



## PORT OF HOOD RIVER COMMISSION

### AGENDA

Tuesday, June 11, 2024

Port Conference Room

1000 E. Port Marina Drive, Hood River

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1. **Call to Order** – 5:00 PM
  - a. Modifications, Additions to Agenda
  - b. Open Public Hearing on Approved Budget for Fiscal Year 2024-2025**
  - c. Public Comment (5 minutes per person per subject; 30-minute limit)
  
2. **Consent Agenda**
  - a. Approve Minutes from the March 21, 2024 Regular Session (*P. Rosas, Pg. 3*)
  - b. Approve Contract with Kapsch for Maintenance Services (*D. Smith-Wagar, Pg. 7*)
  - c. Approve Resolution No. 2023-24-20 Adopting Communications Plan (*P. Rosas, Pg. 27*)
  - d. Approve Resolution No. 2023-24-21 Setting Rates, Fees, and Charges (*D. Smith-Wagar, Pg. 41*)
  - e. Approve Task Order No. 11 with PSquare for Tolling System Services (*D. Smith-Wagar, Pg. 49*)
  - f. Approve Agreement and Two Task Orders with Radcomp for IT Services (*D. Smith-Wagar, Pg. 57*)
  - g. Approve Lease with Hood River Distillers in Maritime Bldg. (*K. Greenwood, Pg. 89*)
  - h. Approve Amendment No. 2 with Columbia Gorge News in Marina West Bldg. (*K. Greenwood, Pg. 93*)
  - i. Approve SDIS Insurance Renewal for FY2024-25 Employee Benefit Program (*D. Smith-Wagar, Pg. 97*)
  - j. Approve Accounts Payable to Beery, Elsner & Hammond (*D. Smith-Wagar, Pg. 105*)
  - k. Approve Resolution No. 2023-24-22 Adopting Methods of Payment for Parking (*D. Stafford, Pg. 109*)
  - l. Authorize Letter of Support for the Bridge Replacement Project (*K. Greenwood, Pg. 115*)
  - m. Approve New Project Coordinator Job Position (*Personnel Committee, Pg. 119*)
  - n. Approve Resolution No. 2023-24-23 Authorizing the Budget Transfer for the FY 2023-24 Budget (*D. Smith-Wagar, Pg. 125*)
  - o. Approve contract with Aviation Management Services for managing and evaluating the Airport (*K. Greenwood, Pg. 129*)
  
3. **Informational Reports**
  
4. **Presentations & Discussion Items**
  - a. Port Forming a 501(c)(3) (*D. Smith-Wagar, Pg. 135*)
  
5. **Executive Director Report** (*K. Greenwood, Pg. 151*)
  
6. **Commissioner, Committee Reports**
  
7. **Close Public Hearing on Approved Budget for Fiscal Year 2024-2025**
  
8. **Action Items**
  - a. Approve Resolution No. 2023-24-24 Adopting the FY 2024-25 Budget (*D. Smith-Wagar, Pg. 171*)

**9. Commission Call/Upcoming Meetings**

- a. Regular Session – July 16, 2024
- b. Regular Session – August 20, 2024
- c. Regular Session – September 17, 2024

**10. Confirmation of Commission Directives to Staff**

**11. Executive Session** - Executive Session pursuant to ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

- a. Property Transactions update

Media representatives are not to report on or otherwise disclose any of the deliberations during the Executive Session. Final actions or decisions on these matters will be made during the Regular Session.

**12. Possible Action**

**13. Adjourn**

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

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

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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:** Kristi Chapman, Mike Fox, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **Guests:** Andreas Von Flotow

**ABSENT:** Heather Gehring, Ben Sheppard

**MEDIA:** Noah Noteboom, Columbia Gorge News

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 4:59 p.m.

a. **Modifications, Additions to Agenda:**

1. Modify Operations Agreement on Consent Agenda item 2(b) to adjust term to 18 months.

b. **Public Comment:** None

**2. CONSENT AGENDA:**

a. Approve Minutes from the April 23, 2024 Regular Session & May 7, 2024, Budget Meeting

b. Approve Operations Agreement with Hood River Soaring at the Airport as modified

c. Approve Lease with HP Civil Inc. in the Wasco Building

d. Approve Task Order 10 Amendment 4 with HDR Engineering

e. Ratify Lease with Blue Mountain Networks LLC, in the Big 7 Building

**Motion:** Move to approve Consent Agenda with noted modification to Consent Agenda item 2(b).

**Move:** Bieker

**Second:** Fox

**Discussion:** None

**Vote:** **Ayes:** Chapman, Fox, and Bieker

**Absent:** Sheppard, and Gehring

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:**

a. **Bridge Replacement Project Update** – No Discussion

**4. PRESENTATIONS & DISCUSSION ITEMS:**

a. **Through the Fence Agreement with Hood Aero at the Airport** – Kevin Greenwood, Executive Director, discussed a request from Andreas Von Flotow for a Through the Fence Agreement (TTFA). This agreement would allow access to the runway through a specific property. Although the property is not currently zoned for hangar construction, it is likely that permission will be granted as ancillary use. Commissioner Tor Bieker supports the TTFA, as it promotes aviation-related development and prevents residential housing near the airport. A discussion ensued regarding safety and preventing unauthorized access. The Commission reached a consensus to move forward with the TTFA.

b. **Future Funding Opportunities for the Port** – Greenwood noted that there has been recent interest in exploring funding opportunities for building an administration facility at the Ken Jernstedt Airfield (“airport”). Greenwood discussed creating a 501(c)(3) organization to allow the public to make tax-deductible donations to the Port and to apply for other funding opportunities in which local governments would not be eligible, which could be used for airport improvements and other purposes. Commissioner Mike Fox emphasized the need to understand the ramifications of a

501(c)(3) before proceeding. The Commission reached a consensus to move forward with the feasibility of a 501(C)(3).

- c. **Update on North Apron Development** – Greenwood noted that the county emergency management will be applying for a FEMA planning grant for the vertical construction of an emergency operations facility. This structure could also serve as a public administration building in addition to the airport operations center. Greenwood added that he would be meeting with Wes Cochran, EDA Representative, on June 12 to discuss airport investments.

Greenwood provided a brief update on the North Apron Development. Claudia Munk-von Flotow has decided to withdraw from the Memorandum of Understanding (MOU). Josh Coombs, a subtenant of Aircraft Storage LLC, will take the lead on the Jeanette Road development. Staff recommended moving forward with Josh Coombs and noted that a full procurement process is not required. A discussion followed, concluding with a consensus from the Commission to move forward with Coombs.

Also discussed was the current easement with Terry Brandt that limits development on the easternmost site. Staff has been working with Brandt to correct the easement. According to Federal Aviation Administration (FAA) rules, the FAA prefers "licenses" over "easements." Brandt was reluctant to give up the easement. Staff will continue to work with Brandt on the access licenses before proceeding with a land use application with Coombs.

- d. **Dues & Memberships** – Debbie Smith-Wagar initiated the discussion on dues and memberships, seeking direction from the Commission on which items should be kept and which should be eliminated. The Commission reached a consensus to move forward with Art of the Community and directed staff to reduce dues and memberships, reporting back at the next meeting. Additionally, a request was made to include a report on other items that the Port provides pro bono.
- 5. **EXECUTIVE DIRECTOR REPORT:** Greenwood acknowledged Patty Rosas and Jana Scoggins for attending the Human Resources training. Staff is making progress with the U.S. Coast Guard regarding the 30-day notice for a lift request. Additionally, staff is collaborating with WAAAM, Hood River Chamber, and the Hood River Museum on the centennial bridge event. Lastly, Gretchen Goss has begun working on the Port newsletter.
  - 6. **COMMISSIONER, COMMITTEE REPORTS:** None
  - 7. **ACTION ITEMS:** None
  - 8. **COMMISSION CALL:**
    - a. Commissioner Fox acknowledged Debbie Smith-Wagar and Kevin Greenwood on the new financial report, and the time tracking sheet for staff.
  - 9. **UPCOMING MEETINGS:** No Discussion
  - 10. **CONFIRMATION OF DIRECTIVES:**
    - a. Staff to move forward with the TTFA with Andreas Von Flotow.
    - b. Staff to move forward with feasibility of a 501(c)(3).

- c. Staff to proceed with Coombs on the hangar development project once Brandt agrees to the new access licenses.
- d. Staff to move forward with Art of Community and reduce dues and memberships and report back at the next meeting.
- e. A report was requested for other items that the Port provides pro bono.

**11. ADJOURN:** The meeting was adjourned by unanimous consent at 6:20 p.m.

**ATTEST:**

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Kristi Chapman, President

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Michael Fox, Secretary

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 11, 2024  
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 2024 to May 2025 for anything that goes wrong with our Kapsch hardware.

This contract has been reviewed by Port legal counsel.

**RECOMMENDATION:** MOTION to approve the Kapsch TraffiCom USA maintenance contract for the period June 2024 – May 2025 for \$55,212.

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## PERSONAL SERVICES CONTRACT

This Agreement is between the Port of Hood River, an Oregon Municipal Corporation, (hereinafter referred to as “**Port**”), and **Kapsch TrafficCom USA, Inc.** (hereinafter referred to as “**Consultant**”).

In consideration of the mutual covenants set forth in this Agreement, and for good and valuable consideration, the sufficiency of which is hereby acknowledged, Port authorizes Consultant and Consultant agrees to carry out and complete services as described below:

1. **PROJECT:** Work shall be performed by Consultant in connection with a project generally described as: **Port of Hood River Maintenance** (the “Project”).
2. **SCOPE OF SERVICES:** The Consultant shall be responsible for the performance of all services as set forth in the Scope of Work attached to this Agreement as **Exhibit A** (the “Services”) and to the extent described in this Agreement. All provisions and covenants contained in the Scope of Work are hereby incorporated by reference and shall become a part of this Agreement as if fully set forth. Any conflict between this Agreement and the Scope of Work (if any) shall be resolved first in favor of this Agreement. Consultant shall perform Services using the degree of skill and knowledge customarily employed by professionals performing similar services in the same region of Oregon. The Consultant shall be responsible for providing, at the Consultant’s cost and expense, all management, supervision, materials, administrative support, supplies, and equipment necessary to perform the Services as described herein, all in accordance with this Agreement. All Consultant personnel shall be properly trained and fully licensed to undertake any activities pursuant to this Agreement, and Consultant shall have all requisite permits, licenses and other authorizations necessary to provide the Services. Consultant acknowledges and agrees that Port may cause or direct other persons or contractors to provide services for and on behalf of Port that are the same or similar to the Services provided by Consultant under this Agreement. No information, news, or press releases related to the Project shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written authorization of Port.
3. **TERM OF AGREEMENT:** The term of this Agreement shall begin on the date this Agreement is fully executed and shall terminate on May 31, 2025 unless sooner terminated or extended under the provisions of this Agreement. All Services under this Agreement shall be completed prior to the expiration of this Agreement.
4. **TIME OF THE ESSENCE:** The Services of the Consultant shall be undertaken and completed in such a manner and in such a sequence as to assure their expeditious completion in light of the purpose of this Agreement. It is agreed that time is of the essence in the performance of the Services.
5. **COMPENSATION:** The Port shall pay fees to the Consultant for Services performed under the terms of this Agreement and as specified in the Scope of Work. The total aggregate amount for all Services performed under this Agreement shall not exceed Fifty-Five Thousand, Two Hundred, and Twelve Dollars (\$55,212.00) (“Compensation”), unless otherwise approved in writing by the Port.

Consultant shall submit monthly invoices computed on the basis of the percentage of work completed or hours worked and detailing the Services provided to date. Invoices shall include a detailed description of work performed and include evidence of any reimbursable expenses in a form acceptable to the Port. Port shall make payments in a timely manner, within twenty-five (25) days of receipt of invoice. Invoices received from the Consultant pursuant to this Agreement will be reviewed and approved by the Port prior to payment.

No compensation will be paid by Port for any portion of the Services not performed. Payment shall not be considered acceptance or approval of any Services or waiver of any defects therein. The Compensation shall constitute full and complete payment for said Services and all expenditures which may be made and expenses incurred, except as otherwise expressly provided in this Agreement or agreed to by mutual written and duly signed agreement of Port and Consultant.

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

6. **STATUS OF CONSULTANT AND RELATIONSHIP TO PORT:** The Consultant is an independent contractor, and nothing contained herein shall be construed as constituting any relationship with the Port other than that as owner and independent contractor, nor shall it be construed as creating any relationship whatsoever between the Port and any of the Consultant's employees. Neither the Consultant nor any of the Consultant's employees are nor shall they be deemed employees of the Port. The Consultant is not and shall not act as an agent of the Port. All employees who assist the Consultant in the performance of the Services shall at all times be under the Consultant's exclusive direction and control. The Consultant shall pay all wages, salaries and other amounts due the Consultant's employees in connection with the performance of the Services and shall be responsible for all reports and obligations respecting such employees, including without limitation social security tax, income tax withholding, unemployment compensation, worker's compensation, employee benefits and similar matters. Further, the Consultant has sole authority and responsibility to employ, discharge and otherwise control the Consultant's employees. The Consultant has sole authority and responsibility as principal for the Consultant's agents, employees, sub-consultants and all others the Consultant hires to perform or assist in performing the Services. The Port's only interest is in the results to be achieved.
7. **ERRORS IN WORK; EXTRA OR CHANGES IN WORK:** Consultant shall perform such additional work as may be necessary to correct errors in the work required under this without undue delays and without additional cost. Only the Port Key Personnel may authorize extra (and/or change) work. Failure of Consultant to secure authorization for extra work shall constitute a waiver of all right to adjustment in the Compensation or project schedule due to such unauthorized extra work and Consultant thereafter shall be entitled to no compensation whatsoever for the performance of such work.
8. **REPRESENTATIONS:** The Consultant represents and covenants that:
  - a. The Consultant has the required authority, ability, skills and capacity to, and shall, perform the services in a manner consistent with this Agreement. Further, any employees and sub-consultants of the Consultant employed in performing the Services shall have the skill, experience and licenses required to perform the Services assigned to them. All Work Product of Consultant required to be stamped shall be stamped by the appropriately licensed professional.
  - b. To the extent the Consultant deems necessary, in accordance with prudent practices, the Consultant has inspected the sites and all of the surrounding locations whereupon the Consultant may be called to perform the Consultant's obligations under this Agreement and is familiar with requirements of the Services and accepts them for such performance.
  - c. The Consultant has knowledge of all of the legal requirements and business practices in the State of Oregon that must be followed in performing the Services and the Services shall be

performed in conformity with such requirements and practices.

