



**PORT OF HOOD RIVER COMMISSION**  
**REGULAR MEETING AGENDA**  
**Tuesday, June 6, 2023**  
**Port of Hood River Conference Room**  
1000 E. Port Marina Drive, Hood River

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1. **Call to Order – 5:00 p.m.**
  - a. Modifications, Additions to Agenda
  - b. Open Public Hearing on Approved Budget for Fiscal Year 2023-2024**
  - c. Public Comment (5 minutes per topic, 30 minutes maximum total)
  
2. **Consent Agenda**
  - a. Approve Minutes from May 16, 2023 Regular Session (*Patty Rosas, Page 3*)
  - b. Approve Maintenance Agreement extension contract term with Kapsch TraffiCom USA for June 2023-May 2024 (*Debbie Smith-Wagar, Page 9*)
  - c. Approve Issuance of RFP for Financial System Software (*Debbie Smith-Wagar, Page 17*)
  - d. Approve Contracts with Boswell Consulting, Thorn Run Partners, and Summit Strategies for State and Federal Government Affairs Consulting Services (*Michael Shannon, Page 37*)
  - e. Approve Accounts Payable with Campbell Phillips in the Amount of \$9,757.50 (*Debbie Smith-Wagar, Page 59*)
  
3. **Informational Reports**
  - a. Bridge Replacement Project Update (*Michael Shannon, Page 63*)
  
4. **Presentations & Discussion Items**
  - a. Resolution Setting Rates, Fees, and Charges (ORS 294.160) (*Kevin Greenwood, Page 73*)
  
5. **Executive Director Report** (*Kevin Greenwood, Page 83*)
  
6. **Commissioner, Committee Reports**
  
7. **Close Public Hearing on Approved Budget for Fiscal Year 2023-2024**
  
8. **Action Items**
  - a. Approve Resolution No. 2022-23-15 Authorizing the Budget Transfer for the FY 2022-23 Budget (*Debbie Smith-Wagar, Page 91*)
  - b. Approve Resolution No. 2022-23-16 Adopting the FY 2022-23 Budget (*Debbie Smith-Wagar, Page 95*)
  
8. **Commission Call**
  
9. **Confirmation of Commission Directives to Staff**
  

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10. **Executive Session** - If necessary, an Executive Session may be held in accordance with: ORS 192.660(2)(a) – Employment of Public Officers, Employees & Agents, ORS 192.660(2)(b) – Discipline of Public

Officers & Employees, ORS 192.660(2)(d) – Labor Negotiator Consultations, ORS 192.660(2)(e) – Real Property Transactions, ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection, ORS 192.660(2)(g) – Trade Negotiations, ORS 192.660(2)(h) - Conferring with Legal Counsel regarding litigation, ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees, ORS 192.660(2)(j) – Public Investments, ORS 192.660(2)(n) –Security Programs, ORS 192.660(2)(n) – Labor Negotiations.

## 11. Adjourn

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

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

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

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### Regular Session

**PRESENT: Commissioners:** Ben Sheppard, Mike Fox, Heather Gehring (arrived 5:04 p.m.) and Hoby Streich. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Daryl Stafford, John Mann, Greg Hagbery, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon. **Guests:** Pete Valentine, Neil McMillian, Joe Betzing, Herb Good, Joe Wampler, Amy Schlappi, Mathea Valentine, Vince Wilson, and Jason Johnston.

**ABSENT:** Kristi Chapman

**MEDIA:** None

1. **CALL TO ORDER:** President Ben Sheppard called the meeting to order at 5:01 p.m.

a. **Modifications or additions to the agenda:** None

b. **Open Hearing for Second Reading of Port Ordinance 27: an Ordinance Regulating Conduct on Port Property:** President Sheppard opened the public hearing at 5:02 p.m.

c. **Public Comment:**

- 1) **Pete Valentine**, Hood River resident, referenced the proposed parking fee structure related to Ordinance 27. Valentine is a frequent user of the Marina Boat Launch (“Marina”) and is requesting a reduced fee structure at the Marina parking lot or an option for annual passes. Valentine also requested clarification on the fee structure for overlength vehicles.
- 2) **Joe Betzing**, Parkdale resident, commented on the proposed fee structure at the Marina parking lot. Betzing is requesting that the Commission reduce the fees or provide annual passes.
- 3) **Herb Good**, Hood River resident, noted that he would like to see on the proposed parking fee structure a discount for veterans, seniors, and people with disabilities. Good asked if someone would be patrolling the Marina and added that the payment method of Pay-by-Text may not be accessible to everyone. Good is also requesting a discount for local residents.
- 4) **Joe Wampler**, Hood River resident, expressed his concern on the proposed parking fee structure at the Marina parking lot. Wampler is requesting that the Commission reduce the parking fees.
- 5) **Amy Schlappi**, Columbia Area Transit, reported that they are in the process of approving the Gorge Regional Transit Strategy. Schlappi invited the Commissioners to review the plan and provide feedback. The plan proposes mobility hubs and includes transit on Lot #1. Schlappi added that they are considering the possibility of adding a mobility hub on Neal Creek Road.
- 6) **Mathea Valentine**, Hood River resident, requested a reduced rate for the proposed parking fee structure at the Marina parking lot.
- 7) **Vince Wilson**, Parkdale resident, expressed his concern on the proposed fee structure for the Marina parking lot, and added that the Port of Hood River (“Port”) is already receiving

money from residents through taxes. Wilson believes that the Port should present this to the public and allow the public to vote on this matter. Wilson is requesting a more reasonable parking fee structure.

- 8) **Jason Johnston**, Parkdale resident, believes that the proposed parking fee structure is too expensive and is requesting that the Commission reconsider its proposal. Johnston asked if the Port is taking on any liability for damaged vehicles, and whether there would be another payment method option such as a pay booth.

**2. CONSENT AGENDA:**

- a. Approve Minutes from May 2, 2023 Budget Committee Meeting and Regular Session
- b. Approve Amendment No. 4 to IGA with ODOT for Consultation Services Related to Bridge Replacement
- c. Approve Purchase Agreement with Quadiant, Inc. for Postage Machine Not to Exceed \$11,550
- d. Approve Purchase Agreement with Sheppard’s for Lawnmower Not to Exceed \$18,250

**Motion:** Move to approve consent agenda  
**Move:** Hoby Streich  
**Second:** Mike Fox  
**Discussion:** None  
**Vote:** **Aye:** Ben Sheppard, Mike Fox, Heather Gehring, and Hoby Streich  
**Absent:** Kristi Chapman

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:**

- a. **Bridge Replacement Project Update** – Kevin Greenwood, Executive Director, referenced the toll increase implementation schedule that was handed out to the Commissioners and turned to Michael Shannon, HNTB Project Manager, for a brief overview of important dates. Shannon reported he just received news that HB 3622 in Oregon is moving forward with all three amendments adopted. Shannon added that Open House is scheduled for May 31 and June 7. Commissioners are encouraged to attend.

**4. PRESENTATIONS & DISCUSSION ITEMS:** None

- 5. **EXECUTIVE DIRECTOR REPORT:** Greenwood noted that there is an abandoned homeless camp on Port property north of the Union Pacific tracks and south of Wells Island. Greenwood recommends contracting with biohazard company to clean up the area. A discussion followed and concluded with consensus to move forward with the biohazard cleanup. Greenwood announced that Ryan Klapprich is the new Facilities Manager.

Commissioner Mike Fox recognized Commissioner Jake Anderson, Klickitat County, and Michael Shannon, HNTB, for their participation in advocating for bridge replacement funding in Salem this week. Commissioner Fox asked why only one bid was received for the Miscellaneous Truss Repairs project. John Mann, Facilities Director, believes they were late for the bid solicitations and many companies have already booked for the summer. Commissioner Fox suggests reaching out to other companies to see why they did not bid for the project. Commissioner Fox also asked how staff verified that they were getting a competitive bid when only one bid was submitted. Mann replied that their engineer reviewed the contract. Commissioner Fox inquired on the status of the speed cameras for the bridge. A discussion



ensued regarding the enforcement of speed on the bridge. The Commission directed staff to review what the initial direction was regarding the speed cameras and bring it back to the Commission.

**6. COMMISSIONER, COMMITTEE REPORTS:** None

**7. Close hearing for second reading of Port Ordinance 27: and Ordinance Regulating Conduct on Port Property.** President Sheppard closed the hearing at 5:50 p.m.

**8. ACTION ITEMS:**

- a. **Approve Addendum No. 2 to Lease with HRD at the Marina Building.** Greg Hagbery, Property Manager, provided a brief overview of an alternative solution for commercial trucks.

**Motion:** No Motion

**Discussion:** A discussion ensued, and the Commission concluded that there be no parking for commercial trucks on Port-owned streets at the Waterfront.

- b. **Authorize Second Reading of Port Ordinance 27: an Ordinance Regulating Conduct on Port Property by Title Only.**

**Motion:** Move to conduct the second reading and to read Ordinance 27 regulating conduct on Port Property by title only.

**Move:** Mike Fox

**Second:** Hoby Streich

**Discussion:** None

**Vote:** **Aye:** Ben Sheppard, Mike Fox, Heather Gehring, and Hoby Streich

**Absent:** Kristi Chapman

**MOTION CARRIED**

No comment received. Daryl Stafford, Waterfront Manager, read the title of the Ordinance into the record.

- c. **Approve Ordinance 27: an Ordinance Regulating Conduct on Port Property.**

**Motion:** Move to adopt Ordinance 27 regulating conduct on Port Property.

**Move:** Hoby Streich

**Second:** Mike Fox

**Discussion:** None

**Vote:** **Aye:** Ben Sheppard, Mike Fox, Heather Gehring, and Hoby Streich

**Absent:** Kristi Chapman

**MOTION CARRIED**

- d. **Approve Resolution No. 2022-23-12 Setting Waterfront Parking Rates, Fees, Zones, and Hours.**

**Motion:** Move to approve Resolution No. 2022-23-12 setting waterfront parking rates, fees, zones, and hours as amended.

**Move:** Mike Fox

**Second:** Hoby Streich

**Discussion:** A discussion resulted, and the following changes were made to the resolution:

- a. One rate at the Marina for regular and overlength vehicles, vehicles towing boat trailers in the Marina only require regular length passes.

- b. Enforce regular length vehicles from parking in overlength parking spaces.
- c. Section 2(f) – Add overflow parking at the gravel lot located south of the Marina Park #2 Building.
- d. Section 4 – Add annual season passes at the Marina parking lot and overflow lot.
- e. Section 5(d) – Add daily maximum rate of \$15.00.
- f. Section 8(b) – Add season passes as a method of payment at the Marina parking lot and overflow lot and allow for passes to be purchased during regular business hours at the Port office.
- g. Commissioner Fox requested that staff look into the possibility of a senior discount.
- h. Section 4 – Allow regular length passes in the Marina parking lot for all vehicles with boat trailers attached.

**Vote:** **Aye:** Ben Sheppard, Mike Fox, Heather Gehring, and Hoby Streich  
**Absent:** Kristi Chapman

**MOTION CARRIED**

- e. **Approve Notice of Intent to Proceed with Negotiations with KPFF for E. Anchor Way, N. First Street and Utilities Design & Engineering Project.**

**Motion:** Move to approve Notice of Intent to Proceed with Negotiations with KPFF Inc. for E. Anchor Way, N. First Street and Utilities Design & Engineering Project.

**Move:** Mike Fox

**Second:** Hoby Streich

**Discussion:** None

**Vote:** **Aye:** Ben Sheppard, Mike Fox, Heather Gehring, and Hoby Streich

**Absent:** Kristi Chapman

**MOTION CARRIED**

- f. **Approve Notice of Intent to Award to Abhe and Svoboda for Miscellaneous Truss Repairs Project Not to Exceed \$460,928.**

**Motion:** Move to authorize award of contract to Abhe & Svoboda for the Miscellaneous Truss Repairs Project in an Amount Not to Exceed \$460,928 and authorize the Executive Director to sign the contract, subject to legal review and barring no protests.

**Move:** Heather Gehring

**Second:** Hoby Streich

**Discussion:** None

**Vote:** **Aye:** Ben Sheppard, Mike Fox, Heather Gehring, and Hoby Streich

**Absent:** Kristi Chapman

**MOTION CARRIED**

## 9. COMMISSION CALL:

- a. Commissioner Fox noted that some of the Bi-State Working Group members will be going to Washington DC on May 22 to help advocate for federal funding for the Replacement Bridge Project.

- b. Commissioners acknowledged John Mann for all his work at the Port and congratulated him on his retirement.

**10. CONFIRMATION OF DIRECTIVES:**

- a. Revise resolution with noted changes.
- b. Contact all firms that were expected to bid on projects and ask why they did not bid.
- c. Review previous directive from the Commission regarding the speed cameras and bring it back to the Commission.

**11. EXECUTIVE SESSION:** President Sheppard recessed Regular Session at 6:48 p.m. to call the Commission into Executive Session under ORS 192-660(2)(e) – Real Property Transactions.

**12. POSSIBLE ACTION:** The Commission was called back into Regular Session at 7:00 p.m. No action was taken as a result of Executive Session.

**13. ADJOURN:** The meeting was adjourned by unanimous consent at 7:01 p.m.

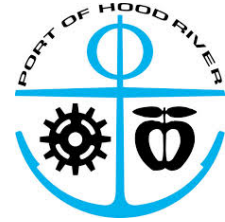
**ATTEST:**

\_\_\_\_\_  
Ben Sheppard, President

\_\_\_\_\_  
Michael Fox, Secretary

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 6, 2023  
Re: Kapsch Renewal Service Contract

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This is the annual service contract with Kapsch for service and warranty of the Kapsch equipment in the tolling lanes (transponder reader, antennas, and lane equipment). This contract will renew for a period from June 2023 to May 2024 for anything that goes wrong with our Kapsch hardware.

This contract has been reviewed by Port legal counsel.

**RECOMMENDATION:** Approve the Kapsch TraffiCom USA maintenance contract for the period June 2023 – May 2024 for \$52,087.

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May 25, 2023

To: **Port of Hood River**  
 1000 E Port Marina Drive  
 Hood River, OR 97031

ATTN: Debbie Smith-Wagner  
 dsmith-wagar@portofhoodriver.com

Subject: Port of Hood River Maintenance 2023

Contract: Port of Hood River Contract for the Purchase of Goods & Services 4/10/2017 (“Contract”)

Kapsch TrafficCom USA, Inc. (“Kapsch”) agrees to furnish the Port of Hood River (“Customer”) maintenance services as detailed below in the “Work Included For Agreement Price” section, and to provide other goods and services on a time and materials basis as stated hereafter, to maintain and support continued functionality of the goods and software Kapsch provided to the Customer under the Contract.

**1. PRICING AND PAYMENT TERMS**

The Kapsch price to provide the materials and services described in the ‘Work Included’ section of this proposal is as follows:

Current Contract Term	Extension Contract Term
June 2022- May 2023	June 2023 - May 2024
\$ 49,139	\$ 52,087

- A. The price is subject to Kapsch’s terms and conditions as expressed herein. No other terms and conditions apply unless expressly agreed to in writing by Kapsch.
- B. The above price **does not** include any bonds, taxes, permits or duties that may be applicable to the scope of work.
- C. All pricing is in US Dollars.
- D. Net 30 days upon receipt of invoice from Kapsch.

**2. WORK INCLUDED FOR AGREEMENT PRICE**

The following section describes the scope of materials and services (“Scope of Work”) included in this Agreement.

**A. General**

The Scope of Work is applicable to the following project Site:

- Port of Hood River, OR interstate bridge and adjacent office

## **B. Scope of Work Description**

1. Preventative Maintenance of Electronic Toll Collection Equipment will be onsite, while monitoring will be off Site.
  - a. In lane hardware monitoring, routine maintenance, repairs and consultations.
  - b. Loop Detection monitoring, routine maintenance and repairs and consultations
2. Maintenance Additional Support
  - a. Time and Materials Corrective Actions in addition to Preventive Maintenance to maintain proper operations of Kapsch Contract hardware and software .

## **C. Assumptions**

3. During the Agreement term, Kapsch will provide maintenance services for Kapsch hardware and software previously provided to Customer under the Contract and maintained thereafter. Extra work that is necessary to assure proper performance of Kapsch hardware and software requested by Customer or recommended by Kapsch and agreed to by Customer will be provided to Customer promptly within a reasonable time. Customer will pay Kapsch separately for additional goods and services not part of the Work Included For Contract Price, to be billed by Kapsch on a time and materials basis using standard Kapsch rates.

## **3. WORK NOT INCLUDED**

The following listing of "Work Not Included" is intended as further clarification regarding Kapsch's Work Included For Contract Price obligations. However, Work Not Included listed below shall be promptly provided by Kapsch within a reasonable time when requested by Customer and will be billed for on a time and materials basis using standard Kapsch rates.

- A. Providing service, repair or troubleshooting of any field related equipment.
- B. Performing any configuration, programming and start-up of any related devices unless noted above in the "Work Included" section.
- C. Furnishing any hardware or any additional software unless stated otherwise in the "Work Included" section.
- D. Performing any services in the capacity of a licensed Professional Engineer unless specifically stated otherwise in the "Work Included" section.
- E. Providing any submittal data, drawings, manuals, reports, test data or record documentation other than the deliverables listed above in the Work Included section. Installation of any equipment unless stated otherwise in the Work Included section.
- F. Testing of any equipment not listed above in the Work Included section.
- G. Any other system not expressly stated in Work Included Section.

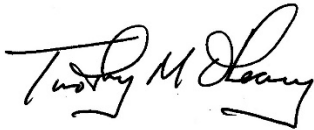
## **4. TERMS AND CONDITIONS**



- A. **Terms and Conditions:** This Agreement including the the terms and conditions attached hereto, is the entire agreement of the parties.
- B. **Term and Schedule.** The term of this Agreement shall be for a period of twelve (12) months commencing on June 1, 2023 unless otherwise terminated in accordance with the specific terms and conditions of this Agreement. The Agreement may be extended by prior written agreement by the parties. This Agreement is predicated upon Kapsch being afforded reasonable time to perform its scope of work, and shall be based upon a mutually agreed upon schedule.
- C. **Exchange of Confidential Information is effective.**

Kapsch appreciates this opportunity to submit this proposal. Should you have any questions regarding our proposal, please contact the undersigned at +1 714 975 1854 or timothy.oleary@kapsch.net

Yours Truly,  
**Kapsch TrafficCom USA, Inc.**



Timothy M. O'Leary  
Director, Business Development

cc: Ray Cooper, Dan Toohey, Janet Eichers

Kapsch's Acceptance of Scope of Work and Both Parties' Acceptance of the Terms of this Agreement

**Kapsch TrafficCom USA, Inc.**

**Port of Hood River**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Ray Cooper

Name: Kevin Greenwood

Title: General Manager

Title: Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Kapsch TrafficCom USA, Inc. ("Kapsch")  
Standard Terms and Conditions  
Port of Hood River**

1. **Payment.** Payment terms are Net-30 from receipt of approved invoice. Charges are exclusive of, and Customer is responsible for, any customs, import duties, federal, state, and local taxes (except tax on Kapsch income) unless otherwise agreed in writing. This Agreement may be suspended by Kapsch without notice if payment of any undisputed invoice is sixty (60) days in arrears or it may be terminated by Kapsch without notice if payment of any undisputed invoice is ninety (90) days in arrears.
2. **OWNERSHIP/LICENSE:** Designs, drawings, specifications, reports, computer software and code, photographs, instruction manuals, and other technical information and data (hereinafter "Work") provided by Kapsch hereunder, whether conceived and developed prior to or during the performance of work, and all proprietary right and interest therein and the subject matter thereof shall be and remain the property of Kapsch except as otherwise expressly agreed in writing by Kapsch. Kapsch hereby grants a royalty-free, limited, non-transferable license to Customer to use Work delivered by Kapsch to Customer solely for the purposes specifically expressed hereunder. Customer warrants that it is an authorized licensee directly or indirectly, of any intellectual property that will be supported under this Agreement.
3. **Confidentiality/Non-Disclosure.** Client acknowledges and agrees that all materials in any form supplied by Kapsch hereunder are proprietary and confidential to Kapsch ("Kapsch Materials"). Client may not disclose Kapsch Materials to any third party without the express written permission of Kapsch or as required by law. Client shall use Kapsch Materials solely for the purposes expressed herein, and shall use the same degree of care to protect Kapsch Materials as it would employ with respect to its own information that it protects from publication or disclosure, which shall be no less than commercially reasonable care.
4. **Warranty.** Kapsch warrants that it shall provide any services under this Agreement in good faith and workmanlike manner. Kapsch warrants any materials delivered shall conform to applicable specifications for a period of one year after delivery. Upon written notice of a defect, Kapsch shall at its option repair or replace the defective material. This warranty covers defects arising under normal use, and does not cover defects resulting from misuse, abuse, neglect, repairs, alterations or attachments made by Customer or third parties not approved by Kapsch, problems with electrical power, usage not in accordance with product instructions, or any interfaces with systems, equipment, firmware or software not developed by Kapsch. Kapsch reserves the right to investigate claims by Customer as to defects. Customer shall pay costs to investigate invalid claims and for any repair or replacement shown by investigation not to be covered by warranty. Products supplied but not manufactured by Kapsch shall be subject to the warranty provided by the original manufacturer, which Kapsch shall pass through to the Customer.

THE WARRANTIES SET FORTH IN THIS PROVISION ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES WHETHER STATUTORY, EXPRESS OR IMPLIED, INCLUDING

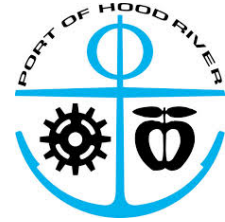
WARRANTIES OF MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE AND ALL WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OR TRADE.

5. **Indemnification.** Kapsch's indemnity obligations in Sections 2.13 and 2.13.2 of the Customer/Kapsch April 10, 2017 Contract are incorporated herein, and are applicable to Kapsch for purposes of this Agreement.
6. **Limitation of liability.** NOTWITHSTANDING ANYTHING ELSE CONTAINED IN THIS AGREEMENT, EXCEPTING COMPLIANCE WITH THE CONFIDENTIALITY PROVISIONS HEREIN, IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR TO ANY OTHER PERSON FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING WITHOUT LIMITATION, ANY LOSS OF USE OR PRODUCTION, OR ANY LOSS OF DATA, PROFITS OR REVENUES, OR ANY CLAIMS RAISED BY CUSTOMERS OF CUSTOMER, REGARDLESS OF THE FORM OF ACTION (WHETHER FOR BREACH OF WARRANTY, BREACH OF CONTRACT OR IN TORT) AND WHETHER ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR NOT. KAPSCH'S LIABILITY IS LIMITED TO CUSTOMER'S ACTUAL DIRECT DAMAGES, AND SHALL NOT EXCEED THE TOTAL OF ALL AMOUNTS PAID BY CUSTOMER UNDER THIS AGREEMENT.
7. **Default termination.** If either party fails or neglects to perform any of its material obligations under this Agreement and such failure continues for a period of thirty (30) days after written notice, the other party shall have the right to suspend or terminate this Agreement. In the event of a breach of this Agreement by Kapsch, Customer may complete the work to be performed by Kapsch or remedy the issue either by itself, by agreement with another contractor, or by a combination thereof, after providing Kapsch with notice of Customer's intent to do so. Customer may recover from Kapsch the cost of completing the work or remedying the issue identified in the notice of breach provided to Kapsch.
8. **Assignment.** Neither Party shall assign or otherwise transfer its rights or obligations hereunder, in whole or in part, without the prior written consent of the other Party, such consent shall not be unreasonably withheld. If consent is given, the rights and obligations hereunder shall be binding upon and enure to the benefit of the assignee.
9. **Insurance.** Kapsch will maintain in force through the entire term of this Agreement, insurance policies covering Workman's Compensation, Employers Liability and Commercial General Liability. Prior to commencement of the work, Kapsch will provide the Customer certificates of insurance. Such certificates shall evidence that the insurance is in effect and show the Customer named as an additional insured.
10. **Force majeure.** Kapsch shall not be responsible for failure to perform any responsibilities or obligations hereunder due to causes beyond its reasonable control or the control of its suppliers.
11. **Notices.** All notices under this Agreement shall be in writing and shall be deemed to have been given and properly delivered if duly mailed by certified or registered mail to the other Party at its address as follows, or to such other address as either Party may, by written notice designate to the other. Additionally, Notices sent by any other means (i.e. facsimile, overnight delivery, courier and the like) are acceptable subject to confirmation of both the transmission and receipt of the Notice.

<b>Port of Hood River</b>	<b>Kapsch TrafficCom USA, Inc.</b>
1000 E. Marina Drive Hood River, OR 97031 Attn: Executive Director	2855 Priemere Parkway, Suite F Duluth, GA 30097 Attn: General Counsel

12. **Independent contractor.** It is expressly understood that Kapsch is an independent contractor and that nothing in this Agreement shall be construed to designate Kapsch or any of Kapsch's principals, partners, employees, consultants or subcontractors, as servants, agents, partners, joint ventures or employees of Customer.
13. **Laws and safety.** All services performed hereunder shall comply with all applicable federal, state or provincial and local laws, regulations and orders, codes, including, without limitation, all relating to occupational health and safety. Kapsch agrees to comply with the following Oregon state laws: Kapsch shall maintain, at its own expense, worker's compensation insurance for all subject workers required by ORS Chapter 656; Kapsch shall comply with ORS 652.220 (prohibition of discriminatory wage rates); Kapsch comply with all applicable Oregon state and local tax laws.
14. **Disputes and Governing Law.** Each Party shall issue written notice to the other of any dispute hereunder within ten (10) days of when it becomes aware, or should have become aware, of the matter or source of dispute. Upon receipt of such notice, the Parties' executive management teams shall work together in good faith to negotiate a resolution. If the Parties cannot reach a resolution that is mutually agreeable within thirty (30) days subsequent to receipt of such notice, the aggrieved Party shall have the right to seek legal resolution within the court system. The Parties may at this time also agree to pursue resolution of the disputed subject matter through binding arbitration. This Agreement shall be governed by the laws of the State of Oregon, excluding any conflict of laws principles, and venue for a dispute shall be in the Circuit Court of Hood River County, Oregon
15. **Entire agreement.** No waiver, change, or modification of any term or condition of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The provisions hereof constitute the entire agreement between the parties with respect to the subject of this Agreement and supersede those of all previous formal and informal maintenance agreements between the parties with respect to after-sale support of Kapsch systems.
16. **Survival.** The parties' obligations under the Confidentiality, Warranty, Indemnity, Limitation of Liability, Ownership, Disputes and Governing Law provisions hereunder shall survive completion, delivery or any termination hereof.

# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 6, 2023  
Re: Software RFP

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The Port has old financial accounting software that isn't adequate for the Port. In April the Port contracted with Merina and Company to help prepare a request for proposals (RFP).

The RFP follows this memo. It is designed to allow flexibility in responses, but also notes that prospective vendors will need to be prepared to show how functionality works during demonstrations if they are selected as a finalist.

The schedule proposed in this RFP keeps us on track to select software in September with the goal of being live on basic functionality on July 1, 2024. Implementation schedules are dependent on the availability of staff from the successful vendor.

Port legal counsel has reviewed the RFP.

**RECOMMENDATION:** Approve the financial accounting software RFP.

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**PORT OF HOOD RIVER**  
**ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE**

Requests for Proposals

Date of Issue: June 7, 2023

Closing Date: July 11, 2023

**Single Point of Contact (SPC):**

*Debbie Smith-Wagar*

*Finance Director*

*[dsmith-wagar@portofhoodriver.com](mailto:dsmith-wagar@portofhoodriver.com)*

*(541) 386-6651*

*Port of Hood River*

*1000 E Port Marina Drive*

*Hood River, OR 97031*

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## PURPOSE

This Request for Proposal (RFP) is being issued by Port of Hood River (Port). The purpose of this notice is to invite vendors to submit their proposals to provide Enterprise Resource Planning (ERP) Software. All notices related to this RFP will be posted on the Oregon Buys Network which is accessible at: <https://oregonbuys.gov/>

## ABOUT THE ORGANIZATION

The Port of Hood River was created and incorporated on July 28, 1933 as a result of the Bonneville Dam Project due to the expressed desire by the Oregon State Legislature and the United States Government to develop industrial lands in the Columbia River Basin. The powers and duties of the Port are described in Oregon Revised Statutes (“ORS”) Chapter 777, and other state and federal laws. The first meeting was held August 12, 1933 with a Commission of five elected members. Five Commissioners, elected throughout the district for four-year terms, still guide the Port of Hood River today through its mission to “initiate, promote and maintain quality of life and a healthy economy throughout the Port District and the Columbia River Gorge”.

Ports in Oregon serve a unique function as government agencies that also focus on profit-making enterprises. Like other local governments, ports are authorized to levy taxes, borrow money, issue bonds, and charge for services. A very small portion of most ports’ revenues is derived from taxes. With a tax rate of just over three cents per \$1,000 of assessed value, the Port of Hood River receives about \$90,000 in tax monies each year. Tax receipts account for less than 1% of the Port’s \$12 million annual operating budget.

The Port owns and operates the Hood River/White Salmon Bridge, the Ken Jernstedt Airfield, John Weber Business Park in Odell, the Hood River Marina, much of the waterfront area parks and open spaces, and a portfolio of 10 leased properties within the Port District.

## SCOPE OF WORK

The Port is seeking proposals for a District-wide SaaS-based ERP software solution for the management of financial, payroll, and human resources (HR) functions of the organization. The proposal shall include, but not be limited to: Software as a Service approach, implementation assistance to align business processes with the software where this is beneficial, conversion of useable information from the existing system, and implementation services for an integrated system.

The current software used by the Port for finance, human resources, and payroll is Microsoft Dynamics Great Plains. The Port desires most of the finance, payroll, and HR functions to be included within a new ERP Software solution and these functions can generally be treated as a

new implementation with minimal migration or integration with existing systems. The Port expects to transition to an Enterprise solution and train staff with new processes and procedures that better aligns with the new software.

Additionally, the Port utilizes BreezeBy electric tolling system to provide customers an option for paying the Port’s tolling fees for crossing its bridge.

The Port intends to contract for purchase, installation, implementation, training, and data migration with one provider for the services described in this request. The attached Requirements Matrix lists detailed requirements and should be filled out and submitted with any proposal.

In addition to providing the aforementioned financial management functions, the Port is seeking a property management software solution to simplify its lease management through the automation of tenant communications and tracking property maintenance schedules. While the Port understands this need may not be completely solved with an ERP software, the Vendor should consider what they can provide today in support of the Port’s property management operations.

The system should be intuitive and user friendly so that users will be able to achieve the level of efficiency required to operate the system. The scenarios and questions will be used to evaluate the usefulness of the proposed solutions. Respond only with functionality that is currently available. Proposals containing functionality not currently available must be expressly identified. If the functionality is expected in a future release, include timing of that release, probability of timing to be accurate, and anticipated costs.

Functional Statistics:

Functional Area	Metric
<b>General Ledger and Financial Report</b>	
Number of Fund	5
Number of Accounts	Approximately 520 active
Chart of Accounts Structure	<ul style="list-style-type: none"> <li>- Fund (2 digits)</li> <li>- Department (4 digits)</li> <li>- Account (5 digits)</li> </ul>
Banks used	The Port utilities services from Umpqua Bank. This bank services the Port’s checking account and payroll account. Umpqua Bank also facilitates the Port’s purchase/credit card program and its merchant card processing program.
FY22 Operating Budget	\$8.5M
<b>Project Accounting and Grant Management</b>	
Number of Active Grants	5

Number of Active Projects	20
<b>Accounts Payable</b>	
Number of Vendors	Approximately 200 active & recurring vendors
Number of AP Invoices Processed per Year	Approximately 2,700
Number of 1099s Issued per Year	45 in 2022
Number of Payments per Year	Approximately 1,800
<b>Accounts Receivable and Cash Receipts</b>	
Number of Invoices per Year	<ul style="list-style-type: none"> <li>- Commercial Leases Approx 900 invoices per year</li> <li>- Marina Slips 166 slips billed annually</li> <li>- Airport Hanger Leases 36 T-hangars billed annually</li> </ul>
Number of Cash Collection Points (including all tender types)	<ul style="list-style-type: none"> <li>- Tollbooth</li> <li>- Office</li> <li>- Event Site (discontinued)</li> </ul>
Number of Cash Receipts per Year	Approximately 1,500
Types of Misc. Receivable Billing (if applicable)	<ul style="list-style-type: none"> <li>- Events / Miscellaneous Use Agreements: Approximately 40</li> <li>- BreezeBy Post-Paid Accounts (36 through ETBOS system)</li> <li>- Land Leases – approx. 10</li> </ul>
<b>Fixed Assets</b>	
Number of Fixed Assets (Approx.)	- Approx 350
Fixed Asset Threshold	- \$5,000 min
<b>HR and Personnel Management</b>	
Number of Full-Time Employees	20 – will increase
Number of Part-Time Employees	14 – will increase
Number of Seasonal Employees	11 – may increase
Number of Benefit Plans	PERS, Medical/Dental/Vision, FSA, Deferred Compensation
Number of Leave Plans	Sick Leave, Vacation Leave, Personal Day Leave
<b>Payroll</b>	
Number of W2s per Year	53
Pay Frequency	Bi-weekly (26 payperiods per year)
Number of Employees Entering Time	1 (Payroll Reviewer)
Number of Employees Reviewing/Approving Time	3 (Manager, Payroll Reviewer, Finance Director)

Scope of Services:

Implementation Assistance and Technical Support:

- Assist staff with the installation of the software and necessary systems and databases.
- Provide training to core system users for Finance, HR, Payroll, and Tech on software use, as well as “train the trainer” sessions so that staff can be self-sufficient moving forward.
- Assist staff with planning and implementation of entities, programs, chart of accounts, payroll codes, workflow configurations, security settings, forms, payroll and HR integrations, and any other required steps to meet the proposed requirements.
- Define and instruct on any new processes or procedures.
- Provide 24-7 tech support
- Ongoing collaboration with staff to provide continuous improvement to workflows and explore future innovation.

