

PORT OF HOOD RIVER COMMISSION
Tuesday, November 15, 2016
Marina Center Boardroom

Regular Session Agenda
Upon Conclusion of Fall Planning Work Session

1. Call to Order
 - a. Modifications, Additions to Agenda
2. Public Comment (5 minutes per person per subject; 30 minute limit)
3. Consent Agenda
 - a. Approve Minutes of November 1, 2016 Regular Session (*Laurie - Page 3*)
 - b. Approve Nomination of Jon Davies to Urban Renewal Agency Board (*Laurie – Page 7*)
 - c. Approve Reappointment of Scott Perry to the Airport Advisory Committee (*Fred – Page 9*)
 - d. Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$8,140 (*Fred – Page 11*)
4. Presentations
 - a. Financial Review for Period Ending September 30, 2016 (*Fred – Page 15*)
5. Director’s Report (*Michael – December Calendar Page 20*)
6. Action Items
 - a. Approve Contract with Allied Maintenance, LLC for Janitorial Service Not to Exceed \$56,824 (*Anne – Page 22*)
 - b. Approve 2017 Marina Lease Rates (*Fred – Page 30*)
 - c. Approve 2017 T-Hangar Lease Rates (*Fred – Page 36*)
7. Commission Call
8. 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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*Port of Hood River Commission
Meeting Minutes of November 1, 2016 Regular Session
Marina Center Boardroom
5:00 P.M.*

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

Present: Commissioners Fred Duckwall, Rich McBride, Brian Shortt, and Hoby Streich; Legal Counsel Jerry Jaques; from staff, Michael McElwee, Genevieve Scholl, Liz Whitmore, and Laurie Borton

Absent: Commissioner Jon Davies; from staff, Fred Kowell

Media: None

1. CALL TO ORDER: President Brian Shortt called the Regular Session meeting to order at 5:00 p.m.
a. Modifications, Additions to Agenda: No modifications were made to the agenda; it was noted, however, that Commissioner Jon Davies and Chief Financial Officer Fred Kowell were unable to attend.

2. PUBLIC COMMENT: None.

3. CONSENT AGENDA:

- a. Approve minutes of October 18, 2016 Regular Session
- b. Approve Use Agreement with Hood River Soaring for Temporary Storage Container at Ken Jernstedt Airfield
- c. Approve Lease Addendum No. 2 with WyEast Laboratories, Inc. at Timber Incubator Building, Subject to Legal Counsel Review
- d. Approve Accounts Payable for Hood River County Property Taxes in the Amount of \$180,090.57

Motion: Move to approve Consent Agenda

Move: Duckwall

Second: Streich

Vote: **Aye:** Duckwall, McBride, Shortt, and Streich

Absent: Davies

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

a. 2017 Bridge Toll Increase Alternatives: In Kowell’s absence, McElwee led a brief discussion on four options that included (1) keeping tolls at the current level; (2) raising the cash toll by 25 cents; (3) increasing the cash toll up to \$2.00; or (4) raising both the cash and electronic tolls. Discussion will continue during the November 15 fall planning work session. Any increase in toll would result in the Bridge Repair and Replacement Fund becoming two separate funds that would support repair of the existing bridge and funds dedicated to a bridge replacement. Commissioner McBride inquired about a larger boost in truck rates; he also expressed concern about the financial difficulty some cash customers may experience and inquired if a “locals” sticker, such as used by the Port of Cascade Locks, would be considered. Commissioner Streich inquired if seasonal pricing had been considered—higher tolls for the tourist months of April through September. Commissioner Shortt inquired if modeling might be available at fall planning that reflects comments of McBride and Streich. McElwee noted a decision will need to be made but that implementation would not be immediate as time would be needed for further modeling and public outreach efforts.

b. Wasco Building Co-work Space Model Proposal: Co-working space allows office footprints the flexibility to shrink or expand, and helps start-up, single person businesses or companies that are growing to utilize shared space on a short or longer term basis. Medenbach said her proposal looked primarily at the Wasco Business Park building but could also work in the Gorge Innoventure space next to the Port office. There would need to be a financial investment by the Port for tenant improvements to create space that would be inviting with current technology and Medenbach believes the revenue generated for a co-work environment could

double that of a ‘traditional’ single entity lease. Site management facilitation is seen as the biggest challenge. The Commission expressed interest in the proposal and recommended that Medenbach survey businesses and attend a Gorge Technology Alliance meeting about this proposal. Medenbach will revise the draft schematic, prepare a needs survey, work with legal counsel on the structure, and then return to the Commission for further discussion.

c. **Airport Utility Classification Change:** In 2004 the Airport Master Plan (“AMP”) designated our runway as Non-Utility, which meant the Port wanted the instrument approach option left open. Because of this designation, however, hangar development would not be allowed due to large runway setback requirements; and if not allowed, future growth needs cannot be met. A Utility Runway Airport is designed for smaller, B2 (having to do with runway weight) and below aircraft. The Port’s consultant, Century West Engineering, believes it is not likely the Airfield would be granted a Non-Utility instrument approach classification. A change to the Utility Classification was discussed with the Airport Advisory Committee at the October 26 meeting; both the Committee and FBO TacAero agreed this was the correct way to proceed with the Federal Aviation Administration while the AMP is currently under review. ***There was consensus from the Commission to move toward the Utility runway classification.***

5. **DIRECTOR’S REPORT:** McElwee provided a final draft agenda for the November 15 fall planning work session; Shortt recommended the addition of timelines to help keep the meeting on track. Installation of over 60% of north C Dock GFCI breakers has been completed and the electrician will also be checking the subpanel wiring and connections. A thank you letter will be sent to PacifiCorp for their significant help and financial contribution in removal of the live front power cabinet on the Marina Green. Hale Construction is staged at the Event Site cruise ship dock for reinforcement upgrades. McElwee also reported there was a positive outcome of the Bridge work by Stafford Bandlow Engineers and Port Facilities over the 3-day period of October 27-29 to carry out magnetic particle testing, trunnion bearing inspections, and strain gauge tests. A final report will take several weeks but this work appears to have eliminated what was believed to have been some big issues related to bridge lifts.

6. **COMMISSIONER, COMMITTEE REPORTS:**

a. **Airport Advisory Committee, Commissioners Streich and Duckwall:** Streich and Duckwall deferred to Medenbach for a report on the October 26 meeting. Committee discussions included the Utility/Non-Utility classification, a recap of the September Fly-In, and future development. Medenbach reported the Committee is pleased with how the airport is being run.

b. **Marina Committee, Commissioner Shortt:** Shortt summarized the October 27 meeting stating the Committee recommended returning to a monthly schedule with more focus being placed on comprehensive planning; the sublease formula was reviewed along with other Moorage regulations that need to be clarified; and maintenance items to be addressed by Port staff. Shortt commended member Steve Carlson for his comprehensive “Dock Walk” report related to cord issues on C Dock.

7. **ACTION ITEMS:**

a. **Approve Contract Amendment No. 1 with DKS Associates for Bridge Signage Plan Not to Exceed \$30,735:** The bridge signage plan was approved by the Commission June 7. Tasks covered by this amendment include coordination with ODOT and WSDOT for signage on the state highway rights-of-way; bidding assistance, and final development of a detailed list of signs to be purchased for installation by Port crews.

Motion: Move to authorize amendment no. 1 to the contract with DKS Associates for bridge signage engineering services not to exceed \$30,735 plus reasonable reimbursable expenses.

