300	813,878	143,422	85%	1,005,000	349,582	349,582	655,418	35%	1,980,000	128,429	1,851,571	6%	4,282,000	1,612,503	2,482,975
<i>Commercial Facilities</i>																				
State Office (DMV) Building	24,600	22,983	1,617	93%	47,500	37,975	9,525	80%	10,000	3,866	3,866	6,134	39%	-	-	-		82,100	64,823	17,277
Marina Office Building	39,200	37,410	1,790	95%	55,700	48,009	7,691	86%	13,000	7,091	7,091	5,909	55%	-	-	-		107,900	92,510	15,390
Port Office Building	37,800	34,931	2,869	92%	41,400	36,006	5,394	87%	152,000	57,941	57,941	94,059	38%	-	-	-		231,200	128,878	102,322
	101,600	95,323	6,277	94%	144,600	121,990	22,610	84%	175,000	68,898	68,898	106,102	39%	-	-	-		421,200	286,212	134,988
<i>Waterfront Industrial Land</i>	81,500	67,942	32,936	83%	263,500	143,204	120,296	54%	12,000,000	62,668	62,668	11,937,332	1%	477,750	-	477,750	0%	12,822,750	273,814	12,548,936
<i>Waterfront Recreation</i>																				
Eventsite	122,700	97,239	25,461	79%	55,000	54,840	160	100%	90,000	18,270	18,270	71,730	20%	-	-	-		267,700	170,350	97,350
Hook/Spit/Nichols	52,200	45,518	36,841	87%	48,000	38,095	9,905	79%	113,000	29,427	29,427	83,573	26%	-	-	-		213,200	113,040	100,160
Marina Park	176,000	149,177	119,039	85%	71,500	46,369	25,131	65%	65,000	2,500	2,500	62,500	4%	-	-	-		312,500	198,047	114,453
	350,900	291,935	181,341	83%	174,500	139,305	35,195	80%	268,000	50,197	50,197	217,803	19%	-	-	-		793,400	481,437	311,963
<i>Marina</i>	154,900	142,594	12,306	92%	132,100	77,773	54,327	59%	50,000	7,768	7,768	42,232	16%	92,500	90,876	1,624	98%	429,500	319,012	110,489
<i>Airport</i>	153,100	143,549	9,551	94%	156,000	130,208	104,680	83%	3,599,900	1,272,651	1,272,651	2,327,249	35%					3,909,000	1,546,408	2,362,592
Administration	46,300	7,670	38,630	17%	272,000	187,773	84,227	69%	103,600	-	-	103,600	0%					421,900	195,443	226,457
Maintenance	30,000	-	30,000		146,200	132,365	13,835	91%	105,500	80,416	80,416	25,084	76%	-	-	-		281,700	212,782	68,918
<i>Total Expenditures</i>	2,393,900	2,121,361	414,292	89%	3,218,300	2,600,585	696,603	81%	17,628,500	2,130,227	2,130,227	15,498,273	12%	2,550,250	219,305	2,330,945	9%	25,790,950	7,071,479	18,532,950
Bridge Repair & Replacement Fund	279,400	262,601	16,799	94%	2,027,700	1,261,384	766,316	62%	488,000	228,954	228,954	259,046	47%	-	-	-	###	2,795,100	1,752,939	1,042,161
General Fund	185,200	145,793	39,407	79%	577,850	376,366	201,484	65%										763,050	522,158	240,892

Unfavorable Variance - Expenditures

Personnel Services is tracking below budget as the Coronavirus tapped down operating costs.
 Materials & Services is below budget due to the coronavirus tapping down purchasing activity.
 Capital Outlay is well below budget as projects were preparing to move forward when the Corvid-19 pandemic hit and deferred several projects.
 Shaded Green Budget numbers are part of the Budget Transfer that was approved in June 2020 for the FY 2019-20.

PORT OF HOOD RIVER
Schedule of Revenues by Cost Center By Fund
Budget to Actuals - 100% Through Budget
For the Year Ended June 30, 2020

REVENUE FUND	REVENUES				
	Budget	Actual	Total	Variance	%
<i>Toll Bridge</i>					
Bridge Tolls	6,260,000	5,325,551	5,325,551	(934,449)	85%
Cable Crossing Leases	12,500	12,000	12,000	(500)	96%
Other	71,000	154,885	154,885	83,885	218%
	6,343,500	5,492,436	5,492,436	(851,064)	87%
<i>Industrial Facilities</i>					
<i>Big 7</i>					
Lease Revenues	295,800	296,167	\$ 296,167	367	97%
Reimbursements/Other	100,000	85,919	\$ 85,919	(14,081)	
<i>Jensen Property</i>					
Lease Revenues	362,900	411,428	411,428	48,528	97%
Reimbursements/Other	145,800	83,088	83,088	(62,712)	
Financing Source	1,835,000				
<i>Maritime Building</i>					
Lease Revenues	152,400	377,428	377,428	225,028	189%
Reimbursements/Other	48,500	1,964	1,964	(46,536)	
<i>Halyard Building</i>					
Lease Revenues	242,100	201,620	201,620	(40,480)	95%
Reimbursements/Other	237,800	253,403	253,403	15,603	
<i>Timberline Incubator Building</i>					
Lease Revenues	78,300	80,177	80,177	1,877	98%
Reimbursements	17,300	13,953	13,953	(3,347)	
<i>Wasco Building</i>					
Lease Revenues	168,700	239,505	239,505	70,805	109%
Reimbursements	55,900	4,758	4,758	(51,142)	
<i>Hanel</i>					
Reimbursements		-	-	-	
Sale of Property	1,129,000		-	(1,129,000)	0%
	4,869,500	2,049,409	2,049,409	(985,091)	42%
<i>Commercial Facilities</i>					
<i>State Office (DMV) Building</i>					
Lease Revenues	46,100	39,773	39,773	(6,327)	88%
Reimbursements	-	926	926	926	
<i>Marina Office Building</i>					
Lease Revenues	75,300	73,103	73,103	(2,197)	93%
Reimbursements	24,100	19,190	19,190	(4,910)	
<i>Port Office Building</i>					
Lease Revenues	48,550	48,550	48,550	(0)	98%
Reimbursements	1,000	-	-	(1,000)	
	195,050	181,541	181,541	(13,509)	93%
<i>Waterfront Industrial Land</i>					
Lease Revenues	900	4,969	4,969	4,069	552%
Land Sale	-	-	-	-	
Parking	180,000	104,558	104,558	(75,442)	58%
Other Income	16,500	17,955	17,955	1,455	109%
Financing Source	12,500,000		-	(12,500,000)	
	12,697,400	127,482	127,482	(12,569,918)	1%
<i>Waterfront Recreation</i>					
<i>Eventsite, Hook and Spit</i>					
Eventsite - Passes/Permits and Concessions	182,200	182,843	182,843	643	100%
Hook/Spit/Nichols	12,800	4,839	4,839	(7,961)	38%
<i>Marina Park</i>					
Sailing Schools, Showers and Events	11,700	7,300	7,300	(4,400)	62%
Lease Revenues	6,800	7,303	7,303	503	107%
Reimbursements	2,100	2,582	2,582	482	123%
	215,600	204,867	204,867	(10,733)	95%
<i>Marina</i>					
Lease Revenues	214,900	228,752	228,752	13,852	106%
Moorage Assessment	84,900	84,671	84,671	(229)	100%
Reimbursements/Other	50,450	46,622	46,622	(3,828)	92%
Grant	7,050	7,000	7,000	(50)	99%
	357,300	367,045	367,045	9,745	103%
<i>Airport</i>					
Lease Revenues	195,900	201,788	201,788	5,888	103%
Reimbursements	34,700	17,635	17,635	(17,065)	51%
Grants	2,464,800	1,389,445	1,389,445	(1,075,355)	56%
Other Financing Sources					
	2,695,400	1,608,868	1,608,868	(1,086,532)	60%
<i>Budget to Actual Revenues</i>	27,373,750	10,031,648	9,904,165	(2,937,185)	37%
<i>Revenues less Other financing sources</i>	9,437,900	8,480,318	8,352,836	11,683,336	90%
GENERAL FUND					
Property taxes	71,800	76,636	76,636	4,836	107%
Grants	3,500				
Transfers from other funds	687,750	448,392	448,392	(239,358)	65%
	\$ 763,050	\$ 525,028	\$ 525,028	\$ (234,522)	69%
BRIDGE REPAIR & REPLACEMENT FUND					
Grants	2,060,800	1,397,655	1,397,655	(663,145)	68%
Transfers from other funds	\$ 2,715,300	\$ 355,284	355,284	(2,360,016)	13%

PORT OF HOOD RIVER
STATEMENT OF OPERATING REVENUES, EXPENDITURES AND OTHER SOURCES AND USES OF FUNDS
AND BUDGET VS ACTUAL PERFORMANCE
FOR THE YEAR ENDED JUNE 30, 2020

	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	\$ 5,419,884									\$ 5,419,884	
Leases		\$ 1,606,325	\$ 161,426	\$ 4,969	\$ 7,303	\$ 313,423	\$ 201,788			2,295,234	
Reimbursements		443,084	20,116		2,582	46,622	17,635			530,038	
Fees, Events, Passes and Concessions				104,558	194,983					299,541	
Property taxes								76,636		76,636	
<i>Total Operating Revenues</i>	5,419,884	2,049,409	181,541	109,527	204,867	360,045	219,423	-	76,636	8,621,332	
Operating Expenses											
Personnel Services	1,051,735	320,614	95,323	67,942	291,935	142,594	143,549	7,670	145,793	2,529,755	
Materials & Services	854,088	813,878	121,990	143,204	139,305	77,773	130,208	320,139	376,366	4,238,335	
<i>Total Operating Expenses</i>	1,905,823	1,134,492	217,313	211,146	431,239	220,367	273,757	327,808	522,158	6,768,090	
<i>Operating income/(Loss)</i>	3,514,060	914,916	(35,772)	(101,619)	(226,372)	139,678	(54,333)	(327,808)	(445,522)	1,853,242	
Other Resources											
Income from other sources	-	-	-	17,955	-	-	-	162,976	7,090	47,490	235,512
Grants	72,552					7,000	1,389,445			1,397,655	2,866,652
Sale of land	-			-	-	-	-	-	-	-	-
Note receivables	-			-	-	-	-	-	-	-	-
<i>Total Other Resources</i>	72,552	-	-	17,955	-	7,000	1,389,445	162,976	7,090	1,445,146	3,102,163
Other (Uses)											
Capital projects	(238,046)	(349,582)	(68,898)	(62,668)	(50,197)	(7,768)	(1,272,651)	(80,416)	-	(228,954)	(2,359,181)
Debt service	-	(128,429)	-	-	-	(90,876)	-	-	-	-	(219,305)
<i>Total Other (Uses)</i>	(238,046)	(478,011)	(68,898)	(62,668)	(50,197)	(98,645)	(1,272,651)	(80,416)	-	(228,954)	(2,578,487)
Transfers In/(Out)	(355,284)							(448,392)	448,392	355,284	-
Net Cashflow	\$ 2,993,282	\$ 436,905	\$ (104,670)	\$ (146,332)	\$ (276,570)	\$ 48,033	\$ 62,460	\$ (693,640)	\$ 9,959	\$ 47,490	\$ 2,376,919
BUDGET VS ACTUAL PERFORMANCE											
FY 2019-20 Budget											
Operating revenues - Budget	\$ 6,272,500	\$ 1,905,500	\$ 195,050	\$ 197,400	\$ 215,600	\$ 350,250	\$ 230,600	\$ -	\$ 71,800	\$ -	\$ 9,438,700
Operating revenues - Actuals	5,337,551	2,049,409	181,541	127,482	204,867	360,045	219,423	-	76,636	-	8,556,954
Actuals greater/(Less) than budget	(934,949)	143,909	(13,509)	(69,918)	(10,733)	9,795	(11,177)	-	4,836	-	(881,746)
	85%	108%	93%	65%	95%	103%	95%		107%	#DIV/0!	91%
Operating expenses - Budget	2,108,000	1,297,000	246,200	345,000	525,400	287,000	309,100	494,500	763,050	2,307,100	8,682,350
Operating expenses - Actuals	1,905,823	1,134,492	217,313	211,146	431,239	220,367	273,757	327,808	522,158	1,523,986	6,768,090
Actuals (greater)/Less than budget	202,177	162,508	28,887	133,854	94,161	66,633	35,343	166,692	240,892	783,114	1,914,260
	90%	87%	88%	61%	82%	77%	89%		68%	66%	78%
Other Resources - Budget	71,000	\$ 2,964,000	-	12,500,000		7,050	2,464,800	156,000	6,300	2,078,800	20,247,950
Other Resources - Actuals	82,333	-	-	-	-	7,000	1,389,445	162,976	7,090	1,445,146	3,093,989
Actuals greater/(Less) than budget	11,333	(2,964,000)	-	(12,500,000)	-	(50)	(1,075,355)	6,976	790	(633,654)	(17,153,961)
Other (Uses) - Budget	321,500	2,985,000	175,000	12,477,750	268,000	142,500	3,599,900	209,100	-	488,000	\$ 20,666,750
Other (Uses) - Actuals	238,046	478,011	68,898	62,668	50,197	98,645	1,272,651	80,416	-	228,954	\$ 2,578,487
Actuals (greater)/Less than budget	83,454	2,506,989	106,102	12,415,082	217,803	43,855	2,327,249	128,684	-	259,046	18,088,263
	74%	16%	39%	1%	19% ⁶⁷	69%	35%	38%	#DIV/0!	47%	12%
Net Position - Budget vs Actuals	\$ (637,985)	\$ (150,595)	\$ 121,480	\$ (20,982)	\$ 301,230	\$ 120,233	\$ 1,276,060	\$ 302,352	\$ 246,517	\$ 408,506	\$ 1,966,817