**ANTICIPATED PROJECT TIMELINE**

Contract Award	October 2023
Initial Implementation Period	October 2023 – February 2024
Implementation Completed within 12 months of commencement (not later than)	June 2024

**TERMS OF CONTRACT**

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to three (3) years, with the possibility of an extension.

**SUBMITTAL PROCEDURES**

Obtaining RFP Documents

RFP documents and Addenda may be reviewed or obtained from the State of Oregon website, OregonBuys.gov.

RFP Timetable

RFP Published	June 7, 2023
Deadline for Question	June 27, 2023 – 4:00 P.M.
RFP Protest Ends	July 5, 2023 – 4:00 P.M.
Proposal Due	July 11, 2023 – 4:00 P.M.
Selection Committee Review Complete	August 7, 2023
Vendor Demonstrations (tentative)	August 8-10, 2023

Notice of Intent to Award (tentative)	September 21, 2023
Deadline for Protests of Award	September 28, 2023
Award (tentative)	October 4, 2023

*The above schedule is tentative and subject to change.*

### Onsite Vendor Demonstrations

Vendors may be invited to demonstrate ERP solutions to the Port. Vendors will be provided with any demonstration requirements when the demonstration schedule is determined.

### Format of Proposals

All Vendors must prepare their proposals according to the format outlined in this RFP and provide a response to the requirements. **It is the sole responsibility of Vendor to ensure that Proposals are received prior to the above stated Submission Deadline.** Proposals must be submitted by e-mail copy sent to [dsmith-wagar@portofhoodriver.com](mailto:dsmith-wagar@portofhoodriver.com) no later than 3:59 p.m. on July 11, 2023. Each Vendor shall submit the following documents in a clear, legible, 12-point font, and 8.5 by 11-inch format. Responses must be submitted via e-mail, or they will not be considered. Vendors are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

### Rejection of Proposals

The Port reserves the right to cancel the procurement or to reject any and all proposals if it is determined to be in the interest of the Port to do so. The information obtained will be used to help determine the suitability of the proposed services. The Port reserves the right to waive any informality or irregularities should such action serve the interest of the Port.

Non-acceptance of any proposal will not imply any criticism of the proposal or convey any indication that the proposal or proposed products or services were deficient. Non-acceptance of any proposal may mean that another proposal was deemed to be more advantageous to the Port or that no proposal was deemed acceptable.

Proposals will be evaluated and, unless all proposals are rejected, an Award of the Contract will be made based upon the evaluation process outlined within this RFP. The evaluation may result in the Award of the Contract being made other than to the lowest priced proposal.

## **SUBMITTAL REQUIREMENTS**

Proposals must be broken out into work and cost estimates. Vendors should clearly indicate a proposed cost schedule for all services with a not to exceed amount for reimbursable expenses such as travel, meals etc. Complete and submit as an Excel spreadsheet or accompanying Word document (titled “Attachment A – Costs”).

The Port reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

Letter of Interest

Please submit a Cover Letter of Interest signed by the Vendor, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Vendor and team.

Threshold Requirements

These documents must be submitted and acceptable before the Port will review the Experience and Capacity proposal:

*1. Evidence of Insurance*

- a. Commercial General Liability with limits \$1,000,000 Per Occurrence / \$2,000,000 General Aggregate / \$2,000,000 Products and Completed Operations Aggregate. Aggregates shall apply per Project.
- b. PROFESSIONAL LIABILITY insurance with limits not less than \$1,000,000 per claim and \$1,000,000 annual aggregate with 24 months tail coverage; and
- c. Workers Compensation; Employers Liability \$500,000 each accident / \$500,000 policy limit / \$500,000 each employee.

*2. References*

Two (2) references of Enterprise Software implementations currently utilizing your proposed software solution, including provider name and point of contact name, email, and phone number.

*3. Business Registry*

If selected for award, Proposer shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. Visit <http://sos.oregon.gov/business/pages/register.aspx> for Oregon Business Registry information.

*4. Pay Equity Compliance*

As required by [ORS 279B.235 or ORS 279C.520], Contractor shall comply with ORS 652.220 and shall not discriminate against any of Contractor’s employees in the payment of wages or other compensation for work of comparable character, the performance of which requires comparable skills, or pay any employee at a rate less than another for comparable work, based on an employee’s membership in a protected class.

Contractor must comply with ORS 652.220 as amended and shall not unlawfully discriminate against any of Contractor’s employees in the payment of wages or other compensation for

work of comparable character on the basis of an employee’s membership in a protected class. “Protected class” means a group of persons distinguished by race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability, or age. Contractor’s compliance with this section constitutes a material element of this Contract and a failure to comply constitutes a breach that entitles OCWCOG to terminate this Contract for cause.

Contractor may not prohibit any of Contractor’s employees from discussing the employee’s rate of wage, salary, benefits, or other compensation with another employee or another person. Contractor may not retaliate against an employee who discusses the employee’s rate of wage, salary, benefits, or other compensation with another employee or another person.

### Data Ownership

All records or data input into the proposed systems remain the property of the Port, without any transfer or reservation of ownership or other rights to Vendor. Storage of data outside of the U.S. is not acceptable.

### Main Proposal

Please provide the following information:

1. *Experience and Qualifications*

Provide a narrative description regarding the years of experience and detailed qualifications in performing the scope of work as described in this document.

2. *Software Capabilities*

Provide a detailed description of the software product, as well as relevant specifications to demonstrate the ability of the product to perform the necessary functions described in the scope of work.

3. *Pricing Proposal*

Provide product price rates, including one-time costs, licensing costs, and any optional or variable costs associated with delivering a product that meets the requirements described in the scope of work.

4. *Proposed Staffing*

Provide a detailed description of the staff who will be assigned to work with the Port throughout the implementation process and beyond.

5. *Proposed Project Plan and Schedule*

Provide a detailed discussion of the recommended plan for implementation of the software systems being proposed, fully explaining how you plan to implement the proposed system within the context of other systems currently in use and considering the need to integrate and/or interface with these systems so as not to disrupt the Port’s day-to-day operations. The preliminary written project plan should clearly articulate project management methodology and contain clearly marked milestones and deliverables for all phases of the project. The plan shall describe how and when each implementation stage

will be accomplished, timeframes for training and meetings, data conversion techniques and expectations, testing and live cutover, and status reports and issue resolution.

6. *License Conditions*

Specify the terms and conditions for using the licensed/subscription software proposed in response to this RFP. Include the license documents for all software, installation, and maintenance/support services.

7. *Implementation and Training Services*

Provide a detailed description of all implementation and training services included with the system. Include example training materials and user manuals.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, the Port will take into consideration the experience, capacity, and costs that are being proposed by the Vendor. The following Evaluation Criteria will be considered in reviewing submittals:

1. The software capabilities and the ability of the product to meet the requirements as outlined in the Requirements Matrix. For all software capabilities answered 'yes' in the Matrix, the Vendor should be prepared to show how the functionality works during the demo.
2. The software capabilities and the ability of the product to assist the Port in managing its lease properties. See Scope of Work Section above for details.
3. Total cost of ownership over a five-year period, including anticipated internal costs.
4. The quality and quantity of professional services and support offered by Vendor during implementation and beyond.

The top three (3) proposals will be selected through these initial evaluations and then invited to provide demos of the software to the Port's staff and consultants. The detailed demos and scoring will be used to make a final determination of the successful Vendor.

## NOTICE OF INTENT TO AWARD AND AWARD PROTEST PROCEDURES

### Notice of Intent to Award

The Port will provide written notice of its Intent to Award to all Vendors who submit a proposal at least seven (7) days before the Award of a Contract. The Port's Award will not be final until the later of either: 1) the expiration of the Award Protest period provided for in this RFP; or 2) the Port provides written decisions to all timely-filed protests denying the protests and affirming the Award.

The apparent successful Vendor will be notified in writing of its apparent winning proposal, and a contract will be drawn that will include reference to this RFP, and the Requirements Matrix,



Vendor’s proposal, and any additional contract language that may be required by the Port or by law. All other Vendors will be notified that the apparent winning proposal has been selected.

Award Protest

An adversely affected Vendor who has submitted a proposal may protest the Notice of Intent to Award the Contract for any and all contracts solicited under ORS 279B.055, 279B.060, and 279B.085 if Vendor can demonstrate that it would be eligible to be awarded the public contract in the event the protest were successful. Before seeking judicial review of an Award of the Contract, an adversely affected Vendor must file a written protest with the Port and exhaust all administrative remedies.

Right to Protest Award

In order to be an adversely affected Vendor with a right to submit a written protest, a Vendor must itself claim to be eligible for Award of the Contract in the event the Protest were successful and must be next in line for the Award.

In addition, the adversely affected Vendor must demonstrate that the reason for the Protest is that:

1. All higher-ranked Vendors are ineligible for Award of the Contract because their Proposals were non-responsive.
2. The Port has failed to conduct the evaluation of proposals in accordance with the criteria or processes described in this RFP.
3. The Port has abused its discretion in rejecting the Protesting Vendor’s proposal as nonresponsive.
4. The Port's evaluation of the proposals or its subsequent determination of award is otherwise in violation of ORS Chapter 279A or 279B.

All written protests must specify the grounds upon which the protest is based and suggested changes that may remedy the defects. An issue that could have been addressed pursuant to an inquiry or request for clarification shall not be grounds for protest of award.

Award Protest Submission Requirements

To be considered, Vendor's written Award Protest must be submitted to the Port in an envelope marked as follows:

RFP Award Protest  
RFP Title: RFP No.2023.RFP.Enterprise Resource Planning (ERP) Software  
Notice of Intent to Award Date: July 11, 2023.

All Award Protests must be in writing. No E-mail or facsimile Award Protests accepted.

### Time Limitation on Protest

To be considered by the Port, a written protest must be received by the Port within seven (7) days after issuance of the Notice of Intent to Award Contract. Responses to such protests will be in written form no later than five (5) business days from receipt.

### Decision

The Port shall issue a written decision on the protest in a timely manner. After the Port has issued its response, consultants may seek judicial review in the manner provided in ORS 279B.415.

### Right to Cancel RFP

The Port reserves the right to cancel the RFP in conformance with OAR 137-047-0600.

## **NON-DISCRIMINATION**

Submittal of a proposal in response to this RFP evidences proposer's agreement that, in performing the work called for by this RFP and in securing and supplying materials, proposer has not and will not discriminate against: 1) any person on the basis of race, color, religious creed, political ideas, sex, sexual orientation, source of income, age, marital status, physical or mental handicap, national origin or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap; and 2) a subcontractor in the awarding of a subcontract because the subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or a business enterprise that is owned or controlled by, or that employs a disabled veteran as defined in ORS 408.225.

## **COST OF SUBMITTING A PROPOSAL**

Vendor will pay all the costs in submitting its proposal, including, but not limited to, the costs to prepare and submit the proposal, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

## **OWNERSHIP/PERMISSION TO USE MATERIALS**

All proposals are public record and are subject to public inspection after the Port issues the Notice of the Intent to Award. Application of the Oregon Public Records Law will determine whether any information is exempt from disclosure.

All Proposals submitted in response to this RFP become the property of the Port. By submitting a proposal in response to this RFP, the Vendor grants the Port a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative

works of and transmit the proposal solely for the purpose of evaluating the proposal, negotiating a Contract, if awarded to Vendor, or as otherwise needed to administer the RFP process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478). Proposals, including supporting materials, will not be returned to Vendor.

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The Requirements Matrix spreadsheet should be filled out and submitted electronically with the RFP. The Requirements Matrix contains a list of required functions that have been marked as "Must Have" or "Of Interest". The proposer should select from the dropdown to address each line item. Select "Yes" if it is a standard feature and can be shown during demo. Select "No" if it is not a base feature. Select "Custom" if the feature can be accomplished through vendor custom programming or integration to a 3rd party solution. Select "Future Release" and add the anticipated release date to the comment if the feature is planned to be included in future updates of system. Add any additional comments to explain any answers.

This Requirements Matrix will be considered along with other submitted documentation to determine if the vendor software will adequately meet our requirements for each module of the Enterprise Solution. Our scoring system uses these requirements as one of the major factors for RFP vendor selection.

Enterprise System Requirements DRAFT	Need	Vendor Has?	Comment
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**General Requirements**

Functional	Need	Vendor Has?	Comment
Provide robust online documentation and user manuals	Must Have		
Provide complete drill-down and drill-across capabilities between the modules and transactions in the system (e.g. General Ledger (G/L) to Accounts Payable (A/P))	Must Have		
Provide role based security by major function (role) e.g., segregation of Purchase Order (P/O) entry and check printing, A/P user cannot perform G/L transactions	Must Have		
Additional options for security maintenance: by location, by specific General Ledger accounts	Must Have		
Support multiple entities, sites, locations	Must Have		
Supports user-defined fields throughout the system, to aid in customized functionality and reporting	Of Interest		

**Technical**

Provide secure external access by browser, virtual private network (VPN), etc.	Must Have		
Allow reports to be produced in multiple formats (e.g. Excel, Portable Document Format [PDF])	Must Have		
Provide integration with Microsoft Products (e.g. Office, SharePoint)	Must Have		
Supports report distribution without additional license fees, including access security. Web-based.	Of Interest		
Electronic data interchange integration capabilities to external systems including BreezeBy, WooCommerce, and DocuSign	Of Interest		
Ability to attach files to records - PDF invoices, journal entry support, employee records, etc.	Must Have		

**Finance**

**Entity and Chart of Accounts**

Provides for logical account grouping and cost centers	Must Have		
Supports a chart of accounts of multiple segments of variable length	Must Have		
Supports statistical accounts ("dimensions", or "non-financial data")	Of Interest		
Support tracking of environmental data by location (e.g., water, energy use, raw materials) in monetary and non-monetary units	Of Interest		

**G/L Journal Entries and Posting**

Support user-defined journal entry templates (e.g., standardized entry to consistently record month-end closing entries)	Must Have		
Supports creation of recurring journal entries	Must Have		
Allows the import of journal entry transactions from Excel templates	Must Have		
Support having multiple G/L accounting periods open at the same time with proper internal controls	Must Have		
Allow for closed periods to be re-opened based on restricted security rights	Must Have		
Supports file attachments for journal entries	Must Have		
Supports a variety of cost allocation rules (e.g. other allocations; indirect cost rules; direct cost rules)	Must Have		
Maintain unlimited transaction history until purged	Must Have		
Maintain audit trail that includes user ID, date, and actions such as read, change, delete, write. The audit trail should include before and after values	Must Have		
Allow posting to prior and future period	Must Have		
Allow for automated workflow functionality to evidence a separation of duties to include preparer, approver	Must Have		
Provide annual closing processes that carry forward general ledger account balances and project data to the next fiscal year	Must Have		

**Treasury / Bank Reconciliation**

Imports bank records and clears the matched transactions	Of Interest		
Provides bank reconciliation reports - ideally with option to report by legal entity or by segment	Must Have		
Provides an efficient method of managing multiple bank accounts	Must Have		

Integrates with A/P to map cash disbursements to bank reconciliation	Must Have		
Integrates with accounts receivable (A/R) to map cash receipts to bank reconciliation	Must Have		

**Budgeting**

Allow budgeting at various entity levels	Must Have		
Provide comparison of budgeted amounts to actual amounts in financial reports.	Must Have		
Provide ability to create pro-forma financial statements	Must Have		
Manage budgets by organizational level such as division, department, customer, etc.	Must Have		
Support export/import of spreadsheets	Must Have		
Report on variances from budgeted or forecasted values	Must Have		
Allows forecasting 5 years (or more) into the future	Of Interest		

**Reporting**

Generate standard financial reports in various groupings (consolidated, legal entity, location, and user defined groupings) including:	Must Have		
Balance sheet	Must Have		
Income statement	Must Have		
Cash flow statement	Of Interest		
Trial balance	Must Have		
Allow creation of custom financial reports	Must Have		
Generate comparative financial statements based on user-defined criteria (this period vs. last period, this year/period vs. last year/period, etc.)	Must Have		
Report across years	Must Have		
Print interim financial statement without closing subsidiary modules	Must Have		
Summary reports at the user-defined level of detail	Must Have		
Detail General Ledger by period	Must Have		
Utilize cost centers and account groups to manage and report cost categories by entity, program group, and by item	Of Interest		

**Project Accounting**

Projects can span fiscal years	Must Have		
Provide reports that show transaction detail, project expenses, profitability, return on investment, net present value, etc.	Must Have		
Must link to Payroll, AP, AR, Cash Receipts	Must Have		
Project management	Must Have		
Contract management	Must Have		

**Accounts Payable**

**Vendor Maintenance**

1099 support	Must Have		
Support multiple transaction search criteria (vendor name, phone number, date of payment, payment amount, etc.)	Must Have		
Ability to map vendors to specific G/L accounts	Must Have		

**Invoice Processing**

Allow for electronic data interchange (EDI), optical character recognition (OCR) scanning, and other electronic invoicing methods	Must Have		
2 and 3-way matching of P/Os, invoices and receiving records, with adjustable tolerance levels	Must Have		
Ability to allocate an invoice to multiple locations	Must Have		
Hold completed invoices until released for payment	Must Have		
Options for release of payment: automated or manual match to receiving report, payment terms, or other criteria defined by management	Must Have		
Support credits and discounts	Must Have		
Verify at the point of entry that the expenditure or balance sheet account is valid	Must Have		
Code multiple account distributions on a single invoice	Must Have		
Provide detail of invoices by vendor	Must Have		
Provide summary of invoices by vendor	Must Have		
Provide detail of invoices by purchase order	Must Have		
Report open invoices	Must Have		
Report cash disbursements	Must Have		
Expense tracking for employee credit card use	Of Interest		
Track workflow approvals for expenses	Of Interest		

Check Generation	
Supports wire transfers, electronic funds transfer (EFT) and non-check payments	Must Have
Ability to email contact at the vendor when an EFT is sent	Must Have
Report check register, including checks issued and checks voided	Must Have

A/P Processing Capabilities	
Ability to attach images and documents to invoices (one to one and one to many), and ability to drill down from A/P to the image or contract	Must Have
Validation rules (e.g., reference to repair and maintenance > \$500 alerts that transaction should go to fixed/capital assets or vice versa)	Of Interest
Ability to close A/P while G/L remains open (e.g., at month end)	Must Have
Robust reporting (e.g., invoices received but not matched, number of invoices processed, time to voucher invoices, days of A/P outstanding, discounts taken, etc.)	Must Have
Once posted, invoices cannot be edited	Must Have
Use purchase orders and invoices information to determine future cash requirements (amount and date of future expenditures)	Of Interest

Procurement/Purchase Order	
Combine multiple requisitions to the same vendor into a single purchase order	Of Interest
Copy information from previous purchase order to obtain recurring monthly or annual (crossing one fiscal year to another) purchase orders	Of Interest
Prevent purchases from un-approved vendors	Of Interest
Place multiple actual orders against a blanket purchase order	Of Interest
Provide "drill down" to view related requisition, invoice, purchase order, receipts documents and general ledger account related to the purchase order	Of Interest
Alert/route purchase orders to approvers	Of Interest
Maintain purchase order audit trail	Of Interest

Accounts Receivable	
Support monthly recurring invoices	Of Interest
Support one time invoices	Must Have
Provide receipt posting to the invoice and A/R	Must Have
Support credit-card payments	Must Have
Enterprise online payment portal (may be third-party, but must be automated)	Must Have
Support wire transfers	Of Interest
Provide ability to age receivables by location, product line, customer	Of Interest
Support pre-payments and accruals by customer	Of Interest
Allow for pricing based on customer type and pricing based on specific customer	Of Interest
Produce customer statements for defined date ranges	Must Have
Support posting of debit and credit memos to expenditure accounts	Of Interest
Post partial payments against any unpaid invoice	Must Have
Write-off invoices/specific A/R amounts	Must Have
Robust aging report	Must Have
Grant tracking	Must Have

Payroll	
Time and attendance	Must Have
Time off management	Must Have
Employee administration	Must Have
Employee self service	Must Have
Payroll processing	Must Have
Tax compliance	Must Have
Direct deposits	Must Have
Public employee retirement system (PERS)/retirement calculations	Must Have
Produce Oregon PERS electronic file for upload to the PERS site each payperiod	Must Have
Payroll code tracking	Must Have
Vacation/leave tracking and approval workflow	Must Have
Check printing	Must Have
W2 processing	Must Have
Benefit enrollment	Must Have
Document management	Must Have

Electronic signatures	Must Have		
Family and medial leave act (FMLA) administration	Must Have		
Garnishments	Must Have		
Multiple payment cycles	Must Have		
Hourly/salary accounting	Must Have		
Payroll reporting	Must Have		
Integration to human resources (HR) system	Must Have		
Integration to financials	Must Have		

**Human Resources**

Document management of personnel files	Must Have		
Approval workflows for new hires	Must Have		
Benefit management	Must Have		
Integration to payroll system	Must Have		
Self service portal for staff	Must Have		
Conversion from applicant to employee	Must Have		
HR reporting	Must Have		
HR help desk	Of Interest		
I9 forms/offer letters/e-verify	Of Interest		

**Fixed Assets**

Assign asset class in the asset master	Must Have		
Ability to attach electronic images (e.g., invoice scans, etc.)	Of Interest		
Fully integrated electronic interface into Enterprise system's A/P and G/L	Of Interest		

**Depreciation**

Supports multiple depreciation schedules and conventions (mid-month, year, tax, life of lease etc.)	Must Have		
Ability to set depreciable life for new assets based on asset class (e.g., heavy equipment 12 years)	Of Interest		
Auto generate and post monthly depreciation journal entries'	Must Have		
Ability to run depreciation reasonableness tests	Of Interest		
Reports: Depreciation reasonableness, future depreciation for budgeting/forecasting	Of Interest		

**Reporting**

Empower users with self-service business intelligence (BI), including key performance indicators (KPIs) and standard/ad-hoc reporting tools	Of Interest		
Perform ad-hoc data analysis and reporting with familiar tools such as Excel and Visio	Of Interest		

**Property Management**

**Tenant Management**

Support electronic invoicing/billing	Of Interest		
Support automated payment schedule and reminders	Of Interest		
Storage and retrieval of lease terms	Of Interest		
Storage and retrieval of tenant information	Of Interest		
Ability to attach electronic documents (contracts, etc.)	Of Interest		
Automatic or scheduled rate increases of leases	Of Interest		

**Tenant/Landlord Portal**

Customer portal solution to manage and automate:			
Lease waiting list application, applicant updates, and recertification process	Of Interest		
Lease application submissions	Of Interest		
Lease work order requests	Of Interest		



# Commission Memo



Prepared by: Michael Shannon  
Date: June 6, 2023  
Re: FY 23/24 Legislative Advocacy

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The Port's Government Affairs Team had another successful year in 2022-23. The highlights included passage of the bi-state bridge authority legislation in Oregon and Washington that will allow BSWG Member Agencies to form a new local authority for the management of the future bridge. In addition, much face-to-face work has been conducted with individual legislators and agency representatives. All of this preparation and background development resulted in more funding for the project and places the project in good position for additional funding in the 2024 Session. It should be noted that these contracts are not reimbursable by grants or appropriations.

## BOSWELL CONSULTING INC., Brad Boswell, Olympia, Wash.

Boswell Consulting, Inc. has represented the Port in Olympia since 2017. His relationship with Yakima Sen. Curtis King, the senior Republican on the Senate Transportation Committee, has proved to be helpful as this project continues to be a priority for King's district. The 2023 legislative session focus was on the initial phasing for the implementation and deployment by state agencies of the transportation package that was passed in the 2022 legislative session that provided the Hood River Bridge Replacement Project with \$75 million. They were successful at getting the funding schedule to more closely match our needs: \$15 million available in the 2023-2025 biennium, \$30 million available in the 2025-2027 biennium, and \$30 million available in the 2027-2029 biennium. Additionally, they were able to help in facilitating a successful Gorgeous Nights event and lobby day where Port of Hood River delegates were able to reinforce how essential this infrastructure is with key and new legislators. While efforts resulted in getting the funding phasing secured, there is a lot of work to do still to ensure the project secures the remaining \$50M in funding that will be needed.

## Key activities for the upcoming 23/24 session:

- Assist the Port in strategic positioning around tolling policy.
- Monitor and advise on the upcoming changes to governance and identification of key staffing changes.
- Align state efforts with federal funding opportunities.
- Continue to position the project for additional funding in the 2024 session.

Last year's contract: \$75,000

Proposed contract: \$70,000 (-6% Reduction)

THORN RUN PARTNERS, Dan Bates, Salem, Ore.

Thorn Run Partners (TRP) has represented the Port in Salem since 2015. TRP was very active in the 22/23 year, facilitating the introduction of SB 413 that would have funded the bridge replacement project with \$125 million; secured strategic co-sponsors for the bill; secured a hearing opportunity for the bill to profile the need for the replacement. They also were able to complete the drafting, introduction, strategic co-sponsors, amendment, and a hearing before the Joint Transportation Committee with subsequent approval of HB 3622, which appropriates \$20 million in funds and conveys the goals of enhancing safety, economic growth and future funding opportunities for the bridge. TRP also secured the participation of several key legislators, staff, and agency personnel for a bi-state briefing and tour to promote the project. Leading up to and continuing throughout the session, they conducted scores of meetings with legislative leaders (transportation and budget), ODOT and Governor's Office staff, and Gorge-area legislators to provide briefings and progress updates on the project. TRP arranged two lobby days for the Bi-State Working Group in Salem to advocate for SB 431 and HB 3622 and urge funding for bridge replacement, included the development of preparation material. TRP also monitored ODOT's ongoing efforts to obtain tolling authority for I-5 and I-205, the I-5 Interstate Bridge Replacement project, budget, and policy committees for issues relevant to the Port.

Key activities for the upcoming 23/24 session:

- Provide briefings and tours of the Bridge Replacement Project to legislative transportation leaders to develop and maintain understanding of project importance and urgency.
- Provide updates to members of the legislature about progress resulting from previous Oregon and Washington legislative allocations.
- Develop and implement an interim government relations strategy for securing a significant investment in the bridge's replacement costs in the 2024 and 2025 sessions.
- Advocate for project funding in those special sessions and in the 2024 session.
- Work with transportation stakeholders to build policymaker support for funding for the project as part of the next major state transportation funding package.
- Investigate, report, and lobby on legislative proposals and initiatives that may affect the project or other Port priorities prior to and during the 2024 session.
- Secure an informational hearing to signify support for ongoing and future funding construction of the Bridge Replacement.

2023-24 Key Dates and Deadlines

- September 2023: September Interim Committee Days
- December 2023: December Interim Committee Days
- January 2024: 2024 January Interim Committee Days
- February 2024: 2024 Legislative Session Begins
- March 2024: 2024 Legislative Session Ends

Last year's contract: \$78,000  
Proposed contract: \$78,000 (0% Change)

SUMMIT STRATEGIES, Hal Hiemstra, Washington D.C.

Summit Strategies has provided federal advocacy support since 2015, primarily focused on bridge-related efforts and securing congressional support and federal funding for the project. In the 2022-23 year, Summit secured active congressional support from Senators Wyden and Merkley, Senators Murray and Cantwell and Representatives Blumenauer, Herrera-Beutler, Newhouse, Bentz and Gluesenkamp Perez for the combined Rural/Infra/MEGA grant proposal and the Bridge Discretionary Grant proposal submitted by the Port and Klickitat County to USDOT. They also secured \$8 million in FY24 Congressional Directed Spending appropriation requests from Senators Wyden, Merkley, and Cantwell as well as Community Project Funding FY24 appropriation requests from Rep. Blumenauer and Rep. Newhouse. Summit planned and helped coordinate an August congressional staff tour of the existing bridge and briefing on the economic importance of its replacement. They coordinated four D.C. lobbying trips for Port officials and members of the Bi-State Working Group (July 2022, December 2022, March 2023, and May 2023). Hal and his team met repeatedly with USDOT officials in the Build America Bureau and the Office of the Secretary to prioritize the project and provide updates on state funding, EIS developments, tribal negotiations, geotechnical work, on-going preliminary engineering, public outreach, traffic and revenue study, etc. They also supported the coordinated outreach to NOAA and ODOT on effort to accelerate Biological Opinion.

Key activities for the upcoming 23/24 session:

- Summit will regularly prepare congressional updates on issues of importance to the Port and include recommendations on communication with legislators and agency staff (e.g. letters, personal visits with congressional members or their staff, or other activities).
- Coordinate any additional trips to D.C. or familiarization trips to Hood River by congressional members or agency representatives, and their staff.
- Monitor Congressional and Administration implementation of the Infrastructure Investment and Jobs Act (IIJA) also known as the Bi-partisan Infrastructure Law (BIL)
- Monitor issues and identify funding opportunities that might arise related to the Ken Jernstedt Airfield as part of the 2023 Aviation Reauthorization bill now being debated.
- Monitor the federal appropriations process and identify possible opportunities for Congressionally Directed Spending (CDS) requests, advise the Port about relevant deadlines for applying for such funding, prepare or review and edit draft requests for submission to relevant members of the Oregon and Washington delegations, assist in their submission, and familiarize Congressional staff with the CDS requests.
- Monitor on a regular basis, federal Notices of Funds Availability (NOFA) and Notice of Funding Opportunity (NOFO) announcements and bring discretionary grant funding

opportunities to the attention of the Port when opportunities reflect Port priorities. Should the Port decide to apply for any discretionary funding, at the Port's request, Summit will be available to coordinate Congressional letters of support for those applications.

- Seek discretionary federal funding for the E. Anchor Way and N. 1st St. project, as well as advocate for EDA grant funding for this project, and bring to the attention of Port officials any IJA discretionary funding opportunities that could help finance this project as well as any other infrastructure projects of importance to the Port.
- Meet with Rep. Earl Blumenauer, Rep. Marie Gluesenkamp Perez, Rep. Dan Newhouse, Senators Ron Wyden, Jeff Merkley, Patty Murray and Maria Cantwell and their staff to advocate for congressionally directed spending for bridge replacement activities; secure Congressional Letters of Support for discretionary grant applications submitted by the Port, the Bi-State Working Group and the Hood River-White Salmon Bridge Authority once it is stood up after July 1, 2023.
- Continue to meet with and update officials in the USDOT Office of Secretary, including Policy Development staff and Discretionary Grant program staff on bridge replacement project efforts and progress.
- Continue outreach to FHWA, Build America Bureau regarding TIFIA, and USDA about funding needs associated with the bridge replacement project and innovative financing opportunities that may be available to assist.
- Maintain regular communication with Bridge Replacement project Director, review monthly updates from the Port and share relevant materials and updates with Congressional and Administration contracts.
- Arrange for and advise Port Officials and Bi-State Working Group members on up to two lobby trips to Washington, D.C. Develop multi-day schedules for same. Advise on preparation of briefing materials and lobbying script for same

Last year's contract: \$90,000

Proposed contract: \$96,000 (+6% Increase)

In summary, the Port's Government Affairs teams have collectively generated almost \$100M for the project and numerous advantageous policy adoptions. Staff recommends the Commission maintain this team to complete funding of the bridge. The BSWG has reviewed the proposed activities for each of the contracts and recommends approval of the three contracts as noted above for the 2023-24 Fiscal Year.

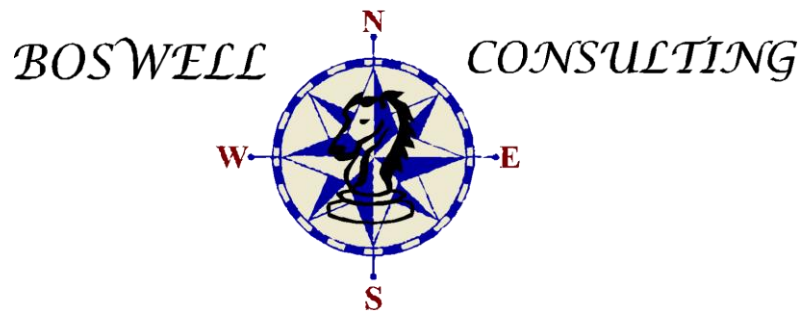
**RECOMMENDATION:** Approve the Personal Services Contract with Brad Boswell Consulting for government affairs services in an amount not to exceed \$70,000 for the 2022-23 Fiscal Year.

**RECOMMENDATION:** Approve the Personal Services Contract with Thorn Run Partners for government affairs services in an amount not to exceed \$78,000 for the 2022-23 Fiscal Year.