- d. The Consultant is validly organized and exists in good standing under the laws of the State of Oregon and has all the requisite powers to carry on the Consultant's business as now conducted or proposed to be conducted and the Consultant is duly qualified, registered or licensed to do business in good standing in the State of Oregon.
- e. The execution, delivery and performance of this Agreement and the consummation of the transactions contemplated hereby have been duly authorized by all necessary action and do not and will not (a) require any further consent or approval of the board of directors or any shareholders of the Consultant or any other person which has not been obtained or (b) result in a breach of default under the certificate of incorporation or by-laws of the Consultant or any indenture or loan or credit agreement or other material agreement or instrument to which the Consultant is a party or by which the Consultant's properties and assets may be bound or affected. All such consents and approvals are in full force and effect.

**9. CONSULTANT'S INSURANCE:**

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

- a. Commercial General Liability insurance on an occurrence basis with a limit of not less than \$1,000,000 each occurrence for bodily injury and property damage and \$2,000,000 general aggregate. The Liability Insurance coverage shall provide contractual liability. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to Contract.
- b. Automobile Liability insurance with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- c. Professional Liability insurance with a \$1,000,000 per claim and \$1,000,000 in the aggregate for malpractice or errors and omissions coverage against liability for personal injury, death, or damage of property, including loss of use thereof, arising from the firm's negligent acts, errors or omissions related to this Contract.
- d. Prior to commencing any Services under this Agreement, the Consultant shall provide the Port with a certificate or certificates evidencing the insurance required by this section, as well as the amounts of coverage for the respective types of coverage. If the Consultant sub-contracts any portion(s) of the Services, said sub-consultant(s) shall be required to furnish certificates evidencing statutory worker's compensation insurance, comprehensive general liability insurance and professional liability insurance coverage in amounts satisfactory to the Port and the Consultant. If the coverage under this paragraph expires during the term of this Agreement, the Consultant shall provide replacement certificate(s) evidencing the continuation of required policies.
- e. Workers' Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. (Required of contractors with one or more employees, unless exempt under ORS 656.027.)

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

retentions, and/or self-insurance.

If any policy obtained by the Consultant is a claims-made policy, the following conditions shall apply: the policy shall provide the Consultant has the right to purchase, upon cancellation or termination by refusal to renew the policy, an extended reporting period of not less than two (2) years. The Consultant agrees to purchase this extended insurance coverage and to keep it in effect during the reporting period. If the policy is a claims-made policy, the retroactive date of any renewal of such policy shall be not later than the date this Agreement is signed by the parties hereto. If the Consultant purchases a subsequent claims-made policy in place of the prior policy, the retroactive date of such subsequent policy shall be no later than the date this Agreement is signed by the parties hereto.

**10. INDEMNIFICATION:** The Consultant shall indemnify, defend and hold harmless the Port, its commissioners, employees and agents, from and against any and all claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent, they are directly resulting from, or alleged to arise from, the acts of the Consultant, or any of the Consultant's sub-consultants, Consultant's suppliers and/or Consultant's employees arising in connection with the performance of this Agreement. The obligations of the indemnifications extended by the Consultant to the Port shall survive the termination or expiration of this Agreement.

**11. CONFIDENTIALITY:** During the performance of the Agreement and for all time subsequent to completion of the Services under this Agreement, the Consultant agrees not to use or disclose to anyone, except as required by the performance of this Agreement or by law, or as otherwise authorized by the Port, any and all information given to the Consultant by the Port or developed by the Consultant as a result of the performance of this Agreement. The Consultant agrees that if the Port so requests, the Consultant will execute a confidentiality agreement in a form acceptable to the Port and will require any employee or sub-consultant performing work under this Agreement or receiving any information deemed confidential by the Port to execute such a confidentiality agreement.

**12. ASSIGNMENT:** Neither party shall assign this Agreement or parts hereof or its duties hereunder, but not including work products produced by the Consultant, without the express written consent of the other party. In the event of dissolution, consolidation or termination of the Port, the parties agree that the Port may assign to a successor entity any rights, obligations and functions it may have remaining under this Agreement.

**13. SUBCONSULTANTS:**

a. General. The Consultant is solely and fully responsible to the Port for the performance of the Services under this Agreement. Use of any sub-consultant by the Consultant shall be pre-approved by the Port. The Consultant agrees that each and every agreement of the Consultant with any sub-consultants to perform Services under this Agreement shall be terminable without penalty.

b. Sub-Consultant Commitments: All of the Consultant's subcontracts in connection with the performance of the Services shall be in writing and include the following provisions:

i. The subcontract/contract is immediately terminable without cause, and cost for

such termination activities shall be determined according to the terms of this Agreement.

- ii. The sub-consultant shall carry insurance in forms and amounts satisfactory to the Port in its sole discretion, as provided by this Agreement.
- iii. All warranties (express or implied) shall inure to the benefit of the Port and its successors and assigns.
- iv. The subcontract/contract shall be subject to all applicable public contracting terms and provisions, as required by state law.

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

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

If Consultant fails, neglects, or refuses to make prompt payment of any claim for labor or services furnished to Consultant or a subcontractor by any person in connection with this Agreement as the claim becomes due, the Port may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Consultant pursuant to this Agreement. The Port's payment of a claim under this Section shall not relieve Consultant or Consultant's surety, if any, from responsibility for those claims.

#### **14. TERMINATION NOT-FOR-CAUSE:**

##### **a. Termination for Cause.**

- i. Consultant shall remedy any breach of this Agreement within the shortest reasonable time after Consultant first has actual notice of the breach or Port notifies Consultant of the breach, whichever is earlier. If Consultant fails to either remedy the breach or actively begin and maintain efforts satisfactory to the Port to remedy the breach within ten (10) days of actual notice or the Port's mailing, Port may terminate that part of the Agreement affected thereby upon written notice to Consultant, may obtain substitute services in a reasonable manner, and recover from Consultant the amount by which the price for those substitute services exceeds the price for the same services under this Agreement.
- ii. If the breach is material and Consultant fails to either remedy the breach or actively begin and maintain efforts satisfactory to the Port to remedy the breach within five (5) days of the Port's notice Port may then treat Consultant as being in default and pursue any remedy available for such default at law or in equity.
- iii. Pending a decision to terminate all or part of this Agreement, Port unilaterally may order Consultant to suspend all or part of the Services under this Agreement. If Port suspends terminates all or part of the Agreement pursuant to this Section, Consultant shall be entitled to compensation only for Services rendered prior to the date of termination or suspension, but not for any Services rendered after Port ordered termination or suspension of those Services. If Port suspends certain

Services under this Agreement and later orders Consultant to resume those Services, Consultant shall be entitled to reasonable damages actually incurred, if any, as a result of the suspension.

- iv. To recover amounts due under this Section, Port may withhold from any amounts owed by Port to Consultant, including but not limited to, amounts owed under this or any other Agreement between Consultant and Port.
- b. Termination for Convenience.** In addition to any other rights provided herein, the Port shall have the right to terminate all or part of this Agreement at any time and for its own convenience, by written notice to Consultant.
  - c. Obligations of Consultant.** After receipt of a notice of termination, and unless otherwise directed by the Port, the Consultant shall immediately proceed as follows:
    - i. Stop work on the Services as specified in the notice of termination;
    - ii. Terminate all agreements with sub-consultants to the extent they relate to the Services terminated;
    - iii. Submit to the Port detailed information relating to each and every sub-consultant of the Consultant under this Agreement. This information will include sufficient detail so the Port can immediately contact each such sub-consultant to determine the role or function of each in regard to the performance of the Services and if the Port so elects, the Port may engage any sub-consultant for substantially the same terms as have been contracted by the Consultant;
    - iv. Complete performance in accordance with this Agreement of all of the services not terminated; and
    - v. Take any action that may be necessary, or that the Port may direct, for the protection and preservation of the property related to this Agreement that is in the possession of the Consultant and in which the Port has or may acquire an interest.
  - d. Termination Settlement.** After termination, the Consultant shall submit a final termination settlement proposal to the Port in a form and with a certification prescribed by the Port. The Consultant shall submit the proposal promptly, but no later than thirty (30) days from the effective date of termination, unless extended in writing by the Port upon written request by the Consultant within such thirty-day period. If the Consultant fails to submit the proposal within the time allowed the Port's payment obligations under this Agreement shall be deemed satisfied and no further payment by the Port to the Consultant shall be made.
  - e. Payment Upon Termination.** As a result of termination without cause the Port shall pay the Consultant in accordance with the terms of this Agreement for the Services performed up to the termination and unpaid at termination.
  - f. Port's Claims and Costs Deductible Upon Termination.** In arriving at the amount due the Consultant under this paragraph there shall be deducted any claim which the Port has against the Consultant under this Agreement.
  - g. Partial Termination.** If the termination is partial the Port shall make an appropriate adjustment of the price of the Services not terminated. Any request by the Consultant for further adjustment of prices shall be submitted in writing within thirty (30) days from the

effective date of notice of partial termination or shall be deemed forever waived.

15. **FORCE MAJEURE:** Neither party to this Agreement shall be liable to the other party for delays in or failure to perform services caused by unforeseeable circumstances beyond its reasonable control, including but not limited to acts of governmental authorities, civil unrest, war, lockouts, extraordinary weather conditions or other natural catastrophe. For delays resulting from unforeseeable material actions or inactions of Port or third parties beyond Consultant's reasonable control, Consultant shall be given an appropriate time extension and shall be compensated for all costs of labor, equipment, and other direct costs Consultant reasonably and necessarily incurs. Delays of more than ninety (90) calendar days shall, at the option of either party, make this Agreement subject to termination.
16. **RECORD KEEPING:** The Consultant shall maintain all records and documents relating to Services performed under this Agreement for three (3) years after the termination or expiration of this Agreement, or for three (3) years after all other pending matters in connection with this Agreement are closed. This includes all books and other evidence bearing on the Consultants time based and reimbursable costs and expenses under this Agreement. The Consultant shall make these records and documents available to the Port, at the Port's office, at all reasonable times, without any charge. If accepted by the Port, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.
17. **WORK PRODUCT:** All work product of the Consultant prepared pursuant to this Agreement, including but not limited to, all maps, plans, drawings, specifications, reports, electronic files and other documents, in whatever form, shall upon payment of all amounts rightfully owed by the Port to the Consultant herein remain the property of the Port under all circumstances, whether or not the Services are complete. When requested by the Port, all work products shall be delivered to the Port in PDF or full-size, hard copy form. Work products shall be provided to the Port at the time of completion of any of the discrete tasks specified in the Services. Consultant shall maintain copies on file of any such work product involved in the Services for three (3) years after Port makes final payment on this Agreement and all other pending matters are closed, shall make them available for the Port's use, and shall provide such copies to the Port upon request at commercial printing or reproduction rates.

The interest in any intellectual property, including but not limited to copyrights and patents of any type, arising from the performance of this Agreement and any generated work product shall vest in Port. Consultant shall execute any assignment or other documents necessary to affect this section. Consultant may retain a nonexclusive right to use any intellectual property that is subject to this section. Consultant shall transfer to Port any data or other tangible property generated by Consultant under this Agreement and necessary for the beneficial use of intellectual property covered by this section

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

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

- a. **Public Records.** The Consultant acknowledges and agrees that all documents in the Port's possession, including documents submitted by the Consultant, are subject to the provisions of the Law, and the Consultant acknowledges that the Port shall abide by the Law, including

honoring all proper public records requests. The Consultant shall be responsible for all Consultants' costs incurred in connection with any legal determination regarding the Law, including any determination made by a court pursuant to the Law. The Consultant is advised to contact legal counsel concerning such acts in application of the Law to the Consultant.

- b. Confidential or Proprietary Materials. If the Consultant deems any document(s) which the Consultant submits to the Port to be confidential, proprietary or otherwise protected from disclosure under the Law, then the Consultant shall appropriately label such document(s), and submit such document(s) to the Port together with a written statement describing the material which is requested to remain protected from disclosure and the justification for such request. The request will either be approved or denied by the Port in the Port's discretion. The Port will make a good faith effort to accommodate a reasonable confidentiality request if in the Port's opinion the Port determines the request complies with the Law.
- c. Stakeholder. In the event of litigation concerning disclosure of any document(s) submitted by consultant to the Port, the Port's sole involvement will be as stakeholder retaining the document(s) until otherwise ordered by the court and the Consultant shall be fully responsible for otherwise prosecuting or defending any actions concerning the document(s) at its sole expense and risk.