Hood River – White Salmon

BRIDGE REPLACEMENT PROJECT

Project Director Report

September 1, 2020

The following summarizes Bridge Replacement Project activities from August 9-27, 2020:

PROJECT INVOICE AND PERCENT COMPLETE

WSP is 73% complete with the FEIS/ROD contract. The attached invoice provides a breakdown by task.

COMPLIANCE PROCESSES UNDERWAY / UNAVAILABLE INFORMATION

There are several environmental compliance processes that will be underway at the time the Supplemental Draft Environmental Impact Statement (EIS) is published this November. These processes are listed below and will be completed prior to publishing the combined Final EIS and Record of Decision (ROD) in Summer 2021:

- Obtain a biological opinion from NOAA Fisheries to complete Endangered Species Act (ESA) Section 7 consultation
- Obtain a concurrence letter from Federal Fish & Wildlife (USFWS) to complete ESA Section 7 consultation
- Complete compliance with the National Historic Preservation Act (NHPA) Section 106 process, including additional fieldwork for testing and evaluation; evaluation of any traditional cultural properties identified through ethnographic studies conducted by three tribes; the Oregon State Historic Preservation Office (SHPO) and Washington State Dept. of Archaeology and Historic Preservation (DAHP) concurrence on potentially eligible historic properties determinations of eligibility, findings of effect, and Historic Resources Technical Report and Cultural Resources Assessment; and, a signed Memorandum of Agreement or Programmatic Agreement to resolve adverse effects to the Hood River Bridge and other historic properties recommended as eligible and having adverse effects by the Project
- Finalize all Section 4(f) documentation with correspondence from the officials with jurisdiction and approval by Federal Highways (FHWA)
- Continue tribal consultation to identify impacts and mitigation for cultural resources and treaty fishing rights.

Information that is unavailable for consideration in the environmental impacts analysis includes the following:

- Potential archaeological resources buried below 15 feet to 20 feet of fill on the Oregon shoreline and submerged within the Columbia River. If significant archaeological resources, including but not limited to Native American artifacts, sites, traditional

cultural properties, or human remains, are present in these areas, the Project is unable to evaluate the significance of the resources, make a finding of effect, or propose mitigation before the combined Final EIS/ROD is published. Based on ethnographic studies conducted for the Project and a comprehensive literature review, it is reasonably foreseeable that archaeological resources are present within and under the riverbed as well as along the Oregon shoreline. Surveys were not completed during the EIS process in these areas due to substantial cost associated with this work.

- The Project's consistency with the CRGNSA Management Plan could not be established. The CRGNSA Management Plan (2016) specifies goals and guidelines for a Columbia River bridge replacement undertaking within the CRGNSA; however, specific criteria to evaluate a permit application to replace a bridge over the Columbia River has not been established by the CRGC or USFS.
- A park boundary determination in compliance with Section 6(f) of the LWCF for the Port's Marina Park and Basin and Waterfront Trail could not be conducted until the design advances to a higher level. The assumed park boundary illustrated in the Supplemental Draft EIS is based on 1970s LWCF grant documents that were awarded for improvements to this site. Thus, impacts to the Section 6(f) resources were disclosed in the Supplemental Draft EIS to the extent possible. Specific determinations of Section 6(f) park land converted to a transportation use cannot be determined until the Project design is advanced and a park boundary determination is completed.

Project Team will be discussing these unavailable items and determining best practices moving forward.

BI STATE WORKING GROUP UPDATE/PRESENTATION

The Bi State Working Group (BSWG) will meet on Thursday, Sept. 3. The agenda will focus on how positions on a possible Bi-State Compact would be selected and developing Memos of Understanding (MOUs) among the six jurisdictions.

LEGISLATIVE STRATEGY FOR FUTURE AUTHORITIES/FUNDING

Port management is working with Boswell Consulting and Thorn Run Partners on a legislative strategy for both short and long-term bridge funding, as well as any policy changes needed to create a possible Bi-State Compact. As the plan is developed, summaries will be submitted for Commission review.

MEETING SCHEDULE

- NEPA Coordination Meeting, Aug. 27
- Cultural Resource Meeting, Aug. 28
- WSP Weekly Check In, Aug. 31
- WSP Prep for next EISWG Meeting, Sept. 2
- BSWG Meeting, Sept. 3

- WSP Weekly Check In, Sept. 7
- Thorn Run Check In, Sept. 8
- NEPA Coordination Meeting, Sept. 10
- WSP Weekly Check In, Sept. 14
- WSP Project Team Update, Sept. 16

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*ok to pay
Keenwood
Bridge Replacement*

INVOICE

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

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

August 26, 2020
\$101,749.06

Invoice Date: August 25, 2020
Invoice No: 983638
Project No: 80550A

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

Project Name: Hood River Bridge Replacement
Project Manager: Angela Findley
Customer Order No: 2018-01
Invoice Description: Invoice 24 PE 31Jul20

Services provided from July 01, 2020 to July 31, 2020

**Summary of Costs
by Top Task**

Task Number	Task Name	Contract Value	Current Invoice	Previously Billed	Total Billed To Date	Contract Balance	Percent Invoiced	Physical % Complete
0	Direct Expenses	\$32,555.82	\$0.00	\$30,019.82	\$30,019.82	\$2,536.00	92.21%	92.00%
1	Project Management	\$493,710.10	\$17,447.04	\$335,703.37	\$353,150.41	\$140,559.69	71.53%	69.18%
2	Public Involvement	\$244,109.91	\$246.94	\$144,511.18	\$144,758.12	\$99,351.79	59.30%	61.72%
3	Project Delivery Coordination	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
4	Tolling/Revenue Coordination	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
5	Environmental	\$1,595,448.56	\$72,331.19	\$1,027,034.83	\$1,099,366.02	\$496,082.54	68.91%	68.55%
6	Engineering	\$466,850.60	\$11,345.04	\$371,053.32	\$382,398.36	\$84,452.24	81.91%	82.85%
7	Transportation	\$129,277.02	\$0.00	\$129,168.35	\$129,168.35	\$108.67	99.92%	100.00%
8	Permit Assistance	\$154,560.70	\$378.85	\$148,151.49	\$148,530.34	\$6,030.36	96.10%	97.50%
9	Contract Contingency	\$31,487.29	\$0.00	\$0.00	\$0.00	\$31,487.29	0.00%	0.00%
Totals		\$3,148,000.00	\$101,749.06	\$2,185,642.36	\$2,287,391.42	\$860,608.58	72.66%	72.51%

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

Angela Findley
Project Manager

Port of Hood River
Hood River Bridge Replacement

Invoice #:
Date:
Period:

	Budget	Current Invoice	Previously Invoiced	To-Date Invoiced	Amount Remaining	Financial % Complete	Physical % Complete	Performance Ratio (Phys/Fin)
0 Direct Expenses	\$32,555.82	\$0.00	\$30,019.82	\$30,019.82	\$2,536.00	92.21%	92.00%	1.00
DE Direct Expenses	\$32,555.82	\$0.00	\$30,019.82	\$30,019.82	\$2,536.00	92.21%	92%	1.00
1 Project Management	\$493,710.10	\$17,447.04	\$335,703.37	\$353,150.41	\$140,559.69	71.53%	69.18%	0.97
1.1 Project Management and Coordination	\$402,202.80	\$14,370.88	\$268,625.65	\$282,996.53	\$119,206.27	70.36%	67%	0.95
1.2 Client Progress Meetings	\$56,631.71	\$0.00	\$46,236.39	\$46,236.39	\$10,395.32	81.64%	86%	1.05
1.3 Consultant Team Coordination Meeting	\$21,750.78	\$0.00	\$15,179.93	\$15,179.93	\$6,570.85	69.79%	67%	0.96
1.4 Change Control	\$12,146.68	\$3,076.16	\$5,106.39	\$8,182.55	\$3,964.13	67.36%	67%	0.99
1.5 Risk Management	\$978.13	\$0.00	\$555.01	\$555.01	\$423.12	56.74%	67%	1.18
2 Public Involvement	\$244,109.91	\$246.94	\$144,511.18	\$144,758.12	\$99,351.79	59.30%	61.72%	1.04
2.1 Public Involvement Plan and Task Coordination	\$39,798.97	\$0.00	\$23,051.30	\$23,051.30	\$16,747.67	57.92%	63%	1.09
2.2 Stakeholder Interviews	\$18,619.47	\$0.00	\$18,619.47	\$18,619.47	\$0.00	100.00%	100%	1.00
2.3 Media Releases, Fact Sheets, and eNews	\$16,168.57	\$0.00	\$6,856.21	\$6,856.21	\$9,312.36	42.40%	50%	1.18
2.4 Social Media, Digital Ads and Videos	\$6,049.22	\$0.00	\$2,493.22	\$2,493.22	\$3,556.00	41.22%	50%	1.21
2.5 Project Website Support	\$16,262.88	\$0.00	\$7,770.46	\$7,770.46	\$8,492.42	47.78%	63%	1.32
2.6 Bridge Replacement Advisory Committee	\$47,168.92	\$0.00	\$23,483.67	\$23,483.67	\$23,685.25	49.79%	50%	1.00
2.7 Stakeholder Working Groups	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
2.8 Public Open Houses	\$56,759.44	\$0.00	\$24,372.44	\$24,372.44	\$32,387.00	42.94%	50%	1.16
2.9 Public Comments	\$4,340.58	\$0.00	\$1,287.69	\$1,287.69	\$3,052.89	29.67%	30%	1.01
2.10 Community Outreach Events	\$16,951.93	\$0.00	\$18,651.79	\$18,651.79	(\$1,699.86)	110.03%	100%	0.91
2.11 Environmental Justice	\$13,644.74	\$107.42	\$11,831.57	\$11,938.99	\$1,705.75	87.50%	67%	0.77
2.12 Status Reports	\$8,345.19	\$139.52	\$6,093.36	\$6,232.88	\$2,112.31	74.69%	75%	1.00
3 Project Delivery Coordination	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0.00%	n/a
3.1 Project Delivery Coordination	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
4 Tolling/Revenue Coordination	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0.00%	n/a
4.1 Tolling/Revenue Coordination	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
5 Environmental	\$1,595,448.56	\$72,331.19	\$1,027,034.83	\$1,099,366.02	\$496,082.54	68.91%	68.55%	0.99
5.1 Environmental Study Plan and Coordination	\$71,938.97	\$4,600.68	\$43,831.80	\$48,432.48	\$23,506.49	67.32%	67%	1.00
5.2 Agency Coordination	\$120,305.24	\$2,441.34	\$100,268.14	\$102,709.48	\$17,595.76	85.37%	85%	1.00
5.3 Methodology Memoranda	\$27,931.63	\$0.00	\$27,931.63	\$27,931.63	\$0.00	100.00%	100%	1.00
5.4 Technical Report, Technical Memoranda	\$409,227.93	\$9,214.76	\$374,296.29	\$383,511.05	\$25,716.88	93.72%	95%	1.01
5.5 ESA Section 7 Compliance	\$121,492.05	\$6,234.37	\$92,576.05	\$98,810.42	\$22,681.63	81.33%	85%	1.05
5.6 Cultural / NHPA Section 106 Compliance	\$297,166.96	\$23,826.31	\$161,955.46	\$185,781.77	\$111,385.19	62.52%	60%	0.96
5.7 Section 4(f)/Section 6(f)	\$29,852.80	\$12,360.77	\$16,801.03	\$29,161.80	\$691.00	97.69%	80%	0.82
5.8 Draft EIS Re-Evaluation	\$38,095.30	\$0.00	\$38,095.30	\$38,095.30	\$0.00	100.00%	100%	1.00
5.9 Supplemental Draft EIS	\$228,736.68	\$13,652.96	\$171,279.13	\$184,932.09	\$43,804.59	80.85%	80%	0.99
5.10 Responses to Comments on the 2003 EIS	\$75,653.00	\$0.00	\$0.00	\$0.00	\$75,653.00	0.00%	0%	n/a
5.11 Mitigation Plan	\$46,673.00	\$0.00	\$0.00	\$0.00	\$46,673.00	0.00%	0%	n/a
5.12 Final EIS	\$92,497.00	\$0.00	\$0.00	\$0.00	\$92,497.00	0.00%	0%	n/a
5.13 Record of Decision, Notice of Availability	\$29,562.00	\$0.00	\$0.00	\$0.00	\$29,562.00	0.00%	0%	n/a
5.14 Administrative Record	\$6,316.00	\$0.00	\$0.00	\$0.00	\$6,316.00	0.00%	0%	n/a
6 Engineering	\$466,850.60	\$11,345.04	\$371,053.32	\$382,398.36	\$84,452.24	81.91%	82.85%	1.01
6.1 Engineering Coordination	\$116,290.84	\$2,255.33	\$93,523.13	\$95,778.46	\$20,512.38	82.36%	85%	1.03
6.2 Land Survey	\$14,012.50	\$0.00	\$14,012.50	\$14,012.50	\$0.00	100.00%	100%	1.00
6.3 Geotechnical	\$16,325.96	\$0.00	\$5,560.32	\$5,560.32	\$10,765.64	34.06%	40%	1.17
6.4 Hydraulics	\$25,128.28	\$0.00	\$25,495.26	\$25,495.26	(\$366.98)	101.46%	100%	0.99
6.5 Civil	\$126,716.76	\$787.09	\$111,172.34	\$111,959.43	\$14,757.33	88.35%	88%	1.00
6.6 Bridge	\$78,450.19	\$1,815.86	\$71,747.47	\$73,563.33	\$4,886.86	93.77%	92%	0.98
6.7 Wind Analysis	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
6.8 Architecture and Simulations	\$57,940.39	\$6,486.76	\$48,881.62	\$55,368.38	\$2,572.01	95.56%	100%	1.05
6.9 Cost Estimating	\$31,985.68	\$0.00	\$660.68	\$660.68	\$31,325.00	2.07%	2%	0.97
7 Transportation	\$129,277.02	\$0.00	\$129,168.35	\$129,168.35	\$108.67	99.92%	100.00%	1.00
7.1 Methodology Memorandum	\$7,785.98	\$0.00	\$7,785.98	\$7,785.98	\$0.00	100.00%	100%	1.00
7.2 Data Review and Collection	\$11,308.30	\$0.00	\$11,308.30	\$11,308.30	\$0.00	100.00%	100%	1.00
7.3 Existing and Future No Build Conditions	\$42,068.26	\$0.00	\$42,068.26	\$42,068.26	\$0.00	100.00%	100%	1.00
7.4 Build Alternatives Analysis Update	\$27,668.08	\$0.00	\$27,668.08	\$27,668.08	\$0.00	100.00%	100%	1.00
7.5 Transportation Technical Report	\$39,137.15	\$0.00	\$39,028.48	\$39,028.48	\$108.67	99.72%	100%	1.00
7.6 Tolling/Revenue Coordination	\$1,309.25	\$0.00	\$1,309.25	\$1,309.25	\$0.00	100.00%	100%	1.00
8 Permit Assistance	\$154,560.70	\$378.85	\$148,151.49	\$148,530.34	\$6,030.36	96.10%	97.50%	1.01
8.1 Permit Plan and Coordination	\$32,961.25	\$0.00	\$28,579.71	\$28,579.71	\$4,381.54	86.71%	96%	1.11
8.2 In-water Permits for Geotechnical Investigations	\$19,143.38	\$378.85	\$18,592.39	\$18,971.24	\$172.14	99.10%	99%	1.00
8.3 US Coast Guard Permit	\$72,665.90	\$0.00	\$72,665.38	\$72,665.38	\$0.52	100.00%	100%	1.00
8.4 Columbia River Gorge National Scenic Area	\$20,356.46	\$0.00	\$20,357.53	\$20,357.53	(\$1.07)	100.01%	100%	1.00
8.5 U.S. Army Corp of Engineers Permits	\$9,433.71	\$0.00	\$7,956.48	\$7,956.48	\$1,477.23	84.34%	75%	0.89
8.6 Washington State Permits – Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
8.7 Oregon State Permits – Reserved	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
8.8 Washington Local Agency Permits (City of Hood River)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
8.9 Oregon Local Agency Permits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	n/a	0%	n/a
9 Contract Contingency	\$31,487.29	\$0.00	\$0.00	\$0.00	\$31,487.29	0.00%	0.00%	n/a
9.1 2019 Contingency	\$31,487.29	\$0.00	\$0.00	\$0.00	\$31,487.29	0.00%	0%	n/a
Totals	\$3,148,000.00	\$101,749.06	\$2,185,642.36	\$2,287,391.42	\$860,608.58	72.66%	72.51%	1.00

Commission Memo

Prepared by: Anne Medenbach
Date: September 1, 2020
Re: East Side Hangar Design Review



In April of this year, the Commission approved a contract with architect Aron Faegre to complete a site plan and basic design guidelines for future potential box and T-hangars on the east side of the airport. The 2018 Master Plan includes approval for these types of hangars in this location. Utilities and access are off Orchard Road, and taxiway access is direct from the hangar locations. Mr. Faegre's designs are attached.

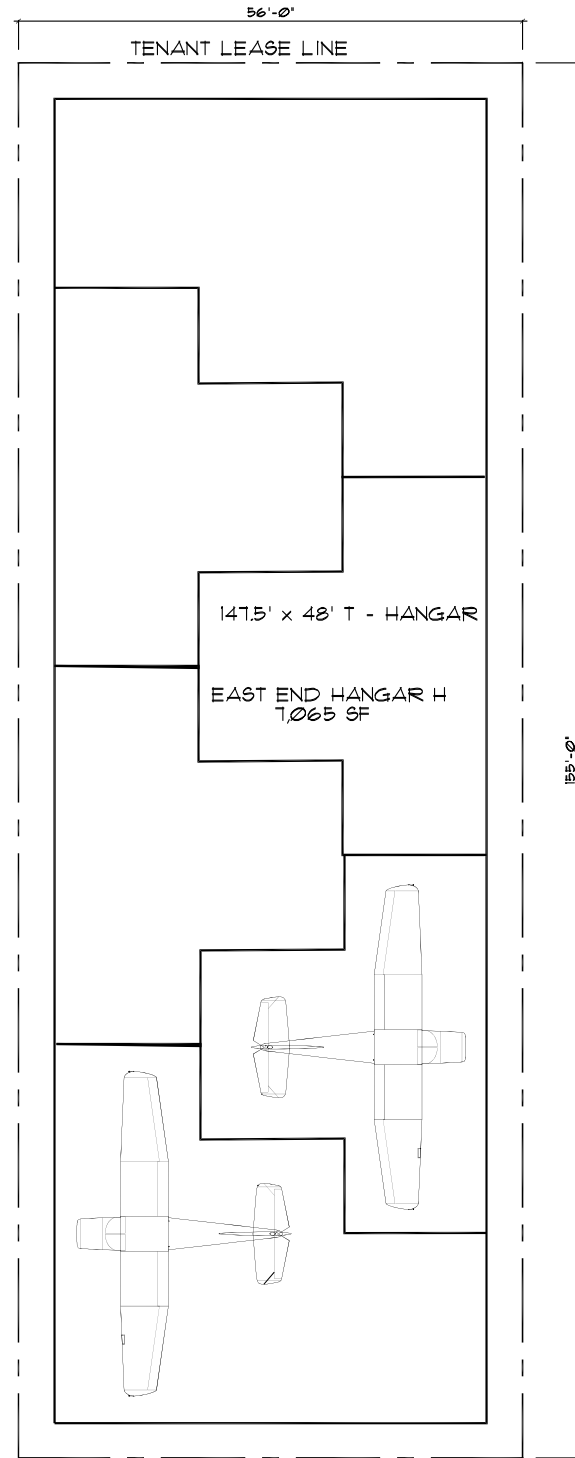
The motivation to explore this area for hangars comes from a long wait list for T-hangars. There are currently 28 people on the list, with entries dating to 2016. In discussions with some of these people, staff has found that many would prefer a box hangar and also would prefer to own their hangar rather than lease it. The Port has limited funds to expend for capital improvements. Many airports use ground leases to enable the private sector to build box and/or T-hangars. Mr. Faegre's work to complete this preliminary design will enable staff to assess interest in private construction and ownership of the hangars. Staff is also completing a survey of ground lease rates around the Northwest to determine a probable rate and term.

Once rates and terms are compiled, staff will market the ground leases and determine how many and what type of hangars people are willing to build as well as what capital the Port would need to expend to install paving. This type of paving is eligible for FAA funding, but needs to be added to future year projects as we are currently using NPE funds through 2023.

Staff requests that the Commission consider whether to pursue marketing of these hangars, and a suggested timeline for that effort. If approved to move forward with marketing, staff would present a ground lease template with standard terms and a final site plan for Commission approval at a later date. This will likely be a phased development that may take some years to fully build out. This initial design and assessment of interest is a first step in the process.