Move: Streich

Second: Duckwall
Vote: **Aye:** Duckwall, McBride, Shortt, and Streich
Absent: Davies

MOTION CARRIED

b. **Approve Resolution No. 2016-17-3 Adopting Whistleblower Protections Policy:** Genevieve Scholl, Communications & Special Projects Manager, reported Special Districts of Oregon (SDAO) provided notification that Oregon House Bill 4067, passed during the 2016 legislative session, requires all public and nonprofit employers to adopt a Whistleblower Protections Policy by January 1, 2017. Upon approval, the policy will be distributed to all employees in the next two weeks.

Motion: Move to approve Resolution No. 2016-17-3 adopting the Port of Hood River Whistleblower Protections Policy.
Move: Duckwall
Second: McBride
Vote: **Aye:** Duckwall, McBride, Shortt, and Streich
Absent: Davies

MOTION CARRIED

- 8. **COMMISSION CALL:** Streich inquired about the early availability of fall planning materials as he will be returning from vacation the evening of November 14.
- 9. **EXECUTIVE SESSION:** President Shortt recessed Regular Session at 6:20 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Property Transactions.
- 10. **POSSIBLE ACTION:** The Commission was called back into Regular Session at 6:37 p.m. No action was taken as a result of Executive Session.
- 11. **ADJOURN:** At 6:37 p.m. President Shortt entertained a motion from Commissioner McBride to adjourn the meeting.

Respectfully submitted,

Laurie Borton

ATTEST:

Brian Shortt, President, Port Commission

Jon Davies, Secretary, Port Commission

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Commission Memo



Prepared by: Laurie Borton
Date: November 15, 2016
Re: Nomination to Urban Renewal Agency Board

Jon Davies is one of two Commissioners representing the Port of Hood River on the Urban Renewal Agency Board. Davies' current term will expire December 31, 2016 and he has indicated his willingness to serve for another two-year term.

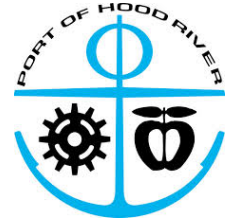
Formal action is required to either reaffirm Davies or nominate another Commissioner for a two-year term ending December 31, 2018. The nomination will then be forwarded to the Hood River City Council requesting that they approve the appointment at their December 12, 2016 meeting.

Commissioner Hoby Streich also represents the Port on the URA Board. His term expires December 31, 2017.

RECOMMENDATION: Approve nomination of Jon Davies to the Urban Renewal Agency Board for a two-year term ending December 31, 2018.

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Commission Memo



Prepared by: Fred Kowell
Date: November 15, 2016
Re: Airport Advisory Committee Reappointment

During the October 18 Commission meeting, the Airport Advisory Committee (AAC) appointments of Ken Musser, James Stuart, and Jeremy Young were approved.

Because Jeremy Young replaced Scott Gifford on the Committee as the FBO, an ex-officio seat, a seventh public seat is currently vacant.

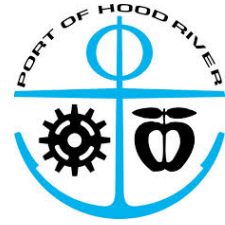
Staff contacted long-time member Scott Perry to inquire about his interest in remaining on the Committee. Perry indicated his willingness to serve for another 3-year term through June 30, 2019.

Staff recommends the reappointment of Scott Perry to the AAC.

RECOMMENDATION: Approve reappointment of Scott Perry to the Airport Advisory Committee for a three-year term ending June 30, 2019.

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Commission Memo



Prepared by: Fred Kowell
Date: November 15, 2016
Re: Accounts Payable Requiring Commission Approval

| | |
|--|--------------------------|
| Jaques Sharp | \$8,140.00 |
| Attorney services per attached summary | |
| TOTAL ACCOUNTS PAYABLE TO APPROVE | <u>\$8,140.00</u> |

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JAQUES SHARP

— ATTORNEYS AT LAW —

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

RECEIVED
NOV 07 2016
BY: _____

CREDIT CARDS ACCEPTED

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

Page: 1
November 04, 2016
Account No: PORTOHAM

| | Previous Balance | Fees | Expenses | Advances | Payments | Balance |
|---|------------------|----------|----------|----------|-----------|------------|
| MCELWEE EMPLOYMENT CONTRACT | 160.00 | 0.00 | 0.00 | 0.00 | -160.00 | \$0.00 |
| CONTRACT (Marina Moorage Rules) | 0.00 | 180.00 | 0.00 | 0.00 | 0.00 | \$180.00 |
| MISCELLANEOUS MATTERS JJ | 520.00 | 300.00 | 0.00 | 0.00 | -520.00 | \$300.00 |
| AGREEMENT-FENCE (Young, Jeremy & Veach, William) | 120.00 | 0.00 | 0.00 | 0.00 | -120.00 | \$0.00 |
| EXPO SITE DEVELOPMENT (Key Development;Pickhardt) | 140.00 | 260.00 | 0.00 | 0.00 | -140.00 | \$260.00 |
| DRONES | 0.00 | 740.00 | 0.00 | 0.00 | 0.00 | \$740.00 |
| AGREEMENT (NAITO/NBW, LLC) | 1,140.00 | 0.00 | 0.00 | 0.00 | -1,140.00 | \$0.00 |
| CONTRACT (H.D.R. ENGINEERING) | 160.00 | 0.00 | 0.00 | 0.00 | -160.00 | \$0.00 |
| DOG PARK | 0.00 | 1,560.00 | 0.00 | 0.00 | 0.00 | \$1,560.00 |
| BRANDT LAND TRADE AIRPORT AREA | 1,000.00 | 600.00 | 0.00 | 0.00 | -1,000.00 | \$600.00 |

HOOD RIVER, PORT OF

November
Account No: POI

| Previous Balance | Fees | Expenses | Advances | Payments | Balance |
|--|-----------------|-------------|-------------|------------------|-------------------|
| LOT 1 PRELIMINARY SUBDIVISION (Berger ABAM) | | | | | |
| 20.00 | 0.00 | 0.00 | 0.00 | -20.00 | \$0.00 |
| TRANSPORTATION ISSUES - PART C | | | | | |
| 460.00 | 0.00 | 0.00 | 0.00 | -460.00 | \$0.00 |
| LEASE (PFriem Brewing) | | | | | |
| 40.00 | 0.00 | 0.00 | 0.00 | -40.00 | \$0.00 |
| BRIDGE REPLACEMENT 2016 (ODOT/WDOT) | | | | | |
| 500.00 | 0.00 | 0.00 | 0.00 | -500.00 | \$0.00 |
| LEASE (Pacific Source Health) | | | | | |
| 800.00 | 20.00 | 0.00 | 0.00 | -800.00 | \$20.00 |
| LEASE (Mid-Columbia Community Action) | | | | | |
| 20.00 | 0.00 | 0.00 | 0.00 | -20.00 | \$0.00 |
| AIRPORT DEVELOPMENT (Tac-Aero) | | | | | |
| 0.00 | 3,320.00 | 0.00 | 0.00 | 0.00 | \$3,320.00 |
| THROUGH THE FENCE AGREEMENT (Timothy O'Donnell) | | | | | |
| 480.00 | 0.00 | 0.00 | 0.00 | -480.00 | \$0.00 |
| FAA GRANT (2016) | | | | | |
| 300.00 | 0.00 | 0.00 | 0.00 | -300.00 | \$0.00 |
| DOCK REPAIR CONTRACT (Hale Construction NW Inc.) | | | | | |
| 100.00 | 0.00 | 0.00 | 0.00 | -100.00 | \$0.00 |
| ETHICS LAW POLICY | | | | | |
| 280.00 | 0.00 | 0.00 | 0.00 | -280.00 | \$0.00 |
| BIKE ACCIDENT (PAM FRANK) | | | | | |
| 100.00 | 0.00 | 0.00 | 0.00 | -100.00 | \$0.00 |
| SOUTH RUNWAY PROJECT | | | | | |
| 40.00 | 0.00 | 0.00 | 0.00 | -40.00 | \$0.00 |
| UNION PACIFIC RELEASE | | | | | |
| 0.00 | 180.00 | 0.00 | 0.00 | 0.00 | \$180.00 |
| LOOMIS MONEY AGREEMENT (Loomis Armored US, LLC) | | | | | |
| 0.00 | 520.00 | 0.00 | 0.00 | 0.00 | \$520.00 |
| MARINA FUEL CONTRACT (HR Chevron) | | | | | |
| 0.00 | 460.00 | 0.00 | 0.00 | 0.00 | \$460.00 |
| <u>6,380.00</u> | <u>8,140.00</u> | <u>0.00</u> | <u>0.00</u> | <u>-6,380.00</u> | <u>\$8,140.00</u> |