**19. DESIGNATION OF REPRESENTATIVES AND KEY PERSONNEL:** The Port hereby designates Kevin Greenwood, Executive Director and the Consultant hereby designates \_\_\_\_\_, \_\_\_\_\_ [Title] as the persons who are authorized to represent the parties with regard to administration of this Agreement, subject to limitations, which may be agreed to by the parties (collectively, the "Key Personnel"). In consultation with the Port, the Consultant shall identify the Key Personnel acceptable to the Port who will provide the Services under this Agreement. None of these individuals may be changed, while still in the employ of the Consultant and not on legally required leave, without the Port's prior written consent, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, the Consultant acknowledges that the Port considers the individuals named as Key Personnel critical to the Consultant providing its Services under this Agreement, and the Port will not pay the cost of any individual providing the Services contemplated by the Key Personnel on behalf of Consultant unless such individuals have been approved by the Port in writing.

**20. PUBLIC CONTRACTING REQUIREMENTS**

- a. Overtime. Any person employed on work under this Agreement, other than a person subject to being excluded from the payment of overtime pursuant to either ORS 653.010 to 653.261 or 29 USC §201 to 209, shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, and otherwise in accordance with in accordance with ORS 653.010 to ORS 653.261 and the Fair labor standards Act of 1938.
- b. Payment for Labor or Material. Consultant shall make payment promptly, as due, to all persons supplying to Contract labor or material for the performance of the work provided for in this Agreement. (ORS 279B.220)
- c. Contributions to the Industrial Accident Fund. Consultant shall pay all contributions or amounts due the Industrial Accident Fund from Consultant incurred in the performance of this Agreement, and shall ensure that all subcontractors pay those amounts due from the subcontractors. (ORS 279B.220)



- d. Liens and Claims. Consultant shall not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished. (ORS 279B.220)
- e. Income Tax Withholding. Consultant shall pay to the Oregon Department of Revenue all sums withheld from employees pursuant to ORS 316.167. (ORS 279B.220)
- f. Medical Care for Employees. Consultant shall promptly, as due, make payment of all sums to any person, co-partnership, association or corporation, furnishing medical, surgical and/or hospital care incident to the sickness or injury of Consultant's employee(s), all sums which Consultant agrees to pay for such services and all monies and sums which Consultant collected or deducted from the wages of employees pursuant to any law, contract or contract for the purpose of providing or paying for such service. (ORS 279B.230)
- g. Non-Discrimination. Consultant agrees to comply with all applicable requirements of federal and state non-discrimination, civil rights, and rehabilitation statutes, rules, and regulations. Consultant also shall comply with the Americans with Disabilities Act of 1990, ORS 659A.142, and all regulations and administrative rules established pursuant to those laws.
- h. Lawn or Landscaping. If the Services or Project under this Agreement contemplate lawn or landscape maintenance, Consultant shall salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective. (ORS 278B.225)
- i. Foreign Contractor. If Consultant is not domiciled in or registered to do business in the state of Oregon, Consultant shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Agreement. Consultant shall demonstrate its legal capacity to perform these services in the state of Oregon prior to entering into this Agreement.
- j. Federal Environmental Laws. Consultant shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
- k. Tax Law Compliance. Consultant (to the best of Consultant knowledge, after due inquiry), for a period of no fewer than six calendar years (or since the firm's inception if less than that) preceding the effective date of this Agreement, faithfully has complied with: (1) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318; (2) Any tax provisions imposed by a political subdivision of this state that applied to Consultant, to Consultant's property, operations, receipts, or income, or to Consultant's performance of or compensation for any work performed by Consultant; (3) Any tax provisions imposed by a political subdivision of this state that applied to Consultant, or to goods, services, or property, whether tangible or intangible, provided by Consultant; and (4) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

**21. NOTICE:** All notices, bills and payments shall be made in writing and may be given by personal delivery, mail, or by fax. Notice, bills, payments, and other information shall also be made via email to the parties listed in the address block below. Payments may be made by personal delivery, mail,

or electronic transfer. The addresses provided in the signature blocks to this Agreement. When notices are so mailed, they shall be deemed given upon deposit in the United States mail, postage prepaid, or when so faxed, shall be deemed given upon successful fax. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices, bills and payments are to be given by giving written notice pursuant to this Section.

- 22. ENTIRE AGREEMENT; COUNTERPARTS; ELECTRONIC SIGNATURES:** This Agreement constitutes the entire agreement between the parties hereto relating to the Services and sets forth the rights, duties, and obligations of each party to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be amended except by a writing executed by both the Consultant and the Port and approved by the Port Commission. The Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original and such counterparts shall together constitute but one and the same Agreement. Any party shall be entitled to sign and transmit electronic signatures to this Agreement (whether by facsimile, .pdf, or electronic mail transmission), and any such signature shall be binding on the party whose name is contained therein. Any party providing an electronic signature to this Agreement agrees to promptly execute and deliver to the other parties, upon request, an original signed Agreement.
- 23. INTERPRETATION:** In this Agreement the singular includes the plural, and the plural includes the singular; statutes or regulations are to be construed as including all statutory or regulatory provisions consolidating, amending or replacing the statute or regulation referred to; references to "writing" include printing, typing, lithography, computer software and other means of reproducing word in a tangible visible form; references to articles, sections (or subdivisions of sections), exhibits, annexes, appendices or schedules shall be construed to be in this Agreement unless otherwise indicated; references to agreements, exhibits, annexes, appendices hereto and other contractual instruments shall, unless otherwise indicated, be deemed to include all subsequent amendments and other modifications to such instruments, but only to the extent such amendments and other modifications are not prohibited by this Agreement; words not otherwise defined which have well-known technical or industry meanings, unless the context otherwise requires, are used in accordance with such recognized meanings; and references to persons include their respective permitted successors and assigns, and, in the case of governmental persons, persons succeeding to their respective functions and capacities. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument in the proposal of the Agreement, this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.
- 24. BINDING AGREEMENT:** This Agreement shall inure to and be binding on the heirs, executors, administrators, successors, and assigners of the parties hereto.
- 25. NO WAIVER:** No waiver of any provisions of this Agreement shall be deemed to constitute a waiver of any other provision of the Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed a waiver of any subsequent default hereunder.
- 26. LIMITATION ON DELEGATION:** The parties hereto acknowledge and agree that certain powers, rights and duties conferred on or held by the Port are inherently governmental in nature and may not be delegated by contract to the Consultant. Nothing in this Agreement shall be construed as an unlawful delegation of the non-delegable functions and powers of the Port, and the Consultant shall

have no obligation to perform any non-delegable function.

- 27. **LEGAL COUNSEL:** The parties hereto agree they have full and adequate opportunity to consult with legal counsel and that each has had such counsel as it deems appropriate.
- 28. **OBSERVE ALL LAWS:** The Consultant shall keep fully informed regarding and materially comply with all federal, state, and local laws, ordinances and regulations and all orders and decrees of bodies or tribunals having jurisdiction or authority which may affect those engaged or employed in the performance of this Agreement.
- 29. **CONTROLLING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, and any disputes hereunder shall be tried in the courts of the State of Oregon. Venue shall be in Hood River, Oregon.
- 30. **MEDIATION; TRIAL WITHOUT A JURY.** If either party has a claim or dispute in connection with this Agreement, it shall first attempt to resolve the dispute through mediation. The parties shall mutually select an acceptable mediator, shall equally share the applicable mediation fees, and shall mutually select an applicable mediation venue. If either party fails to proceed in good faith with the mediation, or the parties otherwise fail to resolve the claim via the mediation process, the claiming party may proceed with litigation. Any litigation arising under or as a result of this Agreement shall be tried to the court without a jury. Each party agrees to be responsible for payment of its own professional fees, including attorneys' fees, in both mediation and litigation.
- 31. **FURTHER ASSURANCES:** Each party shall execute and deliver, at the request of the other party, any further documents or instruments, and shall perform any further acts that may be reasonably required to fully effect the transaction intended by this Agreement.
- 32. **SEVERABILITY:** If any provision or portion of this Agreement is held to be unenforceable or invalid by any court of competent jurisdiction, the validity of the remaining terms and provisions shall not be affected to the extent that it did not materially affect the intent of the parties when they entered into the Agreement.
- 33. **MODIFICATION:** Any modification of the provisions of this Agreement shall be reduced to writing and signed by authorized agents of Port and Consultant.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, this \_\_\_ day of \_\_\_\_\_, 2024.

**Consultant: Kapsch TrafficCom USA, Inc.**

**Port of Hood River**

Signed:

Name: Ray Cooper  
Title: Vice President, Delivery  
Date:  
Address:

Phone/Email:

Signed:

Name: Kevin M. Greenwood  
Title: Executive Director  
Date:  
Address: 1000 E. Port Marina Drive,  
Hood River, OR 97031

Phone/Email: (541) 386-1645  
[kgreenwood@portofhoodriver.com](mailto:kgreenwood@portofhoodriver.com)

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May 28, 2024

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

ATTN: Kevin Greenwood, Executive Director

Subject: Port of Hood River Maintenance 2024

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 2023- May 2024	June 2024 - May 2025
\$ 52,087.00	\$55,212.00

- 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, 2024 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](mailto:timothy.oleary@kapsch.net)

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



Timothy M. O'Leary  
Vice President, 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: **Vice President, Delivery**

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: Patty Rosas  
Date: June 11, 2024  
Re: Communications Plan and Resolution

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The last time the Commission reviewed the Port Communication Plan ("Plan") was in 2018. Since then, all communication plans have been consolidated into a single document and updated with current information and processes. The new Plan includes updated social media policies and guidelines, as well as protocols for public notifications.

The Plan is designed to ensure effective communication and transparency within our organization and with the public.

**RECOMMENDATION:** Motion to approve Resolution No. 2023-24-20 adopting the Communications Plan.

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**PORT OF HOOD RIVER**  
**Resolution No. 2023-24-20**

**A RESOLUTION ADOPTING THE COMMUNICATIONS PLAN**

**WHEREAS**, effective communication is vital for fostering transparency, engagement, and trust within our organization and with the public, and

**WHEREAS**, a structured communications plan is essential for ensuring consistency, clarity, and coherence in our messaging across various platforms.

**WHEREAS**, Staff/Commissioner Communications Plan and 2018-2019 Communications Plan have been consolidated into one single document and updated with current information and process.

**NOW THEREFORE**, THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

**Section 1.** That the Port of Hood River hereby adopts the proposed communications plan, outlined in Attachment A, titled Communications Plan, dated June 11, 2024, as the official framework for all internal and external communications activities.

**Section 2.** The adoption of this communications plan signifies our commitment to enhancing communication practices, promoting transparency, and strengthening relationships with stakeholders.

**Section 3.** All members of the Port of Hood River, including employees, volunteers, and affiliated partners, shall adhere to the guidelines and protocols outlined in the communications plan.

**Section 4.** All prior communication plans are hereby declared invalid.

**Section 5.** Resolved further, that any future revisions or updates to the communications plan shall be subject to approval by the Port of Hood River Board of Commissioners via resolution.

**Section 6.** This Resolution is effective upon adoption.

**Section 7.** If any portion of the communications plan is declared invalid, all remaining portions of the plan shall remain in full force and effect.

Adopted by the Board of Commissioners of the Port of Hood River on this 11th day of June 2024.

**SIGNED:**

\_\_\_\_\_  
Kristi Chapman, President

**ATTEST:**

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

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# COMMUNICATIONS PLAN

Adopted June 11, 2024

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## PURPOSE

The purpose of this communications plan is to set in place the necessary policies and protocols, and enable the development of new programs and tools, to optimally communicate with Port constituents, stakeholders, customers, and partners.

The plan is meant to foster a proactive approach to public relations while equipping the Port to be prepared to react and respond when unexpected issues arise, or during a crisis. As the coming years promise to bring a period of some of the most rapid change in the Port's history in terms of bridge replacement and ownership, waterfront and rural industrial site development, and continued coalition building for advocacy of regional priorities in an increasingly dramatic and polarized political climate, the purpose of this plan will be to maintain a thoughtful, proactive approach in planning and executing all communications.

## GUIDING PRINCIPLES

1. Proactive, and well prepared for reactive communications
2. Positive focus versus negative
3. Open, transparent, clear disclosure of the issues
4. Dialog encouraged and preferred over one-way communications
5. Uniform theme/key talking points. Long-term context explained to avoid scattered, disconnected messages
6. Innovative use of new media, adept and informed deployment of communication technologies (the medium is the message)
7. Collaborative messaging and partnership development throughout the Columbia Gorge for the purpose of amplifying and organizing regional voice on needs and priorities
8. Quality versus quantity – investing in producing highest quality collateral products, programs, and services with an eye to channel fatigue in target audiences (slow and steady wins the race)
9. Stewardship and storytelling – recognition of the historic and cultural significance of the Port of Hood River, its assets, and its work. Care and attention to archiving, preserving, and sharing the stories of the Port, including focusing on our Commission, volunteers, management and front line staff
10. Provide Spanish translations of content to better reach Spanish-speaking communities, particularly when the content could impact them.
11. Ensure that content created is accessible to everyone, including people with disabilities.
12. Ensure that the content being utilized does not infringe upon any copyright restrictions.

## TARGET AUDIENCES

The Port is organized into five primary functional areas: Bridge, Airport, Marina, Waterfront Recreation, and Industrial/Commercial Development. Administratively, Port operations generally fall into three categories: Administrative/Office, Bridge Toll Booth, and Facilities. Each functional area can claim its own group or groups of target audiences and stakeholders dependent on department heads and staff for ongoing informational updates, dialog, and opportunities to provide input throughout the year.

In general terms, the Port's main target audiences are listed below, with some overlap in each category:

- Residents of cities of Hood River, White Salmon, Bingen, Klickitat County, Underwood, and Eastern Skamania County.
- Port District constituents

- Port Building Tenants
- Waterfront users
- Marina moorage tenants, guest dock users, cruise ship dock users
- Airport T-Hangar tenants, guest airport users, residential and commercial neighbors of the Airport
- Bridge users and BreezeBy customers
- Businesses and prospective tenants
- Local agencies
- State and federal legislators and their staffs
- Local news media
- Development and construction project bidders and vendors.