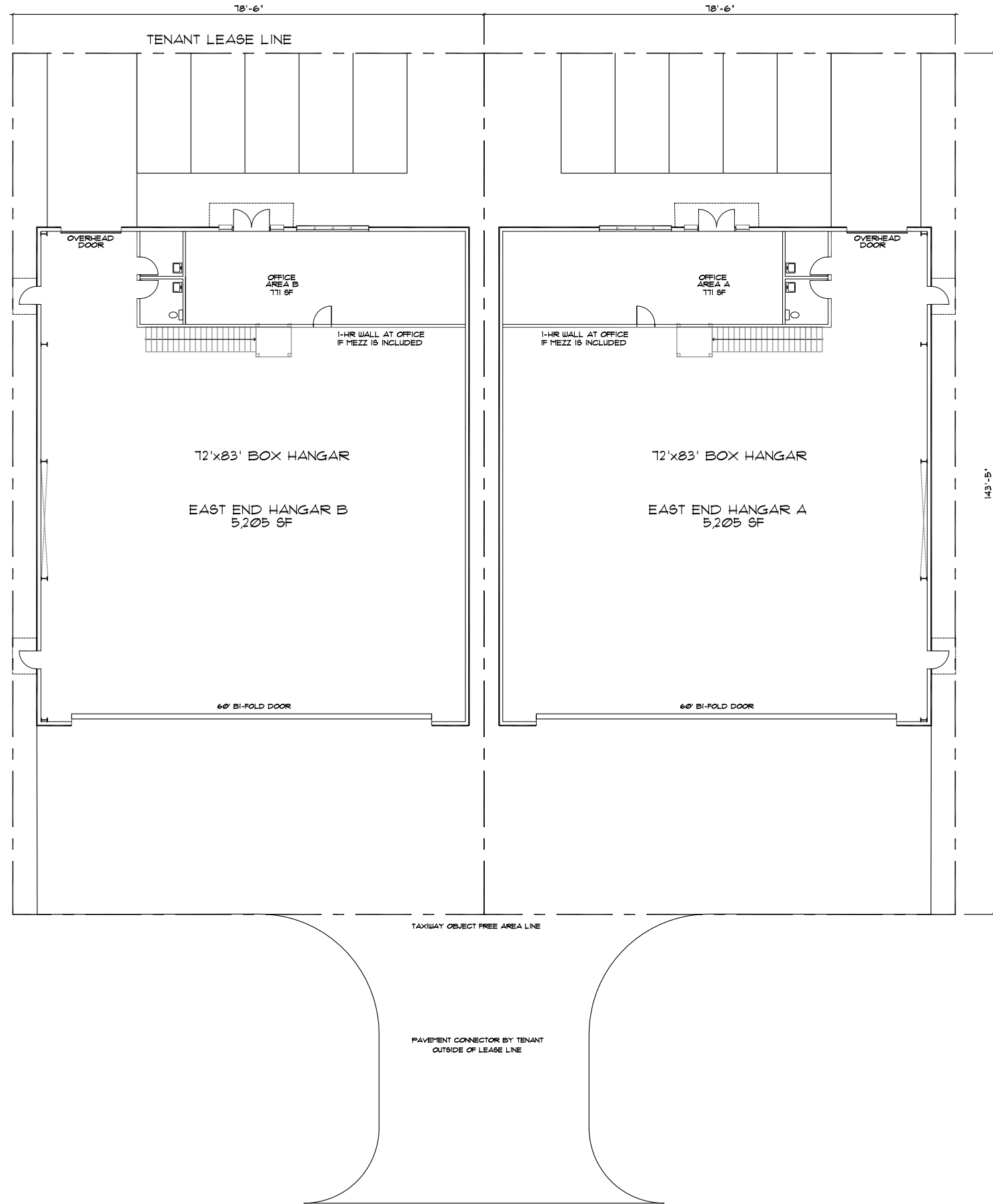
RECOMMENDATION: Informational.

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① LEASE PLAT & FLOOR PLAN EAST END T - HANGARS

SCALE 3/32" = 1'-0"



② LEASE PLATS & FLOOR PLAN EAST END BOX HANGARS

SCALE 3/32" = 1'-0"



REGISTERED ARCHITECT



KEN JENSTEDT AFFELD
EAST END HANGAR
LEASE PLATS
HOOD RIVER OREGON

FLOOR PLANS

DATE: 07/31/20

DRAWN BY: /AF
CHECKED BY: AF

NO.	DATE	DESCRIPTION

SHEET
A1.0

Commission Memo



Prepared by: Anne Medenbach
 Date: September 1, 2020
 Re: Airport Fuel Farm

The Connect 6 and the FAA projects are nearly complete at the airport. Moving the existing Av gas fuel tank or purchasing a new one and adding a jet fuel tank was part of the original Connect 6 project. However, in the bidding process, the fuel farm (av gas tank, jet A tank, new electronics and pad) was listed as a bid alternate so that the Commission could choose to incorporate it into the project or not, depending on cost. The Commission ultimately decided to leave the fuel farm decision until later in the project and it was not included the initial contract with the contractor, Tapani, Inc. (“Tapani”).

Tapani provided a quote to complete the installation of the concrete fueling pad as well as refurbishing the existing AV gas tank or providing a new one. The concrete pad would be approximately \$135,000, refurbishing the existing AV gas tank would be approximately \$160,000 totaling \$295,000 for the fuel farm, minus the cost of a jet fuel tank. Staff is still working with the fuel subcontractor to ensure that the quote for the fuel tank includes everything required, and this number likely will change.

The project will be 98% complete by September 1. At that time, staff will have the August pay request from the Contractor and will have a good understanding of any cost savings that have been incurred. The total project contract amount is \$1,886,965.50, with a \$94,348 authorized contingency. Century West is anticipating the project will likely come in under budget, with about \$65,000 in remaining contingency.

The Port is carrying a 10% match for the FAA portion of the project totaling \$255,000 but that match is no longer needed as, per the CARES act, the FAA is covering the entire project cost. Due to this and a potentially under budget COVI project, the Port potentially has enough budget to complete the fuel farm, minus the jet fuel tank.

Staff will return on September 15th with an update and potentially a change order for Tapani, Inc. and seeks direction from the Commission whether to move forward with this item now, as moving the AV gas tank to the North Apron has been on the Master Plan for over 30 years. This would not add fuel capacity but would install the tank in a safe and FAA-approved location. The current location is not in compliance with FAA standards as a permanent location and it must be moved at some point.

RECOMMENDATION: Informational.

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Commission Memo



Prepared by: Michael McElwee
Date: September 1, 2020
Re: Executive Director 20/21 Draft Workplan

Attached is the Executive Director's FY 20/21 Workplan. This Workplan is in draft form and is intended for review over the next two weeks. If necessary, we can discuss at the meeting. However, Commission comments and feedback are sought in any form. After input, I will review a final version with President Everitt and present it for formal action at the September 15 Commission meeting.

RECOMMENDATION: Review and information.

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**EXECUTIVE DIRECTOR
FY 20/21
WORK PLAN**
Commission Discussion
Draft: 9/1/20

Action:	Expected Completion	Completion
I. AGENCY-WIDE MANAGEMENT		
<i>Goal: Ensure that financial resources continue to be deployed effectively, with a high degree of foresight and in anticipation of future Port needs.</i>		
1. Complete update to the Strategic Business Plan including a “Fiscal Sustainability Financial Model” anticipating the projected financial and operational performance of the Port assuming bridge replacement. Comment: COVID-delayed from 2020.	4/15/21	
2. Select and install appropriate software programs to efficiently manage Port properties and projects. Comment: COVID-delayed from 2020.	6/30/21	
II. REAL ESTATE DEVELOPMENT & PLANNING		
<i>Goal: Create significant, positive momentum toward development of the Port’s Real Estate portfolio consistent with community objectives and Commission direction.</i>		
1. Complete due diligence of Exit #62 property and prepare purchase recommendation for Commission action. Comment: High priority.	11/1/20	
2. Prepare and issue RFI or RFQ to identify development interest in Barman Property.	11/15/20	
3. Obtain Commission approval of near-term real estate acquisition and/or development priorities. Comment: High priority.	12/10/20	
4. Prepare DDA Amendment #9 regarding Expo Phase II for Commission consideration. Comment: COVID-delayed from 2020.	10/30/20	
5. Determine Port financial participation in Phase #1 of the plan to relocate the waterfront storm line. Comment: Will be based on City proposed funding approach. \$1.8 m Lottery funding no longer available.	3/15/20	
6. Confluence Business Park (Lot #1)		

- A. Prepare new subdivision application for phased property development and infrastructure investment. 05/1/21
7. Lower Mill Site
- A. Prepare A/E plans and specifications for new industrial building and seek pre-construction tenant interest.
- B. Prepare final DDA with Wy'east Laboratories for Commission approval or determine project will not proceed. 12/15/20
8. Obtain a No Further Action (NFA) determination from the Oregon DEQ for the Jensen Building Property. 01/30/21

III. WATERFRONT RECREATION

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

1. Prepare plans and COE/DSL permit application for long-term upgrades to the Transient Boat Dock. 04/15/21
2. Prepare plans and COE/DSL permit application for renovation of the Marina Beach West Groin. 03/15/21
3. Install a new Marina Management Program 11/15/20
Comment: COVID-delayed.
4. Develop and install an integrated signage plan for the Waterfront trail system. 05/01/21
Comment: COVID-delayed.
5. Prepare draft update to Ordinance 24 addressing enforcement issues including trespass. 05/15/21
Comment: Reflects an ongoing issue during summer months.

IV. BRIDGE/AIRPORT

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

1. Complete inspections and NDT of counterweight trunnions, wire ropes and lift span M/E systems. 05/01/21
2. Update alternative Long-term Capital Maintenance Plans: 01/30/21
- One identifying the minimal actions needed if bridge replacement construction commences by 2026.
 - One identifying the significant capital projects necessary if bridge replacement is deferred.

- | | | |
|---|--|----------|
| 3. | Obtain specific recommendations from a qualified Engineer that identifies and describes any actions required to address bridge pier degradation, particularly piers #8 and #10. | 10/01/20 |
| 4. Bridge Replacement | | |
| A. | Develop a detailed strategy to obtain approval in the Oregon & Washington legislatures for a formal bi-state authority to manage a future replacement Bridge. | 11/01/20 |
| B. | Prepare a Memorandum of Understanding that describes the makeup and responsibilities of the Bi-State Working Group guiding bridge replacement efforts and obtain formal approval from six local jurisdictions. | 05/01/21 |
| C. | Reach 95% completion of the FEIS/NEPA scope being carried out by WSP Engineering. | 6/30/21 |
| 5. Breezeby Marketing Plan-- Prepare SaaS product development and marketing plan for the Port-owned Breezeby electronic tolling system. | | |
| 6. Update the financial model for the Airport | | |
| 7. Identify and implement reasonable actions to respond to airport noise complaints utilizing the Noise Working Group and recommend actions for Commission consideration. | | |
| 8. Prepare and publish an RFP seeking competitive proposals for Fixed Base Operator services and prepare a new contract for Commission consideration. | | |

V. ECONOMIC DEVELOPMENT

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

- | | | |
|----|---|----------|
| 1. | Develop and implement an interview-based survey of 50 local businesses to understand COVID impacts and identify future business retention or expansion needs. | 03/15/21 |
|----|---|----------|

VI. COMMUNICATIONS & COMMUNITY RELATIONS

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

- | | |
|---|---------|
| 1. Organize and implement a Commission Work Session to discuss changes to the Communications Plan. Seek Commission approval for updated Plan. | 3/15/21 |
|---|---------|

VII. GOVERNANCE & BOARD COMMUNICATIONS
Goal: Evaluate the Board’s governance and communications policies and provide recommendations for improvements.