**RECOMMENDATION:** Approve the Personal Services Contract with Summit Strategies for government affairs services in an amount not to exceed \$96,000 for the 2022-23 Fiscal Year.

**ALTERNATE RECOMMENDATION:** Approve Personal Services Contracts for government affairs consulting with Brad Boswell Consulting, Thorn Run Partners and Summit Strategies for an amount not to exceed \$70,000, \$78,000, and \$96,000 respectively for the 2023-24 Fiscal Year.

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**To: Port of Hood River**

**From: Brad Boswell, Boswell Consulting**

**Re: 2024 Lobbying Proposal**

The 2023 legislative session focus was on the initial phasing for the implementation and deployment by state agencies of the transportation package that was passed in the 2022 legislative session that provided the [Hood River Project with \\$75 million](#). The Office of Financial Management phasing process was monitored and we had to engage during the legislative phase to ensure especially during the legislative phase. We were successful at getting the funding for the Hood River Bridge replacement funding to closer match our needs; \$15 million available in the 2023-2025 biennium, \$30 million available in the 2025-2027 biennium, and \$30 million available in the 2027-2029 biennium ([click here](#) and scroll to page 49). Additionally, we were able to help in facilitating a successful Gorgeous Nights event and lobby day where Port of Hood River delegates were able to reinforce how essential this infrastructure is with key and new legislators. While efforts resulted in getting the funding phasing in writing, there is a lot of work to do still to ensure the Port of Hood River project secures funding and garnering the rest that is needed for the project.

In the 2023 Transportation Budget, \$1.5 million was appropriated to conduct a study of the tolls collected by the Port of Hood River Bridge to determine if toll revenues to support the future financing of improvements of the replacement of the bridge ([click here](#) and scroll to page 153). The study will be submitted to the House and Senate Transportation committees by June 30, 2023. It is imperative moving forward that we will continue to monitor and maintain engagement during and after this study is complete. Additionally, work needs to be done to align legislative efforts resulting in securing federal funding for the project. Finally, after securing a large sum of resources during the 2021 session, it is essential to continue to position the Port of Hood River for all additional Washington resources that arise.

## **Exhibit A – Tier 1 Scope of Services**

### **Legislative Lobbying**

Outreach and education to identified elected officials, and staff with the intent to build relationships and position the Port for success in its public policy goals, including strategic positioning around tolling policy. Targets include:

Office of Financial Management

Washington State Transportation Committee Legislators (all members of the House and Senate Transportation Committees)

14<sup>th</sup> Legislative District (King, Correy, Mosbrucker)

CRC Crossing Legislative Districts (49, 17, 18)

### **Governor’s Office/State Agency**

Outreach, education, and advocacy to strategic personnel within the Governor’s office and relevant state agencies. Includes strategic personnel within the Washington State Department of Transportation and Department of Licensing.

### **Stakeholder Interaction**

Direct engagement with staff and contract personnel associated with the Joint Transportation Committee study, toll bridge study, and transportation package Port of Hood River funding outlined in the budget. Monitoring all relevant stakeholders and ally groups associated with port policy objectives. Specifically focus on engaging port personnel with the CRC replacement work group and relevant tolling policy bodies including the OFM, DOT and Washington State Transportation Commission. Monitor bi-state authority conversations and governance structures.

### **Public Affairs Strategy**

Strategic engagement with communications and other public affairs activities as necessary.

### **Billing**

Monthly Retainer:     \$5,500.00/month

Expenses will be billed in addition to retainer and include travel expenses incurred during service for client, meals with legislators or ally representatives on client business.

Annual expense estimate: \$3,000



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

This is a service agreement ("Agreement") effective as of July 1, 2023 (the "Effective Date") by and between, Boswell Consulting, Inc. ("BCI") and Port of Hood River ("POHR").

- 1. Term and Termination.** This Agreement shall commence on the Effective Date and shall continue until June 30, 2024. Either party may terminate this Agreement with or without cause with 30 days written notice.
  
- 2. Scope of Services ("Services").** BCI will assist POHR in the coordination and interaction with legislative bodies, state agency personnel and ally groups. BCI will provide verbal and written reports as needed and mutually agreed upon outlining status of current activities on behalf of POHR. Exhibit A describes the Scope of Work for this Personal Services Contract.
  
- 3. Pricing and Payment.** BCI and POHR have mutually agreed upon the pricing for Services and POHR shall pay BCI \$5,500.00 per month, plus reasonable expenses including but not limited to meals, mileage, and hotel expenses with Legislators and Staff in the course of POHR activities, not to exceed \$3,000.00 during the term of this Agreement.

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

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

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

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

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

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

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

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

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

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

POHR

BCI

By: \_\_\_\_\_  
Kevin Greenwood, Executive Director

By: \_\_\_\_\_  
Brad Boswell, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## **Exhibit A – Tier 1 Scope of Services**

### **Legislative Lobbying**

Outreach and education to identified elected officials, and staff with the intent to build relationships and position the Port for success in its public policy goals, including strategic positioning around tolling policy. Targets include:

Office of Financial Management  
Washington State Transportation Committee Legislators (all members of the House and Senate Transportation Committees)  
14th Legislative District (King, Correy, Mosbrucker)  
CRC Crossing Legislative Districts (49, 17, 18)

### **Governor’s Office/State Agency**

Outreach, education, and advocacy to strategic personnel within the Governor’s office and relevant state agencies. Includes strategic personnel within the Washington State Department of Transportation and Department of Licensing.

### **Stakeholder Interaction**

Direct engagement with staff and contract personnel associated with the Joint Transportation Committee study, toll bridge study, and transportation package Port of Hood River funding outlined in the budget. Monitoring all relevant stakeholders and ally groups associated with port policy objectives. Specifically focus on engaging port personnel with the CRC replacement work group and relevant tolling policy bodies including the OFM, DOT and Washington State Transportation Commission. Monitor bi-state authority conversations and governance structures.

### **Public Affairs Strategy**

Strategic engagement with communications and other public affairs activities as necessary.

### **Billing**

Monthly Retainer: 5500.00/month

Expenses will be billed in addition to retainer and include travel expenses incurred during service for client, meals with legislators or ally representatives on client business.

Annual expense estimate: \$3,000

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THORN RUN PARTNERS

610 SW Alder  
Suite 1008  
Portland, Oregon, 97205  
800.944.2167  
[www.thornrun.com](http://www.thornrun.com)

[Date]

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

Port of Hood River  
Kevin Greenwood, Executive Director  
1000 E. Port Marina Drive,  
Hood River, OR 97031

RE: Contract with Thorn Run Partners

Dear Mr. Greenwood:

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

Description of Services

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

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

- Provide briefings and tours of the Bridge Replacement Project to legislative transportation leaders to develop understanding of project importance and urgency for funding.
- Develop and implement an interim government relations strategy and advocate for a significant investment by Oregon towards the construction of the Bridge Replacement in the 2024 and 2025 sessions.
- Monitor and communicate with policymakers about previous Oregon and Washington Legislative allocations to Port of Hood River priorities.



## THORN RUN PARTNERS

- Work with transportation stakeholders to build policymaker support for funding for the Bridge Replacement Project as part of next major transportation funding package in 2025.
- Investigate, report and lobby on legislative proposals and initiatives that may affect the Hood River Bridge Replacement Project prior to and during the 2024 session including additional funding.
- Monitor relevant budget and policy committees for Port issues and priorities.

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

### General Considerations

This agreement shall be considered active from July 1, 2023 and remain in effect through June 30, 2024. In consideration of described services rendered, Client will pay Consultant a monthly retainer of **\$6,500**. Client shall make payment within seven days of receipt of monthly invoice.

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

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

By:  
Name: Daniel Bates  
Organization: Thorn Run Partners  
Date:

By:  
Name: Kevin Greenwood  
Organization: Port of Hood River  
Date:

**Oregon Government Affairs Activity for Port of Hood River**  
July 2022 – June 2023

- Facilitated introduction of SB 413 that would have funded the Bridge Replacement with \$125 million, secured strategic co-sponsors, secured a hearing opportunity for the bill to profile the need for the replacement.
- Secured drafting, introduction, strategic co-sponsors, amendment, Joint Transportation Committee hearing and approval of HB 3622, that appropriates \$20 million in funds, and conveys the goals of enhancing safety, economic growth and future funding opportunities for the bridge.
- Secured the participation of several key legislators, staff and agency personnel for a bi-state briefing and tour of the Hood River Bridge Project.
- Conducted scores of meetings with legislative leaders (transportation and budget), ODOT and Governor's Office staff, and Gorge-area legislators to provide briefings and progress updates on Hood River Bridge Project prior to session and again through-out session.
- Arranged two lobby days for the Bi-State Working Group to advocate for SB 431 and HB 3622 and urge funding for bridge replacement. This included the development of preparation material.
- Secured letters of support from Hood River's legislative delegation for the Replacement Bridge Project.
- Monitored ODOT's ongoing efforts to obtain tolling authority for I-5 and I-205.
- Monitored the I-5 Interstate Bridge Replacement project efforts.
- Monitored budget and policy committees for issues relevant to the Port.

## Port of Hood River's Oregon Government Affairs Objectives

July 2023 – June 2024

### 2023 Interim

- Provide briefings and tours of the Bridge Replacement Project to legislative transportation leaders to develop and maintain understanding of project importance and urgency.
- Provide updates to members of the Legislature about progress resulting from previous Oregon and Washington Legislative allocations to Port of Hood River priorities.
- Develop and implement an interim government relations strategy for securing a significant investment in the bridge's replacement costs in the 2024 and 2025 sessions.
- While further funding is not expected in Oregon's 2024 legislative session, Thorn Run Partners will ensure the project is well-positioned in the situation that funding is available.
- Given the present impasse in Oregon's Senate, it is conceivable that no budgets pass during the 2023 Legislative session including any allocation for the bridge replacement. In such an event, additional special sessions may be held during the summer and fall and Thorn Run Partners would continuously advocate for project funding in those special sessions and in the 2024 session.
- Work with transportation stakeholders to build policymaker support for funding for the Bridge Replacement Project as part of next major state transportation funding package.
- Investigate, report and lobby on legislative proposals and initiatives that may affect the Hood River Bridge Replacement Project prior to and during the 2024 session.

### 2024 Legislative Session

- Investigate, report and lobby on legislative proposals and initiatives that may affect the Hood River Bridge Replacement Project prior to and during the 2024 session.
- Secure an informational hearing to signify support for ongoing and future funding construction of the Bridge Replacement.
- Update legislators on implementation of any Oregon funding allocated in 2023 of the Bridge Replacement Project.
- Monitor relevant budget and policy committees for Port issues and priorities.

### 2023-24 Key Dates and Deadlines

- **September 2023:** September Interim Committee Days
- **December 2023:** December Interim Committee Days
- **January 2024:** 2024 January Interim Committee Days
- **February 2024:** 2024 Legislative Session Begins
- **March 2024:** 2024 Legislative Session Ends



Summit Strategies List of Accomplishments  
between July 1, 2022 and June 30, 2023

The focus of activities at the federal level in the contract between The Port of Hood River and Summit Strategies was targeted at securing Congressional support and federal funding for the Hood River White Salmon Bridge Replacement Project. During the past year, on behalf of the Port and Bi-State Work Group, Summit Strategies accomplished the following:

- Secured active congressional support from Senators Wyden and Merkley, Senators Murray and Cantwell and Representatives Blumenauer, Herrera-Beutler, Newhouse, Bentz and Glesenkamp Perez for the combined Rural/Infra/MEGA grant proposal and the Bridge Discretionary Grant proposal submitted by the Port and Klickitat County to USDOT.
- Secured \$8 million in FY24 Congressional Directed Spending appropriation requests from Senators Wyden, Merkley and Cantwell and Community Project Funding FY24 appropriation requests from Rep. Blumenauer and Rep. Newhouse.
- Coordinated four DC lobbying trips for port officials and members of the Bi-State Working Group (July 2022, December 2022, March 2023, and May 2023).
- Met repeatedly with USDOT officials in the Build America Bureau and Office of the Secretary to socialize the Hood River White Salmon Bridge Replacement Project and update them on state funding, EIS developments, tribal negotiations, geotechnical work, on-going preliminary engineering, public outreach, traffic and revenue study, etc.
- Updated the Congressional members and staff about establishment of the Bi-State Bridge Commission.
- Coordinated outreach and application to become a project of the Pacific NorthWest Economic Region's Regional Accelerator Project.
- Planned and helped coordinate an August Congressional staff tour of the existing bridge and briefing on the economic importance of its replacement.
- Participated in periodic zoom meetings with the Bi-State Working Group on Bridge Replacement
- Participated in periodic strategy calls related to coordinating federal and state lobbying efforts to secure funding for the bridge replacement project.
- Monitored on an on-going basis notices of federal funding opportunity and advised the Port, Bi-State Working Group, and HNTB about funding opportunities and upcoming deadlines.
- Drafted and edited CDS and CPF funding requests, worked closely with HNTB to submit same.
- Coordinated outreach to NOAA and ODOT on effort to accelerate Biological Opinion.

## **PORT OF HOOD RIVER PERSONAL SERVICES CONTRACT**

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

For mutual consideration, Port and Contractor AGREE AS FOLLOWS:

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

2. **TIME OF PERFORMANCE.** Contractor shall commence performance of this contract upon execution of the contract by both parties and Contractor's compliance with the insurance requirements set forth in paragraph 4 below. This contract shall be for the period July 1, 2023 through June 30, 2024.

3. **PAYMENT.** Port agrees to pay Contractor a monthly retainer in the amount of \$8,000 for professional services and satisfactory completion of the work.

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

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

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

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

6. **INDEMNITY.** Contractor shall defend, save and hold harmless the Port, their officers, agents, and employees, from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this agreement.

7. **OWNERSHIP OF WORK PRODUCT.** All work products of the Contractor that result from this contract are the exclusive property of the Port.

8. **NONDISCRIMINATION.** Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

9. **SUCCESSORS IN INTEREST.** The provisions of this agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

10. FORCE MAJEURE. Contractor shall not be held responsible for delay or default caused by fire, riot, acts of God and war which is beyond Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under the contract.

11. SEVERABILITY. The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

12. ACCESS TO RECORDS. The Port and its duly authorized representative shall have access to the books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcript.

13. TERMINATION. This contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing and delivered by certified mail or in person. The Port may terminate this contract effective upon delivery of written notice to the Contractor or at such later date as may be established by the Port under any of the following conditions:

- (i) If the Port funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services. The contract may be modified to accommodate a reduction in funds.
- (ii) If federal or state regulations or guidelines are modified, changed or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.
- (iii) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, or not renewed.

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

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

15. ACCEPTANCE OF WORK. No act of Port or any representative of Port directing the work, or any extension of time for the completion of the work, shall be regarded as an acceptance of such work or any part thereof, or of materials used therein, either wholly or in part. Acceptance shall be evidenced only by a written acceptance there, issued by Port. Contractor's acceptance of any such payment shall be deemed full payment and settlement of all claims of account of work done for the work under this contract. Prior to final payment, Contractor agrees to certify that Contractor has

paid all claims for materials provided or labor performed in full. No waiver of any breach of this contract by Port or anyone acting on its behalf shall be held as a waiver of any other subsequent breach. Any remedy provided herein shall be taken as cumulative

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

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

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

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

This agreement is entered into between the parties, by a person who has been duly authorized to sign for each party, on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**PORT OF HOOD RIVER**

**SUMMIT STRATEGIES GOVERNMENT AFFAIRS, LLC**

BY: \_\_\_\_\_  
**Kevin Greenwood**

BY: \_\_\_\_\_  
**Hal Hiemstra**

\_\_\_\_\_  
**Executive Director**

\_\_\_\_\_  
**Partner**

Exhibit A  
GENERAL SCOPE OF WORK  
Summit Strategies Federal Representation  
For  
Port of Hood River  
2023-2024 Contract Year

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

### Basic Services

Matter 1: General Representation Summit will regularly prepare Congressional updates on issues of importance to the Port and include within those updates, recommendations about ways the Commission or Commissioners can share their perspectives with Members of Congress (e.g. letters to Congress or personal visits with Members of Congress or their staff). Summit will also be available to periodically meet with Port Commissioners for in-person (or Zoom) briefings and to answer questions about progress on advancing Port matters. Summit will schedule meetings and participate with Port officials in outreach efforts associated with PNWA's annual Mission to Washington (typically in March of each year), and coordinate any additional trips to DC or familiarization trips to Hood River by congressional members or agency representatives, and their staff. Summit will also represent the Port's interests during Congressional consideration of the reauthorization of the Water Resources Development Act of 2023 and/or 2024 and continue to monitor Congressional and Administration implementation of the Infrastructure Investment and Jobs Act (IIJA) also known as the Bi-partisan Infrastructure Law (BIL). Summit will also monitor Congressional consideration of any legislative proposals to rescind or claw back emergency funding passed by Congress in response to the Coronavirus or current economic conditions. Summit will also continue to monitor issues and identify funding opportunities that might arise related to the Ken Jernstedt Airfield as part of the 2023 Aviation Reauthorization bill now being debated in Congress.

Matter 2: Federal Appropriations and Discretionary Funding Monitoring – Summit will continue to regularly monitor the federal appropriations process and identify possible opportunities for Community Directed Spending (CDS) requests, advise the Port about relevant deadlines for applying for such funding, prepare or review and edit draft requests for submission to relevant members of the Oregon and Washington Congressional delegations, assist in their submission, and familiarize Congressional staff with the CDS requests. Summit will also continue to monitor on a regular basis, federal Notices of Funds Availability (NOFA) announcements and bring discretionary grant funding opportunities to the attention of the Port when opportunities reflect Port priorities. Should the Port decide to apply for any discretionary funding, at the Port's request, Summit will be available to coordinate Congressional letters of support for

those applications.

Matter 3: Anchor Way and 1<sup>st</sup> St. Project

Summit will continue to seek discretionary federal funding for the Anchor Way and 1<sup>st</sup> St. project, as well as advocate for EDA grant funding for this project, and bring to the attention of Port officials IJA discretionary funding opportunities that could help finance this as well as other infrastructure projects of importance to the Port.

Basic Services Fee: \$42,000

Matter 4: Bridge Replacement Services

- A. Meet with Rep. Earl Blumenauer, Rep. Marie Gluesenkamp Perez, Rep. Dan Newhouse, Senators Ron Wyden and Jeff Merkley, Senator Patty Murray and Senator Maria Cantwell and their staff to advocate for congressional directed spending for bridge replacement activities; secure Congressional Letters of Support for discretionary grant applications submitted by the Port, the Bi-State Working Group and the Hood River-White Salmon Bridge Authority once it is stood up after July 1, 2023. (\$15,000)
- B. Continue to meet with and update officials in the USDOT Office of Secretary, including Policy Development staff and Discretionary Grant program staff re Hood River/White Salmon Bridge Replacement efforts and progress concerning same. (\$5,000)
- C. Continue outreach to FHWA, Build America Bureau re TIFIA, and USDA about funding needs associated with the bridge replacement project and innovative financing opportunities that may be available to assist with same.(\$5,000)
- D. Monitor and review USDOT Discretionary Notices of Funding Opportunities (NOFO's), advise Port officials about same, review and edit draft applications, and coordinate lobbying efforts to promote submitted applications (\$8,000)
- E. Monitor Administration and Congressional implementation of the IJA/BIL and advise port officials about same. (\$3,000)
- F. Maintain regular communication with Bridge Replacement project Director, review monthly updates from the Port and share relevant materials and updates with Congressional and Administration contracts. (\$5,000)
- G. Arrange for and advise Port Officials and Bi-State Working Group members on up to two lobby trips to Washington, D.C. Develop multi-day schedules for same. Advise on preparation of briefing materials and lobbying script for same. (\$10,500)
- H. Summit will periodically meet with and brief the Bi-State Working Group about Congressional activities related to bridge replacement. (\$2,500)

Bridge Replacement Services Fee: \$54,000

Total Annual Contract and Retainer: \$96,000

# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 6, 2023  
Re: Accounts Payable Requiring Commission Approval

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<b>Campbell Phillips</b>	<b>\$9,757.50</b>
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Attorney services per attached summary

<b>TOTAL ACCOUNTS PAYABLE TO APPROVE</b>	<b>\$9,757.50</b>
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**Primary Timekeeper: 2 Kristen A. Campbell**

	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>91-120</b>	<b>121-180</b>	<b>181+</b>	<b>Bal Due</b>
<b>2000.001 M Port of Hood River - Admin</b> RE: Admin - General	7,012.50	0.00	0.00	0.00	0.00	0.00	7,012.50
<b>2004.001 M Port of Hood River - Airport</b> RE: Airport - General	45.00	0.00	0.00	0.00	0.00	0.00	45.00
<b>2004.002 M Port of Hood River - Airport</b> RE: Airport - Hangar Lease	337.50	0.00	0.00	0.00	0.00	0.00	337.50
<b>2007.001 M Port of Hood River - Ordinances and Resolutions</b> RE: Ordinances and Resolutions - General	1,215.00	0.00	0.00	0.00	0.00	0.00	1,215.00
<b>2009.001 M Port of Hood River - Real Estate</b> RE: Real Estate - General	495.00	0.00	0.00	0.00	0.00	0.00	495.00
<b>2009.003 M Port of Hood River - Real Estate</b> RE: Real Estate - Lot 900	337.50	0.00	0.00	0.00	0.00	0.00	337.50
<b>2009.004 M Port of Hood River - Real Estate</b> RE: Real Estate - Lower Mill	315.00	0.00	0.00	0.00	0.00	0.00	315.00
<b>Totals</b>	<b>9,757.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,757.50</b>

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# HOOD RIVER–WHITE SALMON BRIDGE REPLACEMENT

Project Director Report  
June 05, 2023

The following summarizes Replacement Bridge Project activities from May 15, 2023 to June 05, 2023:

## PROJECT MANAGEMENT

- *RBMC team is continuing to meet with WSP, ODOT and Federal Highway Administration (FHWA) related to the NEPA/FEIS process and Treaty Tribe Memorandum of Agreement (MOA's).*
- *RBMC team is meeting with ODOT, WSDOT and FHWA on the RFP for the Progressive Design Build Procurement.*
- *Grant Tracking for WA, ARPA, Build Grants will be on going each quarter.*
- *Legislative Outreach is continuing with Oregon, Washington, and DC*

## COMMUNICATIONS

- Organized two open houses for the upcoming toll increase on Sept 1<sup>st</sup>.
  - May 31<sup>st</sup> – White Salmon Library – meeting was attended by over 150 people, comments, and input received will be compiled for June 20<sup>th</sup> meeting.
  - June 7<sup>th</sup> – May Street Elementary School – 4:30 to 7:30

## GOVERNMENT AFFAIRS UPDATE

- *State Legislative Activities*
  - *Oregon*
    - *A public hearing was held on 5/16 for HB 3622, where we gave testimony in support of this bill. The bill passed out of the Joint Transportation Commission unanimously and has moved to ways and means.*
    - *We received a letter of support from Sen. Bonham and Rep. Helfrich to Secretary Buttigieg confirming their commitment to obtain \$125M for the project. (See Packet)*
  - *Washington*
  - *Contract renewals for both Boswell Consulting and Thorn Run have been received and recommended to the Port Commission for approval for FY23/24. (See Packet)*
- *Federal Legislative Activities*
  - *CDS Appropriations requests have been sent for both Washington and Oregon for a total funding request of \$8M.*
    - *Rep. Blumenauer, Rep. Newhouse, Sen. Wyden, Sen. Merkley and Sen. Cantwell submitted requests in support of the project. We are not expecting this to finalized until the end of this year.*
  - *A trip to DC was held from May 22<sup>nd</sup> to May 24<sup>th</sup> in support of funding requests*
    - *Meetings were held with the following (See Packet)*

- *Sen. Patty Murray Office*
- *Rep. Marie Gluesenkamp Perez*
- *Sen. Merkley Office*
- *Sen. Wyden Office*
- *Sen. Cantwell Office*
- *Rep Blumenauer Office*
- *Rep. Dan Newhouse*
- *Nefretite Harrison – Build America Bureau (TIFIA)*
- *Secretary of Transportation Office (Grants)*
- *Commissioner Fox, Commissioner Anderson, Mayor Keethler, and Mike Shannon attended with Hal.*
- *Contract Renewal for Summit Strategies has been received and recommended to the Port Commission for approval. (See Packet)*

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

- *Commission Formation Agreements were signed by all members, with the last signing on April 26<sup>th</sup> establishing the Agreement Effective Date.*
  - *Signed copies of the CFA were sent to the Secretary of State in Washington and Oregon*
- *Hood River County and Klickitat County will now begin the process of taking nominations and appointing the 6 directors for the new Hood River White Salmon Bridge Authority (HRWSBA).*
- *A work plan is being drafted that will outline the early activities needed by the new HRWSBA in preparation for their initial meeting in July.*
- *The POHR has their legal counsel working on a draft IGA that will be shared with the new HRWSBA.*

### **FUNDING FINANCE & TOLLING**

- *Washington State Transportation Commission (WSTC) T&R Analysis*
  - *HNTB and the PORT continue to coordinate with WSTC*
  - *May 16<sup>th</sup> an update on the project was given to the WSTC.*
  - *May 16<sup>th</sup> a final presentation of the Study material was presented to the WSTC. (See Packet)*
  - *Schedule Milestones:*
    - *June 2023 – Final Report of findings and recommendations will be submitted to Washington State Legislature.*
- *BSWG Tolling Study*
  - *May 31<sup>st</sup> an Open House was held at the White Salmon Library to obtain input on the two tolling options that will be implemented in Sept. Over 150 people attended the event. The comments and input from the meeting are being summarized. (See Packet)*
  - *The Online Open house also went live on May 31<sup>st</sup> and will be open until June 14<sup>th</sup>.*

- June 7<sup>th</sup> will be the Open House in Oregon at the Elementary School.

## **PENDING GRANT FUNDING UPDATES**

- *Raise Planning Grant (2023)*
  - *Notice of Funding Opportunity (NOFO) issued: 11/30/22, Update to NOFO received on 12/14/22*
  - *Application Submitted: 2/28/23*
  - *Requested amount of funding: \$3.6M*
  - *Our application focused on a planning grant that will evaluate Bike/Ped connections and Transit services access/connections to the new bridge. With a focus on how the bridge is a vital part of a transportation system.*
  - *Over 20 Letters of Support were included with our application*
- *Safe Streets and Roads for All Grant Program (SS4A)*
  - *2023 Notice of Funding Opportunity (NOFO) released on 3/30/23*
  - *Application Due: 7/10/23 @ 5pm EDT*
  - *Available funding total: \$1.177B*
    - *Planning & Demonstration Grants - Min – Max award \$100,000 to \$10M*
    - *Implementation Grants – Min – Max award \$2.5M to \$25M*
- *Multimodal Project Discretionary Grant (MPDG)*
  - *Next Opening – Spring 2023*
  - *2023 NOFO not released*
  - *INFRA (\$8 B available over 4 years FY22 to FY26)*
  - *MEGA (\$5 B available over 4 years FY22 to FY26)*
  - *Rural (\$2 B available over 4 years FY22 to FY26)*
  - *RBMC is working on updating Benefit Cost Analysis and Application prior to release of NOFO*
- *Bridge Investment Program (BIP)*
  - *Next Opening – Summer 2023*
  - *2023 NOFO – Summer 2023*
  - *RBMC is working on updating Application prior to release of NOFO*
- *DOL Building Pathways to Infrastructure Jobs Grant Program*
  - *Posted: 4/5/23*
  - *Closing: 7/7/23*
  - *Program Funding: \$80M*
  - *Max Award: \$5M Min Award: \$500K*

## **EXCUTED GRANT FUNDING UPDATES**

- *Build20*
  - *Grant Awarded 9/23/22*
  - *Funding: \$5M – Federal Share, \$1.25M Local Match (Washington Grant) – Total \$6.25M with an Expenditure Deadline of 12/31/2024*
    - *Total Submitted for Reimbursement: \$0*
    - *Total Reimbursement received to date: \$0*
    - *Remaining Funds: \$5 million*

- *We have received our certification from FHWA on 12/21/22. We have received access to the RADs quarterly reporting system for FHWA on 1/26/22. Training with FHWA is still pending.*
- *Q4 2022 reporting has been submitted through RADs to FHWA*
- **ARPA (Oregon Grant)**
  - *Grant Awarded 5/12/22*
  - *Funding: \$5M with an Expenditure Deadline of 12/31/26*
    - *Total Submitted for Reimbursement: \$313,413.78*
    - *Total Reimbursement received to date: \$313,413.78*
    - *Remaining Funds: \$4,686,586.22*
  - Next reimbursement submittal July 2023*
- **WA SB 5165 Grant**
  - *Grant Awarded 2/2/22*
  - *Funding: \$5M with an Expenditure Deadlines of 6/30/23 (\$3M) and 6/30/23 (\$2M)*
    - *Total Submitted for Reimbursement: \$2,205,900.80*
    - *Total Reimbursement received to date: \$384,693.39*
    - *Remaining Funds: \$2,794,090.20*
  - *1<sup>st</sup> Quarter 23 reimbursement submitted for \$864,760.55*
  - Next reimbursement submittal will be July 2023.*

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

- *A Semi-weekly meeting has been set up with ODOT and FHWA specific to advancing the Treaty Tribe MOA's. A collaboration space has been created on the Project Portal site.*
  - ***Yakama Nation (YN).***
    - *Draft MOA was submitted by Roy Watters to the Yakama Nation on 1/26/23*
    - *A meeting to discuss the Section 106 MOA and Treaty Fishing MOA was held on 2/28/23. Meeting was positive and they were very appreciative of the work that was done in the draft Treaty MOA. Yakama Nation will review the draft MOA with a tentative date to provide responses in two weeks.*
    - *Yakama Nation provided an email update on 3/20/23 that the MOA has been circulated for internal review. We are awaiting their comments and to set up a follow up meeting.*
    - *FHWA, ODOT and Project team are continuing to reach out to connect with YN and set up a follow meeting.*
  - ***Nez Perce***
    - *The Draft MOA was submitted to ODOT on 1/17/23*
    - *ODOT approved us to move forward with sending the Draft MOA on 1/24/23.*
    - *2/2/23 – MOA was sent to Amanda with Nez Perce on 2/2/23.*
    - *On 4/18/23 the Tribe's Cultural Resource and Fisheries departments were able to fully brief Nez Perce Tribal Executive Committee's (NPTEC) Natural Resource Subcommittee on the project and the key terms in the draft MOA.*

- *A second meeting has been scheduled for 6/6/23 at the Nez Perce Tribal Headquarters in Lapwai, ID. The project team, ODOT and FHWA will be presenting to the Nez Perce Tribal Executive Committee and update on the project and the Treaty Fishing MOA.*
  - *At the suggestion of the Tribe, the team also submitted a form to the Nez Perce Tribes requesting permission to use their logo in support of the project. This request will be discussed at the 6/6/23 meeting with the Tribal Executive Committee.*
- **Umatilla (CTUIR).**
  - *The Draft MOA was submitted to the Umatilla Tribe on 1/25/23*
  - *Meeting and Presentation were held with CTUIR Fish and Wildlife commission on 1/24/23*
  - *The team received comments from CTUIR on the first draft of the MOA on 4/3/23.*
  - *A 2<sup>nd</sup> Meeting was held with CTUIR on 4/5/2023 to review the comments and discuss ideas on how to determine and quantify mitigation measures within the Treat MOA. The meeting was very positive and follow up meeting is being schedule for mid-May.*
  - *The 2<sup>nd</sup> draft of the CTUIR MOA was sent to Umatilla on 4/25/2023.*
  - *We are coordinating our next meeting with Umatilla to be in June.*
- **Warm Springs.**
  - *The project team met with Warm Springs Natural Resources group on 4/11/23 and presented a project update and introduced the Draft Treaty MOA to the group.*
  - *The project team also meet with the Warm Springs Council on 4/12/23 to update them on the project.*
  - *A request to use the tribe's logo and to obtain a letter of support for the project was also requested of the tribe. They are considering the request. Sample letters of support were provided to them for reference.*
  - *The project team is working on setting up a 2<sup>nd</sup> meeting with the tribe to advance discussion around the Treaty Tribe MOA.*

## **RBMC**

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

- *A meeting was held with ODOT on 3/7 with Region 1 staff and Headquarters Procurement staff to discuss their role on the upcoming PDB Procurement. Robert Wattman will be our point of contact and backed by Sam Hunaidi. A number ODOT technical staff were also at the meeting and provided input into how to move forward. WSDOT also attend this meeting.*
- *A meeting is schedule with ODOT Region 1 to provide an update on the RFP development and coordinate their involvement on the PDB procrument*

- *A meeting was held with FHWA on 5/18 to continue updates with them on their role on the upcoming PDB Procurement*
- *A meeting is being coordinated with WSDOT on the PDB procurement.*
- *Preliminary drafts of the RFP/RFQ sections are being assembled and task lead meetings are being held to coordinate the development of the RFP/RFQ. The team is also drafting the evaluation criteria for the procurement.*

## **KEY STAKE HOLDERS**

### **RAILROAD**

- *Kickoff/Update meeting was held with BNSF on 1/25/23, they indicated the new bridge should accommodate a future triple track and a 30' vertical clearance. At this time these are not seen as major impacts to the project.*
- *Coordination of work activities over the track will be critical do to the high volume of usage.*
- *BNSF did not anticipate long review periods given their current workload, they indicated that they had adequate capacity to support the coordination needed on this project.*

### **GEOTECHNICAL**

- *The two Oregon on land borings were completed on Feb 6<sup>th</sup> and the draft report is in review. Cultural Resource monitoring was done and no cultural resources were found.*
- *Coordination with the tribes will work through ODOT but it is likely the PORT will be asked to fund the tribal monitoring costs.*
- *Underwater drilling start date has been moved to July 10<sup>th</sup> while coordination is ongoing with tribal fishers. The work will last 5 weeks.*
- *A meeting was held with Columbia River Inter-Tribal Fish Commission (CRITFC) to coordinate the overlap of Geotech borings and summer fishing seasons.*

### **SURVEY**

- *Completed Work:*
  - *Continued effort to resolve OR rights of ways & property lines, additional research and documentation received from ODOT and Hood River County.*
- *Upcoming Work:*
  - *Complete right of way calculations in OR and WA*

### **RIGHT OF WAY**

- *Coordination has begun with WSDOT and ODOT to define the jurisdictional limits for both agencies.*
- *Our right of way team is coordinating with the two property owners in Washington that will need to provide Right of Entry for the geotechnical borings. The two owners are a private owner and Klickitat County. We have received the ROE letters from both.*



- *The SDEIS preferred alternative does indicate a potential whole take of the private landowner and we will need to coordinate with the BSWG and PORT on when to move forward with discussion with the landowner on this action.*
- *We are finalizing the appraisal on the private property full take in Washington and will be starting work on the Port Facilities.*

## **PERMITTING**

- ***SHPO Permit for Upland Work in Oregon*** – *This permit was issued on 1/19/23. CTOGR included some standard stipulations in their permit comments. The Oregon UPLAND boring work can proceed and is scheduled for next week.*
- ***USACE Permit*** – *USACE issued the permit on 05/09/2023 (See Packet)*
- ***DEQ Permit*** – *Permit received on 5/22/23*
- ***DSL Short Term Access Agreement*** – *This approval was issued in September 2022.*
- ***DSL No Permit Needed Letter*** – *This letter was issued January 18, 2023 confirming the work does not require a DSL Removal-Fill Permit.*
- ***WDFW Hydraulic Permit Approval*** – *The original HPA was modified with new project information and schedule on January 11<sup>th</sup>. The HPA includes several standard BMPs and notification requirements. Notification must be made at least three days prior to in-water work on WA. Side.*
- ***City of White Salmon SEPA and SMP Exemption Letter*** – *The final letter from City confirming Teotech work is exempt from SEPA and SMP was issued on January 23, 2023.*
- ***WDNR Aquatic Lands ROE Permit*** – *We received the requisite signatures from Klickitat Co. and Shin Jin Ko on February 2, 2023. We will submit the application (JARPA) to WDNR by COB February 3, 2023. Expect two months for DNR to issue the ROE permit. We have coordinated recently with WDNR regarding insurance certifications for the Port and drilling contractor and they have told us the application is complete and we should see the ROE permit in the next few weeks.*
- ***NMFS Slopes V Compliance*** – *The USACE has determined that the work as proposed will result in No Effect on listed fish based on the standard BMPs to be included (SLOPES V BMPs) and the short duration, confined nature of the work. We were able to avoid getting NMFS involved.*

When USACE issues the verification, it will also include the necessary ESA/NMFS compliance. The provisional verification discusses this and application of SLOPES V. So this task/compliance need will get completed when USACE issues the permit (without NMFS involvement), which will happen once the DEQ permit lands.