Secondary audiences:

- Other Ports and public entities of Oregon and the Pacific Northwest (Model organization and programs)
- State and National news media
- Broader public consumer audiences throughout Oregon and Pacific Northwest (Community branding and marketing)

## MEDIA

The Port generally employs the following media to provide the communications services either in-house or via personal service contracts:

- Press Releases
- Web site(s)
- Social Media (Facebook, Twitter, etc.)
- Email Listserv bulk email messaging (newsletters, news alerts, surveys and reports)
- Online Surveys and Feedback Forms
- E-commerce Web Portals
- Presentations
- Print Publications, including twice-yearly newsletters, annual reports
- Print Display Advertising
- Media relations (Including provision of stock photography, B-Roll video, Fact Sheets, etc.)
- Promotional collateral and educational materials development (multimedia)
- Events (Conferences, Trade Shows, Receptions, Tours, etc.)
- Interactive, dynamic-content online Calendars
- Sponsorships
- Policy documents
- Commission Meeting Packets (print and digital)
- Signage: Way finding, Traffic Control, Interpretive, Promotional, and Informational
- Maps: Way finding, Parking Control, Promotional and Informational
- Public Notices and Classified Advertising

## PUBLIC NOTIFICATIONS

### 1. Large Projects that Impact Bridge Traffic:

- a. Contact everyone on the Bridge Closures Checklist<sup>1</sup> to ensure there are no conflicting major projects scheduled for the same dates that could be disrupted by the bridge closure.
- b. Issue a minimum of 30 days' notice through email, the Port website, social media, and local news.
- c. Send a reminder email one week before the event, also utilizing social media.
- d. Display announcements on reader boards 3-5 days ahead of the event.
- e. ODOT and WSDOT reader boards may also be utilized if needed and/or available.

### 2. Emergency Bridge Notifications:

- a. Notify the public as soon as possible through email, the Port website, social media, and local news.
- b. For significant impacts, notify local authorities such as the Hood River County Sheriff's Department, the City of Hood River Police Department, and the Washington State Police. Refer to the Bridge Closures Checklist for any other entities that could be affected by the bridge emergency.
- c. Post updates on social media and the Port website at least every hour, even if there are no new developments (e.g., "12:00 PM: Bridge remains closed").
- d. Send a final notice when the issue has been resolved via email, the Port website, social media, and local news.

### 3. Other Port Notifications not Related to the Bridge:

- a. Notify the public as soon as possible via website, social media, and news media.

## NEWSPAPER OR OTHER MEDIA IN WHICH PUBLIC NOTICES MAY BE PUBLISHED

1. **Columbia Gorge News** – Publication for general circulation. Features local news, classifieds, legal, public notices.
2. **Daily Journal of Commerce** – Statewide circulation. Features business, construction, real estate, legal, news, and public notices.
3. **OregonBuys** – State of Oregon's online, web-based, eProcurement system that automates the state's procurement process.

See Oregon law for specific publication requirements.

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<sup>1</sup> File Path: R:\Archives\Administrative Records\Templates & Forms\Bridge\Bridge Closures Checklist

## SOCIAL MEDIA – STAFF GUIDELINES

It is imperative for the Port to maintain effective communication channels with the public. Traditionally, this involved disseminating information through press releases, flyers, and bulletins. While these methods are still relevant, we recognize the evolving expectations of the public. Thus, alongside our conventional means, we've embraced digital platforms. We maintain a robust website and actively engage with the community through various social media channels. We understand that utilizing social media comes with its own set of challenges, particularly in terms of record keeping and legal compliance. Therefore, these guidelines are designed to ensure that the Port adheres to the Oregon Public Records Law when utilizing social media platforms.

1. **Public Record:** Posts made on an official Port account are considered public records. Staff using a private account to distribute information on behalf of the Port to the public is prohibited, unless sharing a post that has already been made on an official Port account.
2. **Retention Period:** The retention period for social media varies depending on the post. Refer to the Records Retention Schedule for appropriate retention periods.
3. **Comments from Members of the Public on the Port's Page:** Comments and posts put on the Port's account by members of the public or other outside entities are not automatically considered to be records, unless those comments trigger some action by the Port.
  - a. Example of a comment that **IS** public record: A resident comments on the Port's page that a pothole needs fixing and the Port then corresponds with the resident or takes action to fix the pothole, then that comment is a public record.
  - b. Example of a comment that is **NOT** public record: A resident expressed their dislike for paying the toll. No action is required by the Port as the resident was merely stating their opinion; therefore, this comment is not a public record.

In general, Individuals should be encouraged to directly contact or email the Port for any related inquiries or concerns.

4. **Moderating Social Media Pages:** Port social media platforms are intended to be a space for constructive and respectful dialogue. To maintain this environment, the Port may moderate content that violates any applicable laws or the Port of Hood River social media Policy (see pg. 7). This moderation is not censorship. The Port's goal is to ensure a positive and safe experience for all users, and it welcomes diverse opinions and perspectives. To be clear about these criteria, the social media Policy must be publicly posted on all accounts. The Port is not required, for records management purposes, to maintain inappropriate comments or inflammatory language posted by members of the public. Therefore, the Port reserves the right to remove, hide, or disable comments or postings on the website or any social media page that violate these guidelines.
5. **Capturing Record Content from Social Media Accounts:** It is important to capture critical record information and maintain it appropriately. Most social media outlets do not automatically allow account holders to download their activity logs, so it is important to consider ahead of time how posts will be preserved. Methods for preservation may include manual record-keeping, digital archiving tools, or other appropriate means to ensure the integrity and accessibility of the content. This also applies to private messages received over social media accounts.



The Port of Hood River works to promote and maintain a healthy economy and strong quality of life in the Port District and throughout the Columbia Gorge. The website [portofhoodriver.com](http://portofhoodriver.com) and all Port social media sites or pages (Facebook, Twitter, LinkedIn, Google+, Instagram, YouTube, Vimeo, and the like) are intended to serve as a mechanism for communication between the public and the Port.

Postings on the [portofhoodriver.com](http://portofhoodriver.com) website and social media feeds may be Public Records under Oregon law. To the extent such content is a public record, the Port of Hood River will be subject to disclosure requirements under the Oregon Public Records Law.

The Port does not endorse nor sponsor any advertising posted by the Social Media host on the Port's site or pages. Social Media sites are private sites and the privacy terms of those sites apply. The Port does not guarantee reliability and accuracy of any third-party links, and the Port reserves the right to remove any conversation which is prohibited by the Port of Hood River Social Media Terms of Use, Prohibited Content and Disclaimer described here.

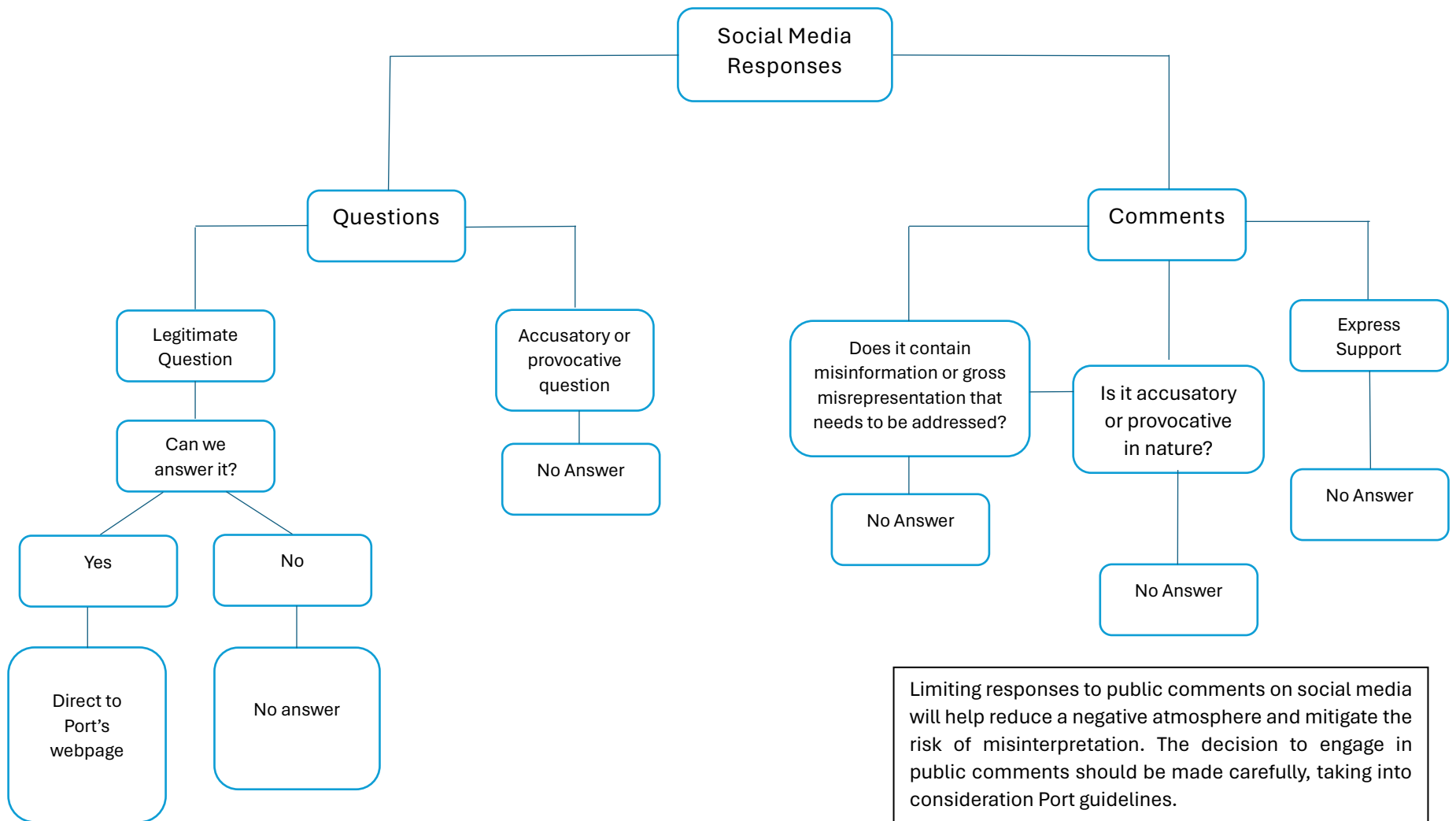
Comments sections on the [portofhoodriver.com](http://portofhoodriver.com) website and social media pages operated by the Port of Hood River are limited forums where the public may comment on articles and content posted by the Port of Hood River. The Comments posted to the [portofhoodriver.com](http://portofhoodriver.com) website and all social media pages or sites will be monitored. The Port of Hood River reserves the right to remove, hide, or disable inappropriate comments including those that have obscene language or sexual content; threaten or defame any person or organization; violate the legal ownership interest of another party; support or oppose political candidates or ballot propositions; promote illegal activity; promote commercial services or products or are not topically related to the particular posting. This moderation is not censorship. The Port's goal is to ensure a positive and safe experience for all users, and it welcomes diverse opinions and perspectives. Citizens have the right to develop their own social media pages to publicize personal points of view.

The Port may remove, hide, or disable the following prohibited content from its website and social media pages or feeds when possible:

1. Comments not topically related to the particular article being commented upon;
2. Comments in support of or opposition to political campaigns or ballot measures;
3. Profane language or content;
4. Content that promotes, fosters, or perpetuates discrimination on the basis of race, religion, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, source of income or other protected status under applicable law;
5. Inappropriate sexual content or links to inappropriate sexual content;
6. Solicitations of commerce;
7. Conduct or encouragement of illegal activity;
8. Private and confidential information;
9. Information that may tend to compromise the safety or security of the public or public systems; or
10. Content that violates a legal ownership interest of any other party.

# PORT OF HOOD RIVER

## SOCIAL MEDIA RESPONSE FLOWCHART



## STAFF TO COMMISSIONER COMMUNICATIONS

WHO	TASK	TIMING	DESCRIPTION
Executive Director	Monthly Executive Directors Report	Monthly	Written or verbal report highlighting key activities and relevant issues.
Executive Director	Executive Director Annotated Work Plan	Six Months	Annotated status report of all projects listed in the approved work plan.
Executive Director	Executive Director Lunch with Board President	Monthly	Lunch meeting to discuss all aspects of Port operations and current/planned projects. Legal Counsel or other Port staff may sometimes attend if needed.
Executive Director	Commission Meeting Draft Agenda Review	Before Meetings	Executive Director (ED) forwards draft agenda to Commission President Tuesday of each week prior to Commission meeting for comment & approval. ED and Port President discuss agenda immediately prior to each meeting.
Executive Director	Internal Committee/ Commissioner Lunches	Quarterly	Executive Director meets for lunch with each individual Commissioner to discuss any projects, issues, or other matters.
General Staff	Email/Text Port Emergencies, Incidents, etc.	As Needed	As appropriate and necessary, the Executive Director or other Port staff will alert the Commission via email or text to any item that may require significant public interest. This is to ensure Commissioners are aware of such incidents and ready to respond appropriately if contacted directly by members of the media or citizens.
General Staff	Identify Speaking Opportunities for Commissioners	As Needed	To raise the public profile of the Port Commission, staff will monitor regional and relevant industry and policy-based events and group activities for potential speaking opportunities for both Port staff and members of the Commission. In addition, interview opportunities with local and regional broadcast and print media will be relayed and arranged.
General Staff	Newsletter and Annual Report	Bi-Annual	The Commission President provides a "Message from the President" letter in each newsletter. The focus of the letter can be as broad or detailed as the President prefers but should reflect the President's approach to leadership of the Port for the coming year.
General Staff	Directives & Projects Report	Continuously update	Keep an updated document readily available to the Commission and staff, detailing the current status of directives and projects.