THIS STATEMENT REFLECTS SERVICES PROVIDED AND PAYMENTS RECEIVED THROUGH THE 31st OF OCTOBER UNLESS OTHERWISE STATED
(14)

Commission Memo



Prepared by: Fred Kowell
Date: November 15, 2016
Re: Financial Review – Q1 – Sept. 30, 2016

Due to the audit, I wasn't able to focus on providing you the first quarter until now. My apologies for the delay in producing the 1st quarter financial results.

Expenditures

The major cost categories are summarized as follows:

Personnel Services: The Port is tracking according to budget. At first glance you might think we are spending a little higher than 25% through the year, but we had three payrolls in August which accounts for the higher numbers you see in Personnel Services. This will subside by the second quarter and we should be tracking to the budget at the cost center level.

Materials & Services (M&S): M&S is under budget except for the Marina Office building and the Marina. It is anticipated the Marina will overspend its M&S budget by the end of the fiscal year due to the electrical problems that have occurred. Port staff is getting very close to resolving this issue and should have everything completed by month end. With regard to the Marina Office building, we should be fine for the remainder of the year as painting was completed during the summer.

Capital Outlay: With the latest information regarding the lift span, it looks more promising that the CIP budget in the Bridge R&R fund will not be have the level of impact that was contemplated during the budget process or the legal costs associated with a claim against the insurer.

Overall, CIP is under budget with the exception of the Halyard Building, where Suite 104 costs more than the budget anticipated. As the year progresses, there is opportunities to trim other CIP projects which should benefit the overall cost category.

General Fund: The General Fund is under budget primarily because it's just the 1st quarter of activity. However, consultant costs associated with strategies and planning for a replacement bridge have not yet been incurred.

Revenues

Bridge revenues are tracking higher than budget for the 1st quarter but this is expected due to the seasonality of bridge traffic. This will come down during the winter months as traffic volumes decline. Industrial and Commercial properties are tracking close to budget, while the Marina and Airport have not yet started their billings (ie in January) for the year.

Overall, the Port is in line with its budget for the FY 2016-17. It is anticipated that there will be some audit and year-end adjustments to the financial statements of the Port. I do not believe these adjustments will be material in nature.

RECOMMENDATION: Discussion

PORT OF HOOD RIVER
STATEMENT OF OPERATING REVENUES, EXPENDITURES AND OTHER SOURCES AND USES OF FUNDS
AND BUDGET VS ACTUAL PERFORMANCE
FOR THE YEAR THREE MONTHS ENDED SEPTEMBER 30, 2016

| | REVENUE FUND | | | | | | | GENERAL FUND | BRIDGE REPAIR & REPLACEMENT FUND | TOTAL | |
|--------------------------------------|-------------------|----------------------|----------------------|--------------------|-----------------------|--------------------|--------------------|---------------------|----------------------------------|-------------------|----------------------------|
| | Bridge | Industrial Buildings | Commercial Buildings | Waterfront Land | Waterfront Recreation | Marina | Airport | | | | Administration Maintenance |
| OPERATING REVENUES | | | | | | | | | | | |
| Tolls | \$ 1,182,013 | | | | | | | | | \$ 1,182,013 | |
| Leases | | \$ 291,354 | \$ 38,988 | \$ - | \$ 1,626 | \$ 4,912 | \$ 15,009 | | | 351,889 | |
| Reimbursements | | 81,155 | 2,950 | - | 450 | 9,683 | 2,614 | | | 96,852 | |
| Fees, Events, Passes and Concessions | | | | | 50,471 | | | | | 50,471 | |
| Property taxes | | | | | | | | 737 | | 737 | |
| Total Operating Revenues | 1,182,013 | 372,509 | 41,938 | - | 52,547 | 14,595 | 17,623 | - | 737 | 1,681,962 | |
| Operating Expenses | | | | | | | | | | | |
| Personnel Services | 206,230 | 82,545 | 23,709 | 11,937 | 90,094 | 36,847 | 24,197 | 350 | 25,314 | 11,288 | 512,511 |
| Materials & Services | 122,334 | 123,495 | 25,507 | 15,622 | 27,938 | 31,509 | 38,165 | 35,989 | 71,016 | 5,489 | 497,064 |
| Total Operating Expenses | 328,564 | 206,040 | 49,216 | 27,559 | 118,032 | 68,356 | 62,362 | 36,339 | 96,330 | 16,777 | 1,009,575 |
| Operating income/(Loss) | 853,449 | 166,469 | (7,279) | (27,559) | (65,485) | (53,761) | (44,739) | (36,339) | (95,593) | (16,777) | 672,387 |
| Other Resources | | | | | | | | | | | |
| Income from other sources | - | - | | 450 | - | - | - | 17,852 | 273 | 2,530 | 21,105 |
| Grants | - | | | | | | | | | | |
| Sale of land | - | | | | | | | | | | |
| Note receivables | - | 4,888 | | | | | | | | | |
| Total Other Resources | - | 4,888 | - | 450 | - | - | - | 17,852 | 273 | 2,530 | 25,993 |
| Other (Uses) | | | | | | | | | | | |
| Capital projects | (65,225) | (202,302) | - | - | (8,229) | - | (26,638) | (25,794) | - | (129,556) | (457,744) |
| Debt service | - | (39,898) | - | - | - | - | - | - | - | - | (39,898) |
| Total Other (Uses) | (65,225) | (242,200) | - | - | (8,229) | - | (26,638) | (25,794) | - | (129,556) | (497,642) |
| Transfers In/(Out) | (489,073) | | | | | | | (96,330) | 96,330 | 489,073 | - |
| Net Cashflow | \$ 299,151 | \$ (70,843) | \$ (7,279) | \$ (27,109) | \$ (73,714) | \$ (53,761) | \$ (71,377) | \$ (140,611) | \$ 1,010 | \$ 345,270 | \$ 200,738 |