- The DEQ permit application was submitted to DEQ on 1/13/23 after they issue their permit USACE will immediately take the “provisional” moniker off of the provisional verification. Once submitted WDNR should be able to turn around the permit within two months. There is a \$25 fee for this permit.

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

- Environmental Impact Statement technical reports are available at <https://cdxapps.epa.gov/cdx-enepa-ll/public/action/eis/details?eisId=314171>
- Responses were provided on 3/28/23 to ODOT for the from ODOT Liaisons related to the Biological Assessment and their writing of the Biological Opinion. (See Packet)
- Email from Cindy Callahan at FHWA on 3/28 re-establishing the communication process that should be followed until the signing of the Biological Opinion. (See Packet)
- A coordination meeting was held with the Project Team, NOAA and FHWA on 3/29/23. NOAA indicated that once the liaison receives the updated BA anticipated to be in the next two weeks and all comments are closed that it would take 90 Days to complete the BO and then an additional 45 Days for NOAA’s full review including their legal review. This would set the new anticipated date to receive the signed BO around Sept 1, 2023.
- A monthly recurring coordination meeting has been set up with Cindy Callahan – Senior Biologist (FHWA) and Rod Thompson – State Environmental Engineer (ODOT)

#### **OTHER ITEMS**

#### **KEY MEETINGS**

<b>Date:</b>	<b>Subject:</b>
5/15	Weekly meeting with Port Director
5/16	Washington State Transportation Commission Presentation
5/16	Hearing Presentation on HB 3622
5/17	Weekly WSP/PORT Checking
5/18	Coordination with Trucking Industry on impacts of existing bridge
5/18	Coordination with FHWA on PDB
5/19	Introduction with PNWER
5/22-5/24	Washington DC Meetings with Congressional Members from Oregon and Washington as well as Build America Bureau and USDOT

<i>5/25</i>	<i>Coordination Meeting with CRITFC on Geotech Borings</i>
<i>5/25</i>	<i>Consultant Project Briefing with Parsons</i>
<i>5/25</i>	<i>Cultural Resources/NEPA Meeting with FHWA/ODOT/WSP</i>

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# Commission Memo



Prepared by: Kevin Greenwood  
Date: June 6, 2023  
Re: Rates, Fees and Charges Resolution (ORS 294.160)

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For the last six months, staff has been working to develop a master rates and fees resolution. There are many good reasons for developing an annual rate resolution. First, it allows for a single policy statement that compiles all rates for the port. Second, once implemented, it can be used to track revenue totals for management tracking. (Please note the inclusion of a percentage change column. This will enable Commission revenue growth tracking as requested.) Third, it allows for longer preparation and planning which should avoid tight timelines for implementation. And finally, it allows for a single policy document to meet the intent of ORS 294.160 which provides the opportunity for public comment on new fees or fee increases.

Versions of this document have been shared with the Commission over the last six months primarily as exhibits to the Executive Director's report. Staff recommends this resolution be adopted at the Commission's June 20<sup>th</sup> regular meeting. This serves as a companion document to the Fiscal Year 2023-24 budget that is on the agenda for adoption tonight. It will not include the anticipated new tolls, but those can be incorporated at any time by amendment.

All of these rates have been discussed and most have already been approved by the Commission. One rate that has been modified, however, since the original adoption is the parking rate for overlength vehicles at the Event Site. Sec. 4 of Res. No. 2022-23-12 set the parking rate limit of \$15 per day for regular length vehicles, and \$25 per day for overlength vehicles. Staff has since learned that daily parking rates exceeding \$15 per day would eliminate the recreational immunity protection that public agencies enjoy. This resolution corrects that.

Staff will continue to conduct surveys for rates for marina moorage and services, T-hangar lease rates, and other services on the normal schedule, but new rates may not be realized until late 2024. For example, the marina rates are normally studied and implemented in the fall. This year the rates studied will not be implemented until November 2024 after the adoption of the FY24-25 fee resolution in June 2024.

After discussion tonight, the resolution will be added to the consent calendar on June 20<sup>th</sup>.

**RECOMMENDATION:** Informational in preparation of action at the June 20, 2023 regular meeting.

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**PORT OF HOOD RIVER  
Resolution No. 2022-23-17**

**A RESOLUTION SETTING RATES, FEES, AND CHARGES**

WHEREAS, ORS 294.160 requires the governing body of a unit of local government to provide an opportunity for interested persons to comment on the enactment of any ordinance or resolution prescribing a new fee or a fee increase; and

WHEREAS, the Port of Hood River seeks to streamline the process for setting rates, fees, and charges with a single, annual resolution; and

WHEREAS, the Port Commission seeks to achieve financial self-sustainability in all areas of Port operations by June 2026 (Res. No. 2022-23-14), including the airport, marina, waterfront parks, port-owned buildings and developments; NOW THEREFORE;

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

**Section 1. Waterfront and Marina Rates & Fees for service. Effective July 1, 2023.**

<b>Waterfront Concessions</b>	<b>FY 22-23 Rate/Fee</b>	<b>FY 23-24 Rate/Fee</b>	<b>% Change</b>
Club CGWA- The Hook- Non-Profit 6 month term	\$ 1,500.00	\$ 1,500.00	0
Club- Outrigger Canoe Club- Nichols Basin- Non Profit 7 month	\$ 1,500.00	\$ 1,500.00	0
Lesson Rental Jet Ski Slip at the South Basin Dock- annual per ski	\$ 150.00	\$ 150.00	0
Lesson/Rental Event Site Upper Dock- Large- 6 month term	\$ 3,696.00	\$ 3,696.00	0
Lesson/Rental Event Site Upper Dock- Small- 6 month term	\$ 1,848.00	\$ 1,848.00	0
Lesson/Rental Nichols Basin- 6 month term	\$ 2,772.00	\$ 2,772.00	0
Lesson/Rental The Hook- 6 month term	\$ 2,772.00	\$ 2,772.00	0
Lesson/Rental The Spit- 6 month term	\$ 2,772.00	\$ 2,772.00	0
Lesson/School Event Site Lower Dock South end-Non-Profit small- 6 month term	\$ 1,500.00	\$ 1,500.00	0
Lesson/School Gorge Jr. Sailing- South Basin- Non-Profit annual term	\$ 1,500.00	\$ 1,500.00	0
Mobile Concession Guide Service- SUP Downwind Tours- 6 month term	\$ 150.00	\$ 150.00	0
Mobile Concession Pedicab- 6 month term	\$ 150.00	\$ 150.00	0
Sailboat Charter- Marina Commercial Dock- 6 month	\$ 1,650.00	\$ 1,650.00	0
Storage Marina Park Shed- annual	\$ 1,848.00	\$ 1,848.00	0
Storage Maritime Parking- monthly	\$ 100.00	\$ 100.00	0
Storage Nichols Basin Shed Winter-monthly	\$ 200.00	\$ 200.00	0
Storage The Spit Winter Shed Sublease Port pays vendor- 6 month term	\$ (250.00)	\$ (250.00)	0
Storage The Spit Winter Shed Sublease- Sublessee pays Port- 6 month term	\$ 500.00	\$ 500.00	0
Electrical Service Fee Reimbursement – For electric pedestal amperage overloads. First service call included in base rate. All other service reimbursements may be charged at actual cost to port.	\$0.00	Billed cost of service	

<b>Marina</b>	<b>FY 22-23 Rate/Fee</b>	<b>FY 23-24 Rate/Fee</b>	<b>% Change</b>
Cruise Ship- Marina Basin North Jetty Commercial Dock fee per stop	\$ 350.00	\$ 350.00	0
Cruise Ship- Marina Basin North Jetty Commercial Dock Shuttle docking fee per stop	\$ 200.00	\$ 200.00	0
Cruise Ship- Marina Outside Bollards Jetty Docking fee per stop	\$ 150.00	\$ 150.00	0
Cruise Ship- Marina Outside Bollards Jetty Maintenance fee- annual	\$ 6,000.00	\$ 6,000.00	0
Cruise Ship- Marina Outside Bollards Utility fee per stop	\$ 35.00	\$ 35.00	0
Guest Dock overnight at boat ramp 20-29'	\$ 25.00	\$ 25.00	0
Guest Dock overnight at boat ramp 30-39'	\$ 30.00	\$ 30.00	0
Guest Dock overnight at boat ramp 40-49'	\$ 35.00	\$ 35.00	0
Guest Dock overnight at boat ramp 50-59'	\$ 45.00	\$ 45.00	0
Guest Dock overnight at boat ramp under 20' per night	\$ 15.00	\$ 15.00	0
Guest North Jetty Commercial Dock Private vessel 60-74' per day	\$ 75.00	\$ 75.00	0
Guest North Jetty Commercial Dock Private vessel 75-100' per day	\$ 100.00	\$ 100.00	0
Guest North Jetty Commercial Dock Private vessel 100-150' per day	\$ 145.00	\$ 145.00	0
Hood River Yacht Club- clubhouse- monthly	\$ 679.00	\$ 679.00	0
Hood River Yacht Club- South Basin Dock lease- annual	\$ 3,000.00	\$ 3,000.00	0
Hood River Yacht Club public restroom shower fee	\$ .75	\$ .75	0
Moorage Boathouse Slip Annual Assessment Fee	\$ 1,650.77	\$ 1,650.77	0
Moorage Boathouse Slip annual per square foot	\$ 1.66	\$ 1.66	0
Moorage Boathouse Slip Base Electric- annual fee	\$ 60.00	\$ 60.00	0
Moorage Boathouse Slip Base Water/Garbage- annual fee	\$ 60.00	\$ 60.00	0
Moorage Shell Dock- annual fee	\$ 429.00	\$ 429.00	0
Moorage Slips 30' and under A, B, and C North West facing- annual	\$ 1,668.00	\$ 1,668.00	0
Moorage Slips 30' and under C-Dock North East facing annual	\$ 1,876.00	\$ 1,876.00	0
Moorage Slips all Boat Docks Annual Assessment fee	\$ 442.55	\$ 442.55	0
Moorage Slips Over 30'-35'	\$ 2,028.00	\$ 2,028.00	0
Moorage Slips Over 35'-40'	\$ 2,240.00	\$ 2,240.00	0
Moorage Slips Over 40'-43'	\$ 2,399.00	\$ 2,399.00	0
Moorage Slips End Slip C-Dock North 43'-65'	\$ 3,240.00	\$ 3,240.00	0
Moorage Slip Sublease fee to the Port- set up fee	\$ 150.00	\$ 150.00	0
Moorage Dingy & Jet Ski Fee- must fit in the perimeter of slip with vessel-monthly	\$ 50.00	\$ 50.00	0
Moorage Annual Payment Late fee- per month	\$ 75.00	\$ 75.00	0
Marina Oil Spill Clean Up Fees – charge for each man hour at the established labor rate, equipment charges extra.	\$0.00	Actual billed cost of service	0
Electrical Service – at current Pacific Power electrical rate	Current Pacific Power Rate	Current Pacific Power Rate	0
Water Service – at current City of Hood River water rate	Current City of Hood River Rate	Current City of Hood River Rate	0



Impound Seizure Fee	\$0.00	Actual billed cost of impound + 10%	n/a
Marina Fuel Dock – Fuel rate at current Shell Station fuel price	Current Shell Station Fuel Price	Current Shell Station Fuel Price	0
Marina Boat Ramp Launch Fee	\$0.00	\$0.00	0
Marina Boat Ramp Parking Fee	\$0.00	\$2.50 per hour up to \$15 per day, or \$200 annual pass	0
South Basin Dock- Concession Jet Ski slip 6 month term	\$ 150.00	\$ 150.00	0
South Basin Dock- Float plane annual	\$ 1,487.00	\$ 1,487.00	0
South Basin Dock- Hood River Yacht Club floats- annual	\$ 3,000.00	\$ 3,000.00	0
South Basin Dock- Jr. Sailing floats- annual term (Included in Concession agreement)	\$ 1,500.00	\$ 1,500.00	0
South Basin Dock- Seasonal Lottery 6 month term	\$ 1,041.00	\$ 1,041.00	0
Sublease Initiation Set Up Fee	\$ 150.00	\$ 150.00	0
Sublease Renewal Fee	\$ 35.00	\$ 35.00	0
Marina Key card Moorage	\$ 35.00	\$ 35.00	0
Marina Key South Basin Dock	\$ 50.00	\$ 50.00	0
Marina Wait List Entry Fee	\$ 100.00	\$ 100.00	0
Marina Wait List Renewal Fee	\$0.00	\$0.00	0
Marina Wait List Retainage Fee	\$0.00	\$0.00	0
Marina Betterment Slip Change	\$ 35.00	\$ 35.00	0
<b>Waterfront Event Permits</b>	<b>FY 22-23 Rate/Fee</b>	<b>FY 23-24 Rate/Fee</b>	<b>% Change</b>
Picnic Shelter Up to 50 people exclusive use-per day ( <i>Currently Inactive</i> )	0.00	\$ 0.00	0
Marina Park/ Hook/ Spit/ Lot #1/ Nichols Basin- not exclusive use up to 50 people per day	\$ 200.00	\$ 200.00	0
Marina Park/ Hook/ Spit/ Lot #1/ Nichols Basin- not exclusive use 50-100 people per day	\$ 325.00	\$ 325.00	0
Marina Park/ Hook/ Spit/ Lot #1/ Nichols Basin- not exclusive use Over 100 people per day	\$ 800.00	\$ 800.00	0
Marina Green- not exclusive use up to 50 people per day	\$ 200.00	\$ 200.00	0
Marina Green- exclusive use 50-100 people per day	\$ 350.00	\$ 350.00	0
Marina Green- exclusive use over 100 people per day	\$ 800.00	\$ 800.00	0
Marina Green- exclusive use over 200 people per day	\$ 1,300.00	\$ 1,300.00	0
Event Site September - June- not exclusive use up to 50 people per day	\$ 200.00	\$ 200.00	0
Event Site July & August- not exclusive use up to 50 people per day	\$ 300.00	\$ 300.00	0
Event Site September - June- not exclusive use 50-100 people per day	\$ 375.00	\$ 375.00	0
Event Site July & August- not exclusive use 50-100 people per day	\$ 500.00	\$ 500.00	0
Event Site September - June- exclusive use of grass area over 100 people per day	\$ 1,500.00	\$ 1,500.00	0
Event Site July & August- exclusive use of grass area over 100 people per day	\$ 2,200.00	\$ 2,200.00	0

Event Site September - June- exclusive use of grass area & parking lot over 100 people per day	\$0.00	\$0.00	0
Event Site July & August- exclusive use of grass area & parking lot over 100 people per day	\$ 1,800.00	\$ 1,800.00	0
All locations Event Set-up and breakdown days non exclusive use per day	\$ 300.00	\$ 300.00	0
<b>Waterfront Parking</b>	<b>FY 22-23 Rate/Fee</b>	<b>FY 23-24 Rate/Fee</b>	<b>% Change</b>
Event Site Day Pass regular sized vehicle 20' and under per day	\$ 15.00	\$ 15.00	0
Event Site Day Pass oversized vehicle over 20' per day	\$ 25.00	\$ 15.00	-40%
Event Site/Jensen West/Boat Launch Season Pass regular sized vehicle 20' and under annual	\$ 200.00	\$ 200.00	0
Event Site Season Pass Oversize vehicles over 20' over annual	\$ 350.00	\$ 350.00	0
On street parking all zones non commercial vehicles- per hour	\$ 2.50	\$ 2.50	0
Parking fine- overtime	\$ 20.00	\$ 20.00	0
Parking fine- non payment	\$ 40.00	\$ 40.00	0
Parking fine- parking in an unauthorized space	\$ 30.00	\$ 30.00	0
Parking fine- overnight (any time between 11PM and 6AM)	\$ 40.00	\$ 40.00	0
Parking fine- Trucks no pay or time expired Zone 6	\$ 50.00	\$ 50.00	0
Parking fine- Parking in Handicap, Fire Lane, or Other Prohibited Space	\$ 75.00	\$ 75.00	0
Parking Fine Payment Late Fee - overtime citation non-payment 30+/60+/90+/collections	\$ 15.00	\$ 15.00	0
Parking Fine Payment Late Fee - non-payment 30+/60+/90+/collections	\$ 25.00	\$ 25.00	0
Parking Fine Payment Late Fee - parking in an unauthorized space citation non-payment 30+/60+/90+/collections	\$ 25.00	\$ 25.00	0
Parking Fine Payment Late Fee - overnight citation non-payment 30+/60+/90+/collections	\$ 25.00	\$ 25.00	0
Parking Fine Payment Late Fee - parking in handicap, fire lane, etc. citation non-payment 30+/60+/90+/collections	\$ 40.00	\$ 40.00	0
Tow / Impound Seizure Fee	Cost of Tow + 10%	Cost of Tow + 10%	0
Removal of immobilization device	\$50.00	\$50.00	0

**Section 2. Port Administration and Customer Service Fees.** Rates become effective July 1, 2023.

<b>Administrative Service</b>	<b>FY 22-23 Rate/Fee</b>	<b>FY 23-24 Rate/Fee</b>	<b>% Change</b>
Hard copy of Public Improvement Project plans & specs packet	\$ 35.00	\$ 35.00	0
Public Information Records Request - staff time	\$20 per hour, billed in 15 minute increments	\$20 per hour, billed in 15 minute increments	0
Public Information Records Request - hard copies	\$0.25 per printed side	\$0.25 per printed side	0

Travel Reimbursement Rates – follow current IRS mileage rate, no per diem.	\$0.655 per mile	\$0.655 per mile	0
Conference Room Rental Fee	\$0.00	\$0.00	0
Returned Check Fee. (Does not include bank fees)	\$0.00	\$0.00	0

**Section 3. Tolls and Toll Related Fees and Charges.** Rates become effective July 1, 2023. New toll rate resolution will be introduced in mid-July and incorporated into subsequent rate resolutions.

Tolls & Fees	FY 22-23 Rates	FY 23-24 Rates	% Change
Class 1 - Passenger Autos & Pickups	\$2.00 / 1.00	\$2.00 / 1.00	0
Class 2 - Commercial Trucks and Vans	\$6.00 / \$4.00	\$6.00 / \$4.00	0
Class 3 - 3 Axle Trucks	\$9.00 / \$6.00	\$9.00 / \$6.00	0
Class 4 - 4 Axle Trucks	\$12.00 / \$8.00	\$12.00 / \$8.00	0
Class 5 - 5 Axle Trucks	\$15.00 / \$10.00	\$15.00 / \$10.00	0
Class 6 - 6 Axle Trucks	\$18.00 / \$12.00	\$18.00 / \$12.00	0
Class 7 - 7 Axle Trucks	\$21.00 / \$14.00	\$21.00 / \$14.00	0
Class 8 - 8 Axle Trucks	\$24.00 / \$16.00	\$24.00 / \$16.00	0
Class 9 - 9 Axle Trucks	\$27.00 / \$16.00	\$27.00 / \$16.00	0
Class 10 - 10 Axle Trucks	\$30.00 / \$20.00	\$30.00 / \$20.00	0
Class 11 - 11 Axle Trucks	\$33.00 / \$22.00	\$33.00 / \$22.00	0
Class 0 - Motorcycles	\$1.00 / \$0.75	\$1.00 / \$0.75	0
License Plate Recognition System - Invoice Ancillary Fee	\$3.00	\$3.00	0
License Plate Recognition System - Late Fee	\$25.00	\$25.00	0
Breezeby 6C Transponder (Vehicle/Motorcycle)	\$5.00	\$5.00	0
License Plate Transponder	\$27.00	\$27.00	0

**Section 4. Airport T-Hangar Rental Rates and Related Charges.** Rates become effective July 1, 2023.

Airport	FY 22-23 Rate/Fee	FY 23-24 Rate/Fee	% Change
T-Hangar A – annual	\$4,399.00	\$4,399.00	0
T-Hangar B - annual	\$4,442.00	\$4,442.00	0
T-Hangar C – annual	\$4,915.00	\$4,915.00	0
T-Hangar Wait List Fee – one time charge	\$100.00	\$100.00	0

**Section 5. Insurance Certificate Limits.** Effective July 1, 2023. Additional coverage may be required based upon business type and Port's discretion. A certificate naming the Port as an additional insured is also required.

<b>Building Lease Tenants</b>	<b>FY 22-23 Required Limit</b>	<b>FY 23-24 Required Limit</b>	<b>% Change</b>
1. General Liability, Each Occurrence	\$ 2,000,000	\$ 2,000,000	0
2. Damages to Rented Premises, Each Occurrence	\$ 300,000	\$ 300,000	0
3. Medical Expense, Any One Person	\$ 5,000	\$ 5,000	0
4. Personal and Adverse Injury	\$ 2,000,000	\$ 2,000,000	0
5. General Aggregate	\$ 2,000,000	\$ 2,000,000	0
6. Products – Comp/OP Aggregate	\$0	\$0	0
<b>Marina Moorage Tenants</b>			0
1. General Liability Protection & Indemnity, Wreck Removal	\$500,000	\$500,000	0
a. Pollution Coverage	\$ 25,000	\$ 25,000	0
b. Watercraft Liability, specifically includes wreck removal and pollution.	\$ 500,000	\$ 500,000	0
<b>Marina Boathouse Tenants</b>			0
1. General Liability Protection & Indemnity, Wreck Removal	\$500,000	\$500,000	0
a. Pollution Coverage	\$25,000	\$25,000	0
<b>Marina Float Plane Tenant- Aircraft Insurance Liability</b>	\$1,000,000	\$1,000,000	0
<b>Marina Cruise Ship Moorage</b>			0
1. General Liability Protection & Indemnity	\$10,000,000	\$10,000,000	0
a. – Wreck removal/clean up/pollution	\$1,000,000	\$1,000,000	0
<b>Airport Tenants</b>			0
T-Hangar Tenants	\$ 1,000,000	\$ 1,000,000	0
Hangar Tenants	\$ 1,000,000	\$ 1,000,000	0
Tie-Down Tenants	\$ 1,000,000	\$ 1,000,000	0

**Section 5. Retail Sales, Gift Certificates, Promotions, Sponsorships and Sundries.** The Commission delegates to Executive Director the ability to set prices for sundries, cards, magnets, cups, DVDs, gift certificates, coupons, promotions, advertising, sponsorships and other retail and marketing items that don't otherwise conflict with Commission policy.

**Section 6. Delegation of Responsibility.** The Commission delegates to Executive Director the ability to adjust these rates from time to time on a temporary basis to better manage services at the Port of Hood River. Any adjustments to these rates will be reported to the Commission at its next regular meeting.

**Section 6. Annual Review.** The Commission, through assistance by Port staff, shall annually review and adopt a new rate, fees and charges resolution prior to the start of the fiscal year.

**Section 7. Repealer.** All previous rates, charges and/or fees are hereby repealed.

Adopted by the Board of Commissioners of the Port of Hood River on this 20th day of June 2023.

**SIGNED:**

\_\_\_\_\_  
Ben Sheppard, President

**ATTEST:**

\_\_\_\_\_  
Michael Fox, Secretary

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Executive Director's Report  
June 6, 2023

#### **ADMINISTRATION – KEVIN GREENWOOD, EXECUTIVE DIRECTOR**

- *Commission Directives from the June 6 meeting –*
  - a. *Revise parking rates, fees, and zones resolution with noted changes – done.*
  - b. *Contact all firms that were expected to bid on projects and ask why they did not bid - done. Those firms already had projects booked.*
  - c. *Review previous directives from the Commission regarding the speed cameras on the bridge – During the August 10, 2021 Commission meeting, Commissioner Fox led a presentation discussing the damage caused by trucks exceeding the speed limit on the bridge, and potential mitigation steps such as installation of speed cameras. Fox requested that the development and implementation of the program be in place and functional within 90 days of Port Commission approval. He recommends that staff research and provide cost estimates for equipment and software needed. Sheppard recommended reaching out to companies in the region first, to seek their support in informing their drivers of the importance of speed compliance. Commission consensus for staff to develop a cost estimate for equipment and software. In September of 2021, Staff built a local trucking companies email listserv of 351 recipients and launched an email and social media campaign urging compliance with the speed limit. At the September 21, 2021, legal counsel Anna Cavaleri provided a brief overview on whether the Port has legal authority to enforce a speed limit on the bridge. Cavaleri noted that the Port has legal authority to impose a speed limit, however, there are several impediments to enforcement. Photo radar is not allowed in Hood River so a police officer designated by the court would need to observe the speeding. Citations for traffic violations can only be issued when the traffic violation has occurred in the presence of a police officer. Commission consensus was not to pursue enforcement. On May 27, 2022, Port crews installed new speed limit signs on the bridge after Commission action reduced the speed to 15 mph and installed the radar “Your Speed” signs shortly after. This month, toll booth staff has begun providing reports of specific vehicles speeding through the toll plaza to me for follow up. Current legal counsel is looking at Oregon HB2095 to understand its implications re: photo/radar enforcement in Hood River.*
- *The third batch of votes was posted on the County’s election website Wednesday, May 25. Tor Bieker has a 64-vote lead over Jim Klaas. Brian Beebe, County Election Official, noted that an automatic recount takes place if there is a difference between candidates of one-fifth of one percent; that would be a difference of about 7 votes. The vote is officially certified on June 12<sup>th</sup>, but it looks like Mr. Bieker will be the new Position 5 Commission starting in July.*

- *Longtime toll taker Christine Halseth retired from the Port on May 31. Christine was a very knowledgeable, accurate, and efficient toll taker who did a great job advocating for the needs of the entire toll staff team, recommending many of the important improvements that have been made over time to the toll booth work environment and the entire payment processing system. Thank you, Christine!*
- *Current and former staff and Commissioners, along with friends and colleagues came together on June 1 to celebrate the career and retirement of Facilities Director John Mann. Thank you to John for his many years of tireless service to the Port and its constituents and congratulations on this next phase of life!*



**FINANCE – DEBBIE SMITH-WAGAR, FINANCE DIRECTOR**

- *The national Government Finance Officers Association (GFOA) held its annual conference in Portland May 21<sup>st</sup> to the 24<sup>th</sup>. More than 6,000 attendees crowded into the Oregon Convention Center. Debbie attended classes on new accounting standards, preparing better annual financial reports, implementing new accounting software (timely!), and better budgeting practices. It was a great opportunity to learn and network with peers.*
- *Significant upgrades have been made to the Port’s computer network over the last month. A new server should be installed in the next month. The Port is also getting a backup internet service provider ready to go. When the internet goes down in the Port office we lose the toll*



*booth connection to the office; the toll booth can't process credit cards; the BreezeBy internet site goes down; no one can get into the network from remote locations – i.e., staff working offsite.*

- *Financial accounting software RFP approval is requested at this meeting. We continue to target a July 1, 2024 “go live” date.*

#### **RECREATION/MARINA – DARYL STAFFORD, WATERFRONT MANAGER**

- *The Port is keeping the Event Site kite launch open due to the high-water conditions. It typically closes on Memorial Day weekend. Our site host has a new system that helps to manage the crowds more efficiently. The plan is to keep it open until the water level drops, as long as people are conducting themselves in a safe manner.*
- *The Waterfront Concessions reported a busy holiday weekend with increases in lessons and rentals over previous years.*
- *The new entrance signs for the Hook, West Jensen, and the Event Site have been delivered and are scheduled for installation. They will provide the new information for the pricing & size limits of vehicles.*
- *Over the past week staff has received requests for seven new events on the waterfront including a new kiteboarding competition, outrigger canoe/surf ski race, SUP flat water clinic with pros from Hawaii, a wing foil youth progression training camp sponsored by the brand FreeWing that is based in France, a women's wing foil clinics with pros based in Maui sponsored by the brand GoFoil, Gorge Ultimate Frisbee Championships, and a Global Sessions Team Building corporate outing.*
- *Staff is working with the Hood River County School District Summer Meal Program, who has requested permission to park their Mobile Meal Truck at the Event Site/Lot #1, to drop off free lunches for kids ages 1-18, Monday-Friday from 12:00-12:30, June 26-August 11.*
- *The Port has a standing annual agreement (IGA) with the HRSO that started in 2018 to pay for the Sheriff's fuel from June 15-August 15. The Port has a credit account with the Shell Station (who manages the Port's Fuel dock) with the sole purpose of billing and payment of the marine division vessels fuel. This allows for the Sheriff to have more on the water time versus pulling the boat out and hauling it to the county's maintenance yard for fueling.*
- *The Port has hired two parking enforcement workers for the summer season. They will start patrolling with the new mobile payment only system as soon as the signage is up and the enforcement handheld equipment arrives and training is completed.*
- *Last week, a few individuals set up their camper at the Spit and refused to leave. Staff called the Hood River City police and they helped to encourage them to leave, as they were in violation of Port Ordinance 27 prohibitions of overnight camping. They left for the afternoon and then*

*moved into Lot #1 for 3 days, once again in violation of the Port's Ordinance. They were ticketed and scheduled to be towed, however they ended up leaving on their own accord.*

#### **DEVELOPMENT/PROPERTY – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER**

- *Staff has begun negotiations with KPFF on the E. Anchor Way and N. 1<sup>st</sup> Street project. KPFF is receptive to additional scope items discussed pertaining to historic project information and impacts site improvements will have on the waterfront.*
- *Staff conducted a kick-off meeting with ECONorthwest to discuss the Market Analysis for the Lower Mill parcels. The current schedule shows a final draft in late July.*
- *Port Facilities staff responded quickly to a request from a Big 7 tenant to clean up the front of the building prior to Chamber event. The tenant was very thankful for the rapid response.*