- | | |
|---|----------|
| 1. Update the board & staff training policy.
<u>Comment:</u> COVID-delayed. | 04/01/21 |
| 2. Improve regular communication with Commissioners by engaging in 1:1 lunch meetings with Commissioners at least once per quarter. | Ongoing |

VII. PERSONNEL MANAGEMENT
Goal: Ensure that appropriate personnel policies are in place.

- | | |
|---|----------|
| 1. Revise/streamline staff performance evaluation forms | 05/15/21 |
| 2. Evaluate prior-completed Executive Director 360 review with Paul Hutter of HR Answers and present key findings to Personnel Committee. | 11/15/20 |
| 3. Prepare and implement a Staff Performance & Integration Plan: <ul style="list-style-type: none"> • 360 performance reviews and 1:1 evaluation By HR Answers for all management staff • Facilitated work session focusing on integrative processes, tools and communication | 02/15/21 |
| 4. Develop and implement a plan to clarify human resource management functions. | 03/01/21 |

VII. NEW OR UNPLANNED INITATIVES
Based on new Commission direction or identified need during review period.

Executive Director's Report

September 1, 2020

Administrative

- Current issues relevant to the COVID-19 pandemic:
 - Oregon OSHA released new draft workplace rules on August 17. This rule includes additional requirements for jobs requiring an employee to be within 6-feet of another individual for 15 minutes or longer if it includes direct contact. The Governor's office also released new guidelines for indoor work environments on August 13.
 - Hood River County Health Department reports there are currently 15 active workplace outbreaks in the County, including the Health Department itself. See attached PSA. Two Port tenant companies (Electronics Assemblers, Tofurky) have been listed on the Oregon Health Authority's list of workplace outbreaks.
 - The waterfront has been extremely busy, especially on weekends. The Event Site remains open for seasonal passholders only now Fridays through Sundays. No parking is allowed on the east side of North 1st Street on those same days. No kiting is allowed at the sand or lawn areas at Marina Beach. We have now prohibited parking on the north half of the paved parking lot adjacent to the Swim Beach lawn.
 - Three Port staff members have become sick with symptoms that indicated COVID testing was necessary. All three tests came back negative.
 - Signs have been installed signs around the Shop and Office areas reminding staff to wear masks.
- Fred and PSquare Solutions successfully validated payments and refunds in a staging environment then migrated customer payment information from Paya to Columbia Bank/World Pay for all Breezeby customers of our Merchant accounts on August 18. This was a major step and entailed high degree of risk. Fred intends to transfer the other Paya account over to Columbia Bank/World Pay after Labor Day. This will transfer the remaining online payments (for parking passes, wait list entries, etc.) to the same place.
- The OneGorge advocacy group held a virtual meeting on August 26 which featured a presentation by Gorge Commission Director Krystyna Wolniakowski on the "Gorge 2020" effort to update the Management Plan. The 462 page document is available online at: <http://www.gorgecommission.org/images/uploads/pages/6 - Clean-Draft Gorge 2020 Management Plan To Approve.pdf>

Recreation/Marina

- A picnic table with a plaque to honor Virginia Hosford was given to the Port several years ago when Library Park was installed. That table is now is disrepair. We will purchase a new table, likely to be installed near Marina Point.

- Facilities staff installed two new ADA handicap parking stalls at the Marina Beach Parking Lot on August 27 and re-striped the entire lot (see photo to right). The lack of ADA spaces at that site was brought our attention by a disabled veteran.
- CGW2 is organizing a work party to move the large stones in shallow water at the Event Site. These pose some degree of hazard and will be relocated to the small boulder wall at the foot of the grass.
- Port crews will not be able to complete the structural reinforcement of the Event Site Dock this year. We will either look for a contractor to do the work or reschedule for next spring.
- Daryl Stafford has advertised a call for Letters of Interest for future food concession at the Event Site Dock and for Kiteboard, Windsurf or SUP schools and rentals in all Gorge area newspapers, to run through September 23. These requests and subsequent concession approvals are done on a 5-year cycle.
- The Event Site Booth will close for the season starting Tuesday, September 8th. Parking enforcement will continue. Season passes will be sold online only, and orders will be fulfilled through the mail.



Development/Property

- We have received payment for incurred costs to date related to the Jensen Building environmental assessment. Coles + Betts is nearly complete with their investigation and the report will be submitted to the Oregon Department of Environmental Quality (DEQ) soon. In my July ED report, I incorrectly stated that it had already been submitted.
- The re-roof of the Big 7 Building will begin on September 1.
- Marla Harvey of the Hood River Energy Council reached out with an opportunity to apply for grant funding for a two electric vehicle charging stations near the Port office—one for public use out front and another in the shop area for a future electric fleet vehicle. One aspect of the application is for a collaborative grant that would track our fleet energy consumption against the usage of the new electric trucks that will be coming out in a couple of years.
- Sarah Kellum of Hood River Shelter Services has asked the Port to consider partnering with HRSS to identify a location for this winter's Warming Shelter operations. They have also reached out to the City and County about potential sites and will be working with

their Shelter Facilities Team to determine our next steps. COVID will mean significant restrictions on shelter operations.

- Summer interns Jose Santillan and Beto Rojas have been working hard on their research project, which involves site analysis of a property the Port owns in Wasco County. Their work will be presented to the Commission at the September 15 meeting.
- Hearts of Gold Caregivers business sale was completed on August 21st. The tenant will remain in the building through the end of September and then vacate. Staff will be marketing the space this month.
- The Chamber of Commerce will be vacating their space at the end of September. Staff will be marketing the space this month.
- The Columbia Gorge News has moved into the DMV building and staff is finalizing internet connections and window installation. A Right of Access agreement with Charter Communications is a Consent item on tonight's agenda.

Airport

- A memorial service for Montana-based helicopter pilot Tom Duffy, who lost his life battling the White River fire on August 17, was held at the airport on August 27. The entire aviation and fire response community mourns the loss of Mr. Duffy. His death is Oregon's only known wildfire related death this year.
- The Airport has been extremely busy the last few weeks with construction and staging for some wildfire response assets. Anne reports that at one point last week, seven crews were utilizing the airfield.
- The Connect 6 paving is scheduled to complete by Friday, August 28, bringing the entire project to 95% completion.
- The North Apron paving was completed on Friday, August 21st. Some additional grinding needs to be done, but the project is now over 95% complete and scheduled for a punch list walk through on September 3rd.
- The T-Hangar electrical project was completed on August 20th and entailed moving a live burial power line off of WAAAM's property to Port property and installing a new line that is safe and underground.
- Staff and Century West Engineering are working on the Disadvantaged Business Enterprise policy that is required to be updated every three years. Commission approval will likely be requested at the second meeting in September.

- The airport noise working group continues to meet monthly and is currently working on recommendations for the AAC who will then bring those to the Commission, likely in October.
 - The Airport Advisory Committee met on August 20. Included on the agenda was a review of applications to fill the Committee's two open positions. This is an Action item on tonight's agenda.
-

Bridge/Transportation

- The Nez Perce Nation will be requesting a toll waiver policy similar to the Yakama Nation, as their federal treaty rights establish very similar access/travel rights. Since this is an existing treaty right, and some Nez Perce are in our area engaged in fishing, I have authorized toll staff to waive through any Nez Perce member or employee showing a tribal ID card. Unlike the Yakama, the Nez Perce do not have tribal-issued license plates.
- Fred Kowell will provide an update on All Electronic Tolling (AET) and traffic volumes during tonight's meeting.



Hood River County Health Department
1109 June St., Hood River, OR, 97031
541-386-1115

Press Release

Date: August 19, 2020
To: All Media
From: Mike Matthews, REHS, PIO, Hood River County Health Department
Subject: **Multiple Workplace Outbreaks 8/19/2020**

Hood River County currently has over fifteen active Workplace Outbreaks including one here at the Hood River County Health Department. The Health Department will remain staffed to take calls and provide essential services by appointment. Staffs working here in the building are not on isolation or quarantine. The Facility types range from agricultural processing, fruit packing, and restaurants, to office and retail facilities that have been identified as having workplace outbreaks of COVID-19 cases. An outbreak is defined as a worksite with two or more cases that are not household contacts. Once five or more cases are identified and connected to one facility, OHA will release this information in their [weekly report](#). As a community, we must continue to follow proper guidance for:

- social distancing
- mask use both at work and during personal time outside of work.
- wash hands frequently
- Stay home when ill and call your doctor even if you think you have allergies

The contact tracing efforts here at Hood River County Health Department are essential and Hood River County has the second highest rate of testing per capita in the state.

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Commission Memo



Prepared by: Michael McElwee
Date: September 1, 2020
Re: Lift Span Evaluation and Testing

The Port maintains a detailed Capital Maintenance Plan (“CMP”) for the bridge that identifies various capital, inspection and maintenance tasks over the next 30 years. The CMP is usually updated two times each year and is the basis for annual budget preparation.

The CMP lists a series of test and evaluation steps for the bridge’s movable lift span in FY 20/21. These tests are intended to thoroughly characterize the existing condition of structural and electrical elements and to estimate when replacement or repair should be expected. This evaluation is particularly important for two reasons:

- The moveable lift span has the highest failure risk of any bridge element.
- Understanding the longevity of lift span will allow the CMP to be updated and determine whether significant capital spending is required in the next five years until it is better known whether bridge replacements efforts will be successful.

Attached is a proposed contact with Stafford Bandlow Engineering, Inc. (“SBE”), a division of Wiss Janey Elstner Associates, Inc. SBE is a renowned national expert in the field of moveable lift spans and has successfully carried other projects for the Port in the recent past. The work is specifically identified in the Port’s FY20/21 Adopted Budget. There are no major capital projects planned for the bridge this fiscal year.

Paul Bandlow, P.E will participate via Zoom to briefly describe the work to be undertaken.

RECOMMENDATION: Authorize contract with Stafford Bandlow Engineering, Inc. for mechanical and electrical evaluation of the bridge lift span not to exceed \$142,055.

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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 Stanford Bandlow Engineering (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: assessing the electrical and mechanical systems of the Hood River Bridge' lift span and making recommendations as to their functional condition and longevity.
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 terminate on May 15, 2021 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"). 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 the relevant 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 however it is agreed and understood that the Consultant must use sound professional practices.
6. **COMPENSATION:** The Port shall pay fees to the Consultant for Services performed under the terms of this Agreement in an amount not to exceed \$142,055 ("Compensation"), unless otherwise approved by the Port. This fee is inclusive of any and all direct expenses incurred by the Consultant ("Reimbursable Expenses").

Consultant shall submit monthly invoices computed on the basis of hours worked and tasks completed to date. Invoices shall include a detailed description of work performed and include evidence of any reimbursable expenses in a form acceptable to the Port. 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. REPRESENTATIONS: The Consultant represents 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 understands the 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:

Consultant shall keep and maintain the following insurance for the duration of the contract period:

 - a. Commercial General Liability insurance on an occurrence basis with a limit of not less than \$1,000,000 each occurrence for bodily injury and property damage and \$2,000,000 general aggregate. The Liability Insurance coverage shall provide contractual liability. The coverage

shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to Contract.

- b. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- c. Professional Liability insurance with a \$1,000,000 per claim and \$1,000,000 in the aggregate for malpractice or errors and omissions coverage against liability for personal injury, death or damage of property, including loss of use thereof, arising from the firm's wrongful acts, errors or omissions in any way related to this Contract.
- d. 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 statutory worker's compensation insurance, comprehensive general liability insurance and professional liability insurance coverage in amounts satisfactory to the Port and the Consultant. 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.
- e. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt under ORS 656.027.)

As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract. The Commercial General Liability certificate shall provide that the Port, its Commissioners, officers, agents, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract. Endorsement CG 20 10 11 85 or its equivalent must be attached to the Certificate. The Certificate shall provide that the insurance shall not terminate or be canceled without 30 days written notice first being given to the Port. Insuring companies or entities are subject to Port acceptance. If requested, complete copies of the insurance policy shall be reviewed by the Port. The contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

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:** 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, they are directly resulting from, or alleged to arise from, the negligent 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.

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: Neither party shall assign this Agreement or parts hereof or its duties hereunder, but not including work products produced by the Consultant, without the express written consent of the other party. 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 time based and reimbursable 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 upon payment of all amounts rightfully owed by the Port to the Consultant herein 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.
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 McElwee, Executive Director and the Consultant hereby designates Mark Hirota, P.E. 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, 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 1st day of September, 2017.

STANFORD BANDLOW ENGINEERING

PORT OF HOOD RIVER

Paul Bandlow, P.E.

Michael S. McElwee

Principal

Title

Executive Director

Title

Date

Date



Stafford Bandlow Engineering
800 Hyde Park
Doylestown, Pennsylvania 18902
215.340.5830 tel
www.wje.com

August 25, 2020

Michael McElwee
Executive Director
Port of Hood River
via email - mmcelwee@portofhoodriver.com

Proposal - 2020 Work Items

WJE No. 2019.8856

Dear Michael,

Per your request we have prepared the attached proposal for mechanical and electrical engineering services for the Hood River vertical lift bridge. These services include:

- Non-Destructive Testing of Counterweight Trunnions
- Biennial Mechanical and Electrical Inspection
- In-Depth Counterweight Wire Rope Inspection
- Elimination of Failure Due to Power Loss

Each of these work items is covered in more detail in our proposal.

In addition to the proposal we have included estimated costs to complete the work as well as information on assistance we need from the Port to complete the inspections.