BUDGET VS ACTUAL PERFORMANCE

FY 2015-16 Budget

| | | | | | | | | | | | |
|---|-----------------------|---------------------|------------------|-------------------|-------------------|------------------|---------------------|-------------------|-------------------|---------------------|---------------------|
| Operating revenues - Budget | \$ 4,132,800 | \$ 1,626,300 | \$ 183,950 | \$ 26,000 | \$ 132,500 | \$ 292,500 | \$ 188,100 | \$ - | \$ 63,900 | \$ - | \$ 6,646,050 |
| Operating revenues - Actuals | 1,180,835 | 372,509 | 41,938 | - | 52,547 | 14,595 | 17,623 | - | 737 | - | 1,680,784 |
| Actuals greater/(Less) than budget | (2,951,965) | (1,253,791) | (142,013) | (26,000) | (79,953) | (277,905) | (170,477) | - | (63,163) | - | (4,965,267) |
| | 29% | 23% | 23% | 0% | 40% | 5% | 9% | | 1% | #DIV/0! | 25% |
| Operating expenses - Budget | 1,330,300 | 1,107,200 | 181,100 | 134,900 | 482,600 | 223,600 | 222,800 | 237,700 | 539,400 | 333,300 | 4,792,900 |
| Operating expenses - Actuals | 328,564 | 206,040 | 49,216 | 27,559 | 118,032 | 68,356 | 62,362 | 36,339 | 96,330 | 16,777 | 1,009,575 |
| Actuals (greater)/Less than budget | 1,001,736 | 901,160 | 131,884 | 107,341 | 364,568 | 155,244 | 160,438 | 201,361 | 443,070 | 316,523 | 3,783,325 |
| | 25% | 19% | 27% | 20% | 24% | 31% | 28% | | 18% | 5% | 21% |
| Other Resources - Budget | 1,000 | 19,550 | - | 110,400 | 9,100 | 6,500 | 2,521,000 | 25,000 | 100 | 5,000 | 2,697,650 |
| Other Resources - Actuals | - | 4,888 | - | 450 | - | - | - | 17,852 | 273 | 2,530 | 25,993 |
| Actuals greater/(Less) than budget | (1,000) | (14,662) | - | (109,950) | (9,100) | (6,500) | (2,521,000) | (7,148) | 173 | (2,470) | (2,671,657) |
| Other (Uses) - Budget | 394,000 | 2,101,200 | 54,000 | 235,000 | 125,000 | 208,350 | 2,336,900 | 52,100 | - | 2,827,500 | \$ 8,334,050 |
| Other (Uses) - Actuals | 65,225 | 242,200 | - | - | 8,229 | - | 26,638 | 25,794 | - | 129,556 | \$ 497,642 |
| Actuals (greater)/Less than budget | 328,775 | 1,859,000 | 54,000 | 235,000 | 116,771 | 208,350 | 2,310,262 | 26,306 | - | 2,697,944 | 7,836,408 |
| | 17% | 12% | 0% | 0% | 7% | 0% | 1% | 50% | #DIV/0! | 5% | 6% |
| Net Position - Budget vs Actuals @ 25% | \$ (1,622,454) | \$ 1,491,707 | \$ 43,872 | \$ 206,391 | \$ 392,286 | \$ 79,189 | \$ (220,777) | \$ 220,519 | \$ 380,080 | \$ 3,011,997 | \$ 3,982,810 |

PORT OF HOOD RIVER
 SCHEDULE OF EXPENDITURES BY COST CENTER BY FUND
 BUDGET AND ACTUAL - 25% THROUGH THE BUDGET
 FOR THE THREE MONTHS ENDED SEPTEMBER 30, 2016

| EXPENDITURES | Personal Services | | | | Materials & Services | | | | Capital Outlay | | | | | Debt Service | | | | Total Appropriation | | |
|---|-------------------|---------|-----------|------|----------------------|---------|-----------|-------|----------------|---------|---------|-----------|-------|--------------|--------|---------|-----|---------------------|-----------|-----------|
| | Budget | Actual | Unspent | % | Budget | Actual | Unspent | % | Budget | Actual | Total | Unspent | % | Budget | Actual | Unspent | % | Budget | Actual | Unspent |
| <i>Toll Bridge</i> | 810,800 | 206,230 | 604,570 | 25% | 519,500 | 122,334 | 397,166 | 24% | 394,000 | 65,225 | 65,225 | 328,775 | 17% | - | - | - | | 1,724,300 | 393,789 | 1,330,511 |
| <i>Industrial Facilities</i> | | | | | | | | | | | | | | | | | | | | |
| Big 7 | 46,500 | 12,567 | 33,933 | 27% | 138,000 | 23,211 | 114,789 | 17% | 43,200 | - | - | 43,200 | 0% | - | - | - | | 227,700 | 35,778 | 191,922 |
| Jensen Property | 47,300 | 12,754 | 34,546 | 27% | 181,400 | 26,583 | 154,817 | 15% | 211,000 | - | - | 211,000 | 0% | 145,000 | 39,898 | 105,102 | 28% | 584,700 | 79,235 | 505,465 |
| Maritime Building | 43,100 | 11,565 | 31,535 | 27% | 84,100 | 14,883 | 69,217 | 18% | 20,000 | - | - | 20,000 | 0% | - | - | - | | 147,200 | 26,448 | 120,752 |
| Halyard Building | 61,800 | 16,724 | 45,076 | 27% | 211,600 | 37,080 | 174,520 | 18% | 10,000 | 18,368 | 18,368 | (8,368) | 184% | - | - | - | | 283,400 | 72,172 | 211,228 |
| Expo Building | 0 | 0 | - | 100% | - | 2,022 | (2,022) | ##### | - | - | - | - | ##### | - | - | - | | - | - | - |
| Timberline Incubator Building | 32,900 | 8,889 | 24,011 | 27% | 29,400 | 3,112 | 26,288 | 11% | 10,000 | - | - | 10,000 | - | - | - | - | | 72,300 | 12,001 | 60,299 |
| Wasco Building | 45,800 | 12,448 | 33,352 | 27% | 90,900 | 16,290 | 74,610 | 18% | 19,500 | - | - | 19,500 | - | - | - | - | | 156,200 | 28,738 | 127,462 |
| Hanel Site | 32,400 | 7,598 | 24,802 | 23% | 62,000 | 314 | 61,686 | 1% | 1,501,700 | 183,934 | 183,934 | 1,317,766 | 12% | 140,800 | - | 140,800 | 0% | 1,736,900 | 191,846 | 1,545,054 |
| | 309,800 | 82,545 | 227,255 | 27% | 797,400 | 123,495 | 673,905 | 15% | 1,815,400 | 202,302 | 202,302 | 1,613,098 | 11% | 285,800 | 39,898 | 245,902 | 14% | 3,208,400 | 446,218 | 1,217,128 |
| <i>Commercial Facilities</i> | | | | | | | | | | | | | | | | | | | | |
| State Office (DMV) Building | 23,900 | 7,842 | 16,058 | 33% | 33,000 | 6,620 | 26,380 | 20% | 20,000 | - | - | 20,000 | - | - | - | - | | 76,900 | 14,462 | 62,438 |
| Marina Office Building | 37,400 | 10,052 | 27,348 | 27% | 39,300 | 15,079 | 24,221 | 38% | 29,000 | - | - | 29,000 | 0% | - | - | - | | 105,700 | 25,131 | 80,569 |
| Port Office Building | 25,500 | 5,815 | 19,685 | 23% | 22,000 | 3,808 | 18,192 | 17% | 5,000 | - | - | 5,000 | 0% | - | - | - | | 52,500 | 9,623 | 42,877 |
| | 86,800 | 23,709 | 63,091 | 27% | 94,300 | 25,507 | 68,793 | 27% | 54,000 | - | - | 54,000 | 0% | - | - | - | | 235,100 | 49,216 | 185,884 |
| <i>Waterfront Industrial Land</i> | | | | | | | | | | | | | | | | | | | | |
| | 45,400 | 11,937 | 33,463 | 26% | 89,500 | 15,622 | 73,878 | 17% | 235,000 | - | - | 235,000 | 0% | - | - | - | | 369,900 | 27,559 | 342,341 |
| <i>Waterfront Recreation</i> | | | | | | | | | | | | | | | | | | | | |
| Eventsite | 147,500 | 35,071 | 112,529 | 24% | 38,000 | 9,312 | 28,688 | 25% | 60,000 | - | - | 60,000 | 0% | - | - | - | | 245,600 | 44,383 | 201,217 |
| Hook/Spit | 48,700 | 11,974 | 36,726 | 25% | 11,000 | 2,684 | 8,316 | 24% | 30,000 | - | - | 30,000 | 0% | - | - | - | | 89,700 | 14,658 | 75,042 |
| Marina Park | 167,900 | 43,049 | 124,851 | 26% | 69,400 | 15,942 | 53,458 | 23% | 35,000 | 8,229 | 8,229 | 26,771 | 24% | - | - | - | | 272,300 | 67,220 | 205,080 |
| | 364,200 | 90,094 | 274,106 | 25% | 118,400 | 27,938 | 90,462 | 24% | 125,000 | 8,229 | 8,229 | 116,771 | 7% | - | - | - | | 607,600 | 126,261 | 481,339 |
| <i>Marina</i> | | | | | | | | | | | | | | | | | | | | |
| | 138,100 | 36,847 | 101,253 | 27% | 85,500 | 31,509 | 53,991 | 37% | 108,000 | - | - | 108,000 | 0% | 100,350 | - | 100,350 | 0% | 431,950 | 68,356 | 363,594 |
| <i>Airport</i> | | | | | | | | | | | | | | | | | | | | |
| | 85,500 | 24,197 | 61,303 | 28% | 137,300 | 38,165 | 104,680 | 28% | 2,336,900 | 26,638 | 26,638 | 2,310,262 | 1% | 68,300 | - | - | | 2,628,000 | 89,000 | 2,539,000 |
| <i>Administration</i> | | | | | | | | | | | | | | | | | | | | |
| | 32,200 | 350 | 31,850 | 1% | 117,500 | 17,389 | 100,111 | 15% | 20,000 | - | - | 20,000 | 0% | - | - | - | | 169,700 | 17,739 | 151,961 |
| <i>Maintenance</i> | | | | | | | | | | | | | | | | | | | | |
| | - | - | - | - | 88,000 | 18,600 | 69,400 | 21% | 32,100 | 25,794 | 25,794 | 6,306 | 80% | - | - | - | | 120,100 | 44,394 | 75,706 |
| <i>Total Expenditures</i> | 1,872,800 | 475,909 | 1,396,891 | 25% | 2,047,400 | 420,559 | 1,632,386 | 21% | 5,120,400 | 328,188 | 328,188 | 4,792,212 | 6% | 454,450 | 39,898 | 346,252 | 9% | 9,495,050 | 1,262,532 | 6,687,464 |
| <i>Bridge Repair & Replacement Fund</i> | | | | | | | | | | | | | | | | | | | | |
| | 40,800 | 11,288 | 29,512 | 28% | 292,500 | 5,489 | 287,011 | 2% | 1,969,500 | 129,556 | 129,556 | 1,839,944 | 7% | 858,000 | - | 858,000 | 0% | 3,160,800 | 146,333 | 3,014,467 |
| <i>General Fund</i> | | | | | | | | | | | | | | | | | | | | |
| | 110,600 | 25,314 | 85,286 | 23% | 428,800 | 71,016 | 357,784 | 17% | - | - | - | - | - | - | - | - | | 539,400 | 96,330 | 443,070 |