#### **AIRPORT – GREG HAGBERY, DEVELOPMENT & PROPERTY MANAGER**

- *The Semi-Annual AWOS inspection is taking place this week.*
- *Communications were installed on June 6 for the point-of-sale system on the new AV gas fueling station. Staff is awaiting the confirmation of schedule for the installation of the system from Mascott.*
- *Staff is in the process of final close out and reimbursement request for FAA Grant 3-41-0026-2020 for the North Apron project.*
- *Staff is seeking quotes for replacement of the hangar doors on the Bow Hangar. The antiquated mechanical systems have required repeated service repair. A staff recommendation for replacement will be presented once quotes are received and reviewed.*
- *It was determined that the ROI on solar panels for the T-Hangar blocks is not adequate to recommend pursuing. Solar would be best considered for a commercial hangar where the power draw is greater.*

#### **BRIDGE/TRANSPORTATION – RYAN KLAPPRICH, FACILITIES MANAGER**

- *Happy to report that we have been able to hire a full seasonal staff for this year and will be able to return to full-service operations at the waterfront facilities at the end of the school year, June 23.*
- *Underwater Pier project, team attempted to do a dive to get a firsthand inspection on 5/24. Water level and flow was way higher than anticipated and they called off inspection, dive team is waiting for the inflow rate to be at or lower than 250,000 CFS (cubic feet per second). No return date at this time.*

- *I have a quote to repair asphalt at the boat ramp docks to complete the new floats transition (\$1,587)*
- *Wire Rope is moving forward we have pictures of test sockets and scheduled to test sockets and rope 6/26-6/29. Pictures below.*



- *Rapid response Bio Clean has cleaned up problem homeless camp at Jaymar site across from the hook. As seen below.*



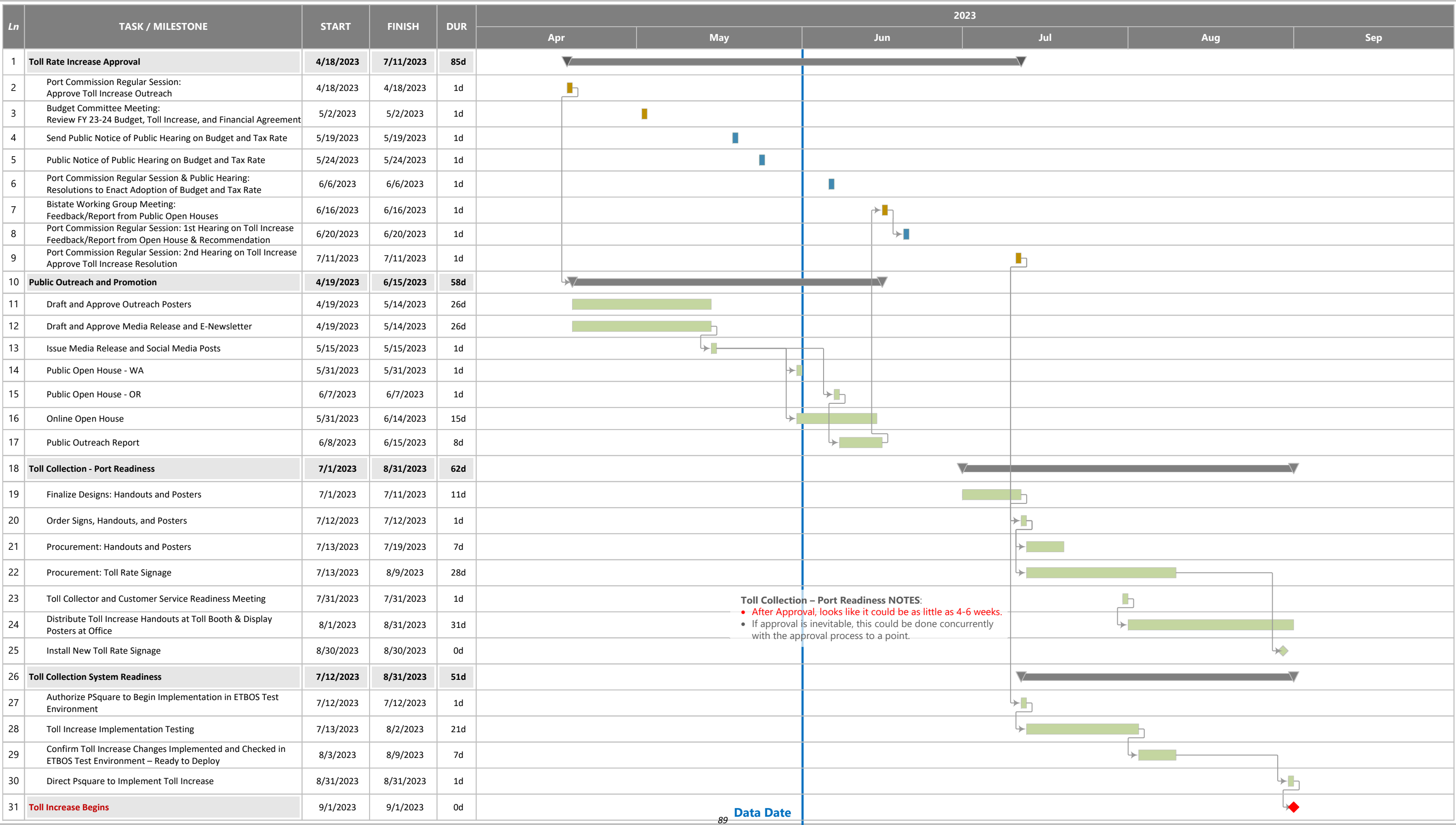
- *Acquired K-rail for safety around new fuel tank at airport. See photo below.*



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**Funding: Toll Increase Implementation – Summary Schedule**

Schedule Date: 05/31/2023



**Toll Collection – Port Readiness NOTES:**

- After Approval, looks like it could be as little as 4-6 weeks.
- If approval is inevitable, this could be done concurrently with the approval process to a point.

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 6, 2023  
Re: Budget Transfer for the FY 2022-23  
Budget

---

Once a year it's normal for local governments in Oregon to adjust their budgets with respect to the major cost categories (appropriation categories) that are defined in our budget (ie Personal Services, Materials & Services, and Capital Outlay). This year there is only one necessary budget adjustment.

The Bridge Replacement Fund has more expenditures that need to be recognized as materials and services rather than capital outlay. We are recommending a \$1M transfer of appropriations. Line items such as the NEPA process, legal costs, preliminary project management and development of tolling options were higher than initially anticipated and cannot be capitalized. Therefore, they should not be recorded as capital outlay but instead need to be recognized as materials and services expenditures.

Overall, this Budget Resolution Transfer is a net zero impact to the budget overall and does not need to be considered for a Supplemental Budget.

**RECOMMENDATION:** Approve Resolution No. 2022-23-15 authorizing the Budget Transfer for the FY 2022-23 Budget.

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**Resolution No. 2022-23-15**

**Resolution Transfer**

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby approves the Budget Transfers for the fiscal year ended June 30, 2023 as presented below and discussed before the Board.

**Transfer of Appropriations between Cost Categories**

<u>General Fund</u>	Adopted Budget	Revised Budget	Change Increase (Decrease)
<b><u>Appropriations</u></b>			
Personnel Services	\$ 378,800	\$ 378,800	\$ -
Materials & Services	672,950	672,950	-
<i>Total</i>	<b>\$ 1,051,750</b>	<b>\$ 1,051,750</b>	<b>\$ -</b>
<b><u>Revenue Fund</u></b>			
<b><u>Appropriations</u></b>			
Personnel Services	\$ 3,004,700	\$ 3,004,700	\$ -
Materials & Services	3,650,900	3,650,900	-
Capital Outlay	3,752,600	3,752,600	-
Debt Service	251,500	251,500	-
Transfers	4,133,950	4,133,950	-
Contingency	500,000	500,000	-
<i>Total</i>	<b>\$ 15,293,650</b>	<b>\$ 15,293,650</b>	<b>\$ -</b>
<b><u>Bridge Repair Fund</u></b>			
Personnel Services	106,700	106,700	\$ -
Materials & Services	241,000	241,000	-
Capital Outlay	2,475,000	2,475,000	-
Debt Service	-	-	-
Contingency	500,000	500,000	-
<i>Total</i>	<b>\$ 3,322,700</b>	<b>\$ 3,322,700</b>	<b>\$ -</b>
<b><u>Bridge Replacement Fund</u></b>			
Personnel Services	210,200	210,200	\$ -
Materials & Services	635,800	1,635,800	1,000,000
Capital Outlay	4,100,000	3,100,000	(1,000,000)
Debt Service	-	-	-
Contingency	-	-	-
<i>Total</i>	<b>\$ 4,946,000</b>	<b>\$ 4,946,000</b>	<b>\$ -</b>
<b><u>Total Appropriations</u></b>			
<i>Personnel Services</i>	\$ 3,700,400	\$ 3,700,400	\$ -
<i>Materials &amp; Services</i>	5,200,650	5,200,650	1,000,000
<i>Capital Outlay</i>	10,327,600	10,327,600	(1,000,000)
<i>Debt Service</i>	251,500	251,500	-
<i>Transfers</i>	4,133,950	4,133,950	-
<i>Contingency</i>	1,000,000	1,000,000	-
<i>Total</i>	<b>\$ 24,614,100</b>	<b>\$ 24,614,100</b>	<b>\$ -</b>
<b><i>Total Appropriations</i></b>	<b>\$ 24,614,100</b>	<b>\$ 24,614,100</b>	<b>\$ -</b>

**ADOPTED BY THE BOARD OF COMMISSIONERS** this 6th day of June, 2023.

---

Ben Sheppard, President

---

Mike Fox, Secretary

# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 6, 2023  
Re: Adjustments to the Approved FY 2023-24 Budget and Budget Adoption

---

Two adjustments are recommended for the FY 2023-24 Budget approved by the Budget Committee on May 2, 2023. These requirements were identified after the Budget Committee met in May.

The first change is to add \$150,000 to the Toll Bridge Operations capital outlay to provide for the ability to send warning notices to speeding truckers. This is an estimate for hardware, software, and services required to be able to record speeding vehicle licenses and follow up with warnings.

The second change is to provide assistance for tenant improvements to the Halyard Building. pFriem Brewing has requested assistance with some tenant improvements. The total amount of their request is \$137,901.

These increases total \$287,901, which is about 1.5% of the Revenue Fund as approved by the Budget Committee. The Commission is allowed to increase the budget by a maximum of 10% in any fund, so this increase is allowable under Oregon Budget Law.

The attached Resolution No. 2022-23-16 represents the adoption of the budget for FY 2023-24. There are two formal actions rolled into one recommendation; adoption of the budget and adoption of the tax rate.

**RECOMMENDATION:** BE IT RESOLVED that the Board of Commissioners for the Port of Hood River hereby adopts the budget for fiscal year 2023-24 in the total amount of \$48,107,085 and hereby imposes the property taxes provided for in the adopted budget at the rate of \$0.0332 per \$1,000 of assessed value of all taxable property within the district.

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**Resolution No. 2022-23-16**

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby adopts the budget for fiscal year 2023-24 in the total of **\$48,107,085** now on file at the Port office, 1000 E Port Marina Drive, Hood River Oregon.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023, and for the purposes as shown in Exhibit A are hereby appropriated.

**IMPOSING THE TAX**

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

(1) at the rate of \$.0332 per \$1000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2023-24 upon the assessed value of all taxable property within the district as follows:

**CATEGORIZING THE TAX**

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

The above resolution statements were approved and declared adopted on this 6th day of June 2023.

X \_\_\_\_\_  
Ben Sheppard  
X \_\_\_\_\_  
Mike Fox  
X \_\_\_\_\_

**RESOLUTION 2022-23-16**  
**EXHIBIT A**  
**FY 2023-24 APPROPRIATIONS**

<b>General Fund</b>	
Personnel Services.....	\$ 326,289
Materials & Services.....	\$ 373,550
Capital Outlay.....	\$ -
Transfers .....	\$ -
Contingency.....	\$ -
<b>Total</b>	<b>\$ 699,839</b>

<b>Revenue Fund</b>	
Personnel Services.....	\$ 3,083,800
Materials & Services.....	\$ 3,919,348
Capital Outlay.....	\$ 3,289,901
Debt Servcie.....	\$ 1,735,500
Transfers .....	\$ 6,211,684
Contingency.....	\$ 500,000
<b>Total</b>	<b>\$ 18,740,233</b>

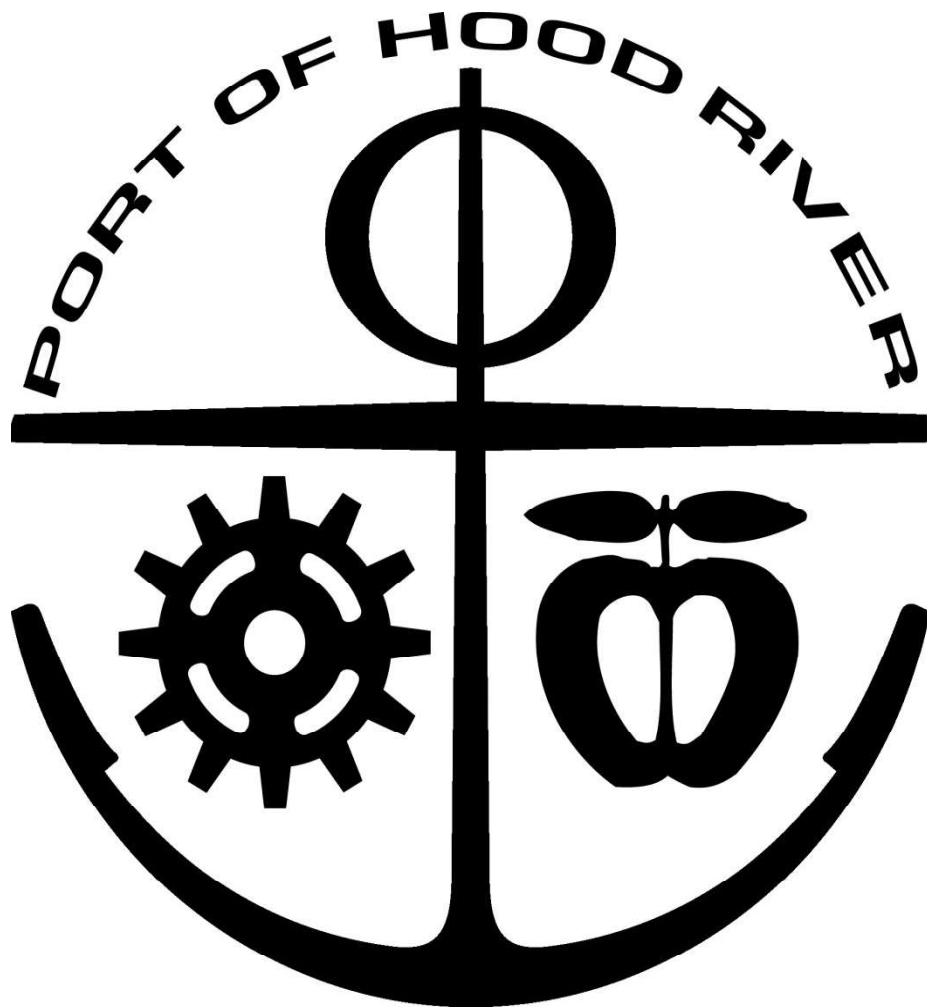
<b>Bridge Repair Fund</b>	
Personnel Services.....	\$ 100,845
Materials & Services.....	\$ 186,000
Capital Outlay.....	\$ 3,670,000
Debt Servcie.....	\$ -
Transfers .....	\$ -
Contingency.....	\$ 500,000
<b>Total</b>	<b>\$ 4,456,845</b>

<b>Bridge Replacement Fund</b>	
Personnel Services.....	\$ 127,000
Materials & Services.....	\$ 343,000
Capital Outlay.....	\$ 8,952,000
Debt Servcie.....	\$ -
Transfers .....	\$ -
Contingency.....	\$ -
<b>Total</b>	<b>\$ 9,422,000</b>

<b>Bi-State Bridge Replacement Fund</b>	
Personnel Services.....	\$ -
Materials & Services.....	\$ 3,600,000
Capital Outlay.....	\$ -
Debt Servcie.....	\$ -
Transfers .....	\$ -
Contingency.....	\$ -
<b>Total</b>	<b>\$ 3,600,000</b>

<b>Total Appropriations, All Funds</b>	<b>\$ 36,918,917</b>
<b>Reserve for Future Expenditure, All Funds</b>	<b>\$ 11,188,168</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 48,107,085</b>

**BUDGET  
FISCAL YEAR 2023-24**



**APPROVED BUDGET**

**BUDGET HEARING**

**JUNE 6, 2023**





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## ***Board of Commissioners***

Ben Sheppard, President  
 Kristi Chapman, Vice-President  
 Mike Fox, Secretary  
 Heather Gehring, Treasurer  
 Hoby Streich, Commissioner

## ***Budget Committee***

John Benton, Term 2023  
 Larry Brown, Term 2023  
 Judy Newman, Term 2024  
 Brian Shortt, Term 2023  
 Becca Sanders, Term 2023

Budget Committee Meeting – May 2, 2023  
 Budget Hearing and Adoption – June 6, 2023



# BUDGET MESSAGE





**To: Port of Hood River Budget Committee**

**From: Kevin Greenwood, Budget Officer**

**Date: May 2, 2022**

**Re: Budget Message for Fiscal Year 2023-24**

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## INTRODUCTION

As budget officer, it is my responsibility to prepare the proposed budget, post the necessary notices, hold the committee meeting and budget hearing, and deliver the budget message. There are, however, several people who have helped me develop this budget include Debbie Smith-Wagar, Finance Director; Jana Scoggins, Finance Manager; Genevieve Scholl, Deputy Executive Director; John Mann, Facilities Director; Greg Hagbery, Property & Development Manager; and Daryl Stafford, Waterfront & Marina Manager. We met several times to review portions of this document and without their help and understanding, I would not be able to present this budget.

The Port of Hood River is a Municipal Corporation in the State of Oregon and operates in accordance with ORS 777 (Principal Act) and other statutes. As such it is required to prepare a budget annually for review and approval by the Budget Committee and for subsequent adoption by the Port Commission. This Budget Message is required by ORS 294.403 and is intended to provide a management summary of the issues facing the Port, an overview of the FY 2023-24 Proposed Budget and other information.

The budget is the Port's financial plan. The proposed budget figures are based on the best estimate of what the Port will receive (resources) and what the Port will spend (requirements) from July 1, 2023, to June 30, 2024. To prepare this estimate, we use past budget years' financial history to estimate future income and schedule our expenditures to balance with expected revenue.

### Key Policy adjustments/themes in this budget

- Res. No. 2022-23-14 resolves that the Port will operate all non-bridge related activities without toll revenue by no later than June 30, 2026.
- Res. No. 2022-23-13 plans for a new toll increase by September 1, 2023 for funding the new Hood River White Salmon Bridge Authority.
- Addition of a new Security Contract to mitigate the increase in crime and code violations.
- Payoff Jensen property debt to increase cash flow as part of making non-bridge operations self-sufficient.
- Significant leadership changes have occurred in the past year, including a new Executive Director and Finance Director.
- Capital Investments should retain revenue generating enterprises or create new opportunities.
- The Port's Waterfront Recreation Department will struggle to generate enough revenue to cover expenses.

The Port has a very low impact on the district's taxpayers. The taxpayers of the district provide financial support to the Port District at the permanent rate of 3.32-cents per \$1,000 of Assessed Value (AV). In Hood River County, the AV is approximately 42% of Real Market Value (RMV). A home in the port district with a real market value (RMV) of \$450,000 is taxed approximately \$6 this year for services ( $\$450,000 \times .42 / \$1,000 \times \$0.032 = \$6.05$ ).

Much of the basis for this budget comes from the Port's Strategic Business Plan and Capital Facilities List adopted in 2021. In addition, the Port Commission conducted a Fall Planning Session on November 15, 2022, and a Spring Budget Planning Session on April 4, 2023 to review capital projects and programming in preparation for this budget.

The proposed budget is a document comprised of five separate funds: General Fund, Revenue Fund, Bridge Repair Fund, Bridge Replacement Fund, and the Bi-State Bridge Replacement Fund.

### GENERAL FUND

The General Fund serves as the Port's Governmental Fund. This includes revenues from property tax receipts, interest, transfers and beginning fund balance. Since the Port receives only \$90,000 from its standing property tax, a transfer from the Revenue Fund is required.

A portion of administrative staff is applied to the General Fund. The large increase between years was due to significant leadership transitions this year. In the last year, the Port has had turnover in its Executive Director and Finance Director positions, salaries of both which are accounted for in part in the General Fund. In addition, the Port also has new legal counsel and a new Bridge Replacement Director. The Port's Facilities Director will also be retiring at the end of May. In addition, the Port has had difficulty hiring budgeted maintenance positions. When comparing the difference between projected costs with proposed costs, there may be an increase of as much as 20% due to hiring difficulties. Costs related to the annual budget, commission/executive training, auditing/accounting, admin building expenses, communications and promotions are expensed through the General Fund.

In the past, the Port's government affairs contracts had been budgeted for by the General Fund. Since most of the advocacy is for the replacement of the Hood River bridge, most of those contracts have been budgeted for in the Bridge Replacement Fund this year.

A \$634k transfer from the Revenue Fund covers the cost of the administrative expenses.

### REVENUE FUND

Most of the Port's activities are business-type activities and are accounted for in the Revenue Fund which is considered an Enterprise Fund. The primary revenues are from bridge tolls, tenant leases, marina moorage, airport hangar and waterfront fees. The expenses include operating activities, debt service, and capital outlay.

Within the Revenue Fund are nine sub-funds or departments. These departments include Bridge Operating, Industrial Property, Commercial Property, Waterfront Industrial, Waterfront Recreation, Marina, Airport, Administration, and Maintenance.

## TOLL BRIDGE DEPARTMENT

The Bridge Operations Department accounts for all operational activities related to the current Hood River Bridge. This department receives all tolls to cover the expenses related to running customer service, bookkeeping, IT and toll booth activities. Certain portions of the tolls are transferred to the General Fund, Bridge Replacement Fund, Bridge Repair Fund and – new this year – Bi-State Reserve Fund. The Port is budgeting \$6.3M in current tolls and another \$115k for utility leases and inter-agency fees.

Res. No. 2022-23-13 adopted in April after recommendation from the Bi-State Working Group (BSWG), instructed staff to begin the process to implement a new toll increase by September 1, 2023 to begin capitalizing a reserve fund for the new replacement bridge. Details can be found in that Fund detail, but this year's budget shows a transfer of \$3.6M to that Fund entirely from the new toll increase.

In addition, a pilot project will be starting May 1, 2023 to test the bridge's license plate recognition capacities for cashless tolling during the off-peak hours of 10pm-6am. BreezeBy customers will be unaffected by the project. The two-month project will evaluate if there are cost savings by using all electronic tolling and absorbing transaction fees due to the limited number of crossings at night. This budget does not include these potential savings, but if it is successful the Port's budget will benefit.

There is a significant software and hardware system update being budgeted this year at \$258,000.

The tolls were last raised in 2018 via Res. No. 2017-18-2 for repair and replacement.

## INDUSTRIAL BUILDINGS DEPARTMENT

The Industrial Buildings Department within the Revenue Fund includes the revenues and expenditures related to the Big 7, Jensen, Maritime, Halyard, Timber Incubator, Wasco and Lower Hanel Mill properties. The big news here is that the Port plans to pay off the remaining \$1.64M principal from the purchase of the Jensen Property in 2009. This will relieve the Port of an annual \$158k loan payment which will help the Port's cash flow. The projects this year for these properties include \$400k for an elevator replacement in the Big 7 building, \$80k for window replacements in the Jensen property, and \$250k for a wetland remediation project at Lower Hanel Mill. The Port also received a \$50k Oregon Business grant to conduct a market analysis on potential vertical construction at the Lower Hanel Mill site; there is an equal expenditure for the contract work. In addition to these projects, staff is recommending a capital repair placeholder as follows: \$20k in Big 7, \$20k in Halyard, \$10k in Timber Incubator, and \$15k at Wasco.

## COMMERCIAL BUILDINGS DEPARTMENT

The Commercial Buildings Department within the Revenue Fund includes the revenues and expenditures related to the State DMV building, the Marina Office building, and the Port administrative office building. There is a \$50k grant from the bridge project to study the re-location of the administration offices. Staff is recommending that those funds be used to re-design the Marina Office building in anticipation of a remodel needing to occur before bridge construction equipment is mobilized in fall of 2026. There is also \$30k set aside for capital repairs to those three buildings. This department historically has run a deficit due to a sub-market rate to the state and lack of revenue related to the admin building.

## WATERFRONT INDUSTRIAL DEPARTMENT

The Waterfront Industrial Department includes revenue and expenses related to the Port's paid parking program and the development of Lots 1 and 900. This department typically runs in the red. The paid parking program will see an increase in revenue due to an expansion in the program. It should be noted that streetside paid parking activities across all port properties are accounted for in this department. A small amount of revenue is generated through a truck/trailer parking program at the west end of Portway for transloading, but the Port will be looking for an alternate location for transloading.

There is a significant project planned for the next fiscal year in this department. The Port will be engineering traffic improvements along N. Second St. The cost for engineering and partial construction is \$1.1M. The Port has received two \$500,000 grants to accommodate the engineering and partial construction. Staff is pursuing additional grant applications with EDA, ODOT and Oregon Business, but the results of those applications are unknown at this time. The traffic improvements will increase the value of Lot 1/900 upon completion.

## WATERFRONT RECREATION DEPARTMENT

The Port's waterfront recreation assets are incredibly popular by both residents and visitors. The Port's parks include the Event Site, Hook, Spit, Nichols Basin, and Marina Park. Parks are typically a governmental function that rely on property taxes to pay for expenses. As the Port does not receive significant property taxes, tolls have covered the negative net income. The Port budgets 4.5 FTE to maintain the parks, clean restrooms, empty garbage, conduct repairs and landscaping. Due to hiring impacts, budgeted personnel costs have not been realized resulting in a lower level of service.

This budget takes into account an increase in operating revenue due to introducing increased fees for events and seasonal parking passes. In addition, the Port will close the event site parking booth which will save money as well. It should be noted that street paid parking is accounted for in the Waterfront Industrial Department.

There is \$60k set aside for capital repairs with a \$20k unrealized grant to cover tree replacement.

In the short term, the Port will need to find additional funding sources to make up for the loss of tolls being used to cover park expenses. One example would include working with other local government agencies that own and maintain parks to pursue a five-year operating levy.

## MARINA DEPARTMENT

The Marina is seeing an increase in revenue primarily driven by a 15% increase in moorage revenue and a \$20,000 grant from the bridge project to look at the recreational impacts of bridge construction on the marina. The first of three phases of the No. C Dock is budgeted to be replaced at a cost of \$40,000. In 2010 and 2013, the Port entered into two financing agreements to finance the expansion of the Port's marina and to upgrade its electrical infrastructure with associated dock improvements. A budgeted loan payment of \$95,500 is included in this year's budget. Overall, the Marina has a positive net operating income and is able to accommodate some capital projects through its net income.



## AIRPORT DEPARTMENT

Though the airport has struggled to break even over the years, there are several opportunities for increased revenue generation. The North Apron space is ready for a tenant, the port acquired the old SDS Hangar which is now called the Bow Hangar, and there is flexible FAA funding that could be used to offset costs in building a South Apron row of T-hangars. The Commission feels that the potential is there to generate new revenue within three years to help the airport gain sustainability.

The airport has four capital projects planned this year. \$30k for north apron wetland improvements, \$75k for AWOS windsock relocation (which includes \$74,250 in FAA grants), \$60k placeholder for Bow Hangar improvements, and \$100k for preliminary design for a new bank of T-hangars (which includes \$50k in FAA grants).

## ADMINISTRATION DEPARTMENT

The Administration Department is very similar to the General Fund. It includes placeholders for employee incentives, unallocated expenses and general travel expenses and reimbursements. There are no FTEs included in this department.

There is a \$200,000 placeholder for revenue generated from possible intergovernmental agreements relating to contracted administrative services to the new Bridge Authority. There is no executed contract, however, at this time.

The Port is in the process of procuring new financial software that will provide improved fund accounting reporting and management tools. Staff is budgeting \$250,000 for this software upgrade. There is another \$34k for computer/IT upgrades to prepare for separate compliance requirements starting in 2025.

This will likely be the last year the budget committee will see this department as the Finance Director will be reorganizing the Port's funds and departments to include an Internal Services Fund.

## MAINTENANCE DEPARTMENT

The Maintenance Department includes contracts, machinery maintenance, insurance, and equipment purchases that are used throughout the Port properties. There are no personnel expenses in this department. This year the Port is budgeting \$100k to purchase two trucks and a large deck mower. In addition, the Port is budgeting a \$140,000 professional services security contract to help increase safety, minimize crime, and write citations for code violators. This contract will start July 1.

## BRIDGE REPAIR FUND

The Bridge Repair Fund was created to accommodate for increasingly expensive capital maintenance projects related to the existing Hood River Bridge. The Bridge Capital Improvement Plan includes \$90M in repairs over the next 15 years. It is funded by transfers from the Revenue Fund; this year the transfer is \$1.15M. Those transfers come from the 1994, 2012 and 2018 toll increases.

The budget for capital projects this year totals \$3.6M. Those projects include Lift Span Wire Rope Replacement (\$1.6M), Underwater Pier Cap Repairs (\$500k), Misc. Steel/Pier Cap Repairs (\$300k),

Maintenance Painting (\$800k), Lift Span Rack Pinion Shafts (\$250k), and annual placeholder for deck welding (\$60k).

In addition to capital contracts, there are expenditures related to flagging, the portion of port labor used for welding on the bridge, engineering, and legal review of bridge repair contracts.

#### BRIDGE REPLACEMENT FUND

The Bridge Replacement Fund was created to accommodate activities related to the replacement of the Hood River Bridge. Most of the funding is from grants to cover the management contract (HNTB), technical assistance agreements with state agencies, and other ancillary contracts.

Since 2017, the Port received \$20M from four different grant sources to cover management expenses for the NEPA process and the project. New grants for the project will be received by the new Hood River White Salmon Bridge Authority (HRWSBA). This year the Port will use grant funding from Oregon '21 HB5006 (\$1M), Washington '21 SB5165 (\$2.625M), and BUILD 2020 (\$4.95M).

There is a transfer from the Revenue Fund (\$845k) to cover non-grant reimbursable expenses (\$220k) and to cover a portion of the local match (\$625k) on the BUILD 2020 grant.

This budget also includes operating costs incurred by the Port for staff time, lobbying and promotional expenses that may not be reimbursable by grants.

#### BI-STATE BRIDGE REPLACEMENT FUND

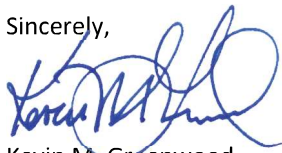
This new Fund was created to set aside an anticipated toll increase to fund the HRWSBA. A requirement of the federal Transportation Infrastructure Finance and Innovation Act (TIFIA) loan program is that the HRWSBA will have enough funding (\$15-20M) to cover reserves for a \$75-125M loan. This Fund will allow those reserves to accumulate until they are needed, likely in 2029. The Port anticipates that all funds from the toll increase (\$3.6M) will be transferred here.

#### CONCLUSION

The resources and expenditure submitted to you are staff's recommendations based upon valuable input from your management team. As members of the budget committee, you may adjust these numbers. Once you decide on acceptable budget numbers and approve the budget, the Port Commission may not adjust these figures by more than 10% without returning for a supplemental budget.

Finally, I would like to thank the Port Commission and Port staff for being supportive of my first year in the role as Budget Officer. Also, thanks for the hundreds of hours volunteered by the Commission this past year. Because of this combined effort, the Port will continue to be focused and successful.