## COMMUNICATIONS FROM COMMISSIONERS

1. **Active Participation in Assigned Committees:** Commissioners will actively participate in the meetings and activities of the Port Committees to which they have been assigned and provide oral reports of the activities during the following Commission meetings. Committee responsibilities may also include individual meetings with staff and/or committee members and attendance at special events. Commissioners will provide leadership while also acting as a conduit for public input on committee activities and projects.
2. **Ear of the Port:** Commissioners serve as the eyes and ears of the Port and should make themselves available to hear from their constituency and relay any input received to Port staff. Feedback from the public on Port projects and business operations is an essential function of the Commissioner role.
3. **Heads Up:** Each Commission meeting begins with an up to 30-minute period allowed for public comment. These can sometimes be contentious and when they are, usually individual Commissioners have already been contacted by members of the public about the issue. The best response or resolution is often provided when staff has time to investigate the issue and prepare information ahead of time. Commissioners receiving public comment of a contentious issue should alert staff to the issue and provide guidance on how best to address it.
4. **Op-ed Opportunities:** Local and regional newspapers often welcome Opinion/Editorials from elected on any topic of significant public interest. This provides Commissioners with an opportunity to go on record about their position on any issue, convey Port planning or policy issues in detail with the reasoning behind any Commission decision, and simply raise awareness of the Port's benefit to the community.
5. **Mid-Columbia Today Show Radio Program:** Once a month, the KHR radio station welcomes Port staff or Commissioners to be interviewed live, on-air about any topic related to Port business. This is usually a 10-to-20-minute interview and any Commissioner is welcome to participate at any time. The Executive Director will coordinate schedules between KHR and Commissioners based upon areas of interest and availability.



# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 11, 2024  
Re: Rates, Fees, and Charges Resolution

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Last year the Port created a single document housing all of our rates, fees, and charges. This document was adopted by the Commissioners a year ago, and now it is time for renewal. As the Port moves to self-sufficiency without bridge tolls it is important that rates, fees, and charges be reviewed regularly for sufficiency and fairness.

The schedule in the resolution attached to this memo was presented and discussed at Spring Planning. No changes have been made to the document since that meeting. Almost all of the increases take effect on January 1, 2025. This coincides with the Port's traditional schedule of annual, calendar-year parking passes and the schedule for billing marina moorage and airport t-hangars.

Staff will continue to conduct surveys for rates for marina moorage and services, T-hangar lease rates, and other services throughout the year with the results being incorporated into the schedule for next year. In order to keep the process on track on an annual basis it has been included in the budget preparation process.

**RECOMMENDATION:** MOTION to approve the attached Rates, Fees, and Charges resolution.

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**PORT OF HOOD RIVER  
Resolution No. 2023-24-21**

**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 July 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:

<b>Section 1. Marina Rates and Fees. Effective January 1, 2025</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Boat Ramp Parking Lot - Parking Fee - per hour; \$15/day maximum	\$2.50	\$2.75	10%
Boat Ramp Parking Lot - Parking Fee - season pass	\$100.00	\$125.00	25%
Boat Ramp Parking Lot - Parking Fee - season pass - over 60 years old	\$75.00	\$100.00	33%
Cruise Ship- Marina Basin North Jetty Commercial Dock fee per stop (rounded)	\$350.00	\$405.00	16%
Cruise Ship- Marina Basin North Jetty Commercial Dock Shuttle docking fee per stop	\$200.00	\$230.00	15%
Cruise Ship- Marina Basin North Jetty Commercial Dock Maintenance fee - annual	\$6,000.00	\$6,000.00	0%
Cruise Ship- Marina Basin North Jetty Commercial Dock Utility fee per stop	\$35.00	\$35.00	0%
Guest Dock overnight at boat ramp 20-29'	\$25.00	\$30.00	20%
Guest Dock overnight at boat ramp 30-39'	\$30.00	\$35.00	17%
Guest Dock overnight at boat ramp 40-49'	\$35.00	\$45.00	29%
Guest Dock overnight at boat ramp 50-59'	\$45.00	\$60.00	33%
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	\$85.00	13%
Guest North Jetty Commercial Dock Private vessel 75-100' per day	\$100.00	\$110.00	10%
Guest North Jetty Commercial Dock Private vessel 100-150' per day	\$145.00	\$160.00	10%
Moorage Boathouse Slip Annual Assessment Fee	\$1,650.77	\$0.00	-100%
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	\$472.00	10%
Moorage Slips 30' and under A, B, and C North West facing- annual	\$1,668.00	\$1,834.80	10%
Moorage Slips 30' and under C-Dock North East facing annual	\$1,876.00	\$2,063.60	10%

<b>... Marina continued</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Moorage Slips all Boat Docks Annual Assessment fee	\$442.55	\$486.81	10%
Moorage Slips Over 30'-35'	\$2,028.00	\$2,230.80	10%
Moorage Slips Over 35'-40'	\$2,240.00	\$2,464.00	10%
Moorage Slips Over 40'-43'	\$2,399.00	\$2,638.90	10%
Moorage Slips End Slip C-Dock North 43'-65'	\$3,240.00	\$3,564.00	10%
Moorage Slip Sublease fee to the Port- set up fee	\$150.00	\$165.00	10%
Moorage Dingy & Jet Ski Fee- must fit in the perimeter of slip with vessel- monthly	\$50.00	\$55.00	10%
Moorage Annual Payment Late fee- per month	\$75.00	\$75.00	0%
South Basin Dock- Float plane annual	\$1,487.00	\$1,784.40	20%
South Basin Dock- Seasonal Lottery 6 month term	\$1,041.00	\$1,145.10	10%
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- one time fee	\$100.00	\$100.00	0%
Marina Betterment Slip Change	\$35.00	\$35.00	0%
Marina Electrical Service Pedastal repair fee	\$0.00	Port Cost	n/a
Marina Oil Spill Clean Up Fees - charge for each man hour at the established labor rate; equipment charges extra	\$0.00	Port Cost	n/a
Electrical Service	\$0.00	Port Cost	n/a
Water Service	\$0.00	Port Cost	n/a
<b>Section 2. Waterfront Event Permits. Effective January 1, 2025</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Picnic Shelter Up to 50 people exclusive use-per day	\$0.00	\$0.00	n/a
Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use up to 50 people per day	\$200.00	\$350.00	75%
Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use 50-100 people per day	\$325.00	\$570.00	75%
Marina Park/ Hook/ Spit/ Nichols Basin- not exclusive use Over 100-200 people per day	\$800.00	\$1,400.00	75%
Lot #1 - not exclusive up to 50 people	\$200.00	\$500.00	150%
Lot #1- not exclusive over 50-100 people	\$325.00	\$750.00	131%
Lot #1- not exclusive over 100 -200 people	\$800.00	\$1,400.00	75%
Lot #1 exclusive use over 200 people	\$800.00	\$1,800.00	125%
Marina Green- not exclusive use up to 50 people per day	\$200.00	\$350.00	75%
Marina Green- exclusive use 50-100 people per day	\$350.00	\$615.00	76%
Marina Green- exclusive use over 100-200 people per day	\$800.00	\$1,400.00	75%
Marina Green- exclusive use over 200-500 people per day	\$1,300.00	\$2,000.00	54%
All locations Event Set-up and breakdown days non exclusive use per day	\$300.00	\$600.00	100%
Event Site July & August- exclusive use of grass area & parking lot; 100-999 people per day	\$2,700.00	\$3,240.00	20%

<b>... Waterfront Event Permits continued.</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Event Site July & August- exclusive use of grass area and parking lot; more than 1,000 people per day	\$0.00	\$5,000.00	n/a
Event Site July & August- not exclusive use 50-100 people per day	\$500.00	\$875.00	75%
Event Site July & August- not exclusive use up to 50 people per day	\$300.00	\$600.00	100%
Event Site September - June- exclusive use of grass area & parking lot; 100-999 people per day	\$1,800.00	\$2,160.00	20%
Event Site September - June- exclusive use of grass area & parking lot; more than 1,000 people per day	\$1,800.00	\$3,600.00	100%
Event Site September - June- not exclusive use 50-100 people per day	\$375.00	\$650.00	73%
Event Site September - June- not exclusive use up to 50 people per day	\$200.00	\$400.00	100%
<b>Section 3. Waterfront Parking. Effective January 1, 2025</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Event Site/Jensen West Day Pass regular sized vehicle 20' and under - per hour; \$15/day maximum	\$2.50	\$2.75	10%
Event Site Daily oversized vehicle over 20' per day	\$25.00	\$30.00	20%
Event Site Season Pass regular sized vehicle 20' and under; annual	\$200.00	\$225.00	13%
Event Site Season Pass Oversize vehicles over 20' over; annual	\$350.00	\$350.00	0%
Waterfront Parking fine- hourly overtime	\$20.00	\$20.00	0%
Waterfront Parking fine- Event Site non payment	\$50.00	\$50.00	0%
Waterfront Parking fine- all locations parking in an unauthorized space	\$50.00	\$50.00	0%
Waterfront Parking fine- overnight	\$90.00	\$90.00	0%
Waterfront Parking fine- Handicap, fire lane, etc.	\$75.00	\$75.00	0%
<b>Section 4. Administrative Service Fees. Effective July 1, 2024</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Hard copy of Public Improvement Project plans & specs packet	\$35.00	\$35.00	0%
Public Information Request - per hr., 15 min. increments	\$20.00	\$20.00	0%
Public Information Request - hard copies; per printed side	\$0.25	\$0.25	0%
<b>Section 5. Tolls &amp; Fees (cash/BreezeBy). Effective July 1, 2024</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Class 1 - Passenger Autos & Pickups	\$3.50 / 1.75	\$3.50 / 1.75	0%
Class 2 - Commercial Trucks and Vans	\$8.00 / \$6.00	\$8.00 / \$6.00	0%
Class 3 - 3 Axle Trucks	\$12.00 / \$9.00	\$12.00 / \$9.00	0%
Class 4 - 4 Axle Trucks	\$16.00 / \$12.00	\$16.00 / \$12.00	0%
Class 5 - 5 Axle Trucks	\$20.00 / \$15.00	\$20.00 / \$15.00	0%
Class 6 - 6 Axle Trucks	\$24.00 / \$18.00	\$24.00 / \$18.00	0%
Class 7 - 7 Axle Trucks	\$28.00 / \$21.00	\$28.00 / \$21.00	0%
Class 8 - 8 Axle Trucks	\$32.00 / \$24.00	\$32.00 / \$24.00	0%
Class 9 - 9 Axle Trucks	\$36.00 / \$27.00	\$36.00 / \$27.00	0%
Class 10 - 10 Axle Trucks	\$40.00 / \$30.00	\$40.00 / \$30.00	0%
Class 11 - 11 Axle Trucks	\$44.00 / \$33.00	\$44.00 / \$33.00	0%
Class 0 - Motorcycles	\$3.00 / \$1.50	\$3.00 / \$1.50	0%
License Plate Recognition System Invoice Ancillary Fee	\$3.00	\$3.00	0%

<b>... Tolls &amp; Fees (cash/BreezeBy) continued.</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
License Place 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%
<b>Section 6. Airport- T-Hangar Rates and Fees. Effective July 1, 2024.</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
T-Hangar A- annual	\$4,399.00	\$4,838.90	10%
T-Hangar B- annual	\$4,442.00	\$4,886.20	10%
T-Hangar C-annual	\$4,915.00	\$5,406.50	10%
T-Hangar Waitlist fee - one time charge	\$100.00	\$100.00	0%
T-Hangar Waitlist renewal	\$0.00	\$0.00	n/a
<b>Section 7. Insurance Certificate Limits. Effective July 1, 2024</b>	<b>FY 23-24</b>	<b>FY 24-25</b>	<b>% +/-</b>
Building Lease Tenants			
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%
Marina Moorage Tenants			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%
Marina Boathouse Tenants			0%
1. General Liability Protection & Indemnity, Wreck Removal	\$500,000	\$500,000	0%
a. Pollution Coverage	\$25,000	\$25,000	0%
Marina Float Plane Tenant- Aircraft Insurance Liability	\$1,000,000	\$1,000,000	0%
Marina Cruise Ship Moorage			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	
Airport Tenants			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 8. 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 9. Delegation of Responsibility**

The Commission delegates to the Executive Director the ability to adjust these rates 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 10. 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 11. 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 11th day of June 2024.

**SIGNED:**

\_\_\_\_\_  
Kristi Chapman, President

**ATTEST:**

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

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 11, 2024  
Re: PSquare LLC, Task Order 11

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The Port has an annual maintenance support contract with PSquare that allows for a constant monitoring of our lanes, hardware, mobile app and back-office support. This maintenance contract monitors and supports the entire electronic tolling that has been implemented which includes file transfers, alerts, invoice production, validation returns, reports and coordination with Collections and DMV to place registration holds. This monthly billing will be 1/12 of \$143,943 which will be for the support and maintenance portion of the contract, while PCI compliance will be billed as this project is completed. The consulting work will be billed as the work is done. This contract includes a 3% increase over fiscal year 2023-2024.

The Port has been very successful in the development of our tolling system with P-Square. The system we have in place today allows the Port to toll electronically, classify vehicles, bill customers with a license plate who do pay and run-through our facility, and has allowed for going to all electronic tolling (AET) from 10:00 p.m. to 6:00 a.m. Some of this maintenance cost is picked up by the Port of Cascade Locks fee that is charged to them.

**Recommendation:** MOTION to approve Task Order 11 with PSquare, not-to-exceed \$221,155 for the ongoing maintenance, support, and project management for our Breezeby tolling system.