Unfavorable Variance - Expenditures

Will need to watch how M&S occurs over the remainder of the year. The Marina will incur quite a few more costs related to the electrical problems.

PORT OF HOOD RIVER
 Schedule of Revenues by Cost Center By Fund
 Budget to Actuals - 25% Through Budget
 For the Three Months Ended September 30, 2016

| | REVENUES | | | | |
|--|------------------|------------------|---------------------|--------------------|------------|
| | Budget | Actual | Total | Variance | % |
| REVENUE FUND | | | | | |
| <i>Toll Bridge</i> | | | | | |
| Bridge Tolls | 4,122,800 | 1,182,013 | 1,182,013 | (2,940,787) | 29% |
| Cable Crossing Leases | 10,000 | - | - | (10,000) | 0% |
| Other | 1,000 | - | - | (1,000) | 0% |
| 4,133,800 | 1,182,013 | 1,182,013 | 1,182,013 | (2,951,787) | 29% |
| <i>Industrial Facilities</i> | | | | | |
| Big 7 | | | | | |
| Lease Revenues | 190,800 | 45,693 \$ | 45,693 | (145,107) | 24% |
| Reimbursements/Other | 50,400 | 13,685 \$ | 13,685 | (36,715) | 27% |
| Jensen Property | | | | | |
| Lease Revenues | 334,000 | 83,203 | 83,203 | (250,797) | 25% |
| Reimbursements/Other | 135,900 | 21,762 | 21,762 | (114,138) | 16% |
| Maritime Building | | | | | |
| Lease Revenues | 232,500 | 48,187 | 48,187 | (184,313) | 21% |
| Reimbursements/Other | 47,800 | 8,250 | 8,250 | (39,550) | 17% |
| Halyard Building | | | | | |
| Lease Revenues | 212,900 | 52,689 | 52,689 | (160,211) | 25% |
| Reimbursements/Other | 142,100 | 30,055 | 30,055 | (112,045) | 21% |
| Note Receivable | 19,550 | 4,888 | 4,888 | (14,662) | 25% |
| Other | - | - | - | - | |
| Expo Center | | | | | |
| Reimbursements/Other | - | - | - | - | #DIV/0! |
| Timberline Incubator Building | | | | | |
| Lease Revenues | 67,500 | 16,875 | 16,875 | (50,625) | 25% |
| Reimbursements | 14,800 | 1,708 | 1,708 | (13,092) | 12% |
| Wasco Building | | | | | |
| Lease Revenues | 157,000 | 44,707 | 44,707 | (112,293) | 28% |
| Reimbursements | 40,600 | 5,695 | 5,695 | (34,905) | 14% |
| Hanel | | | | | |
| Reimbursements | - | - | - | - | |
| Other Financing Sources | - | - | - | - | #DIV/0! |
| 1,645,850 | 377,397 | 377,397 | 377,397 | (1,268,453) | 23% |
| <i>Commercial Facilities</i> | | | | | |
| State Office (DMV) Building | | | | | |
| Lease Revenues | 40,600 | 10,095 | 10,095 | (30,505) | 25% |
| Reimbursements | - | - | - | - | #DIV/0! |
| Marina Office Building | | | | | |
| Lease Revenues | 67,400 | 16,755 | 16,755 | (50,645) | 25% |
| Reimbursements | 22,000 | 2,753 | 2,753 | (19,247) | 13% |
| Port Office Building | | | | | |
| Lease Revenues | 52,450 | 12,138 | 12,138 | (40,313) | 23% |
| Reimbursements | 1,500 | 197 | 197 | (1,303) | 13% |
| 183,950 | 41,938 | 41,938 | 41,938 | (142,013) | 23% |
| <i>Waterfront Industrial Land</i> | | | | | |
| Lease Revenues | 600 | - | - | (600) | 0% |
| Land Sale | - | - | - | - | #DIV/0! |
| Parking | 25,000 | - | - | (25,000) | 0% |
| Other Income | 400 | 450 | 450 | 50 | 113% |
| URA Payments | 110,400 | - | - | (110,400) | 0% |
| 136,400 | 450 | 450 | 450 | (135,950) | 0% |
| <i>Waterfront Recreation</i> | | | | | |
| Eventsite, Hook and Spit | | | | | |
| Eventsite - Passes/Permits and Concessions | 115,100 | 46,501 | 46,501 | (68,599) | 40% |
| Hook/Spit/Nichols | 9,100 | - | - | (9,100) | 0% |
| Marina Park | | | | | |
| Sailing Schools, Showers and Events | | | | | |
| Lease Revenues | 9,200 | 3,970 | 3,970 | (5,230) | 43% |
| Reimbursements | 6,200 | 1,626 | 1,626 | (4,574) | 26% |
| Reimbursements | 2,000 | 450 | 450 | (1,550) | 23% |
| Grant | - | - | - | - | #DIV/0! |
| 141,600 | 52,547 | 52,547 | (89,053) | 37% | |
| <i>Marina</i> | | | | | |
| Lease Revenues | 178,000 | 4,912 | 4,912 | (173,088) | 3% |
| Moorage Assessment | 85,200 | - | - | - | |
| Reimbursements/Other | 29,300 | 9,683 | 9,683 | (19,617) | 33% |
| Grant | 6,500 | - | - | (6,500) | 0% |
| Other Financing Sources | - | - | - | - | #DIV/0! |
| 299,000 | 14,595 | 14,595 | (199,205) | 5% | |
| <i>Airport</i> | | | | | |
| Lease Revenues | 171,300 | 15,009 | 15,009 | (156,291) | 9% |
| Reimbursements | 16,800 | 2,614 | 2,614 | (14,186) | 16% |
| Grants | 1,250,000 | - | - | - | |
| Other Financing Sources | 1,271,000 | - | - | (1,271,000) | 0% |
| 2,709,100 | 17,623 | 17,623 | (1,441,477) | 1% | |
| 9,249,700 | 1,686,563 | 1,686,113 | (6,091,988) | 18% | |
| 6,591,250 | 1,681,675 | 1,681,225 | (4,888,426) | 26% | |
| Budget to Actual Revenues | | | | | |
| Revenues less Other financing sources | | | | | |
| GENERAL FUND | | | | | |
| Property taxes | 63,900 | 737 | 737 | (63,163) | 1% |
| Transfers from other funds | 475,500 | 96,330 | 96,330 | (379,170) | 20% |
| \$ 539,400 | \$ 97,067 | \$ 97,067 | \$ (442,333) | 18% | |
| BRIDGE REPAIR & REPLACEMENT FUND | | | | | |
| Transfers from other funds | \$ 1,591,300 | \$ 489,073 | 489,073 | (1,102,227) | 31% |