Our goal is complete the work in two one-week trips with one week in September and the other week in October of this year.

We appreciate the opportunity to be off service and look forward to working with you and your staff to complete the required work.

Sincerely,

STAFFORD BANDLOW ENGINEERING

Paul M. Bandlow
Principal and Unit Manager

Hood River Vertical Lift Bridge Hood River, Oregon Engineering Services Proposal

Wiss, Janney, Elstner Associates, Inc. and our Stafford Bandlow Engineering Division (SBE) will provide various engineering services as part of ongoing work to ensure the safety and reliability of the mechanical and electrical systems associated with the Hood River vertical lift bridge.

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

Non-Destructive Testing of Counterweight Trunnions

This work is required to ensure the integrity of the counterweight trunnion by examining the trunnions for cracks in the critical fillet area at the transition from the trunnion journal to the fit location between the trunnion and the sheave. This work is essentially a repeat of the non-destructive testing that was conducted in October 2016. The testing will include magnetic particle examination, through the bore ultrasonic examination and scans from the ends of the trunnions. These methods provide a comprehensive approach to the inspection and provide a high probability of finding material defects in the trunnion fillet region.

This examination requires the trunnion bearing caps to be removed and may require removal of paint from the end of the trunnions to obtain satisfactory coupling of the transducer. We anticipate that the Port maintenance personnel will provide these services. Cleaning of the bore as required will be performed by WJE personnel.

A comprehensive report will be provided. The report will include a description of the testing conducted, results of the testing, supporting data and photographs of conditions of interest and deficiencies.

Biennial Mechanical and Electrical Inspection

Although we have conducted several focus inspections on the bridge, we have not conducted a comprehensive mechanical and electrical inspection of the entire mechanical and electrical installation.

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

- Operational testing
- Visual hands on inspection of the entire mechanical and electrical installation to the extent permitted without using special access techniques
- Measurement of wearing mechanical components including:
 - Bearings
 - Gears

-
- Clearance measurements at span locks, live load supports, interior supports, span guides and counterweight guides
 - Verification of pressure build up during seating at air buffers provided ports are available to install pressure gages
 - Verification of oil levels as applicable
 - Collection of oil samples for testing to determine the presence of wear metals, contaminants and water
 - Assessment of mechanical and electrical maintenance practices
 - Interlock testing to verify that the machinery cannot be operated out of sequence
 - Measurement of electrical parameters during operation of span drive and span lock motors and
 - Insulation resistance testing of motors and feeder cables
 - Inspection of the utility service to the bridge
 - Inspection of marine communication systems
 - Inspection of traffic control equipment
 - Verification of the bridge skew control system
 - Inspection of all field feedback devices

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

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

In-Depth Counterweight Wire Rope Inspection

This work will include hands on inspection of the counterweight ropes with a focus of the following known areas of vulnerability.

- Splay castings at the movable span. This is the area immediately area the wire rope terminations at the movable span and is the area where corrosion and abrasion have been significant issues on some bridges. To examine this area, the ropes need to be jacked away from the span casting. We will coordinate with the Port maintenance personnel prior to the inspection to make sure that all necessary equipment is available during the inspection.
- Splay castings at the counterweight. This area of the rope has typically been less problematic than the span side because there is less rope movement at this location than the span side location. This will require access to the top of the counterweight. We will coordinate with the Port maintenance personnel prior to the inspection to develop appropriate access to this area. Note that access to this area is also required to inspect the counterweight guides and guide rails.
- Wire rope terminations at the span connection. This is an area where corrosion has been a problem. Direct access to this area is ideal but a reasonable assessment of rope condition can typically be made without direct access. We will coordinate with the Port maintenance personnel prior to the inspection to determine if access to this area is possible.

- Wire rope terminations at the counterweight. This will require access to the top of the counterweight. We will coordinate with the Port maintenance personnel prior to the inspection to develop appropriate access to this area. Note that access to this area is also required to inspect the counterweight guides and guide rails.
- Span side sheave tangent point. This is the area of the rope that typically has the most wear. To access this area of the rope the bridge must be partially raised and then the rope inspected from the counterweight side of the sheave. We will work with the Port maintenance personnel prior to the inspection to develop appropriate access to this area.
- Rope Maintenance. We will check the ropes for adequate maintenance.
- We will measure rope diameters.
- We will verify the tension in the ropes using the fundamental frequency method.

A comprehensive report will be provided to include the scope of work, description of the wire ropes, observations and findings, tabulated data, photographs of conditions of interest, conclusions and recommendations as required.

Elimination of Electrical Failure Due to Power Loss

The following describes the scope of the required work to eliminate the failure that occurred due to the power loss. Note that the scope also includes modifications and additional equipment to enable Panatrol and/or SBE to access the bridge control system remotely for troubleshooting, inspection and maintenance purposes.

The system additions consist of;

1. An uninterruptable power supply to be installed and used to prevent loss of power to critical bridge control elements due to momentary or short duration power outages at the bridge.
2. A communications link to be installed and used to provide remote access to the bridge existing skew monitoring and drive control system for interrogation, troubleshooting, inspection and maintenance purposes. Note that each time this access is required it must be authorized and commanded by Port personnel at the bridge for security and safety reasons.

It is proposed that the additional equipment be provided by Panatrol. The additional equipment will consist of;

1. A wireless remote access unit: TC MGuard, RS2000, 4G
2. An uninterruptable power supply: Sola+HD, SDU 850A-5

The installation of the equipment to be supervised and supported by SBE. This installation work is very straightforward and can be completed in less than a day.

The setting up and testing of the modified system will be performed by SBE and Panatrol following installation. Note that Panatrol will support SBE remotely from their Chicago office and they have estimated their involvement to be 3 hours.

We will prepare a brief report describing all work conducted as part of this item.



Name:															Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget
Level:	Senior Principal	Principal	Associate Principal	Senior Associate	Associate III	Associate II	Associate I	Senior Specialist	Specialist	Senior Technician	Technician II	Technician I	Task Hours	Task Time Cost	Rounded Task Time Cost	Task Expenses	Task Budget		
Tasks	Rate: \$	300.00	\$ 245.00	\$ 200.00	\$ 175.00	\$ 155.00	\$ 135.00	\$ 110.00	\$ 130.00	\$ 115.00	\$ 100.00	\$ 85.00	\$ 70.00						
1 Non-Destructive Testing																			
Mobilization			8						32								\$ 120.00		
Field Work			16						32								\$ 1,300.00		
Report			16				16		60										
Task Hours	0		40	0			16	0	0	0			124	0	0	0	0	180	
Task Cost	\$ -		\$ 9,800.00	\$ -			\$ 2,800.00	\$ -	\$ -	\$ -			\$ 16,120.00	\$ -	\$ -	\$ -	\$ -	\$ 28,720.00	
																		\$ 1,420.00	
																		\$ 30,140.00	
2 Biennial Inspection																			
Mobilization			20	20	20	20												\$ 2,000.00	
Field Work			24	16	24	16												\$ 6,000.00	
Report			20	20	32	32		12	12										
Task Hours	0		64	56	76	68	0	12	0	12	0	0	0	0	0	0	0	288	
Task Cost	\$ -		\$ 15,680.00	\$ 11,200.00	\$ 13,300.00	\$ 10,540.00	\$ -	\$ 1,320.00	\$ -	\$ 1,380.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,420.00	
																		\$ 8,000.00	
																		\$ 61,420.00	
3 Counterweight Rope Inspection																			
Mobilization				24		28	28											\$ 1,000.00	
Field Work				32		32												\$ 2,500.00	
Report				20		32		16											
Task Hours	0		0	76	0	92	28	16	0	0	0	0	0	0	0	0	0	212	
Task Cost	\$ -	\$ -	\$ -	\$ 15,200.00	\$ -	\$ 14,260.00	\$ 3,780.00	\$ 1,760.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000.00	
																		\$ 3,500.00	
																		\$ 38,500.00	
4 Elimination of Electrical Failure																			
Design			2	6															
Mobilization				4															
Field Work				8		8												\$ 4,975.00	
Report			2	6															
Task Hours	0		4	24	0	8	0	0	0	0	0	0	0	0	0	0	0	36	
Task Cost	\$ -	\$ 980.00	\$ 4,800.00	\$ -	\$ 1,240.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,020.00	
																		\$ 4,975.00	
																		\$ 11,995.00	
																	Grand Total	\$ 142,055.00	

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Commission Memo



Prepared by: Anne Medenbach
Date: September 1, 2020
Re: Airport Advisory Committee

The Airport Advisory Committee (AAC) has been working on three things for the Commission: 1) Recommend that Western Antique Automobile and Aeroplane Museum (WAAAM) be added as a sitting Member, and 2) Identify a statement that provides guidance for committee focus 3) Recommend AAC candidates to fill two vacant seats.

1. The Port Bylaws currently state that there are seven public Members, 2 Commissioners and the FBO on the AAC. The AAC recommends that the Commission add WAAAM under the FBO as a public Member. WAAAM has over 200 based aircraft that use the airport. Their proximity to the field and impact on it warrant a permanent seat at the table. If approved by the Commission, "WAAAM" would be added to the committee descriptions in the Governance Policy.
2. The AAC has identified a statement that serves as an internal guideline for the AAC to ensure that there is a focus for committee discussion and issue identification. The statement is as follows:

"The Airport Advisory Committee gathers information and analyzes options in order to provide input and advice to the Port of Hood River Board of Commissioners on airport and aviation related issues."

This requires no action from the Commission as it is an informal statement.

3. Eight individuals applied for the AAC. This is a large turnout for this committee and illustrates just how vibrant the airport is becoming. The Port sent out a revised ad for this position which took out the "aviation preferred" preference. Applications are attached and include: John Benton, Adam Young, Mark Stanfield, Lance Bunch, Margo Dameier, Ken Hall, Chris Robuck and Mark Johnson. The AAC recommendation is that Margo Dameier and Adam Young receive appointments. However, if WAAAM is not approved to be a sitting member, they would prefer John Benton and Margo Dameier. The Committee felt it was important to have a non-flying neighbor on the Committee as well as someone with aviation experience that showed interest in the committee and could commit the time to be involved.

The Commission may wish to interview all or some of these applicants or make an immediate decision.

RECOMMENDATIONS:

1. Modify the Port of Hood River governance policy to add a representativity of the Western Antique Aeroplane and Automobile Museum as a public Member of the Airport Advisory Committee.

2. Appoint two members to the Airport Advisory Committee for three-year terms ending in June 2023.

**PORT OF HOOD RIVER
COMMITTEE APPLICATION**

Please print – use back if needed

Application Date: _____ **Date Appointed:** _____

COMMITTEE

(Please check one)

- Community Relations
- Waterfront Recreation
- Airport Advisory

Name: Adam Young

Address: 803 Columbia St

Email: adamyoung1@live.com

Home Phone: 808-589-8496 Work Phone: 212-403-8479 Fax: _____

Employer: D. E. Shaw Renewable Investments Occupation: Asset Manager

Government committees/commissions/boards on which you have served: _____

None

Civic/service organizations in which you have participated: _____

Gorge Grown Food Network, STEMworks Hawaii, Waimea Valley, Sustainable Coastlines

Special interests: Kiting, skiing, biking, hiking, and outdoor activities in the Gorge with family

Briefly describe why you are interested in this appointment: _____

I want to support the important changes ahead for this critical asset in the community

Special skills/experience you would bring to this committee: _____

Education in Aviation Administration, FAA Private Pilot, Expertise in renewable energy operations

Explain any special scheduling needs: None

RETURN APPLICATION TO: Port of Hood River, 1000 E. Port Marina Drive
Hood River, Oregon 97031
Tel: (541) 386-1645 Fax: (541) 386-1395

NOTE: Members must be residents of the Port District at all times during their service on a committee.