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## TASK ORDER 11 - Amendment

### SCOPE OF SERVICES for ELECTRONIC TOLLING SYSTEMS SUPPORT AND MAINTENANCE

June 3, 2024

\*\*\*NOTE: EACH TASK ORDER SHOULD BE SPECIFICALLY TAILORED TO INCLUDE ANY ADDITIONAL INFORMATION, TERMS AND CONDITIONS WHICH APPLY TO A PARTICULAR PROJECT, BUT WHICH DO NOT APPLY TO ALL OF THE OTHER PROJECTS TO BE PERFORMED UNDER THE MULTIPLE PROJECT AGREEMENT. THE "TASK ORDER NUMBER", "PROJECT NAME" AND "PROJECT DESCRIPTION" WILL PROBABLY BE INCLUDED IN EACH TASK ORDER. THE REMAINING "PARTS" SHOULD BE DELETED FROM THE TASK ORDER UNLESS THEY ARE NEEDED TO STATE INFORMATION, TERMS OR CONDITIONS WHICH DIFFER FROM THOSE CONTAINED IN THE MULTIPLE PROJECT AGREEMENT. \*\*\*

This Task Order No. 1 – Amendment pertains to a **Personal Services Agreement**, ("**Agreement**") by and between **Port of Hood River**, ("**Port**"), and P-Square LLC ("**Consultant**"), dated June 30, 2024 ("the Agreement"). Consultant shall extend support Services on the project described below as provided herein as the Agreement for the Period July 1, 2024, to June 30, 2025. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall pertain to the Services described below.

#### **PART 1.0 PROJECT DESCRIPTION & PURPOSE**

The Port has upgraded its toll collection system due to the obsolescence of the Windows XP operating system and the inability to acquire legacy consulting assistance. The new system hardware and software is similar in functionality to what was in operation before. However, the Port has identified functions and features, such as a transition to multi-protocol sticker-style transponders, a violation processing system, a web portal, and a more robust customer service application that will be beneficial to our public.

The Port has procured P-Square Solutions LLC Services and has completed the migration to a new platform that will require ongoing system support for the lanes, loops, controllers, back office, web portal, and some development of the new systems. This contract will provide professional services support for the new system and related enhancements that will be beneficial for future development efforts. This agreement relates to the system application support warranted and continues to benefit the Port. This agreement gives the Port continued access to specialized expertise for quality control over the project management, business rules development and support of our major system application.

#### **PART 2.0 SCOPE OF SERVICES**

##### **Task 1: Tolling Systems Support**

The Consultant shall perform additional tasks, within the total authorized fee amount, and as requested by the Port staff:

- Continued support of existing functionality of equipment and back-office systems. The specific maintenance of the system specified in Exhibit A System Support Tasks
- Continued development of the existing back-office system to allow more efficient operation of tolling activities.
- Continued support to the AVC functionality and operations and the interface with the back-office system.
- Continued support to Web Portal and Mobile App and its interfaces.
- Continued assistance in the development of business rules that relate to best business practices and allows a more efficient and effective transition to the next phase of implementation.
- Advise the Port on all tolling technology enhancements and compatibility issues that arise due to federal, state, or regional technical standards. Participate on behalf of the Port in WRTO and NIOP interoperability discussions.
- Continued trouble shooting of issues that arise due to known and unknown events such as power failures, user errors, and software updates.
- In May 2024, the ETBOS Applications have been moved from On-Prem infrastructure to the AWS Cloud with an upgrade to the ETBOS Technology Stack. P-Square has revised the O&M Scope to reflect the AWS cloud based ETBOS Application monitoring services.

### Assumptions

The following assumptions are made:

- All deliverables shall be electronic in MS Word and/or PDF (Portable Document Format) format.
- Consultant's tolling staff will communicate with Port staff in monthly meetings via a phone conference and the internet.
- Electronic copies or hard copies of Tolling Systems Vendor submissions shall be made available by Port.
- The total level of effort for this Task Order is those services requested by the Port for the efforts shown herein, up to the not-to-exceed amount of the contract, with the exception travel and related costs when required by Port staff.
- Any Feature enhancements, business rules changes, operational efficiency improvements in existing back-office system and tolling technology implementation changes which are outside the scope of work and capabilities of the existing system would be performed as task order on a level of efforts estimates and approvals from Port.

### Deliverables

The following items shall be delivered to the Port:

- Summary notes for key correspondence with tolling vendor(s) in e-mail format
- Written deliverables in electronic format as requested.
- BackOffice/Lane system software maintenance
- Mobile App Software maintenance
- Website Maintenance (Violations & Pay-by-plate)
- Collections interface and file transfers to Collections and DMV
- In-Lane Credit Card Toll Payment system maintenance

## **Task 2: Project Management & Administration**

The Consultant shall provide professional support services and project management services provided by the Consultant including resolution of issues and trouble-shooting efforts to maintain an effective tolling system that has the current level of service and functionality to our customers today. Consultant shall:

- Provide monthly billings of services performed during the month as well as progress reports of issues that relate to the existing tolling system and enhancements of that system. Schedule updates shall be provided with the month's progress reports.
- Correspond with owner regarding planning and development tasks, billing, expenses, efficiencies and customer value and deliverables.
- Perform Quality Control (QC) testing before any patch or enhancement is updated to the production environment and communicating such deliverables to Port staff;

### **Deliverables**

The following items shall be delivered to the Port:

- Participation in WRTO (Western Region Interop), and NIOP (National Interoperability) on behalf of support and provide advice as necessary.
- ODOT BOS related consulting support
- Invoices and progress reports
- Conference/meetings as necessary

### **PART 3.0 PORT'S RESPONSIBILITIES:**

Port shall provide the documents noted above and be available for a mutually agreed upon time for the site visit.

### **PART 4.0 PERIODS OF SERVICE:**

This contract is for the period starting July 1 2024 and ending June 30, 2025. Notice to proceed to consultant is assumed to be not later than July 1, 2024.

### **PART 5.0 PAYMENTS TO CONSULTANT:**

The total professional service fees for labor for this Task Order No. 1 shall be a not-to-exceed amount of \$183,301. The monthly billing will be for 1/12 of the \$143,943 annual support, while PCI compliance security testing is billed based upon successfully complying with PCI related penetration testing and other standard related items billed separately. Tolling system consulting will be billed separately as projects move forward and Port requests are fulfilled. Travel and related expenses or equipment costs are to be billed separately and will be reimbursed at cost. These costs are not part of the not-to-exceed amount of this Task order project.

<b>SYSTEM MAINTENANCE (Jul 1, 2024 – Jun 30, 2025)</b>	<b>2024-25</b>
BOS/Lane Software Maintenance (FY2024) <i>*Increase over previous Year of 3%</i>	<b>\$ 143,943</b>
Tolling System Consulting – System Security enhancements, SOW (Scope of Work) Development, NIOP, WRTO Participation, day-to-day system query/reporting support to the Port Staff <i>*Increase over previous Year of 3%</i>	<b>\$ 39,359</b>
<b>System Maintenance Amount Year 2024-2025</b>	<b>\$183,302</b>

<b>PCI Security Scans Budget (Jul 1, 2024 – Jun 30, 2025)</b>	<b>Total</b>
PCI Compliance – Security Penetration Testing, Monitoring and Alerts <i>*Increase over previous Year of 3%</i>	<b>\$ 37,853</b>

TOTAL (System Maintenance and PCI Security Scans) for FY 2024-2025 \$221,155

**PART 6.0 OTHER:**

COTS Licenses, AWS Cloud Subscriptions are maintained in the Port’s name but are purchased through P-Square. The estimated annual cost is about \$80,000 after the migration of the ETBOS System to the AWS Cloud. The increase from previous year is because of the additional costs due to the AWS Cloud Hosting Services.

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

PORT OF HOOD RIVER  
"Port"

P SQUARE SOLUTIONS LLC.  
"Consultant"

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: Kevin M. Greenwood

NAME: Reddy Patlolla

TITLE: Executive Director

TITLE: President

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

ADDRESS: 307 Fellowship Road,  
Suite 104  
Mount Laurel, NJ 08054

## Exhibit A – System Support Tasks

### Proactive System/Application Monitoring

1. Monitor AWS Cloud Infrastructure and On-Prem Infrastructure for Alerts (Network, Servers) alerts from Nagios including PING, Server Storage, Status.
2. Manage the AWS Cloud Environment, the new home for the ETBOS Applications.
3. Monitor Application Alerts and resolve any issues.
4. Maintain a Staging Environment (on-demand) keeping the cloud costs low, and a Production Environment in the AWS Cloud environment on behalf of Port of Hood River.
5. P-Square also maintains within its environment a Dev and Integration Environment to test out any bug fixes, enhancements.
6. Maintain the ETH (Enterprise Toll Host) and ECS (Enterprise Customer Service) Source Code in the Bit Bucket for Rollback purposes.
7. Maintain a DevOps Server to manage continuous development and deployment into all environments.
8. Maintain an Accurate Network Drawing with all information.
9. Maintain Firewall and Segment networks and specific port level access control and maintain the security.
10. Monitor Active User List and Unauthorized Access Attempts.
11. Monitor Amazon RDS Database Statistics with special emphasis on Performance.
12. Monitor Web Portal using a Web Monitoring Tool that alerts when access is unavailable.
13. PCI Monitoring and Risk Management - identifying changes to system required to meet the quickly evolving Security risk vectors.
14. Maintain an AWS Backup that allows for Disaster Recovery in the event of a AWS Region Failure.

### Preventive Maintenance

1. Install Security Patches **Monthly** to all the ETH and ECS Servers and all the Supporting Server Operating Systems, Databases, etc. Install them in the Staging Environment first and validate before moving the patches into production.
2. Deploy Application Updates to match new Operating/Database System Versions (Minor version updates).
3. Update Web Application, Mobile Application, and Web Server Configuration to address any issues identified by independent Third-Party External Penetration Testing a PCI Requirement.
4. Review results of Third-Party Internal Penetration Testing and mitigate issues by enhancing firewall rules and developing plans to update software issues.

### Corrective Maintenance

1. Perform Root Cause Analysis of Application/Data Related issues identified by the Monitoring Team or by the POHR Staff and mitigate them initially through data fixes, but through software bug fixes.
2. Identify Network/Access Control Issues and resolve them.

3. Identify COTS Hardware/Software Issues and coordinate with Manufacturer for resolving issues including faulty Hardware component replacement, firmware updates, OS/DB Patches, middleware upgrades/patches, etc.

### **Operations Support**

1. P-Square provides operations support to generate email lists for customer campaigns.
2. Provide Excel data summaries to the Finance Staff to reconcile Payments, Revenues, and Account Balances (Pre-Paid, Post-Paid, Pay-by-Plate, Unregistered Accounts, Collections, Overpayments, etc.).
3. Respond to questions from POHR Staff as and when required.
4. Perform ad-hoc training sessions for the POHR Staff when new features are introduced that might be helpful to operations.

### **ServiceDesk for Reporting Issues**

1. Provide a tool for POHR Staff and the Internal P-Square/TDS Monitoring Staff to report issues, Change Management Tickets into a web-based tool.

### **ETBOS (Enterprise Toll Back Office System) Software Maintenance**

1. As part of the ETBOS Software Maintenance, P-Square has a team of developers and solutions architects who are constantly working on new product features and integrations to enhance BOS Operations. This team diverts the resources to fix any bugs identified by the Onshore Maintenance Staff.
2. **Note:** *P-Square does not charge POHR any Annual ETBOS BOS Licensing Fees. For the BreezeBy Project, P-Square offers Software Assurance through its Annual Maintenance SOW.*

### **Lane Software Maintenance**

1. While P-Square Focuses on the Host/BOS Software and the Infrastructure, P-Square Maintenance Price also includes Tier 2 Support for the Lane Controller by the Manufacturer, and P-Square Subcontractor, Transport Data Systems (TDS).

### **STAFFING**

A modern BOS System requires IT Staff with a variety of expertise. P-Square provides a variety of IT skilled professionals to support POHR.

- **Maintenance Manager (Harish Bandaru)**
- Business Analyst (Divya VenkataKrishnan)
- Database Administrator (Harish Bandaru)
- DevOps/Systems Engineer (Anson Peter Antony)
- Application Engineers (Ajesh Antony, Liji Michael)
- ETBOS Solutions Architect (Niyasi Pediyakkal)
- Subject Matter Expert and Toll Consulting (Shane Savgur)
- Offshore Team of Architects, Software Leads, DBAs, Developers, QA Testers



# Commission Memo



Prepared by: Debbie Smith-Wagar, Finance Director  
Date: June 11, 2024  
Re: Radcomp, Annual Contract

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Radcomp has provided the attached contract for information technology services for the fiscal year beginning July 1, 2024. Radcomp has provided IT services to the Port since 2017, becoming the Port's primary IT services provider in 2021. Radcomp is the only local provider that can be available 24 hours a day, 7 days a week, 365 days a year and have more than one person available to support the Port.

Radcomp proposes to provide basic computer services via an Essentials Agreement Contract for \$3,307.90 per month (\$39,694.80 per year). Additional computer services will be provided at \$165 per hour during regular business hours, \$330 per hour for after-hour services, and \$495 per hour on holidays.

In addition, there are two task orders to update the Port's network (\$9,732.00) and to upgrade work stations (\$7,968.00) to prepare for Microsoft 11 later this year.

Legal has reviewed the documents and identified some risks including insurance provisions, lack of warranties, limits on liability; but the risk is mitigated by a long-standing relationship with this company and a lack of alternative companies.

The Port has \$51,000 budgeted next fiscal year for general IT services.