DECEMBER 2016

Commission Calendar

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|---|---|---------------------------------------|------------------------|--------|--|---|----|---|----|--|--|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--|---|---|---|---|----|---|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|--|--|--|--------|
| | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | 12 Legislative Days-Salem Urban Renewal Board | 13 Legislative Days-Salem Commission Mtg 5pm | 14 Legislative Days-Salem | 15 Marina Comm, 8am | 16 | 17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | 19 KIHR Radio, 8am | 20 | 21 | 22 | 23 | 24 Christmas Eve Tolls Suspended at 8pm (TB closes) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 Christmas Day Chanukah | 26 Kwanzaa begins OFFICE CLOSED Tolls Resume at 4am (TB reopens) | 27 | 28 OneGorge, 3pm (Location TBD) | 29 | 30 | 31 New Year's Eve | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | November 2016 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> | | S | M | T | W | Th | F | Sa | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | January 2017 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> | | S | M | T | W | Th | F | Sa | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | Notes: |
| S | M | T | W | Th | F | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S | M | T | W | Th | F | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Commission Memo



Prepared by: Anne Medenbach
Date: November 15, 2015
Re: Janitorial Services - Allied Maintenance, LLC

Allied Maintenance LLC (Allied) has provided janitorial services for all Port buildings over the last year. Allied went through a public bid process and has done an excellent job.

Allied has adjusted the hours required up by 2 hours per week to take care of new tenants and ensure adequate service. Allied has also increased the hourly rate by \$1/hr (3%).

Staff recommends contract with Allied for janitorial services for 2016/17.

RECOMMENDATION: Approve contract with Allied Maintenance LLC for janitorial services in an amount not to exceed \$58,824.

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Janitorial Services Contract

1. This Contract is between the Port of **Hood River ("Port")** and **Allied Maintenance, LLC** ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction in accordance with the terms in attached Exhibits A, B and C. Port shall pay Contractor amounts stated in Exhibit C. which in total shall not exceed \$56,824.
2. This Contract shall be in effect from **November 1, 2016** through **October 31, 2017**. Either party may terminate this Contract in the event of a breach of the Contract by the other party after seven days written notice. Port may terminate this Contract for any reason after 30 days written notice to Contractor. If Port terminates this Contract, Contractor shall only receive compensation for work done and expenses paid by Contractor prior to the Contract termination date. Notices shall be by personal delivery or mailed to the addresses listed below.
3. All work products of the Contract which result from this Contract are the exclusive property of Port. Port shall have access to all books, documents, papers and records of Contractor which relate to this Contract for purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, and hold harmless Port, its Commissioners, officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this Contract, except to the extent the Port is negligent and responsible to pay damages. Contractor shall provide insurance in accordance with attached Exhibit B.
7. This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
8. This Contract shall be governed by the laws of the State of Oregon and any litigation involving any question arising under this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the provision shall be stricken.
9. Contractor shall adhere to all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written or oral discussions or agreements. Any modification to this Contract shall be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor: Allied Maintenance LLC

Port of Hood River

Signed: _____

Signed: _____

Joetta Cole

POB 554, Mosier, OR 97040

(541) 478-2027/(541) 490-6632

Michael McElwee, Executive Director

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

(541) 386-1645/ porthr@gorge.net

**Maintenance Services Contract
Exhibit A**

I. SCOPE OF WORK:

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

| | |
|-------------|----------------------------------|
| Big 7- | 616 Industrial Street |
| Jensen- | 400 Portway Ave. |
| Maritime- | 910 Portway Ave. |
| Marina Park | (Chamber) 700 E. Port Marina Way |
| Marina Park | (DMV) 650 E. Port Marina Way |
| Wasco- | 205 Wasco Loop |

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

II. DELIVERABLES AND TIMEFRAME:

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

III. CONSIDERATION:

This Contract is an annual contract for a total amount not to exceed \$58,824.

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

IV. BILLING AND PAYMENT PROCEDURE:

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

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

Invoices for services will be submitted on a monthly basis.

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

**Personal Services Contract
Exhibit B**

INSURANCE

Contractors, please provide this to your insurance agent immediately.