ADAM YOUNG

803 Columbia St
Hood River, OR 97031

adam.young@deshaw.c...
(808) 589-8496

Sustainably focused renewable energy professional

EXPERIENCE**D. E. Shaw Renewable Investments**

Associate, Asset Management

New York, NY

May 2016 – Present

Responsible for 258MW of wind & solar generation under construction and currently operating in Hawaii, Oregon, and Idaho. Oversee all project aspects including site operations, utility coordination, landowner communications, and environmental compliance.

SunEdison

Plant Manager

Kawailoa, HI

Nov 2012 – May 2016

Managed 69MW wind facility including BOP and O&M operations, environmental compliance support, and oversight of 15+ staff. Performed high voltage substation work, interconnection maintenance, safety training, and community outreach.

First Wind

Assistant Operations Manager

Sheffield, VT/Kahuku, HI

Aug 2011 – Nov 2012

Supported completion of 40MW wind project in Sheffield, VT through construction, commissioning, and operations. Relocated to assist operations management of 30MW wind project in Kahuku, HI with 10MWh Battery Energy Storage System.

Clipper Windpower

Lead Technician

Milford, UT /Kahuku, HI /Sheffield, VT

Aug 2009 – Aug 2011

Operations and maintenance lead in the troubleshooting of the the 2.5MW Clipper Liberty turbine. Interim site supervisor and trained operations team in startup of Milford, UT, Kahuku, HI, and Sheffield, VT.

Wahconah Regional High School

Earth Science Teacher

Dalton, MA

Aug 2007 – Jun 2008

Developed progressive curriculum to educate and engage students in a rural school district. Coached track team and was actively involved with local community to better improve high school district.

EDUCATION**Columbia Gorge Community College**

Certificate, Renewable Energy Technology

The Dalles, OR

May 2009

Purdue University

BSc, Aviation Administration

Minor, Organizational Leadership and Supervision

West Lafayette, IN

May 1999

COMPETENCY

ISO-NE SROT Certification
VELCO Substation switchman
High Voltage Safety

NABCEP Entry Level PV
Wind Tower Rescue Certified
Outdoor Emergency Care

OSHA 40 Hour HAZWOPER
Heavy Equipment Operator
FAA Private Pilot

**PORT OF HOOD RIVER
COMMITTEE APPLICATION**

Please print - use back if needed

Application Date: 5-29-20 Date Appointed: _____

COMMITTEE

(Please check one)

- Community Relations
- Waterfront Recreation
- Airport Advisory

Name: JOHN M. BENTON

Address: 1450 NUNAMAKER RD. Hood River

Email: jimb@gorge.net

Home Phone: 541 4907480 Work Phone: - Fax: -

Employer: Self Occupation: Orchardist

Government committees/commissions/boards on which you have served: _____

SEE NOTE A.

Civic/service organizations in which you have participated: _____

SEE NOTE B.

Special interests: SEE NOTE C.

Briefly describe why you are interested in this appointment: _____

SEE NOTE D.

Special skills/experience you would bring to this committee: _____

SEE NOTE E.

Explain any special scheduling needs: NONE

RETURN APPLICATION TO: Port of Hood River, 1000 E. Port Marina Drive
Hood River, Oregon 97031
Tel: (541) 386-1645 Fax: (541) 386-1395

NOTE: Members must be residents of the Port District at all times during their service on a committee.

Notes to Airport Advisory Committee Application

Note A: Hood River Co. Budget Comm. six years, Port of Hood River Budget Comm. nine years, Farmers Irrigation District Board of Directors twenty years, Ore Fish Screening Task Force six years.

Note B: I have been a member for forty plus years and past president of the Hood River Rotary Club. I have served on the Hood River Rotary Foundation for twenty years. I have been a member for thirty years and a past Big Squeek of the Crag Rats Mountain Rescue organization.

Note C: Museum operations and management, Flying, Hunting, Fishing, Boating, Mountain Rescue.

Note D: As an adjacent farming neighbor, Western Antique Aeroplane and Automobile Museum Board member, long time airport hanger lessee, airplane owner and flier, I am very interested in a healthy and vibrant Hood River Airport and would like to help keep it that way.

Note E: I have a good understanding of airport economics, operations and management practices. I also have a background in accounting, finance, and business management.

PORT OF HOOD RIVER COMMITTEE APPLICATION

Please print - use back if needed

Application Date: 8/16/20 Date Appointed: _____

COMMITTEE

- (Please check one)
- Community Relations
- Waterfront Recreation
- Airport Advisory

Name: Ken Hall

Address: 2651 Kingsley Rd, Hood River 97031

Email: Kthflieger@yahoo.com

Home Phone: 682 554 4755 Work Phone: _____ Fax: _____

Employer: Expressjet Airlines Occupation: Pilot/Check Airman

Government committees/commissions/boards on which you have served: _____

Hillcrest Airport B.O.D. / ALPA security committee / FFDO National Steering committee

Civic/service organizations in which you have participated: HRVHS ski team board / Denver Regional Council of Govts (ORCOG) helicopter advisory comm.

Special interests: Oregon youth challenge Mentor

Briefly describe why you are interested in this appointment: help steer to airport towards continued improvement & profitability while remaining community friendly.

Special skills/experience you would bring to this committee: 25+ years general and commercial aviation experience. Experience working with the FAA & county government.

Explain any special scheduling needs: may vary based on work schedule

RETURN APPLICATION TO: Port of Hood River, 1000 E. Port Marina Drive
Hood River, Oregon 97031
Tel: (541) 386-1645 Fax: (541) 386-1395

NOTE: Members must be residents of the Port District at all times during their service on a committee.

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PORT OF HOOD RIVER COMMITTEE APPLICATION

Please print - use back if needed

Application Date: 20 AUG 2020

Date Appointed: _____

COMMITTEE

(Please check one)

- Community Relations
- Waterfront Recreation
- Airport Advisory

Name: LANCE BUNCH

Address: 8770 COOPER SPUR RD. Mt HOOD PARKDALE OR 97041

Email: lance@bunchhouse.com

Home Phone: 919440-0967 Work Phone: N/A Fax: N/A

Employer: RETIRED Occupation: ARMY OFFICER

Government committees/commissions/boards on which you have served: _____

WELMITA FALLS AIRPORT ADVISORY BOARD (TEXAS):

Civic/service organizations in which you have participated: LOVE RIDGE HOMEOWNERS

ASSOCIATION; NORTHEN VA FLAG FOOTBALL LEAGUE;

Special interests: AVIATION; OUTDOOR SPORTS; FINANCIAL INVESTMENTS

Briefly describe why you are interested in this appointment: I RECENTLY RETIRED TO PARKDALE

AFTER A 28-YEAR ARMY CAREER. AS A PILOT, I WANT TO ENSURE I LIVE BACK TO MY

COMMUNITY. THIS OPPORTUNITY IS A GREAT MATCH!

Special skills/experience you would bring to this committee: PREVIOUS EXPERIENCE WORKING

WITH WELMITA FALLS, TEXAS AIRPORT. AS THE COMMANDER OF THE 80TH FLYING TRAINING WING

BEING RESPONSIBLE FOR THE DAILY OPERATIONS OF OVER 200 AIRCRAFT AND 55,000 ANNUAL SORTIES

RETURN APPLICATION TO: Port of Hood River, 1000 E. Port Marina Drive
Hood River, Oregon 97031
Tel: (541) 386-1645 Fax: (541) 386-1395

NOTE: Members must be residents of the Port District at all times during their service on a committee.

LANCE RICHARD BUNCH

8770 Cooper Spur Road
Mt Hood Parkdale, OR 97041

Cell: 919-44
Lance@Bunchhouse.....

CERTIFICATES & RATINGS: FAA Airline Transport Pilot: Airplane Single and Multi-Engine Land | TS/SCI Clearance
FAA First Class Medical | Current US Passport | FCC Radiotelephone Operators Permit

FLIGHT TIMES:

Total Time	3622	Total PIC	2129	Combat	364
Instructor	884	Instrument	495	Night	403

EXPERIENCE: **United States Air Force – Pilot – July 1993 to July 2020**

09/2018 – 08/2020 **Deputy Director, Transregional Threats Coordination Cell | The Joint Staff** **Washington, DC**
Led a 45 member coalition military & civilian team in developing counter terrorism strategy for the CJCS.

09/2017 – 08/2018 **Director, Future Operations/Deputy Commander | 9th AETF-A** **Kabul, Afghanistan**
Developed & implemented Afghanistan air campaign; built & led multinational, military & civilian team.

03/2016 – 09/2017 **Principal Military Assistant to the Secretary | Office of the Secretary of Defense** **Washington, DC**
Principal advisor to the Secretary of Defense across a spectrum of military issues; led staff of the Sec. Def.

02/2015 – 03/2016 **Executive Officer to the Commander | U.S. Central Command** **MacDill AFB, FL**
Coordinated the Central Command Staff; led all personal, special & admin assistance to the commander.

01/2013 – 02/2015 **Instructor Pilot/Commander | 80th Flying Training Wing** **Sheppard AFB, TX**
Commanded 1200 personnel from 13 NATO nations; responsible for daily operations of 201 T-38s/T-6s.

06/2011 – 01/2013 **Chief, Joint Chiefs Strategy Working Group | The Joint Staff** **Washington, DC**
CSAF's handpicked representative; led 4 joint officers in developing comprehensive strategies for the JCS.

08/2006 – 07/2010 **Instructor Pilot/Commander | 335th & 336th Fighter Squadron** **Seymour Johnson AFB, NC**
Commanded 64 airmen and 25 F-15Es to execute a \$74M flying program of 4000 sorties/ 6000 hours.

03/2003 – 06/2005 **Executive Officer to the DJ3 | U.S. Pacific Command** **Camp H.M. Smith, HI**
Provided daily direction & guidance to over 300 joint personnel; Responsible for content & quality review.

01/2000 – 02/2003 **Instructor Pilot/Flight Commander | 67th Fighter Squadron** **Kadena AB, Japan**
Led & trained 8 combat pilots; assists DO in developing F-15C plans; Instrument Refresher Instructor.

06/1996 – 05/1999 **Instructor Pilot/Assistant Flight Commander | 87th Flying Training Squadron** **Laughlin AFB, TX**
Responsible for flight and ground training of 17 students and continuation training for 8 IPs in the T-38A.

03/1994 -05/1996 **B-52H & T-38A Pilot | 23rd & 72nd Bomb Squadron** **Minot AFB, ND**
Planned & executed all aspects of B-52 combat training; top T-38A formation pilot; Life Support Officer

EDUCATION: **Industrial College of the Armed Forces** | Master of Science – National Resource Strategy Jun 2011
College of Naval Command & Staff | Master of Science – National Security & Strategic Studies Jun 2006
Embry-Riddle Aeronautical University | Master of Science – Aeronautical Science Aug 1997
United States Air Force Academy | Bachelor of Science – History May 1992

ACHIEVEMENTS: AETC Jerome F. O'Malley Award | 4th Fighter Wing Lance P. Sijan Award
67th Fighter Squadron Flight Lead of the Year | 47th Flying Training Wing Instructor Pilot of the Year
72nd Bomb Squadron Crew of the Year | Bronze Star & 4 Air Medals for Operations ENDURING
FREEDOM & NORTHERN WATCH

PROFESSIONAL TRAINING: Senior Leader's Mission Generation Course - Maxwell AFB, AL | Safety & Accident Investigation Board
President Course - Seymour Johnson AFB, NC | Maintenance Course for Operational Commanders -
Sheppard AFB, TX | Air Force Advanced Instrument School - Randolph Air Force Base, TX

VOLUNTEER: Edison High School Band Parents Association | Northern Virginia Flag Football League Head Coach
Loft Ridge Homeowners Association Board of Directors



BIOGRAPHY



UNITED STATES AIR FORCE

BRIGADIER GENERAL LANCE R. BUNCH

Retired August 01, 2020

Brig. Gen. Lance R. Bunch is the Deputy Director, Transregional Threats Coordination Cell (T2C2), Joint Staff J5, Pentagon, Arlington, Va. The T2C2 supports the Chairman's global integration efforts, and enables the Combatant Commander's to effectively address transregional threats and their enabling networks by coordinating and synchronizing the Joint Force. T2C2 is also charged with coordinating and collaborating the Joint Force's activities with interagency partners and integrating partner nation military efforts into a unified transregional strategic approach.