**RECOMMENDATION:** MOTION to approve three additional Scopes of Work under the existing Master Services Agreement with Radcomp.

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We have prepared a proposal for you

**PoHR - Essentials Agreement v3**

Proposal # 049944  
Version 1

Prepared for:

**Port of Hood River**

Kevin Greenwood  
kgreenwood@portofhoodriver.com

## Scope of Work

### Task Orders

TO#3-1 - Quote # 49796 - Network Refresh

TO#3-2 - Quote #49881 - Workstation Refresh (WIN 10 EOL)

## Essentials

Selected	Description	Qty
X	<b>Vendor:</b> <b><u>Radcomp Technologies</u></b>	
X	<b>Server</b> Server - Maintenance, Radcomp approved patch management/updates, antivirus and monitoring.	6
X	<b>Workstations/Laptops</b> Workstations/Laptops - Maintenance, Radcomp approved patch management/updates, antivirus and monitoring.	22
X	<b>Network Devices</b> Network Device Connection Monitoring (Switches, Routers, Firewalls, and Wireless Access Point Controllers)	1
X	<b>Vendor:</b> <b><u>N-Able Backups</u></b>	
X	<b>Server Backups</b> Backups per Server up to 500 Gigs.	5
X	<b>Additional Block</b> Additional backup block of 100 Gigs.	22
X	<b>Vendor:</b> <b><u>Microsoft</u></b>	
X	<b>Microsoft Service - Annual Month to Month</b> Exchange Online Archiving for Exchange Online	19
X	<b>Microsoft Office</b> Exchange Online (Plan 2), per user.	11
X	<b>Microsoft Service - Annual Month to Month</b> Office 365 E3	24
X	<b>Vendor:</b>	

## Essentials

Selected	Description	Qty
	<b>Sophos</b>	
X	Sophos Central Intercept X Advanced with XDR and MTR Advanced	22
X	Sophos Central Intercept X Advanced for Server with XDR and MTR Advanced	6

Selected Option Monthly Recurring Subtotal: **\$3,307.90**

## PoHR - Essentials Agreement v3



**Prepared by:**

**RADCOMP Technologies**

Fung Chang  
866-490-2426 x254  
Fax 360-844-1511  
fung.chang@gorad.com

**Prepared for:**

**Port of Hood River**

1000 E. Port Marina Drive  
Hood River, OR 97031  
Kevin Greenwood  
kgreenwood@portofhoodriver.com  
(541) 386-1138

**Quote Information:**


**Quote #: 049944**

Version: 1  
Delivery Date: 06/05/2024  
Expiration Date: 06/19/2024

## Selected Plan Summary

Description	Amount
Essentials	\$3,307.90

Monthly Recurring Total: **\$3,307.90**

 Acceptance

Port of Hood River

RADCOMP Technologies

**Signed** \_\_\_\_\_  
**Name** Kevin Greenwood  
**Title** Bridge Replacement Project Director  
**Date** June 05, 2024

**Signed** \_\_\_\_\_  
**Name** Fung Chang  
**Title** vCIO  
**Date** June 05, 2024

Full Terms & Conditions can be found in the Master Services Agreement attached to this proposal. Please reference that document or contact Radcomp with questions.



This Statement of Work (“SOW”) is governed under the Terms of Service (the “Agreement”) between **Radcomp Technologies** (“us”, “our”, “we” or “Radcomp”), and **you**, the entity who accepts this document by either clicking the “ACCEPT ORDER” (or similar syntax) button in the quote to which this SOW is attached or, alternatively, signing where indicated in the signature block below, electronically or otherwise (“you”, “your” or “Client”).

## Scope of Services

The services described below (collectively, “Services”) will be provided to you under this SOW at the applicable hourly rate (described below). Services that are not specifically described in this SOW will be billed to you at the applicable hourly rate (described below)

## Ongoing / Recurring Services

The start date for each of the following services will be dependent upon completion of one or more Onboarding Services above and may not be provided until the dependent tasks are completed or scheduled with the Client.

### Managed Services

Essentials Agreement

### Data Backup

Radcomp will proactively provide the following backup and disaster recovery (BDR) services:

- Managed backup of servers and workstations listed below
  - 24/7 monitoring of backup system, including offsite backup, offsite replication and an optional onsite backup appliance (“Backup Appliance”)
  - Troubleshooting and remediation of failed backup disks
  - Preventive maintenance and management of imaging software
  - Firmware and software updates of backup appliance
  - Problem analysis by the network operations team
  - Monitoring of backup successes and failures
- Backed-Up Servers / Workstations
  - Data on the following servers and/or workstations will be backed up as described above:
    1. **SRV-ACCT01**
    2. **SRV-AD01**
    3. **SRV-FS01**

#### 4. SRV-Marina

#### 5. SEV-TS01

○ *Note: Data on equipment that is not specifically listed above will **not** be backed up.*

- **Storage Limitation:**

- Client will be allocated 500 GB of storage space per backed up server and 100 GB of storage space per backed up workstation for backup and recovery purposes. Any space required or requested by Client will be provided to Client in blocks of 100 GBs, at the cost of \$15 per block.

- **Backup Frequency:**

- Optional on-site backups will occur at least once daily; offsite backups will occur no less than once daily.

- **Backup Data Security:**

- All backed up data is encrypted in transit and at rest in 256-bit AES encryption. Offsite data is stored in SSAE16 certified, highly redundant data centers and replicated to a geographically separate secondary facility. All facilities housing backed up data implement physical security controls and logs, including security cameras, and have multiple internet connections with failover capabilities.

- **Backup Retention:**

- Radcomp only guarantees retention of the most recent recovery point sent to the backup appliance in a local recovery situation. For cloud based retention, Radcomp only guarantees retrieval of archived data sent to the off-site data center in the most recently completed backup.

### **License Grant**

All Backup Appliances are embedded with proprietary software (“BDR Software”). Radcomp hereby grants to Client a non-exclusive, royalty free, non-transferable license, during the term of this SOW, to use the BDR Software in conjunction with the BDR-related services provided by Radcomp. Client shall not reverse engineer, de-compile or otherwise use the BDR Software in any manner not specifically authorized by Radcomp.

### **Data Recovery Services**

Client must contact Radcomp in the event that data recovery services are needed. Upon Client’s payment of the applicable fees (described below), Radcomp will make Client’s Data available to.

Radcomp only guarantees retrieval of the most recent recovery point sent to the Backup Appliance in a local recovery situation. In a cloud-based recovery situation, Radcomp only guarantees retrieval of archived data sent to the off-site data center based on the selected retention period.

## **Locations Covered by Services**

Services will be provided remotely unless, in our discretion, we determine that an onsite visit is required. Onsite visits will be scheduled in accordance with the priority assigned the issue (below), and are subject to technician availability. Unless we agree otherwise, all onsite Services will be provided at:

1. **Main**, 1000 E Port Marina Drive, Hood River, OR, 97031
2. **HTNB Bridge Project Site**, 700 E Port Marina Drive, Hood River, OR 97031
3. **Booth**

## **Managed Equipment / Hardware / Software**

The Services will be applied to the following equipment / hardware (“Covered Hardware”):

- **Servers:**

1. POHR-HV01
2. SRV-ACCT01
3. SRV-AD01
4. SRV-FS01
5. SRV-Marina
6. SRV-TS01

- **Workstations:**

1. Administrative1
2. POHR-83542
3. POHR-83673
4. POHR-84524
5. POHR-84652
6. POHR-84677
7. POHR-84823
8. POHR-84947
9. POHR-DESKTOP-01
10. POHR-DESKTOP-02
11. POHR-DESKTOP-03
12. POHR-DESKTOP-05
13. POHR-DESKTOP-07
14. POHR-DESKTOP-08
15. POHR-DESKTOP-09
16. POHR-DESKTOP-10
17. POHR-LAPTOP-03
18. POHR-LAPTOP-04
19. POHR-LAPTOP-10
20. POHR-LAPTOP-11

- 21. POHR-LAPTOP-13
- 22. PROPDEVMGR1

• **Network Devices:**

- 1. HP-6000-24-PoE-IDF-84686

The Services will apply to the following software (“Supported Software”) provided, however, that all Supported Software must, at all times, be properly licensed, and under a maintenance and support agreement from the Supported Software’s manufacturer. All software not specifically listed below, may, at Radcomp sole discretion, be supported in a best effort capacity, or deemed outside the scope of this agreement.

Adobe Acrobat X	Adobe Acrobat XI	Adobe Reader MUI	Adobe Reader
Adobe AIR	Adobe Flash	Adobe Flash Plugin	Adobe Shockwave
iTunes	QuickTime	Safari	Foxit PDF Reader
Chrome	Google Earth	Firefox	Firefox ESR
Mozilla SeaMonkey	Mozilla Thunderbird	Notepad++	Opera
Opera Chromium	Skype	Java 6 (32 & 64 bit)	Java 7
Java 8	VLC Media Player	WinRAR	WinZip
Windows 8 Pro, Enterprise	Windows 8.1 Pro, Enterprise	Windows 10 Pro, Enterprise	Windows Server 2012
Windows Server 2012 R2	Windows Server 2016	Windows Server 2019	

## Term; Termination

The Services will commence, and billing will begin, on the date on which the Services are implemented and operational, which will be **July 1, 2024** (“Commencement Date”).

The Services will continue for a term of one (1) year from the Commencement Date. After the expiration of the initial term, this SOW will automatically renew for contiguous one (1) year terms unless either party notifies the other of its intention to not renew this SOW no less than thirty (30) days before the end of the then-current term.

## Assumptions / Minimum Requirements / Exclusions

The scheduling, fees and provision of the Services are based upon the following assumptions and minimum requirements:

- Server hardware must be under current warranty coverage.
- All servers with Microsoft windows operating systems must be running Windows 2012 server or later, and have all of the latest service packs and critical updates installed.
- All desktop pc’s and notebooks/laptops with Microsoft Windows operating systems must be running Windows 8 Pro or later and have all of the latest Microsoft service packs and critical updates installed. Computers operating on Windows 95/98/NT/2000/XP/Vista/7 or any home edition of Windows are not covered.

- All server and desktop software must be genuine, licensed and vendor-supported.
- Server file system and email system (if applicable) must be protected by licensed and up-to-date virus protection software.
- The environment must have a currently licensed, vendor-supported server-based backup solution that can be monitored by Radcomp RMM tool.
- A vendor-supported hardware firewall or NAT device capable of SNMP reporting must be part of the network and sit between the internal network and the public internet.
- All wireless data traffic in the environment must be securely encrypted.
- All servers must be connected to working UPS devices.
- Recovery coverage assumes data integrity of the backups or the data stored on the backup media. We do not guarantee the integrity of the backups or the data stored on the backup media. Server restoration will be to the point of the last successful backup. If the server or its applications require additional configuration beyond the data provided by the latest backup, we will bill this work as out of scope at our standard time and materials rates.
- Client must provide all software installation media and key codes in the event of a failure.
- Any costs required to bring Client's environment up to these minimum standards are not included in this SOW.
- Client must provide us with exclusive administrative privileges on all Covered Hardware.
- Client must not affix or install any accessory, addition, upgrade, equipment or device on to any device on the network (other than electronic data) and must not deploy any equipment or devices to the environment unless expressly approved in writing by us.
- All devices in the environment are subject to Radcomp Management and billing under this agreement

### ***Exclusions***

Services that are not expressly described in this SOW will be out of scope and will be provided to Client at our hourly rate listed below. Without limiting the foregoing, the following services are expressly excluded under this SOW, and if required to be performed, will be billed hourly:

- Customization of third party applications, or programming of any kind.
- Support for operating systems, applications, or hardware no longer supported by the manufacturer.
- Data/voice wiring or cabling services of any kind.
- Battery backup replacement.
- Equipment relocation.
- The cost to bring the Environment up to the Minimum Requirements (unless otherwise noted in "Scope of Services" above).
- The cost of repairs to hardware or any supported equipment or software, or the costs to acquire parts or equipment, or shipping charges of any kind.
- Project work to expand, enhance or otherwise make significant changes to the environment



## Authorized Contact(s)

In addition to the signatories to this SOW, the following person(s) shall be an Authorized Contact for Client:

1. **Debbie Smith-Wagar**, (541) 386-1645, dsmith-wagar@portofhoodriver.com
2. **Kevin Greenwood**, (541) 386-1138, kgreenwood@portofhoodriver.com

## Service Levels

Automated monitoring is provided on an ongoing (*i.e.*, 24x7x365) basis; repair and remediation services for items detected by monitoring (if applicable) will be provided only during business hours unless otherwise specifically stated in this SOW. All after-hours emergency work that requires after-hours response must be reported to Radcomp by phone.

We will respond to problems, errors or interruptions in the provision of the Services in the timeframe(s) described below. Severity levels will be determined by Radcomp in our reasonable discretion. All remediation services will initially be attempted remotely; Radcomp will provide onsite service only if remote remediation is ineffective and, under all circumstances, only if covered under the Service plan selected by Client.

Trouble / Severity	Managed Service Plan*
Critical problem: Service not available (all users and functions unavailable)	Response within two (2) hours after notification.
Significant degradation of service (large number of users or business critical functions affected)	Response within four (4) hours after notification.
Limited degradation of service (limited number of users or functions affected, business process can continue).	Response within eight (8) business hours after notification.
Small service degradation (business process can continue, one user affected).	Response within two (2) business days after notification.

\* All time frames are calculated as of the time that Radcomp is notified of the applicable issue / problem by

Client through Radcomp's designated support portal, help desk, or by telephone at 866-490-2426 during business hours, or, by telephone at 866-490-2426 outside of business hours. Notifications received in any manner other than described herein may result in a delay in the provision of remediation efforts. Help desk support provided outside of our normal support hours will be billed to Client at double the hourly rate if labor is not included in this SOW.