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

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

Required and attached OR Contractor is exempt

Certified by Contractor: _____
Signature/Title

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

_____ Required and attached Waived by Finance Manager _____

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

_____ Required and attached Waived by Finance Manager _____

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

_____ Required and attached Waived by Finance Manager _____

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

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

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

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

| Janitorial Services Provided | | Wasco 705 Wasco Loop | Maritime 910 Portway Ave. | Jensen 400 Portway Ave. | Marina Park(Chamber) 700 E. Port Marina Way | Marina Park 2 (DMV) 600 E. Port Marina Way | Big 7 616 Industrial Rd | Big 7 616 Industrial Rd |
|---|--|-------------------------|------------------------------|-------------------------------|--|---|----------------------------|----------------------------|
| Man hours per week - 29.5 | | 6 | 2 | 2 | 2 | 10 | 8 | 30 Minutes |
| Days scheduled | | M,W,F | M | T | T,R | M,T,W,R,F | M,T,W,R,F | |
| Restrooms | | | | | | | Floors 3-4 | Floors 1-2 |
| Sweep & mop Floors | | 3 | 1 | 1 | 5 | 5 | 1 | 1 |
| Sanitize fixtures, sink, toilets, urinals | | 3 | 1 | 1 | 5 | 5 | 1 | 1 |
| Sanitize countertops | | 3 | 1 | 1 | 5 | 5 | 1 | 1 |
| Wipe and clean partitions and walls | | 3 | 1 | 1 | 5 | 5 | 1 | 1 |
| Spot clean mirrors | | 3 | 1 | 1 | 5 | 5 | 1 | 1 |
| Restock paper products and hand soap | | 3 | 1 | 1 | 5 | 5 | 1 | 1 |
| Wax floor monthly | | yes | NO | yes | yes | yes | Yes | NO |
| Strip floor wax 2 times per year | | yes | NO | yes | yes | yes | Yes | yes |
| Empty trash receptacles and reline (as necessary) | | 3 | 1 | 1 | 5 | 5 | 1 | 1 |
| Entry Way | | | | | | | | |
| Sweep & mop Floors | | | 2 | 1 x mo | | 5 | 1 | 1 |
| Vacuum floors | | NA | NA | 1 x mo | 5 | NA | NA | 1 time per month |
| Clean door glass interior/exterior | | 1 | 2 | 1 x mo | 5 | 5 | 1 | |
| Stairs | | | | | | | | |
| Vacuum | | 1 | 1 | 1 | 1 | NA | 5 | 1 time per month |
| Clean hand rails, spot clean walls | | 1 | 1 | 1 | 1 | NA | 5 | 1 time per month |
| Hallway | | | | | | | | |
| Vacuum/Sweep/mop | | 1 | 1 | 1 | 1 | 1 (back & front) | 5 | 1 |
| Spot clean wall | | 1 | 1 | 1 | 1 | 1 (back & front) | 5 | 1 |
| Elevator | | | | | | | | |
| Vacuum/sweep/mop | | 1 | NA | NA | NA | NA | 1 | NA |
| Spot clean door glass and button panel | | 1 | NA | NA | NA | NA | 1 | NA |
| Fee per building per week | | \$ 216.00 | \$ 72.00 | \$ 72.00 | \$ 72.00 | \$ 360.00 | \$ 288.00 | \$ 18.00 |
| Total All buildings per week | | \$ 1,098.00 | \$ 57,096.00 | | | | | |
| Deep Clean 2 X per year | | \$ 1,728.00 | \$ 58,824.00 | Annual Contract Amount | | | | |

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

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Commission Memo



Prepared by: Fred Kowell
Date: November 15, 2016
Re: Marina Rates for 2017

The attached spreadsheet depicts the last three years of Marina actuals as well as the budget for this current year.

In the original analysis, staff calculated that it would take three years of 6% increases to reduce the deficit that the Marina produces. I continue to believe that the Port is on track with this projection. The original concern was that inflation was going to eat into the overall 6% increase; it has not. As you can see wages and benefits is the largest cost driver for the Marina. Staff has done quite a bit in reducing certain processes which has lowered labor costs. However, the electrical problem in the current year will depict higher labor and professional services than budgeted. Port staff has streamlined the betterment list, reduced the time to fill slips, reduced the wait list and process time and other minor areas. Port staff is still looking at streamlining the payment process once a web-portal is in place.

Starting January 1, 2017 the following should be considered:

- Increase slip, boathouse, and floatplane rates by 6%.
- Charge an equivalent of \$5/month to slip and boathouse owners to defray some of the water and garbage costs that impact the Marina. This would be billed in January for the entire year; it would also be non-refundable.
- All slip and boathouse owners will pay a minimum of \$5/month for electricity. This non-refundable fee would also be billed in January for the entire year and actual usage exceeding \$5/month would be billed on a quarterly basis.

Lease agreements are currently being reviewed by legal counsel. Payment terms will remain the same as in prior years.

Please see attached rate sheet. An individual rate sheet per slip will be prepared once rates are approved.

RECOMMENDATION: Approve 2017 Moorage Rates and utility charges as follows:

1. Slip, boathouse and floatplane rate increase of 6%.
2. A non-refundable flat fee of \$5/month for water and garbage billed in January to slip and boathouse tenants with exclusion for the South Basin Dock tenants.

3. A non-refundable minimum fee of \$5/month for electricity billed in January to slip and boathouse tenants with exclusion for South Basin Dock tenants. If usage is exceeded the cost overage will be billed quarterly.

**PORT OF HOOD RIVER
MARINA REVENUES AND EXPENDITURES**

| | Actuals | | Budget | |
|--|------------|------------|------------|------------|
| | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 |
| <u>Operating Revenues</u> | | | | |
| Moorage - including subleases | \$ 155,171 | \$ 157,356 | \$ 175,341 | \$ 178,000 |
| Special Assessment | 87,031 | 87,031 | 87,031 | 85,200 |
| | 242,202 | 244,387 | 262,372 | 263,200 |
| | | | | 88% |
| Utility Service fee (\$5 Base Electricity, Water, Garbage) | | | 5,334 | - |
| Electric Reimbursement | 14,731 | 10,079 | 16,385 | 12,000 |
| Miscellaneous | 11,105 | 11,536 | 20,007 | 17,300 |
| Grant | 6,100 | 6,244 | 7,050 | 6,500 |
| <u>Operating Revenues</u> | 274,138 | 272,246 | 311,148 | 299,000 |
| | | | | 100% |
| <u>Operating Expenses</u> | | | | |
| Labor, taxes and burden | 121,727 | 128,431 | 123,977 | 138,100 |
| Electric, water and garbage | 11,007 | 18,300 | 23,540 | 19,000 |
| Insurance | 13,547 | 14,681 | 15,053 | 15,500 |
| Maintenance | 23,110 | 15,371 | 19,729 | 18,000 |
| Miscellaneous | 9,214 | 15,287 | 12,158 | 16,000 |
| Security/IT | 3,121 | 5,491 | 3,547 | 6,000 |
| Professional Services | 1,194 | 10,131 | 11,764 | 5,000 |
| Legal | 6,876 | 5,298 | 2,551 | 6,000 |
| | 189,796 | 212,990 | 212,319 | 223,600 |
| <i>Operating Expenses before 2010 FlexLease Debt</i> | | | | 70% |
| Debt Service - 2010 FlexLease | 24,261 | 23,901 | 28,425 | 27,820 |
| Debt Service - 2013 FlexLease | 83,397 | 65,996 | 70,112 | 69,076 |
| <i>Operating Expenses before Capital Outlay</i> | 297,454 | 302,887 | 310,856 | 320,496 |
| <i>Net Cashflow before Capital Outlay</i> | (23,316) | (30,641) | 292 | (21,496) |
| <i>Capital Outlay</i> | 376,903 | 98,544 | \$ 10,973 | \$ 108,000 |

No Depreciation in Rates No Depreciation in Rates

\$ 41,673
\$ 22,247
\$ 6,825

Depreciation before CIP - 10 yr recovery on base
Existing Annual Depreciation - 1/10th Recovery
Marina Electric Project - No Recovery of Depreciation
Boat House Project - No Recovery of Depreciation

| | % of Functions time Dedicated to Marina | % of Functions time Dedicated to Marina |
|------------------------------|---|---|
| Marina Manager | 60% | 43.0% |
| Front Desk | 10% | 9.0% |
| Maintenance | 10% | 7.4% |
| Administration | 15% | 12.0% |
| Finance/Accounting | 5% | 6.0% |
| Development/Property Manager | | 2.5% |

**MARINA MOORAGE RATE SCHEDULE
EFFECTIVE JANUARY 1, 2017**

Payment Terms

Annual: Single payment by January 31st OR payment of half by January 31 and balance by April 30th. \$15 carrying fee is charged.

| | 2014 Rate | 2015 Rate | 2016 Rate | 2017 Rate | Assessment | 2016 Total |
|--|--------------|--------------|--------------|--------------|------------|---------------|
|--|--------------|--------------|--------------|--------------|------------|---------------|