Sincerely,



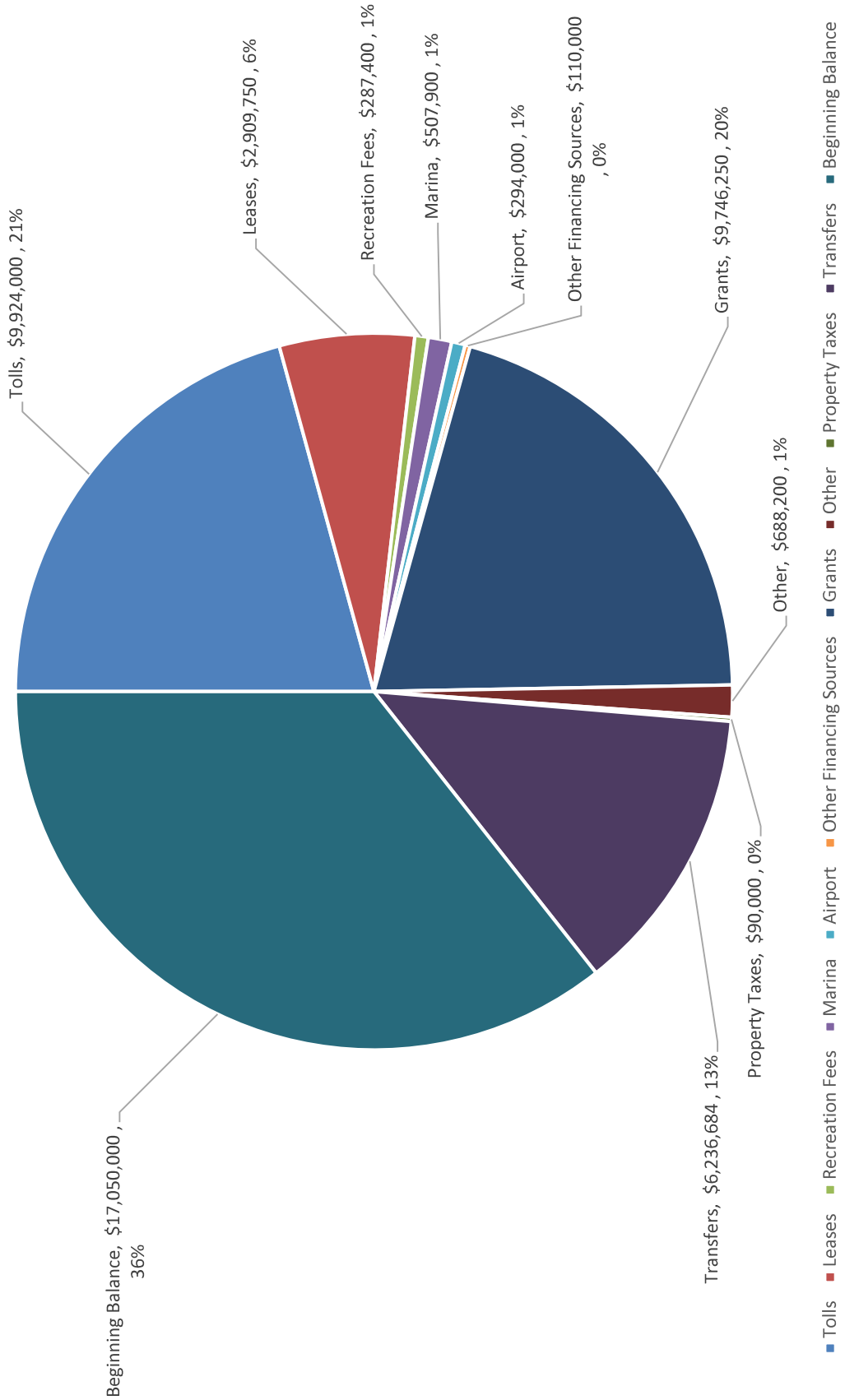
Kevin M. Greenwood  
Executive Director/Budget Officer

# GRAPHS

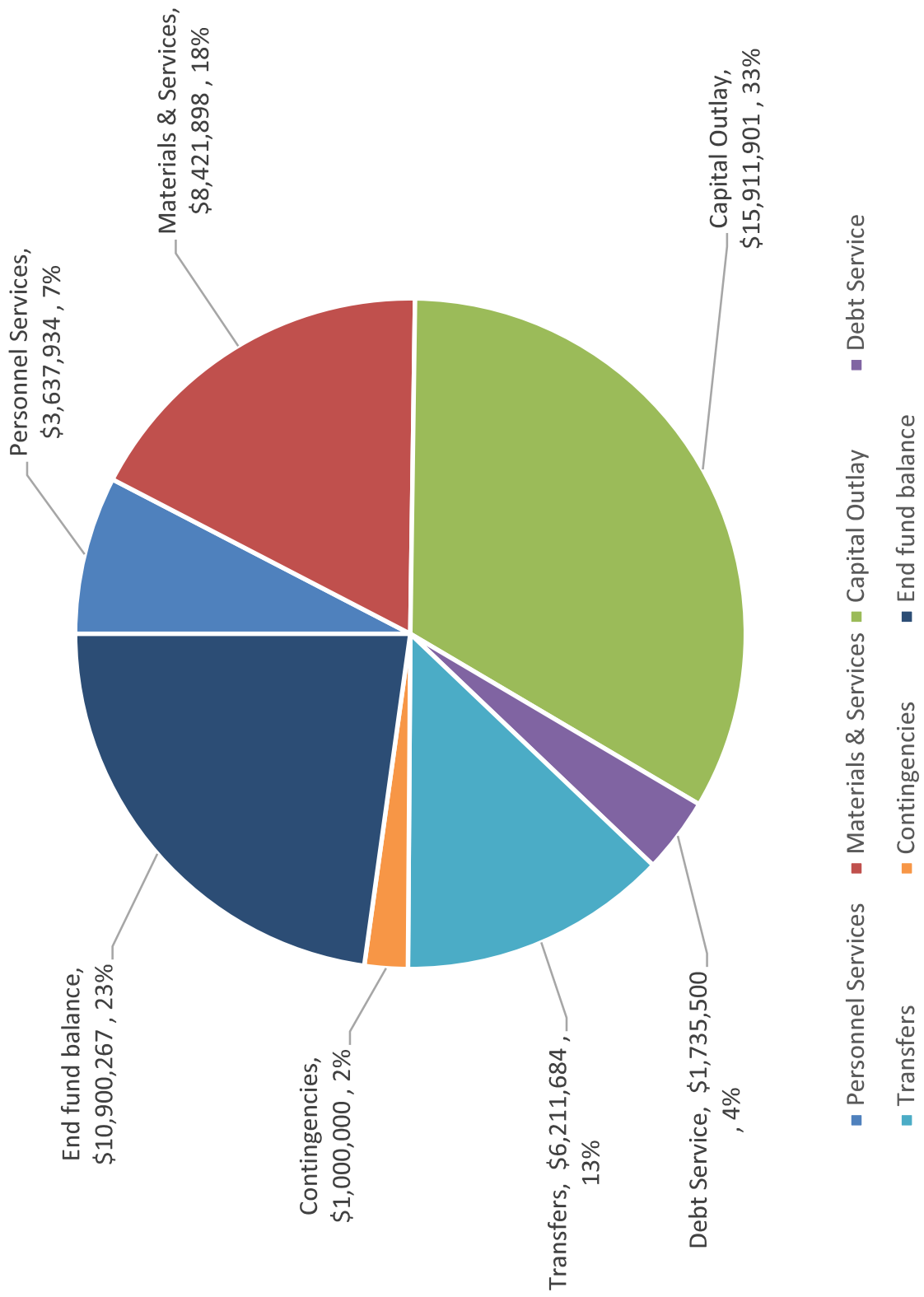


PORT OF HOOD RIVER  
PROPOSED BUDGET FY 2023-24

RESOURCES



# REQUIREMENTS



## **BUDGET STATEMENTS**

- GENERAL FUND
- REVENUE FUND
- BRIDGE REPAIR FUND
- BRIDGE REPLACEMENT FUND
- BI-STATE BRIDGE FUND







**PORT OF HOOD RIVER  
GENERAL FUND  
SCHEDULE OF MATERIALS AND SERVICES**

	Actuals		Budget		% Change
	2020-21	2021-22	2022-23	2023-24	
<u>Lease</u>	48,550	48,550	48,550	48,550	0%
<u>Utilities</u>					
Electric	-	-	800	800	
Gas	-	-	200	200	
	-	-	1,000	1,000	0%
<u>Supplies and Other</u>					
Phone/IT	10,639	13,739	18,000	18,200	
Copier/Postage	6,108	3,615	3,000	3,000	
GorgeNet/web site	407	407	600	600	
Election	3,089	-	1,300	3,500	
Training/Software			3,000	2,500	
Audit Filing		300	400	400	
Notices	224	-	600	600	
Advertising/Communications	165	1,450	5,000	2,500	
Misc	1,553	1,550	5,000	4,400	
	22,185	21,061	36,900	35,700	-3.3%
<u>Travel &amp; Meeting</u>	3,444	7,523	60,000	10,000	-83%
<u>Dues &amp; Memberships</u>					
Special Districts Assoc of OR	4,125	4,125	4,500	4,500	
Gorge Technology Alliance	600	600	600	600	
Pacific NW Waterways	7,700	9,370	8,400	2,500	
Oregon Public Ports Assn.	5,789	6,176	7,500	7,500	
Rotary Club HR	425	874	1,200	1,200	
Mid-Columbia Energy Council	10,000	10,000	10,000	-	
Oregon Economic Dev. Assn.	250	250	300	300	
Oregon Ethics Commission	659	659	700	700	
Oregon Purchasing Dues	500	500	500	500	
Gorge Sailing/WAAAM/Other	250	250	1,000	1,000	
Oregon Airport Mgmt Assn.	250	-	500	500	
Mid-Columbia Economic	2,577	2,835	2,900	2,900	
One Gorge	2,500	-	2,500	2,500	
Mid-Columbia Economic - EDG Group	1,000	1,000	1,000	1,000	
Oregon Rail User's League	500	500	500	500	
IBTTA	6,466	-	7,000	-	
HR Chamber/DBA/Other	1,500	3,071	3,300	3,300	
	45,091	40,210	47,900	25,000	-47.8%
<u>Insurance</u>					
General Liability	2,764	3,018	3,150	3,150	
Workers Comp	260	289	300	300	
Public Emp	30	188	200	200	
Treasurer Bond	415	415	450	450	
	3,469	3,910	4,100	4,100	0.0%
<u>Professional Services</u>					
Federal Govt Affairs	91,333	145,548	96,000	10,000	
State Govt Affairs	111,000	60,500	120,000	5,000	
IT	-	5,748	5,000	18,200	
Other	26,041	-	124,500	96,000	
Legal	21,665	79,358	50,000	35,000	
Retainer	4,200	4,200	5,000	4,500	
	254,239	295,354	400,500	168,700	-57.9%
<u>Audit</u>					
Regular	27,960	33,200	29,000	33,000	
Fed Single/Pension	-	-	10,000	12,000	
	27,960	33,200	39,000	45,000	15%
<u>Miscellaneous</u>					
Newsletters	21,479	16,738	23,500	23,500	
Press Releases/Advertisements	1,832	6,200	11,500	12,000	
	23,311	22,938	35,000	35,500	1%
<b>Total General Fund</b>	<b>\$ 428,249</b>	<b>\$ 472,746</b>	<b>\$ 672,950</b>	<b>\$ 373,550</b>	<b>-44.5%</b>

PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		RESOURCES		BUDGET FY 2023-24		
2 YRS PRIOR	* 1YR PRIOR *	FY 2021-22	FY 2022-23			*PROPOSED	* APPROVED	*PRESENTED FOR ADOPTION
\$ 10,702,930	\$ 9,175,963	\$ 11,500,000	BEGINNING FUND BALANCE (BUDGETARY BASIS)	\$	10,600,000	\$	10,600,000	\$ 10,600,000
182,592	90,301	100,000	INTEREST		100,000		100,000	100,000
<b>\$ 10,885,522</b>	<b>\$ 9,266,264</b>	<b>\$ 11,600,000</b>	<b>TOTAL UNALLOCATED RESOURCES</b>	<b>\$</b>	<b>\$ 10,700,000</b>	<b>\$</b>	<b>\$ 10,700,000</b>	<b>\$ 10,700,000</b>
<b>TOLL BRIDGE</b>								
\$ 5,688,565	\$ 5,980,754	\$ 6,690,000	BRIDGE TOLLS	\$	6,324,000	\$	6,324,000	\$ 6,324,000
-	-	-	BRIDGE TOLLS - 2023 INCREASE		3,600,000		3,600,000	3,600,000
12,000	6,999	21,000	CABLE CROSSING LEASES		13,000		13,000	13,000
74,137	83,177	84,000	BREEZEBY INTERAGENCIES		84,000		84,000	84,000
45,071	614,948	25,000	OTHER		25,000		25,000	25,000
<b>\$ 5,819,773</b>	<b>\$ 6,685,878</b>	<b>\$ 6,820,000</b>	<b>TOTAL TOLL BRIDGE</b>	<b>\$</b>	<b>\$ 10,046,000</b>	<b>\$</b>	<b>\$ 10,046,000</b>	<b>\$ 10,046,000</b>
<b>INDUSTRIAL BUILDINGS</b>								
<b>***Big 7 Building***</b>								
\$ 285,691	\$ 316,843	\$ 343,400	LEASE INCOME	\$	345,000	\$	345,000	\$ 345,000
47,854	43,034	42,800	REIMBURSABLE UTILITIES		50,000		50,000	50,000
18,826	18,245	18,800	PROPERTY TAX		20,000		20,000	20,000
24,108	2,500	-	OTHER		-		-	-
<b>\$ 376,479</b>	<b>\$ 380,622</b>	<b>\$ 405,000</b>	<b>TOTAL BIG 7 BUILDING</b>	<b>\$</b>	<b>\$ 415,000</b>	<b>\$</b>	<b>\$ 415,000</b>	<b>\$ 415,000</b>
<b>***Jensen Property***</b>								
520,964	525,882	606,400	LEASE INCOME		620,000		620,000	620,000
14,176	850	-	REIMBURSABLE UTILITIES		3,000		3,000	3,000
6,654	-	-	PROPERTY TAX		-		-	-
59,574	25,262	20,000	FINANCING SOURCES/INSURANCE		10,000		10,000	10,000
<b>\$ 601,368</b>	<b>\$ 551,994</b>	<b>\$ 626,400</b>	<b>TOTAL JENSEN PROPERTY</b>	<b>\$</b>	<b>\$ 633,000</b>	<b>\$</b>	<b>\$ 633,000</b>	<b>\$ 633,000</b>
<b>***Maritime Building***</b>								
312,971	359,313	352,000	LEASE INCOME		400,000		400,000	400,000
<b>\$ 312,971</b>	<b>\$ 359,313</b>	<b>\$ 352,000</b>	<b>TOTAL MARITIME BUILDING</b>	<b>\$</b>	<b>\$ 400,000</b>	<b>\$</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>***Halyard Building***</b>								
240,337	620,253	643,800	LEASE INCOME		835,000		835,000	835,000
144,465	-	-	REIMBURSABLE UTILITIES		-		-	-
29,807	-	-	PROPERTY TAXES		-		-	-
100,000	-	-	OTHER		-		-	-
<b>\$ 514,609</b>	<b>\$ 620,253</b>	<b>\$ 643,800</b>	<b>TOTAL HALYARD BUILDING</b>	<b>\$</b>	<b>\$ 835,000</b>	<b>\$</b>	<b>\$ 835,000</b>	<b>\$ 835,000</b>
<b>***Timber Incubator Property***</b>								
88,199	89,855	95,100	LEASE INCOME		95,100		95,100	95,100
7,606	6,799	7,400	REIMBURSABLE UTILITIES		7,400		7,400	7,400
5,562	5,897	6,100	PROPERTY TAXES		6,100		6,100	6,100
<b>\$ 101,367</b>	<b>\$ 102,551</b>	<b>\$ 108,600</b>	<b>TOTAL TIMBER INCUBATOR PROPERTY</b>	<b>\$</b>	<b>\$ 108,600</b>	<b>\$</b>	<b>\$ 108,600</b>	<b>\$ 108,600</b>
<b>***Wasco***</b>								
251,607	259,527	275,000	LEASE INCOME		283,000		283,000	283,000
1,385	-	-	PROPERTY TAXES		-		-	-
<b>\$ 252,992</b>	<b>\$ 259,527</b>	<b>\$ 275,000</b>	<b>TOTAL WASCO STREET BUSINESS PARK</b>	<b>\$</b>	<b>\$ 283,000</b>	<b>\$</b>	<b>\$ 283,000</b>	<b>\$ 283,000</b>

PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		RESOURCES		BUDGET FY 2023-24		*PRESENTED FOR ADOPTION	
2 YRS PRIOR	* 1YR PRIOR *	FY 2021-22	FY 2022-23			*PROPOSED	* APPROVED		
FY 2020-21									
15,015	64,780	16,000		***Lower Mill***		55,000	55,000		55,000
-	-	-		LEASE INCOME		50,000	50,000		50,000
				OTHER FINANCING SOURCES					
<b>\$ 15,015</b>	<b>\$ 64,780</b>	<b>16,000</b>		<b>TOTAL LOWER MILL</b>		<b>\$ 105,000</b>	<b>\$ 105,000</b>		<b>\$ 105,000</b>
<b>\$ 2,174,801</b>	<b>\$ 2,339,040</b>	<b>2,426,800</b>		<b>TOTAL INDUSTRIAL BUILDINGS</b>		<b>\$ 2,779,600</b>	<b>\$ 2,779,600</b>		<b>\$ 2,779,600</b>
<b>COMMERCIAL BUILDINGS</b>									
				**State DMV Office Building**					
42,653	47,286	49,500		LEASE INCOME		51,000	51,000		51,000
<b>\$ 42,653</b>	<b>\$ 47,286</b>	<b>49,500</b>		<b>TOTAL STATE DMV OFFICE BUILDING</b>		<b>\$ 51,000</b>	<b>\$ 51,000</b>		<b>\$ 51,000</b>
				**Marina Office Building**					
35,625	39,014	71,300		LEASE INCOME		75,000	75,000		75,000
4,064	2,033	1,600		REIMBURSABLE UTILITIES		2,100	2,100		2,100
1,840	1,687	300		PROPERTY TAX		1,700	1,700		1,700
<b>\$ 41,529</b>	<b>\$ 42,734</b>	<b>73,200</b>		<b>TOTAL MARINA OFFICE BUILDING</b>		<b>\$ 78,800</b>	<b>\$ 78,800</b>		<b>\$ 78,800</b>
				**Port Office**					
48,550	48,550	48,550		LEASE INCOME		48,550	48,550		48,550
-	-	-		OTHER SOURCES		50,000	50,000		50,000
<b>\$ 48,550</b>	<b>\$ 48,550</b>	<b>48,550</b>		<b>TOTAL PORT OFFICE</b>		<b>\$ 98,550</b>	<b>\$ 98,550</b>		<b>\$ 98,550</b>
<b>\$ 132,732</b>	<b>\$ 138,570</b>	<b>171,250</b>		<b>TOTAL COMMERCIAL BUILDINGS</b>		<b>\$ 228,350</b>	<b>\$ 228,350</b>		<b>\$ 228,350</b>
<b>WATERFRONT INDUSTRIAL LAND</b>									
13,875	6,133	15,500		OTHER INCOME		6,700	6,700		6,700
-	-	1,000,000		INCOME FROM GRANTS		1,000,000	1,000,000		1,000,000
141,970	138,618	154,300		PARKING		140,000	140,000		140,000
<b>\$ 155,845</b>	<b>\$ 144,751</b>	<b>1,169,800</b>		<b>TOTAL WATERFRONT INDUSTRIAL LAND</b>		<b>\$ 1,146,700</b>	<b>\$ 1,146,700</b>		<b>\$ 1,146,700</b>
<b>WATERFRONT RECREATION</b>									
				***Event Site***					
162,954	184,927	163,000		-EVENT SITE ANNUAL PASSES		185,000	185,000		185,000
43,042	50,729	45,000		-EVENT SITE DAY PASSES		50,000	50,000		50,000
2,604	14,100	16,200		-EVENT SITE SPECIAL EVENTS		16,200	16,200		16,200
54,899	18,077	14,500		-SAILING SCHOOLS/CONCESSIONS		18,000	18,000		18,000
<b>\$ 263,499</b>	<b>\$ 267,833</b>	<b>238,700</b>		<b>TOTAL WATERFRONT EVENT SITE</b>		<b>\$ 269,200</b>	<b>\$ 269,200</b>		<b>\$ 269,200</b>
				***Hook/Spit/Nichols**					
4,850	11,480	10,000		SAILING SCHOOLS/CONCESSION/SPECIAL EVENTS		10,000	10,000		10,000
1,638	2,273	2,600		NICHOLS CONCESSION/SPECIAL EVENTS/LEASE		2,600	2,600		2,600
27,000	-	-		GRANT		20,000	20,000		20,000
<b>\$ 33,488</b>	<b>\$ 13,753</b>	<b>12,600</b>		<b>TOTAL HOOK/SPIT</b>		<b>\$ 32,600</b>	<b>\$ 32,600</b>		<b>\$ 32,600</b>
				***Marina Park***					
7,426	7,562	7,800		SHOP BUILDING #3		8,000	8,000		8,000
10,240	5,690	1,200		UTILITIES		1,200	1,200		1,200

PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		RESOURCES		BUDGET FY 2023-24			
2 YRS PRIOR	* 1YR PRIOR *	FY 2021-22	FY 2022-23			*PROPOSED	* APPROVED	*PRESENTED FOR ADOPTION	
1,499	-	-	1,600	TAXES	-	-	-	-	
8,200	5,610	6,000	6,000	CONCESSIONS/OTHER	6,000	6,000	6,000	6,000	
221	1,038	1,000	1,000	SHOWERS	1,000	1,000	1,000	1,000	
1,050	1,150	3,300	3,300	SPECIAL EVENTS	1,200	1,200	1,200	1,200	
9,000	-	-	-	GRANT	-	-	-	-	
<b>\$ 37,636</b>	<b>\$ 21,050</b>	<b>\$ 20,900</b>	<b>\$ 20,900</b>	<b>TOTAL MARINA PARK</b>	<b>\$ 17,400</b>	<b>\$ 17,400</b>	<b>\$ 17,400</b>	<b>\$ 17,400</b>	
<b>\$ 334,623</b>	<b>\$ 302,636</b>	<b>\$ 272,200</b>	<b>\$ 272,200</b>	<b>TOTAL WATERFRONT RECREATION</b>	<b>\$ 319,200</b>	<b>\$ 319,200</b>	<b>\$ 319,200</b>	<b>\$ 319,200</b>	
**MARINA **									
243,594	263,453	268,700	268,700	MOORAGE SLIP LEASE INCOME	350,000	350,000	350,000	350,000	
80,530	84,743	84,900	84,900	MOORAGE ASSESSMENT	84,900	84,900	84,900	84,900	
7,000	-	7,000	7,000	STATE MARINE BOARD	7,000	7,000	7,000	7,000	
25,157	28,837	22,300	22,300	REIMBURSABLE UTILITIES	30,000	30,000	30,000	30,000	
14,475	12,639	24,000	24,000	MISCELLANEOUS-Transient dock	24,000	24,000	24,000	24,000	
9,645	18,590	18,100	18,100	CRUISE SHIPS	19,000	19,000	19,000	19,000	
-	-	132,300	132,300	GRANT/OTHER SOURCES	20,000	20,000	20,000	20,000	
<b>\$ 380,401</b>	<b>\$ 408,262</b>	<b>\$ 557,300</b>	<b>\$ 557,300</b>	<b>TOTAL MARINA</b>	<b>\$ 534,900</b>	<b>\$ 534,900</b>	<b>\$ 534,900</b>	<b>\$ 534,900</b>	
AIRPORT									
136,322	149,783	152,200	152,200	T-HANGARS LEASES INCOME	172,000	172,000	172,000	172,000	
31,762	47,718	47,400	47,400	HANGAR 1 LEASE INCOME	50,000	50,000	50,000	50,000	
23,021	23,118	23,500	23,500	HANGAR LEASE INCOME	24,000	24,000	24,000	24,000	
17,289	19,924	24,100	24,100	LAND LEASES	35,000	35,000	35,000	35,000	
13,795	8,558	8,000	8,000	REIMBURSED UTILITIES	10,000	10,000	10,000	10,000	
3,668	1,906	4,000	4,000	PROPERTY TAX	2,000	2,000	2,000	2,000	
2,513,283	77,537	385,700	385,700	GRANT	124,250	124,250	124,250	124,250	
2,200	1,875	1,000	1,000	MISCELLANEOUS	1,000	1,000	1,000	1,000	
<b>\$ 2,741,340</b>	<b>\$ 330,419</b>	<b>\$ 645,900</b>	<b>\$ 645,900</b>	<b>TOTAL AIRPORT</b>	<b>\$ 418,250</b>	<b>\$ 418,250</b>	<b>\$ 418,250</b>	<b>\$ 418,250</b>	
GENERAL									
-	-	2,500	2,500	ADMINISTRATION GRANTS	2,500	2,500	2,500	2,500	
-	-	-	-	CONTRACT SERVICES - IGA	200,000	200,000	200,000	200,000	
20,204	13,190	9,000	9,000	MISCELLANEOUS	-	-	-	-	
<b>\$ 20,204</b>	<b>\$ 13,190</b>	<b>\$ 11,500</b>	<b>\$ 11,500</b>	<b>TOTAL GENERAL</b>	<b>\$ 202,500</b>	<b>\$ 202,500</b>	<b>\$ 202,500</b>	<b>\$ 202,500</b>	
<b>\$ 22,645,241</b>	<b>\$ 19,629,010</b>	<b>\$ 23,674,750</b>	<b>\$ 23,674,750</b>	<b>TOTAL RESOURCES</b>	<b>\$ 26,375,500</b>	<b>\$ 26,375,500</b>	<b>\$ 26,375,500</b>	<b>\$ 26,375,500</b>	

PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

EXPENDITURES

BUDGET FY 2023-24

\* PRESENTED FOR  
ADOPTION

HISTORICAL DATA  
2 YRS PRIOR \* 1YR PRIOR \*  
FY 2020-21 FY 2021-22 FY 2022-23

\* PROPOSED \* APPROVED

	FY 2020-21	FY 2021-22	FY 2022-23	ADOPTED BUDGET		* PROPOSED	* APPROVED	* PRESENTED FOR ADOPTION
<b>TOLL BRIDGE</b>								
PERSONNEL SERVICES								
WAGES & SALARIES	\$ 803,841	\$ 764,219	\$ 966,700	\$ 966,700		\$ 801,000	\$ 801,000	\$ 801,000
TAXES & BENEFITS	345,224	363,798	447,500	447,500		400,000	400,000	400,000
TOTAL PERSONNEL SERVICES	\$ 1,149,065	\$ 1,128,017	\$ 1,414,200	\$ 1,414,200		\$ 1,201,000	\$ 1,201,000	\$ 1,201,000
MATERIALS & SERVICES								
ALL UTILITIES	15,558	14,681	18,000	18,000		18,000	18,000	18,000
FIXED MAINTENANCE	19,644	21,926	50,000	50,000		50,000	50,000	50,000
INSURANCE	310,077	329,865	327,000	327,000		380,000	380,000	380,000
PROFESSIONAL SERVICES - Other	214,962	285,846	333,000	333,000		453,000	453,000	453,000
PROFESSIONAL SERVICES - Legal	4,205	20,064	20,000	20,000		20,000	20,000	20,000
CREDIT CARD PROCESSING	166,455	181,954	185,000	185,000		200,000	200,000	200,000
TRANSPONDER WRITE-OFF	1,220	-	30,000	30,000		15,000	15,000	15,000
MISCELLANEOUS REPAIRS & PURCHASES	87,940	157,030	245,000	245,000		185,000	185,000	185,000
TOTAL MATERIALS & SERVICES	\$ 820,061	\$ 1,011,366	\$ 1,208,000	\$ 1,208,000		\$ 1,321,000	\$ 1,321,000	\$ 1,321,000
CAPITAL OUTLAY								
CAPITAL PURCHASES AND IMPROVEMENTS	49,000	(235,250)	190,000	190,000		258,000	258,000	408,000
TOTAL CAPITAL OUTLAY	\$ 49,000	\$ (235,250)	\$ 190,000	\$ 190,000		\$ 258,000	\$ 258,000	\$ 408,000
<b>TOTAL TOLL BRIDGE</b>	<b>\$ 2,018,126</b>	<b>\$ 1,904,133</b>	<b>\$ 2,812,200</b>	<b>\$ 2,812,200</b>		<b>\$ 2,780,000</b>	<b>\$ 2,780,000</b>	<b>\$ 2,930,000</b>

**INDUSTRIAL BUILDINGS**

\*\*\*Big 7 Building\*\*\*

PERSONNEL SERVICES								
WAGES & SALARIES	35,650	33,082	43,500	43,500		63,900	63,900	63,900
TAXES & BENEFITS	18,041	16,425	23,500	23,500		31,100	31,100	31,100
TOTAL PERSONNEL SERVICES	\$ 53,691	\$ 49,507	\$ 67,000	\$ 67,000		\$ 95,000	\$ 95,000	\$ 95,000
MATERIALS & SERVICES								
ALL UTILITIES	67,171	67,513	71,000	71,000		79,000	79,000	79,000
FIXED MAINTENANCE	18,824	21,086	20,000	20,000		20,000	20,000	20,000
INSURANCE	13,873	14,987	14,800	14,800		17,500	17,500	17,500
PROPERTY TAX	26,659	27,192	28,000	28,000		29,000	29,000	29,000
PROFESSIONAL SERVICES-Design & Engineering	225	625	5,000	5,000		5,000	5,000	5,000
PROFESSIONAL SERVICES-Legal	3,690	-	4,000	4,000		4,000	4,000	4,000
MISCELLANEOUS REPAIRS & PURCHASES	35,441	36,495	38,000	38,000		38,000	38,000	38,000
TOTAL MATERIALS & SERVICES	\$ 165,883	\$ 167,898	\$ 180,800	\$ 180,800		\$ 192,500	\$ 192,500	\$ 192,500
CAPITAL OUTLAY								
CAPITAL IMPROVEMENTS	-	12,489	32,000	32,000		420,000	420,000	420,000
TOTAL CAPITAL OUTLAY	\$ -	\$ 12,489	\$ 32,000	\$ 32,000		\$ 420,000	\$ 420,000	\$ 420,000
<b>TOTAL BIG 7 BUILDING</b>	<b>\$ 219,574</b>	<b>\$ 229,894</b>	<b>\$ 279,800</b>	<b>\$ 279,800</b>		<b>\$ 707,500</b>	<b>\$ 707,500</b>	<b>\$ 707,500</b>
***Jensen Property***								
PERSONNEL SERVICES								
WAGES & SALARIES	40,859	36,017	50,300	50,300		66,900	66,900	66,900
TAXES & BENEFITS	20,172	17,454	26,600	26,600		32,600	32,600	32,600
TOTAL PERSONNEL SERVICES	\$ 61,031	\$ 53,471	\$ 76,900	\$ 76,900		\$ 99,500	\$ 99,500	\$ 99,500
MATERIALS & SERVICES								
ALL UTILITIES	89,863	91,934	95,000	95,000		107,000	107,000	107,000
FIXED MAINTENANCE	12,066	29,450	21,000	21,000		25,000	25,000	25,000
INSURANCE	8,756	9,459	9,300	9,300		11,000	11,000	11,000
PROPERTY TAX	41,598	45,943	46,000	46,000		49,000	49,000	49,000



PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

EXPENDITURES

BUDGET FY 2023-24

\*PRESENTED FOR  
ADOPTION

FY 2020-21      FY 2021-22      FY 2022-23

HISTORICAL DATA	ADOPTED		
2 YRS PRIOR * 1YR PRIOR *	BUDGET		
18,417	16,871	22,300	
9,027	8,050	11,800	
\$ 27,444 \$	24,921 \$	34,100	
12,141	11,381	15,000	
3,298	2,796	5,000	
690	746	800	
7,567	7,782	8,000	
-	1,760	2,000	
1,290	-	5,000	
502	67	2,000	
\$ 25,488 \$	24,532 \$	37,800	
	9,670	10,000	
\$ - \$	9,670 \$	10,000	
\$ 52,932 \$	59,123 \$	81,900	

PERSONNEL SERVICES	33,100	15,000	15,000
WAGES & SALARIES	33,100	5,000	5,000
TAXES & BENEFITS	16,700	870	870
TOTAL PERSONNEL SERVICES	49,800 \$	49,800 \$	49,800 \$
MATERIALS & SERVICES			
ALL UTILITIES	15,000	15,000	15,000
FIXED MAINTENANCE	5,000	5,000	5,000
INSURANCE	870	870	870
PROPERTY TAX	8,300	8,300	8,300
PROFESSIONAL SERVICES-Design & Engineering	2,000	2,000	2,000
PROFESSIONAL SERVICES-Legal	5,000	5,000	5,000
MISCELLANEOUS REPAIRS & PURCHASES	2,000	2,000	2,000
TOTAL MATERIALS & SERVICES	38,170 \$	38,170 \$	38,170 \$
CAPITAL OUTLAY			
CAPITAL IMPROVEMENTS	10,000	10,000	10,000
TOTAL CAPITAL OUTLAY	10,000 \$	10,000 \$	10,000 \$
TOTAL	97,970 \$	97,970 \$	97,970 \$

PERSONNEL SERVICES	56,900	56,900	56,900
WAGES & SALARIES	28,100	28,100	28,100
TAXES & BENEFITS	85,000	85,000	85,000
TOTAL PERSONNEL SERVICES	85,000 \$	85,000 \$	85,000 \$
MATERIALS & SERVICES			
ALL UTILITIES	37,000	37,000	37,000
FIXED MAINTENANCE	10,000	10,000	10,000
INSURANCE	7,700	7,700	7,700
PROPERTY TAX	35,000	35,000	35,000
PROFESSIONAL SERVICES-Design & Engineering	2,000	2,000	2,000
PROFESSIONAL SERVICES-Legal	3,000	3,000	3,000
MISCELLANEOUS REPAIRS & PURCHASES	7,000	7,000	7,000
TOTAL MATERIALS & SERVICES	101,700 \$	101,700 \$	101,700 \$
CAPITAL OUTLAY			
CAPITAL IMPROVEMENTS	15,000	15,000	15,000
TOTAL CAPITAL OUTLAY	15,000 \$	15,000 \$	15,000 \$
TOTAL	201,700 \$	201,700 \$	201,700 \$

PERSONNEL SERVICES	40,200	40,200	40,200
WAGES & SALARIES	18,500	18,500	18,500
TAXES & BENEFITS	58,700	58,700	58,700
TOTAL PERSONNEL SERVICES	58,700 \$	58,700 \$	58,700 \$
MATERIALS & SERVICES			
ALL UTILITIES	4,000	4,000	4,000
FIXED MAINTENANCE	3,000	3,000	3,000
INSURANCE	900	900	900
PROFESSIONAL SERVICES-Design & Engineering	55,000	55,000	55,000
PROFESSIONAL SERVICES-Legal	7,000	7,000	7,000



PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

EXPENDITURES

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2023-24		*PRESENTED FOR ADOPTION	
2 YRS PRIOR	* 1YR PRIOR *	FY 2021-22	FY 2022-23	* PROPOSED	* APPROVED		
(652)	1,244	3,000		3,000			
\$ 14,447	\$ 5,417	\$ 72,800		\$ 72,900	\$ 3,000	\$ 72,900	\$ 3,000
17,087	15,548	275,000		250,000	250,000	250,000	250,000
\$ 17,087	\$ 15,548	\$ 275,000		\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000
\$ 63,905	\$ 49,358	\$ 391,100		\$ 381,600	\$ 381,600	\$ 381,600	\$ 381,600
\$ 3,561,862	\$ 1,457,962	\$ 2,446,200		\$ 4,144,848	\$ 4,144,848	\$ 4,144,848	\$ 4,282,749

MISCELLANEOUS REPAIRS & PURCHASES  
TOTAL MATERIALS & SERVICES  
CAPITAL OUTLAY  
CAPITAL IMPROVEMENTS  
TOTAL CAPITAL OUTLAY  
TOTAL HANEL LOWER MILL  
TOTAL INDUSTRIAL BUILDINGS

COMMERCIAL BUILDINGS

\*\*\*State DMV Office Building\*\*\*

PERSONNEL SERVICES  
WAGES  
BENEFITS  
TOTAL PERSONNEL SERVICES  
MATERIALS & SERVICES  
ALL UTILITIES  
FIXED MAINTENANCE  
INSURANCE  
PROPERTY TAX  
PROFESSIONAL SERVICES-Design & Engineering  
PROFESSIONAL SERVICES-Legal  
MISCELLANEOUS REPAIRS & PURCHASES  
TOTAL MATERIALS & SERVICES  
CAPITAL OUTLAY  
CAPITAL IMPROVEMENTS  
TOTAL CAPITAL OUTLAY  
TOTAL STATE DMV OFFICE BUILDING

15,573	13,998	19,000		28,700	28,700	28,700	28,700
7,791	6,929	10,200		14,800	14,800	14,800	14,800
\$ 23,364	\$ 20,927	\$ 29,200		\$ 43,500	\$ 43,500	\$ 43,500	\$ 43,500
4,583	6,415	7,000		7,500	7,500	7,500	7,500
4,221	3,100	7,000		7,000	7,000	7,000	7,000
1,449	1,565	1,600		1,800	1,800	1,800	1,800
3,991	4,121	4,200		4,100	4,100	4,100	4,100
-	-	2,000		2,000	2,000	2,000	2,000
1,675	-	2,000		2,000	2,000	2,000	2,000
23,788	24,427	27,000		28,000	28,000	28,000	28,000
\$ 39,707	\$ 39,628	\$ 50,800		\$ 52,400	\$ 52,400	\$ 52,400	\$ 52,400
-	-	75,000		20,000	20,000	20,000	20,000
\$ -	\$ -	\$ 75,000		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
\$ 63,071	\$ 60,555	\$ 155,000		\$ 115,900	\$ 115,900	\$ 115,900	\$ 115,900

\*\*\*Marina Office Building\*\*\*

PERSONNEL SERVICES  
WAGES  
BENEFITS  
TOTAL PERSONNEL SERVICES  
MATERIALS & SERVICES  
ALL UTILITIES  
FIXED MAINTENANCE  
INSURANCE  
PROPERTY TAX  
PROFESSIONAL SERVICES-Design & Engineering  
PROFESSIONAL SERVICES-Legal  
MISCELLANEOUS REPAIRS & PURCHASES  
TOTAL MATERIALS & SERVICES  
CAPITAL OUTLAY  
CAPITAL IMPROVEMENTS  
TOTAL CAPITAL OUTLAY  
TOTAL STATE DMV OFFICE BUILDING

25,356	23,111	29,600		45,100	45,100	45,100	45,100
12,576	11,536	17,000		22,900	22,900	22,900	22,900
\$ 37,932	\$ 34,647	\$ 46,600		\$ 68,000	\$ 68,000	\$ 68,000	\$ 68,000
10,454	11,930	13,000		14,000	14,000	14,000	14,000
15,012	14,080	12,000		15,000	15,000	15,000	15,000
3,863	4,173	4,100		4,800	4,800	4,800	4,800
9,903	10,229	10,400		10,900	10,900	10,900	10,900
-	-	2,000		2,000	2,000	2,000	2,000
1,450	2,175	4,000		4,000	4,000	4,000	4,000
9,845	11,369	12,000		13,000	13,000	13,000	13,000
\$ 50,527	\$ 53,956	\$ 57,500		\$ 63,700	\$ 63,700	\$ 63,700	\$ 63,700
-	15,928	10,000		10,000	10,000	10,000	10,000
\$ -	\$ 15,928	\$ 10,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
\$ 88,459	\$ 104,531	\$ 114,100		\$ 141,700	\$ 141,700	\$ 141,700	\$ 141,700

\*\*\*Port Office\*\*\*

PERSONNEL SERVICES  
WAGES

24,460	22,324	28,500		43,800	43,800	43,800	43,800
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PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

EXPENDITURES

HISTORICAL DATA      ADOPTED      BUDGET FY 2022-23      \* PROPOSED      \* APPROVED      \* PRESENTED FOR ADOPTION

2 YRS PRIOR      \* 1YR PRIOR \*

	12,342	11,388	16,400	22,100	22,100	22,100
BENEFITS	36,802	33,712	44,900	65,900	65,900	65,900
TOTAL PERSONNEL SERVICES						
MATERIALS & SERVICE						
ALL UTILITIES	8,925	13,295	16,000	16,000	16,000	16,000
FIXED MAINTENANCE	7,352	6,046	10,000	10,000	10,000	10,000
INSURANCE	2,757	2,978	3,000	3,500	3,500	3,500
PROFESSIONAL SERVICES-Design & Engineering	-	-	2,000	2,000	2,000	2,000
PROFESSIONAL SERVICES-Legal	-	-	1,000	1,000	1,000	1,000
MISCELLANEOUS REPAIRS & PURCHASES	3,549	4,958	5,000	5,800	5,800	5,800
TOTAL MATERIALS & SERVICES	22,583	27,277	37,000	38,300	38,300	38,300
CAPITAL OUTLAY						
CAPITAL IMPROVEMENTS	26,745	23,972	50,000	50,000	50,000	50,000
TOTAL CAPITAL OUTLAY	26,745	23,972	50,000	50,000	50,000	50,000
<b>TOTAL PORT OFFICE BUILDING</b>	<b>86,130</b>	<b>84,961</b>	<b>131,900</b>	<b>154,200</b>	<b>154,200</b>	<b>154,200</b>
<b>TOTAL COMMERCIAL BUILDINGS</b>	<b>237,660</b>	<b>250,047</b>	<b>401,000</b>	<b>411,800</b>	<b>411,800</b>	<b>411,800</b>

WATERFRONT INDUSTRIAL LAND

PERSONNEL SERVICES						
WAGES	53,942	42,598	77,400	84,500	84,500	84,500
BENEFITS	26,543	20,354	29,900	30,600	30,600	30,600
TOTAL PERSONNEL SERVICES	80,485	62,952	107,300	115,100	115,100	115,100
MATERIALS & SERVICES						
FIXED MAINTENANCE	10,155	621	10,000	10,000	10,000	10,000
INSURANCE	952	1,028	1,100	1,200	1,200	1,200
PROFESSIONAL SERVICES-Design/Misc	105,462	44,742	55,000	25,000	25,000	25,000
PROFESSIONAL SERVICES-Parking/Security	45,236	56,819	76,000	76,000	76,000	76,000
PROFESSIONAL SERVICES-Legal	19,108	56,103	40,000	40,000	40,000	40,000
MISCELLANEOUS REPAIRS & PURCHASES	4,817	9,417	5,000	5,000	5,000	5,000
TOTAL MATERIAL & SERVICES	185,730	168,730	187,100	157,200	157,200	157,200
CAPITAL OUTLAY						
CAPITAL IMPROVEMENTS	11,428	53,939	1,480,000	1,100,000	1,100,000	1,100,000
TOTAL CAPITAL OUTLAY	11,428	53,939	1,480,000	1,100,000	1,100,000	1,100,000
<b>TOTAL WATERFRONT INDUSTRIAL LAND</b>	<b>277,643</b>	<b>285,621</b>	<b>1,774,400</b>	<b>1,372,300</b>	<b>1,372,300</b>	<b>1,372,300</b>

WATERFRONT RECREATION

PERSONNEL SERVICES						
WAGES	88,827	80,263	125,600	103,600	103,600	103,600
BENEFITS	37,736	35,773	43,900	43,600	43,600	43,600
TOTAL PERSONNEL SERVICES	126,563	116,036	169,500	147,200	147,200	147,200
MATERIALS & SERVICES						
ALL UTILITIES	18,939	37,728	31,000	43,000	43,000	43,000
FIXED MAINTENANCE	15,520	14,106	15,000	15,000	15,000	15,000
INSURANCE	3,333	3,601	3,600	4,200	4,200	4,200
PROFESSIONAL SERVICES-Design & Engineering	1,125	1,630	3,000	3,000	3,000	3,000
PROFESSIONAL SERVICES-Legal	1,450	-	3,000	3,000	3,000	3,000
MISCELLANEOUS REPAIRS & PURCHASES	35,188	24,188	26,000	28,000	28,000	28,000
TOTAL MATERIALS & SERVICES	75,555	78,253	81,600	96,200	96,200	96,200
CAPITAL OUTLAY						
CAPITAL IMPROVEMENTS	47,458	47,458	75,000	20,000	20,000	20,000

PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

EXPENDITURES

BUDGET FY 2023-24

\* PRESENTED FOR  
ADOPTION

ADOPTED

BUDGET

HISTORICAL DATA  
\* 1YR PRIOR \*

FY 2022-23

FY 2021-22

	FY 2020-21	FY 2021-22	FY 2022-23		* PROPOSED	* APPROVED	* PRESENTED FOR ADOPTION
TOTAL CAPITAL OUTLAY	\$ 47,458	\$ 47,458	\$ 75,000	TOTAL CAPITAL OUTLAY	\$ 20,000	\$ 20,000	\$ 20,000
<b>TOTAL WATERFRONT EVENT SITE</b>	<b>\$ 249,576</b>	<b>\$ 241,747</b>	<b>\$ 326,100</b>	<b>TOTAL WATERFRONT EVENT SITE</b>	<b>\$ 263,400</b>	<b>\$ 263,400</b>	<b>\$ 263,400</b>
***Hook/Spit/Nichols***				PERSONNEL SERVICES			
WAGES & SALARIES	34,173	30,582	43,100	WAGES & SALARIES	54,700	54,700	54,700
TAXES & BENEFITS	17,764	16,759	21,200	TAXES & BENEFITS	29,700	29,700	29,700
TOTAL PERSONNEL SERVICES	\$ 51,937	\$ 47,341	\$ 64,300	TOTAL PERSONNEL SERVICES	\$ 84,400	\$ 84,400	\$ 84,400
MATERIALS & SERVICES				MATERIALS & SERVICES			
ALL UTILITIES	7,305	10,133	11,000	ALL UTILITIES	12,000	12,000	12,000
NICHOLS MAINTENANCE	4,677	2,899	6,000	NICHOLS MAINTENANCE	6,000	6,000	6,000
HOOK/SPIT MAINTENANCE	11,720	16,386	8,000	HOOK/SPIT MAINTENANCE	8,000	8,000	8,000
PROFESSIONAL SERVICES-Design & Other	-	-	5,000	PROFESSIONAL SERVICES-Design & Other	5,000	5,000	5,000
PROFESSIONAL SERVICES-Legal	1,450	1,814	3,000	PROFESSIONAL SERVICES-Legal	3,000	3,000	3,000
NICHOLS MISCELLANEOUS PURCHASES	8,432	6,066	6,500	NICHOLS MISCELLANEOUS PURCHASES	7,000	7,000	7,000
HOOK/SPIT MISCELLANEOUS PURCHASES	20,940	11,420	8,500	HOOK/SPIT MISCELLANEOUS PURCHASES	13,000	13,000	13,000
TOTAL MATERIAL & SERVICES	\$ 54,524	\$ 48,718	\$ 48,000	TOTAL MATERIAL & SERVICES	\$ 54,000	\$ 54,000	\$ 54,000
CAPITAL OUTLAY				CAPITAL OUTLAY			
CAPITAL IMPROVEMENTS	9,400	63,243	35,000	CAPITAL IMPROVEMENTS	30,000	30,000	30,000
TOTAL CAPITAL OUTLAY	\$ 9,400	\$ 63,243	\$ 35,000	TOTAL CAPITAL OUTLAY	\$ 30,000	\$ 30,000	\$ 30,000
<b>TOTAL HOOK/SPIT/NICHOLS</b>	<b>\$ 115,861</b>	<b>\$ 159,302</b>	<b>\$ 147,300</b>	<b>TOTAL HOOK/SPIT/NICHOLS</b>	<b>\$ 168,400</b>	<b>\$ 168,400</b>	<b>\$ 168,400</b>
***Marina Park***				PERSONNEL SERVICES			
WAGES & SALARIES	112,950	109,540	156,900	WAGES & SALARIES	153,900	153,900	153,900
TAXES & BENEFITS	59,367	60,555	70,600	TAXES & BENEFITS	78,900	78,900	78,900
TOTAL PERSONNEL SERVICES	\$ 172,317	\$ 170,095	\$ 227,500	TOTAL PERSONNEL SERVICES	\$ 232,800	\$ 232,800	\$ 232,800
MATERIALS & SERVICES				MATERIALS & SERVICES			
ALL UTILITIES	8,077	9,157	15,000	ALL UTILITIES	15,000	15,000	15,000
FIXED MAINTENANCE	25,218	16,882	24,000	FIXED MAINTENANCE	24,000	24,000	24,000
INSURANCE	3,591	3,879	3,900	INSURANCE	4,500	4,500	4,500
PROPERTY TAX	1,545	-	1,600	PROPERTY TAX	1,700	1,700	1,700
PROFESSIONAL SERVICES-Design & Engineering	490	605	10,000	PROFESSIONAL SERVICES-Design & Engineering	5,000	5,000	5,000
PROFESSIONAL SERVICES-Legal	-	-	3,000	PROFESSIONAL SERVICES-Legal	3,000	3,000	3,000
MISCELLANEOUS REPAIRS & PURCHASES	26,809	14,305	15,000	MISCELLANEOUS REPAIRS & PURCHASES	15,000	15,000	15,000
TOTAL MATERIALS & SERVICE	\$ 65,730	\$ 44,828	\$ 72,500	TOTAL MATERIALS & SERVICE	\$ 68,200	\$ 68,200	\$ 68,200
CAPITAL OUTLAY				CAPITAL OUTLAY			
CAPITAL IMPROVEMENTS	15,821	7,492	128,000	CAPITAL IMPROVEMENTS	10,000	10,000	10,000
TOTAL CAPITAL OUTLAY	\$ 15,821	\$ 7,492	\$ 128,000	TOTAL CAPITAL OUTLAY	\$ 10,000	\$ 10,000	\$ 10,000
<b>TOTAL MARINA PARK</b>	<b>\$ 253,868</b>	<b>\$ 222,415</b>	<b>\$ 428,000</b>	<b>TOTAL MARINA PARK</b>	<b>\$ 311,000</b>	<b>\$ 311,000</b>	<b>\$ 311,000</b>
<b>TOTAL WATERFRONT RECREATION</b>	<b>\$ 619,305</b>	<b>\$ 623,464</b>	<b>\$ 901,400</b>	<b>TOTAL WATERFRONT RECREATION</b>	<b>\$ 742,800</b>	<b>\$ 742,800</b>	<b>\$ 742,800</b>
MARINA				MARINA			
PERSONNEL SERVICES				PERSONNEL SERVICES			
WAGES & SALARIES	100,701	95,749	121,300	WAGES & SALARIES	153,100	153,100	153,100
TAXES & BENEFITS	54,680	54,053	68,300	TAXES & BENEFITS	78,900	78,900	78,900
TOTAL PERSONNEL SERVICES	\$ 155,381	\$ 149,802	\$ 189,600	TOTAL PERSONNEL SERVICES	\$ 232,000	\$ 232,000	\$ 232,000
MATERIALS & SERVICES				MATERIALS & SERVICES			
ALL UTILITIES	25,062	38,252	42,000	ALL UTILITIES	44,000	44,000	44,000
FIXED MAINTENANCE	10,403	19,297	25,000	FIXED MAINTENANCE	25,000	25,000	25,000
INSURANCE	7,398	7,992	7,800	INSURANCE	9,300	9,300	9,300

PORT OF HOOD RIVER  
REVENUE FUND  
BUDGET FOR FISCAL YEAR 2023-24

FORM LB 20

EXPENDITURES

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2023-24		*PRESENTED FOR ADOPTION
2 YRS PRIOR	* 1YR PRIOR *	FY 2021-22	FY 2022-23	* PROPOSED	* APPROVED	

		1,598	-	-	-	-
18,401	12,003	25,000	25,000	15,000	15,000	15,000
725	-	5,000	5,000	5,000	5,000	5,000
25,307	19,191	25,000	25,000	25,000	25,000	25,000
\$ 87,296	\$ 98,333	\$ 129,800		\$ 123,300	\$ 123,300	\$ 123,300
15,290	10,479	333,600	333,600	60,000	60,000	60,000
\$ 15,290	\$ 10,479	\$ 333,600		\$ 60,000	\$ 60,000	\$ 60,000
93,428	95,575	93,500	93,500	95,500	95,500	95,500
\$ 93,428	\$ 95,575	\$ 93,500		\$ 95,500	\$ 95,500	\$ 95,500
\$ 351,395	\$ 354,189	\$ 746,500		\$ 510,800	\$ 510,800	\$ 510,800

AIRPORT

96,730	94,789	121,100	121,100	149,900	149,900	149,900
49,024	45,187	63,600	63,600	71,000	71,000	71,000
\$ 145,754	\$ 139,976	\$ 184,700		\$ 220,900	\$ 220,900	\$ 220,900
33,648	35,338	50,000	50,000	45,000	45,000	45,000
60,343	40,282	70,000	70,000	65,000	65,000	65,000
13,771	14,566	16,300	16,300	17,000	17,000	17,000
4,142	4,222	4,300	4,300	4,500	4,500	4,500
20,584	44,819	70,000	70,000	20,000	20,000	20,000
19,181	34,724	35,000	35,000	30,000	30,000	30,000
12,156	6,169	10,000	10,000	10,000	10,000	10,000
\$ 163,825	\$ 180,120	\$ 255,600		\$ 191,500	\$ 191,500	\$ 191,500

3,540,909	131,831	440,000	440,000	265,000	265,000	265,000
\$ 3,540,909	\$ 131,831	\$ 440,000		\$ 265,000	\$ 265,000	\$ 265,000
\$ 3,850,488	\$ 451,927	\$ 880,300		\$ 677,400	\$ 677,400	\$ 677,400

ADMINISTRATION

89,510	85,454	95,000	95,000	95,000	95,000	95,000
-	-	28,100	28,100	28,100	28,100	28,100
\$ -	\$ -	\$ 123,100		\$ 123,100	\$ 123,100	\$ 123,100
89,510	85,454	95,000	95,000	95,000	95,000	95,000
-	-	1,000	1,000	1,000	1,000	1,000
2,290	2,631	3,100	3,100	3,100	3,100	3,100
1,450	430	30,000	30,000	30,000	30,000	30,000
10,876	47,180	70,000	70,000	70,000	70,000	70,000
15,709	97,114	70,000	70,000	70,000	70,000	70,000
-	-	10,000	10,000	-	-	-
7,529	8,797	40,000	40,000	18,000	18,000	18,000
\$ 127,364	\$ 241,606	\$ 319,100		\$ 292,100	\$ 292,100	\$ 292,100
12,253	12,276	29,000	29,000	284,000	284,000	284,000
\$ 12,253	\$ 12,276	\$ 29,000		\$ 284,000	\$ 284,000	\$ 284,000



PORT OF HOOD RIVER  
BRIDGE REPAIR FUND  
BUDGET FOR FISCAL YEAR 2023-24

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2023-24		*PRESENTED FOR ADOPTION	
2 YRS PRIOR	* 1YR PRIOR *	FY 2021-22	FY 2022-23	*PROPOSED	* APPROVED		
RESOURCES & EXPENDITURES		RESOURCES		RESOURCES			
FY 2020-21	FY 2021-22	FY 2022-23	BEGINNING FUND BALANCE (BUDGETARY BASIS)	\$	5,500,000	\$	5,500,000
\$ 1,924,967	\$ 3,008,255	\$ 2,925,000	INTEREST INCOME	100,000	100,000		100,000
16,087	18,418	25,000	GRANT	-	-		-
1,348,336	515,188	-	TOTAL INCOME	100,000	100,000		100,000
1,364,423	533,606	25,000					
TRANSFER FROM REVENUE FUND							
1,178,731	1,787,696	2,258,160	FROM REVENUE FUND - 1994/2012 TOLLS	925,476	925,476		925,476
294,683	446,924	564,540	FROM REVENUE FUND - 2018 TOLL INCREASE	231,369	231,369		231,369
\$ 1,473,414	\$ 2,234,620	\$ 2,822,700	TOTAL TRANSFERS	\$ 1,156,845	\$ 1,156,845		\$ 1,156,845
\$ 4,762,804	\$ 5,776,481	\$ 5,772,700	TOTAL RESOURCES	\$ 6,756,845	\$ 6,756,845		\$ 6,756,845
EXPENDITURES							
PERSONNEL SERVICES							
\$ 55,702	\$ 52,759	\$ 64,500	WAGES - EXISTING BRIDGE	\$ 68,300	\$ 68,300		\$ 68,300
26,507	26,200	42,200	BENEFITS - EXISTING BRIDGE	32,545	32,545		32,545
128,158	126,763	-	WAGES - REPLACEMENT	-	-		-
59,280	62,581	-	BENEFITS - REPLACEMENT	-	-		-
\$ 269,647	\$ 268,303	\$ 106,700	TOTAL PERSONNEL SERVICES	\$ 100,845	\$ 100,845		\$ 100,845
MATERIAL & SERVICES							
25,823	3,799	25,000	MAINTENANCE/FLAGGING	25,000	25,000		25,000
854	923	1,000	INSURANCE	1,000	1,000		1,000
155,103	85,868	155,000	PROFESSIONAL SERVICES - EXISTING BRIDGE	100,000	100,000		100,000
-	1,520	30,000	PROFESSIONAL SERVICES - EXISTING BRIDGE - LEGAL	30,000	30,000		30,000
-	1,899	30,000	MISCELLANEOUS - EXISTING BRIDGE	30,000	30,000		30,000
\$ 1,268,474	\$ 877,561	\$ 241,000	TOTAL MATERIAL & SERVICES	\$ 186,000	\$ 186,000		\$ 186,000
CAPITAL OUTLAY							
216,428	1,603,944	2,475,000	CAPITAL PURCHASE - EXISTING BRIDGE	3,670,000	3,670,000		3,670,000
-	-	-	CAPITAL PURCHASE - REPLACEMENT BRIDGE	-	-		-
\$ 216,428	\$ 1,603,944	\$ 2,475,000	TOTAL CAPITAL OUTLAY	\$ 3,670,000	\$ 3,670,000		\$ 3,670,000
\$ 1,754,549	\$ 2,749,808	\$ 2,822,700	TOTAL OPERATIONS EXPENDITURES	\$ 3,956,845	\$ 3,956,845		\$ 3,956,845
-	-	500,000	CONTINGENCY	500,000	500,000		500,000
\$ 1,754,549	\$ 2,749,808	\$ 3,322,700	TOTAL EXPENDITURES	\$ 4,456,845	\$ 4,456,845		\$ 4,456,845
ENDING FUND BALANCE							
\$ 3,008,255	\$ 3,026,673	\$ 2,450,000	ENDING FUND BALANCE	\$ 2,300,000	\$ 2,300,000		\$ 2,300,000
APPROPRIATIONS							
PERSONNEL SERVICES							
\$ 269,647	\$ 268,303	\$ 106,700	PERSONNEL SERVICES	\$ 100,845	\$ 100,845		\$ 100,845
1,268,474	877,561	241,000	MATERIALS & SERVICES	186,000	186,000		186,000
216,428	1,603,944	2,475,000	CAPITAL OUTLAY	3,670,000	3,670,000		3,670,000
-	-	-	CONTINGENCIES	500,000	500,000		500,000
\$ 1,754,549	\$ 2,749,808	\$ 3,322,700	TOTAL APPROPRIATIONS	\$ 4,456,845	\$ 4,456,845		\$ 4,456,845
2,308,255	3,026,673	2,450,000	FUND BALANCE - COMMITTED	2,300,000	2,300,000		2,300,000
700,000	-	-	FUND BALANCE - RESTRICTED	-	-		-
\$ 4,762,804	\$ 5,776,481	\$ 5,772,700	TOTAL REQUIREMENTS	\$ 6,756,845	\$ 6,756,845		\$ 6,756,845



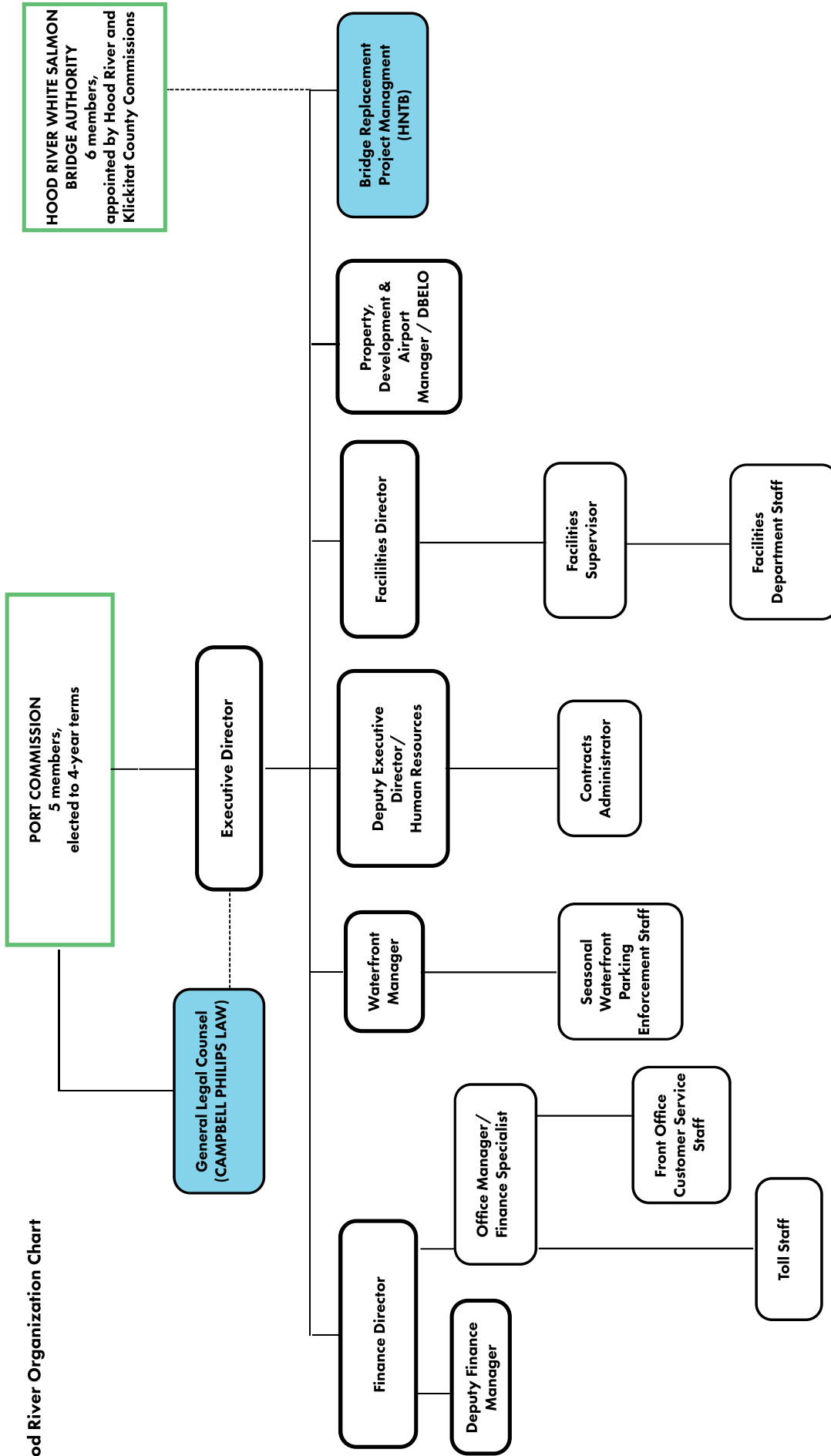




# ORGANIZATION CHART



**Port of Hood River Organization Chart**



OUTSIDE CONTRACTORS



# PERSONNEL SUMMARY AND COMPARISON



PORT OF HOOD RIVER  
PERSONNEL SUMMARY AND COMPARISON  
FY 2023-24

PERSONNEL SUMMARY

	WAGES			
	Actuals		Budget	Budget
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Wages	\$ 1,878,732	\$ 1,777,504	\$ 2,534,500	

Reconciliation from FY 2022-23:

Cost of Living Index	172,066	
Step Increases	29,900	
Contingency	123,000	
Reclass Staff Positions	12,275	
Reductions in Positions (no layoffs)	(424,036)	(86,795)
Budget FY 2023-24 - Wages		<u>\$ 2,447,705</u>
Percent decrease in wages		-3.4%
Percent decrease in wages without one-time contingency		-8.3%

Wages - Impact to Budget

- The cost of living allowance of 8.15% will affect the budget by about 6.8%
- Step increases for employees will affect the budget by about 1.2%
- Reclass of staff will affect the budget by less than 1%
- Contingency is about 5% of budget

	TAXES & BENEFITS			
	Actuals		Budget	Budget
	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
Wages	\$ 862,538	\$ 865,526	\$ 1,165,900	

Reconciliation from FY 2022-23:

Healthcare	7,177	
PERS	8,996	
Taxes and unemployment	2,280	
Contingency	5,876	24,329
Budget FY 2023-24 - Taxes & Benefits		<u>1,190,229</u>

Benefits - Impact to Budget

- Healthcare increases will impact the budget by less than 1%
- PERS rates increased slightly from the prior year

NUMBER OF EMPLOYEES BY DEPARTMENT

	FY 2022-23			FY 2023-24		
	Office	Facilities	Toll Booth	Office	Facilities	Toll Booth
Full-time	10.8	9.0	4.0	11.0	9.0	4.00
Part-time	1.0	-	8.0	-	-	9.00
Seasonal	5.0	6.0	-	5.0	6.0	-
FTE*	11.8	13.2	10.6	10.8	13.2	10.60
Total FTE	<u>35.6</u>			<u>34.6</u> **		

\* FTE adjusted for intern hours

\*\* One and a half unfilled positions were removed from the budget, and two part-time employees (one shared with the toll booth) are proposed to move to full-time to assist with the expected software implementation.