General Bunch was commissioned upon graduation from the United States Air Force Academy in 1992. His flying assignments include operational tours in the F-15E, F-15C and B-52, and also instructing in the T-38A/C. General Bunch's command tours include leading combat missions as Commander of the 335th Fighter Squadron at Seymour Johnson Air Force Base, N.C., and the 80th Flying Training Wing at Sheppard AFB, Texas, which conducts the Euro-NATO Joint Jet Pilot Training Program, the world's only internationally manned and managed Undergraduate Pilot Training program. His staff assignments include tours at U.S. Pacific Command, the Joint Staff as a Chief of Staff of the Air Force Fellow, U.S. Central Command, United States Forces Afghanistan and the Office of the Secretary of Defense.



General Bunch is a command pilot with more than 3,500 flying hours in the F-15C/E, B-52G/H, and T-38A/C. His operational experiences include Operations Northern Watch, Enduring Freedom, Noble Eagle and Resolute Support/Freedom Sentinel.

EDUCATION

1992 Bachelor of Science in History, United States Air Force Academy, Colo.
 1997 Master of Aeronautical Science, Embry-Riddle University
 1998 Squadron Officer School, Maxwell AFB, Ala.
 2003 Air Command and Staff College, by correspondence
 2006 College of Naval Command and Staff, Naval Station Newport, R.I.
 2006 Maritime Advanced Warfare School (MAWS), Naval Station Newport, R.I.
 2007 Air War College, by correspondence
 2011 Industrial College of the Armed Forces, National Defense University, Washington, D.C.

ASSIGNMENTS

1. May 1992 - July 1993, student, Specialized Undergraduate Pilot Training, Reese AFB, Texas
2. July 1993 - March 1994, student, B-52 Combat Crew Training School, Castle AFB, Calif.
3. March 1994 - February 1996, B-52H Copilot, 23rd and 72nd Bomb Squadrons, Minot AFB, N.D.

4. February 1996 - June 1996, student, T-38 Pilot Instructor Training, Randolph AFB, Texas
5. June 1996 - November 1998, Assistant Flight Commander, 87th Flying Training Squadron; Wing Programmer, 47th Operational Support Squadron, Laughlin AFB, Texas
6. November 1998 - May 1999, Executive Officer, 560th Flying Training Squadron, Randolph AFB, TX
7. June 1999 - January 2000, Student, F-15C Upgrade Training, Tyndall AFB, Fla.
8. January 2000 - February 2003, Flight Commander, 67th Fighter Squadron; Chief, Fighter Plans, 18th Operational Support Squadron, Kadena AB, Japan
9. March 2003 - March 2004, Action Officer, J33, U.S. Pacific Command, Camp H.M. Smith, Hawaii
10. March 2004 - June 2005, Executive Officer to the J3, U.S. Pacific Command, Camp H.M. Smith, Hawaii
11. July 2005 – September 2006, student, College of Naval Command and Staff and Maritime Advanced Warfare School (MAWS), Naval Station Newport, R.I.
12. October 2006 - April 2007, Assistant Director of Operations, 335th Fighter Squadron, Seymour Johnson AFB, N.C.
13. May 2007 - April 2008, Director of Operations, 336th Fighter Squadron, Seymour Johnson AFB, N.C.
14. May 2008 - February 2010, Commander, 335th Fighter Squadron, Seymour Johnson AFB, N.C.
15. March 2010 - June 2010, Deputy Commander, 4th Operations Group, Seymour Johnson AFB, N.C.
16. July 2010 - June 2011, Student, Industrial College of the Armed Forces, Ft. McNair, Washington, D.C.
17. June 2011 - January 2013, CSAF Fellow, Joint Chiefs Strategy Working Group, Pentagon, Arlington, Va.
18. January 2013 - March 2013, Student, T-38 Pilot Instructor Training, Sheppard AFB, Texas
19. March 2013 - February 2015, Commander, 80th Flying Training Wing, Sheppard AFB, Texas
20. March 2015 - March 2016, Executive Officer to the Commander, U.S. Central Command, MacDill AFB, Fla.
21. March 2016 – September 2017, Principal Military Assistant to the Secretary of Defense, Office of the Secretary of Defense, Pentagon, Arlington, Va.
22. September 2017 – July 2018, Director, Future Operations CJ35, Resolute Support Headquarters, Kabul, Afghanistan
23. July 2018 – August 2018, Assistant Deputy Commander for Air and Vice Commander, 9th Air and Space Expeditionary Task Force – Afghanistan, Resolute Support Headquarters, Kabul, Afghanistan
24. September 2018 – present, Deputy Director, Transregional Threats Coordination Cell, Joint Staff, Pentagon, Arlington, Va.

SUMMARY OF JOINT ASSIGNMENTS

1. March 2003 - June 2005, Action Officer and then Executive Officer to the J3, U.S. Pacific Command, Camp H.M. Smith, Hawaii, as a major
2. March 2015 - March 2016, Executive Officer to the Commander, U.S. Central Command, MacDill AFB, Fla., as a colonel
3. March 2016 – September 2017, Principal Military Assistant to the Secretary of Defense, Office of the Secretary of Defense, Pentagon, Arlington, Va., as a colonel and brigadier general
4. September 2017 – July 2018, Director, Future Operations CJ35, Resolute Support Headquarters, Kabul, Afghanistan
5. July 2018 – August 2018, Assistant Deputy Commander for Air and Vice Commander 9th Air and Space Expeditionary Task Force – Afghanistan, Resolute Support Headquarters, Kabul, Afghanistan
6. September 2018 – present, Deputy Director, Transregional Threats Coordination Cell, Joint Staff, Pentagon, Arlington, Va.

FLIGHT INFORMATION

Rating: Command Pilot

Flight hours: More than 3,500

Aircraft flown: F-15C/E, B-52G/H, and T-38A/C

MAJOR AWARDS AND DECORATIONS

Defense Superior Service Medal with two oak leaf clusters
 Legion of Merit
 Bronze Star
 Defense Meritorious Service Medal with one oak leaf cluster
 Meritorious Service Medal with one oak leaf cluster
 Air Medal with three oak leaf clusters
 Aerial Achievement Medal
 Joint Service Commendation Medal
 Air Force Commendation Medal with two oak leaf clusters
 Air Force Achievement Medal

Air Force Combat Action Medal

EFFECTIVE DATES OF PROMOTION

Second Lieutenant, May 27, 1992

First Lieutenant, May 27, 1994

Captain, May 27, 1996

Major, January 1, 2003

Lieutenant Colonel, December 1, 2006

Colonel, October 1, 2010

Brigadier General, July 4, 2017

(Current as of September 2018)

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**PORT OF HOOD RIVER
AAC BUDGET COMMITTEE APPLICATION**

Please print – use back if needed

NAME: Margo Dameier
ADDRESS: 1650 Jeanette Rd, Hood River
Email margo@gorge.net
PHONE: 541-386-4970 **FAX:** _____

(You must be a registered voter residing in the Port District.)

Government committees/commissions/boards/civic/service organizations on which you have served: Chairperson - Windmaster Sewer Advisory Committee, Hood River

Valley Adult Center Capital Funds Campaign Committee, OSU Master Gardener volunteer
Please state in concise terms any relevant experience you may have and explain why you would like to serve on the Port of Hood River Budget AAC Committee:

The airport has been my neighbor for 28 years. I'm interested in airport activities and have been attending AAC meetings for 3 years. I feel that it's important to have non-pilot community members on the AAC committee to help guide a balance between airport and residents.

Margo Dameier 2/3/20
Signature Date

since 2005. Served as President in 2009 and Publicist for many years. Received the 2019 'Behind the Scenes' award. Continue to be an active member of the Central Gorge Master Gardener Association. The CGMA provides community service and education programs on garden related topics.

**PORT OF HOOD RIVER
COMMITTEE APPLICATION**

Please print - use back if needed

Application Date: 7/23/2020

Date Appointed: _____

COMMITTEE

(Please check one)

- Community Relations
- Waterfront Recreation
- Airport Advisory

Name: Mark Johnson

Address: 2867 Montello Ct Hood River

Email: mfw_jack@yahoo.com

Home Phone: 541-728-2264 Work Phone: _____ Fax: _____

Employer: Zepher Inc Occupation: quality engineer

Government committees/commissions/boards on which you have served: _____

Civic/service organizations in which you have participated: Hood River Soaring

Special interests: Private pilot, gliders, experimental/homebuilt aircraft

Briefly describe why you are interested in this appointment: I want to be involved in airport/community relations and the future direction of the airport.

Special skills/experience you would bring to this committee: Board member, pilot, 9-yr resident

Explain any special scheduling needs: Not Available M-F work hours

RETURN APPLICATION TO: Port of Hood River, 1000 E. Port Marina Drive
Hood River, Oregon 97031
Tel: (541) 386-1645 Fax: (541) 386-1395

NOTE: Members must be residents of the Port District at all times during their service on a committee.

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**PORT OF HOOD RIVER
BUDGET COMMITTEE APPLICATION**

Please print - use back if needed

NAME: MARK A. STANFELD

ADDRESS: 1640 4TH STREET

Email MARK STANFELD 74@GMAIL.COM

PHONE: 541-645-0447 FAX: _____

(You must be a registered voter residing in the Port District.)

Government committees/commissions/boards/civic/service organizations on which you have served: _____

BOARD OF HOOD RIVER SOARING

Please state in concise terms any relevant experience you may have and explain why you would like to serve on the Port of Hood River Budget Committee:

I AM THE CHIEF (C.F.I.G (FLIGHT INSTRUCTOR)
FOR HOOD RIVER SOARING AND IN THE
FIELD OR ON THE AIRFIELD I HELP MANAGE
YOUTH AND ADULT PILOTS, TOW PILOTS,
SOARING PILOTS, AND OTHER TRAFFIC.
I HAVE A UNIQUE VIEW OF SAFETY
REQUIREMENTS AND NEEDS AND WANTS
OF ALL PILOTS AND THE LOCAL COMMUNITY
OF HOOD RIVER. THANK YOU FOR YOUR CONSIDERATION.

Mark Stanfeld 2/3/2020
Signature Date

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**PORT OF HOOD RIVER
COMMITTEE APPLICATION**

Please print – use back if needed

Application Date: 8-7-20 **Date Appointed:** _____

COMMITTEE

(Please check one)

- Community Relations
- Waterfront Recreation
- Airport Advisory

Name: Chris Robuck

Address: 4380 Barrett Drive, Hood River

Email: crobuck@gorge.net

Home Phone: 541-386-8753 Work Phone: _____ Fax: _____

Employer: _____ Occupation: retired CPA

Government committees/commissions/boards on which you have served: _____

Civic/service organizations in which you have participated: _____

Special interests: _____

Briefly describe why you are interested in this appointment: below

Special skills/experience you would bring to this committee: below

Explain any special scheduling needs: _____

RETURN APPLICATION TO: Port of Hood River, 1000 E. Port Marina Drive
Hood River, Oregon 97031
Tel: (541) 386-1645 Fax: (541) 386-1395

NOTE: Members must be residents of the Port District at all times during their service on a committee.

AAC Application
Robuck
Page 2 of 2

Briefly describe why you are interested in this appointment:

Currently, all AAC members are pilots and the committee's focus is operational. Per Port policy, the AAC has a much broader role, advising the Commission on airport issues, planning, and development. The airport is unique in its impact on non-users, particularly the 164 residents who said in the 2020 survey that airport noise is a significant issue in their home or neighborhood. Those 164 residents need a voice equivalent to that of the 125 based pilots in order for the airport to become a good neighbor, now and for the future.

Special skills/experience you would bring to this committee:

Experience in management of private and public entities of up to 550 employees, including municipalities and higher education. Knowledge of Oregon law on governance of public entities and public meetings. Training in effective meetings and group processes. Work experience in entities with policies of collaborative decision making. Writing, analytical, and presentation skills.