Moorage Slips - Boats 30 Feet and Under

| | | | | | | |
|---|-----------|-----------|-------------|-------------|-----------|-------------|
| Annual Rate - Boats Under 30 Feet | \$ 818.00 | \$ 867.65 | \$ 919.71 | \$ 974.89 | \$ 442.55 | \$ 1,417.44 |
| Annual Rate for C Dock Eastside - Boats Under 30 Feet | \$ 928.00 | \$ 984.33 | \$ 1,043.39 | \$ 1,105.99 | \$ 442.55 | \$ 1,548.54 |
| Annual Rate for C Dock South - Boats Under 30 Feet | \$ 869.00 | \$ 921.75 | \$ 977.06 | \$ 1,035.68 | \$ 442.55 | \$ 1,478.23 |

Moorage Slips - Boats Over 30 Feet

| | | | | | | |
|---|---------|---------|---------|---------|-----------|--|
| Annual Rate - \$2.51/FT?MO | \$ 2.37 | \$ 2.51 | \$ 2.66 | \$ 2.82 | \$ 442.55 | |
| Annual Rate for C Dock South - \$2.66/FT/MO | \$ 2.51 | \$ 2.66 | \$ 2.82 | \$ 2.99 | \$ 442.55 | |

Floatplane Slips - Transient Floatplane Moorage NOT Available

| | | | | | | |
|---|-----------|-----------|-----------|-------------|--|--|
| Annual Rate - Minimum \$850 plus increase | \$ 783.00 | \$ 901.60 | \$ 955.70 | \$ 1,013.04 | | |
|---|-----------|-----------|-----------|-------------|--|--|

(34)

Boathouse Slips

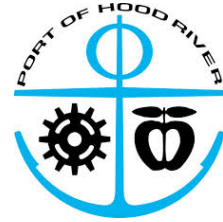
| | | | | | | |
|-------------------------------|---------|---------|---------|---------|-------------|--|
| Annual Rate - \$1.08/SQ.FT/YR | \$ 1.02 | \$ 1.08 | \$ 1.15 | \$ 1.22 | \$ 1,650.77 | |
|-------------------------------|---------|---------|---------|---------|-------------|--|

Visitor Dock Fee Schedule

| <u>Length</u> | <u>Overnight Guest Rate</u> |
|---------------|---|
| 0 - 25 Feet | \$ 10.00 3-day limit for "trailerable" boats under 26 feet in length |
| 26 - 35 Feet | \$ 12.00 10-day limit for non-trailerable" boats over 26 feet in length |
| 36 - 50 Feet | \$ 15.00 |
| 51 - 75 Feet | \$ 20.00 |
| Over 75 Feet | \$ 50.00 |

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Commission Memo



Prepared by: Fred Kowell
 Date: November 15, 2016
 Re: T-Hangar Rates for 2017

In reviewing T-Hangar rates for the past six years, only CPI (Consumer Price Index) percentage increases ranging from 1.0% to 2.6% have affected lease rates. A CPI increase has not kept up with the growing costs to maintain the airport. As you can see below, the Airport is running an operating deficit of \$12,485 from FY 2015-16. This deficit does not include the capital outlay of \$76,139 for the Airport Master Plan of which the FAA only funded 90%.

Marina tenants have seen a 6% increase for 2015 and 2016, and the same increase in 2017 moorage rates is on the agenda as an Action Item in Regular Session. T-Hangars, like boat slips, do not generate jobs and lease rates should reflect market demands. There are currently 45 names on the T-Hangar Wait List and no placements have been made since January 2014.

Staff is recommending a 6% increase in 2017 T-Hangar rates and will come back to the Board with a plan that will depict the increase necessary over the next several years. The plan will include the build-out of additional hangars on the south side of the Airport and the rates that will be necessary to cover the costs of development. Approving next year's rates at the November 15 meeting allows staff more than 30 days to notify tenants of a rate increase.

| Hangar | <u>2017 Proposed Annual Rate: 6% Increase</u> |
|--------|---|
| A | \$2,727 - an increase of \$154 from 2016 rates or a semi-annual payment of \$1,363.50 or a quarterly payment of \$681.75 |
| B | \$2,908 - an increase of \$165 from 2016 rates or a semi-annual payment of \$1,454.00 or a quarterly payment of \$727.00 |
| A | \$3,218 - an increase of \$182 from 2016 rates or a semi-annual payment of \$1,609.00 or a quarterly payment of \$804.50 |

RECOMMENDATION: Approve increase of 6% to T-Hangar lease rates at the Ken Jernstedt Airfield for calendar year 2017.

**PORT OF HOOD RIVER
AIRPORT REVENUES AND EXPENDITURES**

| | Actuals | | | Budget | |
|--|---------------------|-------------------|------------------|---------------------|-------------|
| | FY 2013-14 | FY 2014-15 | FY 2015-16 | FY 2016-17 | % |
| <i>Operating Revenues</i> | | | | | |
| Airport T-Hangars | \$ 96,066 | \$ 98,892 | \$ 100,224 | \$ 102,100 | 54% |
| Airport Hangar 1 | 30,690 | 25,372 | 30,728 | 31,000 | 16% |
| Airport Leases | 31,828 | 34,117 | 38,172 | 38,200 | 20% |
| | <u>158,584</u> | <u>158,381</u> | <u>169,124</u> | <u>171,300</u> | |
| Utility reimbursements | 22,040 | 10,112 | 10,257 | 11,500 | 6% |
| Property tax reimbursements | 2,517 | 3,195 | 5,088 | 5,300 | 3% |
| Miscellaneous | 5,092 | 17,530 | | 1,000 | 1% |
| <i>Operating Revenues</i> | <u>188,233</u> | <u>189,218</u> | <u>184,469</u> | <u>189,100</u> | <u>100%</u> |
| <i>Operating Expenses</i> | | | | | |
| Labor, taxes and burden | 71,483 | 73,300 | 75,019 | 85,500 | 29% |
| Electric, water and garbage | 39,350 | 29,672 | 28,925 | 35,000 | 12% |
| Insurance | 8,441 | 8,364 | 8,049 | 9,000 | 3% |
| Maintenance | 70,802 | 43,946 | 53,322 | 60,000 | 21% |
| Miscellaneous | 5,802 | 3,741 | 5,140 | 7,000 | 2% |
| Security/IT | 1,092 | 910 | 930 | 1,000 | 0% |
| Professional Services | 5,056 | 2,593 | 6,223 | 5,000 | 2% |
| Legal | 7,064 | 5,748 | 14,259 | 15,000 | 5% |
| Taxes | 4,003 | 3,584 | 5,087 | 5,300 | 2% |
| <i>Operating Expenses before 2010 FlexLease Debt</i> | <u>213,093</u> | <u>171,858</u> | <u>196,954</u> | <u>222,800</u> | <u>77%</u> |
| Debt Service | - | - | - | 68,300 | 23% |
| <i>Operating Expenses before Capital Outlay</i> | <u>213,093</u> | <u>171,858</u> | <u>196,954</u> | <u>291,100</u> | <u>100%</u> |
| <i>Net Cashflow before Capital Outlay</i> | <u>(24,860)</u> | <u>17,360</u> | <u>(12,485)</u> | <u>(102,000)</u> | |
| <i>Capital Outlay</i> | <u>\$ 1,260,796</u> | <u>129,661</u> | <u>\$ 76,139</u> | <u>\$ 2,336,900</u> | |
| <i>FAA Grant</i> | <u>\$ 260,484</u> | <u>\$ 119,517</u> | <u>\$ 61,377</u> | <u>\$ 1,250,000</u> | |
| <i>Debt Issuance</i> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 1,270,000</u> | |