PERSONNEL AND BENEFITS DISTRIBUTED BY FUND

TOTAL PERSONNEL AND BENEFITS

FY 2022-23	\$ 3,700,400
FY 2023-24	<u>\$ 3,637,934</u>
<i>Decrease in budget</i>	<u>\$ (62,466)</u>
<i>Percent decrease in budget</i>	<u>-1.7%</u>

	Budget	
	FY 2022-23	FY 2023-24
General Fund	\$ 378,800	\$ 359,920
Revenue Fund	3,004,700	3,083,800
Bridge Repair Fund	106,700	106,700
Bridge Replacement Fund	210,200	139,000
All Funds	<u>\$ 3,700,400</u>	<u>\$ 3,689,420</u>

PERS CONTRIBUTION RATES

	Tier 1/2	Tier 3
PERS FY 2022-23	19.55%	15.72%
PERS FY 2023-25	18.70%	17.03%
PERS Rate Change as a %	-4.3%	8.3%



PORT OF HOOD RIVER  
PERSONNEL ALLOCATION TO ASSET CENTERS AND FUNDS

	Executive Director		Deputy Director		Waterfront Marina		Office Specialist		Finance Dir		Deputy Finance Manager		Contracts Admin		Office Manager		Development Manager		Admin Specialist		Toll Booth		Maintenance	
	Suprv	Lead	Suprv	Lead	Maint 3	Maint 3	Maint 3	Maint 3	Maint 3	Maint 3	Admin	Manager	Admin	Admin	Manager	Manager	Manager	Manager	Manager	Specialist	Specialist	Booth	Booth	Maintenance
Bridge	15.0%	15.0%	2.0%	2.0%	10.0%	10.0%	35.0%	35.0%	53.0%	53.0%	19.9%	19.9%	0.0%	0.0%	57.50%	57.50%	100.00%	100.00%	19.88%	19.88%				
Waterfront Industrial	4.0%	4.5%	3.0%	3.0%	3.0%	3.0%	4.0%	4.0%	2.0%	2.0%	1.9%	1.9%	10.0%	10.0%	4.00%	4.00%	8.0%	8.0%	1.88%	1.88%				
Big 7	4.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	4.4%	4.4%	8.0%	8.0%	2.00%	2.00%	8.0%	8.0%	4.38%	4.38%				
Jensen	4.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	4.8%	4.8%	8.0%	8.0%	2.00%	2.00%	8.0%	8.0%	4.75%	4.75%				
Maritime	2.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	2.9%	2.9%	6.0%	6.0%	1.50%	1.50%	6.0%	6.0%	2.88%	2.88%				
Halyard	2.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	4.6%	4.6%	10.0%	10.0%	2.00%	2.00%	10.0%	10.0%	4.63%	4.63%				
Timber Incubator	2.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	1.8%	1.8%	4.0%	4.0%	1.00%	1.00%	4.0%	4.0%	1.75%	1.75%				
Wasco	2.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	4.4%	4.4%	6.0%	6.0%	1.50%	1.50%	6.0%	6.0%	4.38%	4.38%				
Lower Mill	4.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	0.8%	0.8%	14.0%	14.0%	0.00%	0.00%	14.0%	14.0%	0.75%	0.75%				
State Office Bldg	1.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	1.6%	1.6%	3.0%	3.0%	1.00%	1.00%	3.0%	3.0%	1.63%	1.63%				
Port Office Bldg	1.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	3.5%	3.5%	3.0%	3.0%	1.00%	1.00%	3.0%	3.0%	3.50%	3.50%				
Marina Office bldg	1.0%	0.0%	0.0%	0.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	3.6%	3.6%	3.0%	3.0%	1.50%	1.50%	3.0%	3.0%	3.63%	3.63%				
Eventsite	3.0%	2.0%	18.0%	18.0%	5.0%	5.0%	3.0%	3.0%	5.0%	5.0%	4.4%	4.4%	0.0%	0.0%	5.00%	5.00%	0.0%	0.0%	4.38%	4.38%				
Hook	0.5%	0.5%	2.0%	2.0%	2.0%	2.0%	0.5%	0.5%	1.0%	1.0%	1.3%	1.3%	0.0%	0.0%	0.50%	0.50%	0.0%	0.0%	1.50%	1.50%				
Spit	0.5%	0.5%	2.0%	2.0%	2.0%	2.0%	0.5%	0.5%	1.0%	1.0%	1.3%	1.3%	0.0%	0.0%	0.50%	0.50%	0.0%	0.0%	1.50%	1.50%				
Nichols	0.5%	0.5%	2.0%	2.0%	2.0%	2.0%	0.5%	0.5%	1.0%	1.0%	1.3%	1.3%	0.0%	0.0%	0.50%	0.50%	0.0%	0.0%	1.00%	1.00%				
Marina Park	2.0%	2.0%	20.0%	20.0%	5.0%	5.0%	3.0%	3.0%	5.0%	5.0%	10.1%	10.1%	1.0%	1.0%	3.00%	3.00%	1.0%	1.0%	13.75%	13.75%				
Marina	5.0%	1.0%	45.0%	45.0%	3.0%	3.0%	5.0%	5.0%	3.0%	3.0%	10.1%	10.1%	0.0%	0.0%	5.00%	5.00%	0.0%	0.0%	10.13%	10.13%				
Airport	8.0%	2.0%	4.0%	4.0%	3.0%	3.0%	4.0%	4.0%	5.0%	5.0%	10.0%	10.0%	24.0%	24.0%	3.50%	3.50%	0.0%	0.0%	10.00%	10.00%				
General Fund	25.5%	57.0%	2.0%	2.0%	35.0%	35.0%	14.0%	14.0%	5.0%	5.0%	0.0%	0.0%	0.0%	0.0%	6.00%	6.00%	0.0%	0.0%	0.00%	0.00%				
Bridge Repair Fund	8.0%	5.0%	0.0%	0.0%	0.0%	0.0%	5.0%	5.0%	1.0%	1.0%	3.8%	3.8%	0.0%	0.0%	1.0%	1.0%	0.0%	0.0%	3.75%	3.75%				
Bridge Replacement Fund	5.0%	10.0%	0.0%	0.0%	0.0%	0.0%	10.0%	10.0%	1.0%	1.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.00%	0.00%				
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

	Suprv		Lead		Maint 3		Maint 3		Maint 3		Maint 2		Maint 2		Temps		Eventsite		Aggregate				
	Suprv	Lead	Suprv	Lead	Maint 3	Maint 3	Maint 3	Maint 3	Maint 3	Maint 3	Maint 2	Maint 2	Maint 2	Maint 2	Temps	Temps	Eventsite	Eventsite	Aggregate	Aggregate			
Bridge	20.0%	24.0%	20.0%	20.0%	12.0%	12.0%	17.0%	17.0%	14.0%	14.0%	47.0%	47.0%	15.0%	15.0%					19.88%	19.88%			
Waterfront Land	2.0%	1.0%	2.0%	2.0%	6.0%	6.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	5.0%	5.0%					1.88%	1.88%			
Big 7	5.0%	5.0%	5.0%	5.0%	2.0%	2.0%	4.0%	4.0%	5.0%	5.0%	5.0%	5.0%	3.0%	3.0%					4.38%	4.38%			
Jensen	8.0%	8.0%	4.0%	4.0%	3.0%	3.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	3.0%	3.0%					4.75%	4.75%			
Maritime	3.0%	3.0%	4.0%	4.0%	2.0%	2.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%					2.88%	2.88%			
Halyard	6.0%	6.0%	6.0%	6.0%	5.0%	5.0%	3.0%	3.0%	5.0%	5.0%	3.0%	3.0%	3.0%	3.0%					4.63%	4.63%			
Timber Incubator	2.0%	2.0%	2.0%	2.0%	1.0%	1.0%	1.0%	1.0%	3.0%	3.0%	2.0%	2.0%	2.0%	2.0%					1.75%	1.75%			
Wasco	3.0%	3.0%	5.0%	5.0%	5.0%	5.0%	3.0%	3.0%	8.0%	8.0%	5.0%	5.0%	5.0%	5.0%					4.38%	4.38%			
Lower Mill	3.0%	2.0%	1.0%	1.0%	3.0%	3.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%					0.75%	0.75%			
State Office Bldg	2.0%	2.0%	2.0%	2.0%	12.0%	12.0%	1.0%	1.0%	5.0%	5.0%	2.0%	2.0%	2.0%	2.0%					1.63%	1.63%			
Port Office	2.0%	2.0%	2.0%	2.0%	8.0%	8.0%	3.0%	3.0%	5.0%	5.0%	2.0%	2.0%	2.0%	2.0%					3.50%	3.50%			
Marina Bldg	5.0%	4.0%	8.0%	8.0%	2.0%	2.0%	2.0%	2.0%	7.0%	7.0%	4.0%	4.0%	4.0%	4.0%					3.63%	3.63%			
Event Site	3.0%	3.0%	4.0%	4.0%	3.0%	3.0%	3.0%	3.0%	8.0%	8.0%	3.0%	3.0%	3.0%	3.0%					4.00%	4.00%			
Hook/Spit/Nichols	6.0%	9.0%	10.0%	10.0%	7.0%	7.0%	20.0%	20.0%	20.0%	20.0%	8.0%	8.0%	8.0%	8.0%					13.75%	13.75%			
Marina Park	12.0%	12.0%	11.0%	11.0%	16.0%	16.0%	10.0%	10.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%					10.13%	10.13%			
Airport	9.0%	7.0%	7.0%	7.0%	9.0%	9.0%	35.0%	35.0%	5.0%	5.0%	3.0%	3.0%	3.0%	3.0%					10.00%	10.00%			
General Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%					0.00%	0.00%			
Bridge Repair Fund	7.0%	5.0%	5.0%	5.0%	4.0%	4.0%	2.0%	2.0%	1.0%	1.0%	3.0%	3.0%	3.0%	3.0%					3.75%	3.75%			
Bridge Replacement fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%					0.00%	0.00%			
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



# **SCHEDULE OF MATERIALS & SERVICES**



**PORT OF HOOD RIVER  
REVENUE FUND  
SCHEDULE OF MATERIALS & SERVICES**

	Actuals		Budget		%
	2020-21	2021-22	2022-23	2023-24	
<u>UTILITIES</u>					
Bridge	15,558	14,681	18,000	18,000	
Big 7	67,172	67,513	71,000	79,000	
Jensen	89,863	91,934	95,000	107,000	
Maritime	25,889	34,186	36,000	40,000	
Halyard	215,723	264,799	263,000	310,000	
Timber Incubator	12,140	11,381	15,000	15,000	
Wasco	32,050	31,772	33,000	37,000	
Hanel	2,845	3,225	4,000	4,000	
State Office	4,583	6,415	7,000	7,500	
Marina Office	10,456	11,930	13,000	14,000	
Port Office	8,925	13,295	16,000	16,000	
Waterfront	-	-	-	-	
Eventsite	18,938	37,728	31,000	43,000	
Nichols Basin	7,305	10,133	11,000	12,000	
Marina Park	8,076	9,157	15,000	15,000	
Marina	25,061	38,252	42,000	44,000	
Airport	33,648	35,338	50,000	45,000	
<b>Subtotal</b>	<b>578,232</b>	<b>681,739</b>	<b>720,000</b>	<b>806,500</b>	<b>12.0%</b>

<u>MAINTENANCE</u>					
Bridge	19,644	21,926	50,000	50,000	
Big 7	18,824	21,086	20,000	20,000	
Jensen	12,066	29,450	21,000	25,000	
Maritime	576	4,247	3,000	3,000	
Halyard	27,119	27,159	48,000	48,000	
Timber Incubator	3,298	2,796	5,000	5,000	
Wasco	9,754	8,783	10,000	10,000	
Hanel	430	216	3,000	3,000	
State Office	4,221	3,100	7,000	7,000	
Marina Office	15,012	14,080	12,000	15,000	
Port Office	7,352	6,046	10,000	10,000	
Waterfront	10,155	621	10,000	10,000	
Eventsite	15,520	11,106	15,000	15,000	
Nichols Basin	4,677	2,899	6,000	6,000	
Hook/Spit	11,719	16,386	8,000	8,000	
Marina Park	25,218	16,882	24,000	24,000	
Marina	10,403	19,297	25,000	25,000	
Airport	60,343	40,282	70,000	65,000	
<b>Subtotal</b>	<b>256,331</b>	<b>246,362</b>	<b>347,000</b>	<b>349,000</b>	<b>0.6%</b>

<u>INSURANCE</u>					
Bridge	310,077	329,865	327,000	380,000	
Big 7	13,873	14,987	14,800	17,500	
Jensen	8,756	9,459	9,300	11,000	
Maritime	5,903	6,377	6,300	7,500	
Halyard	5,073	5,481	5,400	6,400	

**PORT OF HOOD RIVER  
REVENUE FUND  
SCHEDULE OF MATERIALS & SERVICES**

	Actuals		Budget		%
	2020-21	2021-22	2022-23	2023-24	
Timber Incubator	690	746	800	870	
Wasco	6,062	6,548	6,500	7,700	
Hanel	680	734	800	900	
State Office	1,449	1,565	1,600	1,800	
Marina Office	3,863	4,173	4,100	4,800	
Port Office	2,757	2,978	3,000	3,500	
Waterfront	952	1,028	1,100	1,200	
Eventsite	3,334	3,601	3,600	4,200	
Hook/Spit	-	-	-	-	
Marina Park	3,591	3,879	3,900	4,500	
Marina	7,398	7,992	7,800	9,300	
Airport	13,771	14,566	16,300	17,000	
Administration	2,290	2,631	3,100	3,100	
Maintenance	22,835	23,717	31,500	31,500	
<b>Subtotal</b>	<b>413,354</b>	<b>440,327</b>	<b>446,900</b>	<b>512,770</b>	<b>14.7%</b>

PROPERTY TAXES

Big 7	26,659	27,192	28,000	29,000	
Jensen	41,598	45,943	46,000	49,000	
Maritime	16,034	18,447	18,700	19,700	
Halyard	60,036	65,603	65,800	72,078	
Timber Incubator	7,567	7,782	8,000	8,300	
Wasco	30,037	32,750	33,000	35,000	
Hanel	-	-	-	-	
State Office	3,991	4,121	4,200	4,100	
Marina Office	9,903	10,229	10,400	10,900	
Port Office	4	-	-	-	
Marina Park	1,545	-	1,600	1,700	
Marina	-	1,598	-	-	
Airport	4,142	4,222	4,300	4,500	
<b>Subtotal</b>	<b>201,516</b>	<b>217,887</b>	<b>220,000</b>	<b>234,278</b>	<b>6.5%</b>

MISCELLANEOUS

Bridge	89,154	157,030	275,000	200,000	
Big 7	35,441	36,495	38,000	38,000	
Jensen	10,863	15,175	13,000	15,000	
Maritime	2,209	2,224	3,000	3,000	
Halyard	3,916	3,873	5,000	5,000	
Timber Incubator	502	67	2,000	2,000	
Wasco	4,744	4,980	7,000	7,000	
Hanel	(652)	1,244	3,000	3,000	
State Office	23,788	24,427	27,000	28,000	
Marina Office	9,845	11,369	12,000	13,000	
Port Office	3,549	4,958	5,000	5,800	
Waterfront	4,817	9,417	5,000	5,000	
Eventsite	35,189	24,188	26,000	28,000	

**PORT OF HOOD RIVER  
REVENUE FUND  
SCHEDULE OF MATERIALS & SERVICES**

	Actuals		Budget		%
	2020-21	2021-22	2022-23	2023-24	
Hook/Spit/Nichols	29,372	17,486	15,000	20,000	
Marina Park	26,809	14,305	15,000	15,000	
Marina	25,307	19,191	25,000	25,000	
Airport	12,156	6,169	10,000	10,000	
<b>Subtotal</b>	<b>317,009</b>	<b>352,598</b>	<b>486,000</b>	<b>422,800</b>	<b>-13.0%</b>

LEGAL

Bridge	4,205	20,064	20,000	20,000	
Big 7	3,690	-	4,000	4,000	
Jensen	1,890	3,787	8,000	8,000	
Maritime	175	-	5,000	5,000	
Halyard	36,672	-	5,000	5,000	
Timber Incubator	1,290	-	5,000	5,000	
Wasco	-	-	3,000	3,000	
Hanel	5,835	-	7,000	7,000	
State Office	1,675	-	2,000	2,000	
Marina Office	1,450	2,175	4,000	4,000	
Port Office	-	-	1,000	1,000	
Waterfront	19,108	56,103	40,000	40,000	
Eventsite	1,450	-	3,000	3,000	
Hook/Spit/Nichols	1,450	1,814	3,000	3,000	
Marina Park	-	-	3,000	3,000	
Marina	725	-	5,000	5,000	
Airport	19,181	34,724	35,000	30,000	
Admin	1,450	430	30,000	30,000	
<b>Subtotal</b>	<b>100,246</b>	<b>119,097</b>	<b>183,000</b>	<b>178,000</b>	<b>-2.7%</b>

OTHER PROFESSIONAL

Bridge	214,962	285,846	333,000	453,000	
Big 7	225	625	5,000	5,000	
Jensen	-	-	5,000	5,000	
Maritime	-	-	5,000	5,000	
Halyard	500	1,956	5,000	5,000	
Timber Incubator	-	1,760	2,000	2,000	
Wasco	194	-	2,000	2,000	
Hanel	5,310	-	55,000	55,000	
State Office	-	-	2,000	2,000	
Marina Office	-	-	2,000	2,000	
Port Office	-	-	2,000	2,000	
Waterfront - Parking/Security	45,236	56,819	76,000	76,000	
Waterfront	105,462	44,742	55,000	25,000	
Eventsite	1,125	1,630	3,000	3,000	
Hook/Spit/Nichols	-	-	5,000	5,000	
Marina Park	490	605	10,000	5,000	
Marina	18,401	12,003	25,000	15,000	
Airport	20,584	44,819	70,000	20,000	
Administration	26,585	144,294	150,000	140,000	Building assessment; IT

**PORT OF HOOD RIVER  
REVENUE FUND  
SCHEDULE OF MATERIALS & SERVICES**

	Actuals		Budget		%
	2020-21	2021-22	2022-23	2023-24	
Maintenance	-	-	-	140,000	Security Contract
<b>Subtotal</b>	<b>439,074</b>	<b>595,099</b>	<b>812,000</b>	<b>967,000</b>	19.1%
<i><u>ADMINISTRATION &amp; MAINTENANCE</u></i>					
Admin - Purchases	89,510	85,454	95,000	100,000	
Travel & Training	7,529	8,797	40,000	18,000	
NSF	-	-	1,000	1,000	
Credit Card Fees	166,455	181,954	185,000	200,000	
Maintenance Equipment	66,013	25,463	65,000	65,000	
Maintenance Miscellaneous	33,596	54,983	50,000	65,000	
<b>Subtotal</b>	<b>363,103</b>	<b>356,651</b>	<b>436,000</b>	<b>449,000</b>	3.0%
<b>TOTAL</b>	<b>2,668,865</b>	<b>3,009,760</b>	<b>3,650,900</b>	<b>3,919,348</b>	7.4%



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



**Capital Projects Tracking List**

1 - Short Term (next budget year); 2 - Near Term (2-3 years); 3 - Mid Term (4-10); 4 - Long Term (more than 10)		Department	Project Title	Estimate
Priority	Budget Year			
1	23/24	Airport	Repair Wetland (No. Apron Development)	\$30,000
1	23/24	Airport	AWOS-Wind sock relocation study	\$75,000
1	23/24	Airport	SDS Hangar Repairs	\$60,000
1	23/24	Airport	South Apron T-Hangars Phase 1: Prep/PE	\$100,000
2	24/25	Airport	Paint FBO Building	\$20,000
2	24/25	Airport	Paint White Hangar	\$20,000
2	24/25	Airport	AWOS-Wind sock relocation	\$180,000
2	24/25	Airport	South Apron T-Hangars Phase 2: Final Design/Const.	\$1,400,000
1	23/24	Bridge	Lift Span Wire Rope Replacement	\$1,600,000
1	23/24	Bridge	Underwater Pier Cap 6 & 8 Concrete Repairs (WIP)	\$500,000
1	23/24	Bridge	Misc. Steel Repairs/Pier Cap (WIP)	\$300,000
1	23/24	Bridge	Maintenance Painting	\$800,000
1	23/24	Bridge	Lift Span Rack Pinion Shafts, Couplings, Keys	\$250,000
1	23/24	Bridge	Deck Welding (ann. Placeholder)	\$60,000
1	23/24	Bridge	Lift Span Maint. Inspection (5-yr. cycle)	\$100,000
1	23/24	Bridge	Replace bolts & guard rails segments (ann. Placeholder)	\$60,000
1	23/24	Bridge	Software/Hardware System Update	\$258,000
1	23/24	Bridge	Camera System for Speeding Truck Warning	\$150,000
2	24/25	Bridge	Scour Evaluation (Subsurface)	\$15,000
2	24/25	Bridge	Rehab Live Loads (Lift Span M&E)	\$100,000
2	24/25	Bridge	Embankment Slough Repairs	\$40,000
2	24/25	Bridge	Channel scan at Pier Foundations	\$40,000
2	24/25	Bridge	Paint Centerline	\$10,000
2	24/25	Bridge		
1	23/24	Marina	6(f) Research Study Marina Basin	\$20,000
1	23/24	Marina	Moorage Float Repair (No. C-dock, Ph. 1)	\$40,000
2	24/25	Marina	Planning Study- Moorage & upland	\$50,000
2	24/25	Marina	Moorage Float Repair (No. C-dock, Ph. 2)	\$40,000
2	25/26	Marina	Moorage Float Repair (No. C-dock, Ph. 3)	\$40,000
3	26/27	Marina	Moorage Float Repair (No. A/B dock)	\$40,000
3	27/28	Marina	Rehabilitate transient dock	\$400,000
3	27/28	Marina	Restore/Expand south basin dock	\$600,000
3	29/30	Marina	Construct Dinghy launch ramp & dock	\$550,000
3	31/32	Marina	Repace Marina Way	\$50,000
1	23/24	Real Estate Existing	Replace N. Facing Windows - Jensen	\$80,000
1	23/24	Real Estate Existing	Replace Elevator in Big 7 Building	\$400,000
1	23/24	Real Estate Existing	New Admin Financial Software/IT Upgrades	\$284,000
1	23/24	Real Estate Existing	Halvard Building Tenant Improvements	\$137,901
2	24/25	Real Estate Existing	Enviro Survey of breezeway - Jensen	\$10,000
2	24/25	Real Estate Existing	Roof Repair / Replace - Jensen	\$1,000,000
2	24/25	Real Estate Existing	Elevator Maintenance - Wasco	\$50,000
3	25/26	Real Estate Existing	Retaining Wall - ADD Parking - Big 7	\$35,000
3	25/26	Real Estate Existing	Elevator-Hydraulic Modernization - Big 7	\$150,000
1	23/24	Real Estate Undeveloped	Wetland Infill Project - Lower Mill	\$250,000
1	23/24	Real Estate Undeveloped	Port Office Relocation Study	\$50,000
1	23/24	Real Estate Undeveloped	Lot 1 Phase 1: Anchor Way/First St. AE/Design	\$1,100,000
2	24/25	Real Estate Undeveloped	Build Industrial Building - Lower Mill	\$10,000,000
3	26/27	Real Estate Undeveloped	Acquire Industrial Property	\$15,000,000
1	23/24	Waterfront	Nichols Tree Replacement Project	\$20,000
2	24/25	Waterfront	Event Site Dock - safety resize	\$45,000

**Capital Projects For FY 23-24**

Grant	Source	Net to Cash	Purpose	ROI Opportunity
\$ -	Airport Net Revenue	(\$30,000)	Mitigation	Next Phase
\$ 74,250	FAA Grants	(\$750)	Safety	n/a
\$ -	Airport Net Revenue	(\$60,000)	Building Maintenance	maintain revenue
\$ 50,000	FAA/Airport Net Rev	(\$50,000)	Building Maintenance	Next Phase
\$ -	Repair Reserves	(\$1,600,000)	Bridge CIP	maintain revenue
\$ -	Repair Reserves	(\$500,000)	Bridge CIP	maintain revenue
\$ -	Repair Reserves	(\$300,000)	Bridge CIP	maintain revenue
\$ -	Repair Reserves	(\$800,000)	Bridge CIP	maintain revenue
\$ -	Repair Reserves	(\$250,000)	Bridge CIP	maintain revenue
\$ -	Repair Reserves	(\$60,000)	Bridge CIP	maintain revenue
\$ -	Repair Reserves	(\$100,000)	Bridge CIP	maintain revenue
\$ -	Repair Reserves	(\$60,000)	Bridge CIP	maintain revenue
\$ -	Tolls	(\$258,000)	Bridge Operating CIP	maintain revenue
\$ -	Tolls	(\$150,000)	Bridge Operating CIP	maintain revenue
\$ 20,000	Bridge Grants	\$0	Bridge Replacement	Next Phase
\$ -	Marina Net Revenue	(\$40,000)	Bridge CIP	maintain revenue
\$ -	Industrial Net Rev	(\$80,000)	Building CIP	maintain revenue
\$ -	Industrial Net Rev	(\$400,000)	Building CIP	maintain revenue
\$ -	Admin Net Rev	(\$284,000)	Finance Procurement	n/a
\$ -	Admin Net Rev	(\$137,901)	Building CIP	maintain revenue
\$ -	Industrial Net Rev	(\$80,000)	Building CIP	maintain revenue
\$ 50,000	Bridge Grants	\$0	Bridge Replacement	Next Phase
\$ 1,000,000	ODOT/DAS/Net Rev	(\$100,000)	Walker Macy/IAMP	Next Phase
\$ 20,000	Grant TBD	\$0	staff inspection	n/a

2	24/25	Waterfront	Marina Beach Signage (x 2)	\$30,000
2	24/25	Waterfront	Nichols Seawall - Pavement Repair	\$100,000
2	24/25	Waterfront	Event Site Landscaping	\$20,000
2	24/25	Waterfront	Event Site Restroom Rehab	\$20,000
2	24/25	Waterfront	Nichols Tree Replacement Project	\$20,000
2	25/26	Waterfront	Event Site Landscaping	\$20,000
3	27/28	Waterfront	Event Site Landscaping	\$30,000
1	23/24	Waterfront/Recreation	Trail - Paving repairs/Marina Park	\$10,000
2	24/25	Waterfront/Recreation	LED Lighting HR Footbridge	\$65,000
2	24/25	Waterfront/Recreation	Footbridge Deck replacement	\$30,000

\$ - | WF Rec Net Rev | (\$10,000) | staff inspection | n/a

1	23/24	Maintenance	Trucks x 2, Large Deck Mower	\$100,000
1	23/24	Bridge Replacement	Management Contract, Preliminary Engineering	\$8,952,000

\$ - | Maint. Net Rev | (\$100,000) | budget request | n/a

\$ 8,575,000 | Grants/Transfer | (\$377,000) | Project Schedule | Next Phase

# **TOTAL SUMMARY OF REVENUES AND EXPENDITURES**



**PORT OF HOOD RIVER**  
**Schedule of Revenues and Expenditures**  
**Presented for Adoption Budget**  
**FY 2023-24**

	Revenues	Personnel Services	Materials & Services	Net Revenues Before Capital Outlay	Other Sources	Capital Outlay	Debt Service	Required Transfers	Other Transfers	Change in Fund Balance (does not include contingency)
Bridge	\$ 9,924,000	\$ 1,201,000	\$ 1,321,000	\$ 7,402,000	\$ 122,000	\$ 408,000	\$ -	\$ (3,600,000)	\$ (2,001,845)	\$ 1,514,155
Big 7	415,000	95,000	192,500	127,500	-	420,000	-	-	-	(292,500)
Jensen	633,000	99,500	220,000	313,500	-	80,000	1,640,000	-	-	(1,406,500)
Maritime	400,000	67,000	83,200	249,800	-	-	-	-	-	249,800
Halyard	835,000	94,900	451,478	288,622	-	157,901	-	-	-	130,721
Timber Incubator	108,600	49,800	38,170	20,630	-	10,000	-	-	-	10,630
Wasco	283,000	85,000	101,700	96,300	-	15,000	-	-	-	81,300
Hanel Lower Mills	55,000	58,700	72,900	(76,600)	50,000	250,000	-	-	-	(276,600)
<i>Total Industrial Properties</i>	<i>2,729,600</i>	<i>549,900</i>	<i>1,159,948</i>	<i>1,019,752</i>	<i>50,000</i>	<i>932,901</i>	<i>1,640,000</i>	<i>-</i>	<i>-</i>	<i>(1,503,149)</i>
State Building	51,000	43,500	52,400	(44,900)	0	20,000	-	-	-	(64,900)
Marina Office Building	78,800	68,000	63,700	(52,900)	0	10,000	-	-	-	(62,900)
Port Building	48,550	65,900	38,300	(55,650)	50,000	50,000	-	-	-	(55,650)
<i>Total Commercial Properties</i>	<i>178,350</i>	<i>177,400</i>	<i>154,400</i>	<i>(153,450)</i>	<i>50,000</i>	<i>80,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(183,450)</i>
Waterfront Industrial	146,700	115,100	157,200	(125,600)	1,000,000	1,100,000	-	-	-	(225,600)
Eventsite	269,200	147,200	96,200	25,800	-	20,000	-	-	-	5,800
Hook/Spit/Nichols	12,600	84,400	54,000	(125,800)	20,000	30,000	-	-	-	(135,800)
Marina Park	17,400	232,800	68,200	(283,600)	-	10,000	-	-	-	(293,600)
	299,200	464,400	218,400	(383,600)	20,000	60,000	-	-	-	(423,600)
Marina	507,900	232,000	123,300	152,600	27,000	60,000	95,500	-	-	24,100
Airport	294,000	220,900	191,500	(118,400)	124,250	265,000	-	-	-	(259,150)
Administration	200,000	123,100	292,100	(215,200)	102,500	284,000	-	-	(609,839)	(1,006,539)
Maintenance	-	-	301,500	(301,500)	-	100,000	-	-	-	(401,500)
Revenue Fund	\$ 14,279,750	\$ 3,083,800	\$ 3,919,348	\$ 7,276,602	\$ 1,495,750	\$ 3,289,901	\$ 1,735,500	\$ (3,600,000)	\$ (2,611,684)	\$ (2,464,733)
General Fund	\$ 90,000	326,289	373,550	(609,839)	15,000	-	-	-	609,839	15,000
Bridge Repair Fund	-	100,845	186,000	(286,845)	100,000	3,670,000	-	-	1,156,845	(2,700,000)
Bridge Replacement Fund	-	127,000	343,000	(470,000)	8,577,000	8,952,000	-	-	845,000	-
Bi-State Bridge Fund	-	-	3,600,000	(3,600,000)	-	-	-	3,600,000	-	-
Total all Funds	\$ 14,369,750	\$ 3,637,934	\$ 8,421,898	\$ 2,309,918	\$ 10,187,750	\$ 15,911,901	\$ 1,735,500	\$ -	\$ -	\$ (5,149,733)





# APPENDIX

- LB-1



A public meeting of the Port of Hood River Commission will be held on June 6, 2023 at 5:00 pm at the Port Office Marina Center Board Room at 1000 E. Port Marina Drive, Hood River, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Port of Hood River Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Port Office at 1000 E. Port Marina Drive, Hood River, between the hours of 9 a.m. and 5 p.m, Monday - Friday. The budget may also be viewed online at www.portofhoodriver.com. This budget is for an annual budget period ending June 30, 2024.

Contact: Debbie Smith-Wagar Telephone: 541.386.6651 Email: dsmith-wagar@portofhoodriver.com

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount FY 2021-22	Adopted Budget FY 2022-23	Approved Budget FY 2023-24
Beginning Fund Balance/Net Working Capital	12,577,057	19,853,000	17,050,000
Tolls	6,020,430	6,690,000	9,924,000
Lease Income	2,433,854	2,578,050	2,909,750
User fees	431,419	442,000	287,400
Marina	408,262	418,000	507,900
Airport	252,882	260,200	294,000
Grant Income and Other Sources	1,377,566	6,386,000	10,327,450
Property Sales	0	0	
Other Debt	0	0	
Interest Income	111,475	133,500	217,000
Interfund Transfers	2,886,135	4,133,950	6,211,684
All Other Resources Except Property Taxes	26,499,080	40,894,700	47,729,184
Property Taxes Estimated to be Received	88,955	88,500	90,000
<b>Total Resources</b>	<b>26,588,035</b>	<b>40,983,200</b>	<b>47,819,184</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	2,642,390	3,700,400	3,637,934
Materials and Services	4,360,977	5,200,650	8,421,898
Capital Outlay	1,915,115	10,327,600	15,624,000
Debt Service	254,053	251,500	1,735,500
Interfund Transfers	2,886,135	4,133,950	6,211,684
Contingencies	0	1,000,000	1,000,000
Unappropriated Ending Balance and Reserved for Future Expenditure	14,529,365	16,369,100	11,188,168
<b>Total Requirements</b>	<b>26,588,035</b>	<b>40,983,200</b>	<b>47,819,184</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Toll Bridge	4,653,941	11,080,900	20,258,845
FTE	15.7	19.0	14.6
Industrial Buildings	1,458,232	2,446,200	4,144,848
FTE	4.9	4.5	4.9
Commercial Buildings	250,047	401,000	411,800
FTE	0.8	0.7	1.7
Waterfront Recreation	623,464	901,400	742,800
FTE	2.1	1.6	2.0
Marina	354,189	746,500	510,800
FTE	1.2	1.4	2.1
Airport	451,927	880,300	677,400
FTE	1.5	1.6	2.0
Land	285,621	1,774,400	1,372,300
FTE	1.0	3.2	3.1
General Government	651,515	1,051,750	699,839
FTE	2.2	3.2	4.2
Unallocated Expenses	443,599	1,197,700	1,600,700
Unappropriated Ending Balance and Reserved for Future Expenditure	14,529,365	16,369,100	11,188,168
Pass through transfers	2,886,135	4,133,950	6,211,684
<b>Total Requirements</b>	<b>26,588,035</b>	<b>40,983,200</b>	<b>47,819,184</b>
<b>Total FTE</b>	<b>29.4</b>	<b>34.6</b>	<b>34.6</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING**

Two large bridge projects were not completed in fiscal year 2022-23 and have been moved to the new budget. These projects are replacing the wire ropes - \$1.6 million and underwater pier repairs - \$500k. The budget creates a new fund – the Bi-State Bridge Replacement Fund – to account for any toll increase (proposed to be approximately \$1 per crossing) that is fully dedicated to the new bridge. The budget includes spending approximately \$8.6 million in grant revenue received by the Port to construct the new bridge. The budget assumes all additional funding for the new bridge will be directed to the new Bi-State Bridge Authority that will be created July 1, 2023. Personnel costs will depict an 8.15% COLA (cost of living adjustment) as well as setting aside \$123,000 in contingency for employee incentives.

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

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1, 2023	Estimated Debt Authorized, But Not Incurred on July 1, 2023
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$1,759,534	\$0
<b>Total</b>	<b>\$1,759,534</b>	<b>\$0</b>