## **Fees**

The fees for the Services will be invoiced to Client as follows:

**Transition Services: \$0.00**

**Monthly recurring charge for the Services: \$3,307.90**

**System Image Recovery Fees: \$500 per image/system restored**

**File level recovery fees: \$165/hour**

**Hourly rate: \$165/hour**

**After hours hourly rate: \$330/hour**

**Holiday hourly rate: \$495/hour**

**\*\*Fees for the Services, as well as our labor rates, will automatically increase 5% annually. In addition to this automatic annual increase, we also reserve the right to increase the fees for the Services as needed; provided, however, we will not do so more than once per calendar year. If an annual aggregate increase in fees for the Services totals more than five percent (5%) of the aggregate fees charged to you for the same Services in the prior calendar year, then you will be provided with a thirty (30) day opportunity to terminate this SOW by providing us with written notice of termination. Your continued acceptance or use of the services after this thirty (30) day period will indicate your acceptance of the increased fees.**

## **Return of HaaS Equipment**

Within ten (10) days after the effective date of termination or expiration of this SOW, Client will remove, package and ship, at Client's expense and in a commercially reasonable manner, all hardware, equipment, and accessories provided to Client by Radcomp that were used in the provision of the Services. If you fail to timely return all equipment to us, or if the equipment is returned to us damaged (normal wear and tear excepted), then we will have the right to charge you, and you hereby agree to pay, the replacement value of all such unreturned or damaged equipment.

## **Additional Terms**

### **Diagnostic / Auditing Services**

Our diagnostic or auditing services may require us to install a small amount of code (“Diagnostic Code”) on one or more of the devices attached to the Environment. The Diagnostic Code is deleted in its entirety after the testing process concludes. Although our diagnostic tools may have access to—and report on the existence of—personal information and/or personal data in the Environment, we do not review or copy such information at any time during the testing process. None of your files will be erased, modified, opened, reviewed or copied at any time during the testing process. The Diagnostic Code will not install or create any disabling device, or any backdoor or hidden entryway into the Environment, and the results of the diagnostic testing will be kept confidential by Radcomp. We do not warrant or represent that the testing process will result in any particular outcome, or that any particular issue, hardware or software configuration will be correctly detected or identified.

### **Monitoring Services; Alert Services**

Unless otherwise indicated in this SOW, all monitoring and alert-type services are limited to detection and notification functionalities only. Monitoring levels will be set by Radcomp, and Client shall not modify these levels without our prior written consent.

### **Remediation**

Unless otherwise provided in this SOW, remediation services will be provided in accordance with the recommended practices of the managed services industry. Client understands and agrees that remediation services are not intended to be, and will not be, a warranty or guarantee of the functionality of the Environment, or a service plan for the repair of any particular piece of managed hardware or software.

### **Modification of Environment**

Changes made to the Environment without our prior authorization or knowledge may have a substantial, negative impact on the provision and effectiveness of the Services, and may impact the fees charged under this SOW. You agree to refrain from moving, modifying, or otherwise altering any portion of the Environment without our prior knowledge or consent. For example, you agree to refrain from adding or removing hardware from the Environment, installing applications on the Environment, or modifying the configuration or log files of the Environment without our prior knowledge or consent.

### **Anti-Virus; Anti-Malware**

Our anti-virus / anti-malware solution will generally protect the Environment from becoming infected with new viruses and malware (“Viruses”); however, Viruses that exist in the Environment at the time that the security solution is implemented may not be capable of being removed without additional services, for which a charge may be incurred. We do not warrant or guarantee that all Viruses and malware will be capable of being detected, avoided, or removed, or that any data erased, corrupted, or encrypted by malware will be recoverable. In order to improve security awareness, you agree that Radcomp or its designated third party affiliate may transfer information about the results of processed files, information used for URL reputation



determination, security risk tracking, and statistics for protection against spam and malware. Any information obtained in this manner does not and will not contain any personal or confidential information.

### **O365 / Email / G Suite**

You are solely responsible for the security, confidentiality and integrity of all email, and the content of all email, received, transmitted or stored through the Office 365 and G Suite email services (“Email”). You agree to refrain from uploading, posting, transmitting or distributing (or permitting any of your authorized users of the Email to upload, post, transmit or distribute) any prohibited content, which is generally content that (i) is obscene, illegal, or intended to advocate or induce the violation of any law, rule or regulation, or (ii) violates the intellectual property rights or privacy rights of any third party, or (iii) mischaracterizes you, and/or is intended to create a false identity or to otherwise attempt to mislead any person as to the identity or origin of any communication, or (iv) interferes or disrupts the services provided by Radcomp or the services of any third party, or (v) contains Viruses, trojan horses or any other malicious code or programs. In addition, you must not use the Email for the purpose of sending unsolicited commercial electronic messages (“SPAM”) in violation of any federal or state law.

Radcomp reserves the right, but not the obligation, to suspend Client’s access to the Email and/or all transactions occurring under Client’s Email account if Radcomp believes, in its discretion, that Client’s email account is being used in an improper or illegal manner.

### **Patch Management**

We will keep all managed hardware and managed software current with critical patches and updates (“Patches”) as those Patches are released generally by the applicable manufacturers. Patches are developed by third party vendors and, on rare occasions, may make the Environment, or portions of the Environment, unstable or cause the managed equipment or software to fail to function properly even when the Patches are installed correctly. We will not be responsible for any downtime or losses arising from or related to the installation or use of any Patch. We reserve the right, but not the obligation, to refrain from installing a Patch if we are aware of technical problems caused by a Patch, or we believe that a Patch may render the Environment, or any portion of the Environment, unstable.

### **Backup (BDR) Services**

All data transmitted over the Internet may be subject to malware and computer contaminants such as viruses, worms and trojan horses, as well as attempts by unauthorized users, such as hackers, to access or damage Client’s data. Neither Radcomp nor its designated affiliates will be responsible for the outcome or results of such activities.

BDR services require a reliable, always-connected internet solution. All targeted devices must remain powered on and awake for the entire duration of the backup process. Data backup and recovery time will depend on the speed and reliability of your internet connection. Internet and telecommunications outages will prevent the BDR services from operating correctly. In addition, all computer hardware is prone to failure

due to equipment malfunction, telecommunication-related issues, etc., for which we will be held harmless. Due to technology limitations, all computer hardware, including communications equipment, network servers and related equipment, has an error transaction rate that can be minimized, but not eliminated. Radcomp cannot and does not warrant that data corruption or loss will be avoided, and Client agrees that Radcomp shall be held harmless if such data corruption or loss occurs. **Client is strongly advised to keep a local backup of all of stored data to mitigate against the unintentional loss of data.**

### **Procurement**

Equipment and software procured by Radcomp on Client's behalf ("Procured Equipment") may be covered by one or more manufacturer warranties, which will be passed through to Client to the greatest extent possible. By procuring equipment or software for Client, Radcomp does not make any warranties or representations regarding the quality, integrity or usefulness of the Procured Equipment. Certain equipment or software, once purchased, may not be returnable or, in certain cases, may be subject to third party return policies and/or re-stocking fees, all of which shall be Client's responsibility in the event that a return of the Procured Equipment is requested. Radcomp is not a warranty service or repair center. Radcomp will facilitate the return or warranty repair of Procured Equipment; however, Client understands and agrees that the return or warranty repair of Procured Equipment is governed by the terms of the warranties (if any) governing the applicable Procured Equipment, for which Radcomp will be held harmless.

### **IT Business Review; IT Strategic Planning**

Suggestions and advice rendered to Client are provided in accordance with relevant industry practices, based on Client's specific needs and Radcomp's opinion and knowledge of the relevant facts and circumstances. By rendering advice, or by suggesting a particular service or solution, Radcomp is not endorsing any particular manufacturer or service provider.

### **VCTO or VCIO Services**

The advice and suggestions provided by us in our capacity as a virtual chief technology or information officer will be for your informational and/or educational purposes only. Radcomp will not hold an actual director or officer position in Client's company, and we will neither hold nor maintain any fiduciary relationship or position with Client. Under no circumstances shall Client list or place the Radcomp on Client's corporate records or accounts.

### **Sample Policies, Procedures**

From time to time, we may provide you with sample (*i.e.*, template) policies and procedures for use in connection with Client's business ("Sample Policies"). The Sample Policies are for your informational use only, and do not constitute or comprise legal or professional advice, and the policies are not intended to be a substitute for the advice of competent counsel. You should seek the advice of competent legal counsel prior to using or distributing the Sample Policies, in part or in whole, in any transaction. We do not warrant or guarantee that the Sample Policies are complete, accurate, or suitable for your (or your customers')

specific needs, or that you will reduce or avoid liability by utilizing the Sample Policies in your (or your customers') business operations.

### **Software Development – Use of Open Source Code**

The software developed under this SOW will include open source code; however, unless otherwise expressly noted in this SOW, the inclusion of the open source code will not impose any additional fees, costs, or usage restrictions on Client. Client is instructed, however, to refrain from separating or isolating the open source code from the software, since the use of certain open source code, in isolation or in conjunction with third party materials or code, may trigger additional licensing or usage restrictions for which we will not be responsible.

### **Penetration Testing; Vulnerability Assessment**

You understand and agree that security devices, alarms or other security measures, both physical and virtual, may be tripped or activated during the penetration testing process, despite our efforts to avoid such occurrences. You will be solely responsible for notifying any monitoring company and all law enforcement authorities of the potential for “false alarms” due to the provision of the penetration testing services, and you agree to take all steps necessary to ensure that false alarms are not reported or treated as “real alarms” or credible threats against any person, place or property. Some alarms and advanced security measures, when activated, may cause the partial or complete shutdown of the Environment, causing substantial downtime and/or delay to your business activities. We will not be responsible for, and will be held harmless and indemnified by you against, any claims, costs, fees or expenses arising or resulting from (i) any response to the penetration testing services by any monitoring company or law enforcement authorities, or (ii) the partial or complete shutdown of the Environment by any alarm or security monitoring device.

### **HaaS**

You will use all Radcomp-hosted or Radcomp-supplied equipment and hardware (collectively, “Infrastructure”) for your internal business purposes only. You shall not sublease, sublicense, rent or otherwise make the Infrastructure available to any third party without our prior written consent. You agree to refrain from using the Infrastructure in a manner that unreasonably or materially interferes with our other hosted equipment or hardware, or in a manner that disrupts or which is likely to disrupt the services that we provide to our other clientele. We reserve the right to throttle or suspend your access and/or use of the Infrastructure if we believe, in our sole but reasonable judgment, that your use of the Infrastructure violates the terms of this SOW or the Agreement.

### **Unsupported Configuration Elements Or Services**

If you request a configuration element (hardware or software) or hosting service in a manner that is not customary at Radcomp, or that is in “end of life” or “end of support” status, we may designate the element or service as “unsupported,” “non-standard,” “best efforts,” “reasonable endeavor,” “one-off,” “EOL,” “end of support,” or with like term in the service description (an “Unsupported Service”). We make no

representation or warranty whatsoever regarding any Unsupported Service, and you agree that we will not be liable for any loss or damage arising from the provision of an Unsupported Service. Deployment and service level guarantees shall not apply to any Unsupported Service.

### **IP Addresses**

Any IP addresses provided to Client by Radcomp during the term of this SOW are managed by Radcomp and Radcomp will retain these IP addresses after termination of this SOW, meaning that they may not be transferred or utilized by Client after termination of this SOW.

### **Hosted Services**

You agree that you are responsible for the actions and behaviors of your users of the Services. In addition, you agree that neither Client, nor any of your employees or designated representatives, will use the Services in a manner that violates the laws, regulations, ordinances or other such requirements of any jurisdiction.

In addition, Client agrees that neither it, nor any of its employees or designated representatives, will: transmit any unsolicited commercial or bulk email, will not engage in any activity known or considered to be "spamming" and carry out any "denial of service" attacks on any other website or Internet service; infringe on any copyright, trademark, patent, trade secret, or other proprietary rights of any third party; collect, attempt to collect, publicize, or otherwise disclose personally identifiable information of any person or entity without their express consent (which may be through the person or entity's registration and/or subscription to Client's services, in which case Client must provide a privacy policy which discloses any and all uses of information that you collect) or as otherwise required by law; or, undertake any action which is harmful or potentially harmful to Radcomp or its infrastructure.

Client is solely responsible for ensuring that its login information is utilized only by Client and Client's authorized users and agents. Client's responsibility includes ensuring the secrecy and strength of user identifications and passwords. Radcomp shall have no liability resulting from the unauthorized use of Client's login information. If login information is lost, stolen, or used by unauthorized parties or if Client believes that any hosted applications or hosted data has been accessed by unauthorized parties, it is Client's responsibility to notify Radcomp immediately to request the login information be reset or unauthorized access otherwise be prevented. Radcomp will use commercially reasonable efforts to implement such requests as soon as practicable after receipt of notice.

### **Domain Name Services**

If you register, renew or transfer a domain name through Radcomp, we will submit the request to the applicable domain name services provider (the "Registrar") on your behalf. Our sole responsibility is to submit the request to the Registrar, and we are not responsible for any errors, omissions or failures of the Registrar.

## Acceptance

### Port of Hood River

### RADCOMP Technologies

**Signed** \_\_\_\_\_  
**Name** Kevin Greenwood  
**Title** Bridge Replacement Project Director  
**Date** June 05, 2024

**Signed** \_\_\_\_\_  
**Name** Fung Chang  
**Title** vCIO  
**Date** June 05, 2024

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**Port of Hood River**

**Site: Main**

**Network Refresh**

**Quote #049796**

Version 1  
Task Order #3.1

**RADCOMP Technologies**  
866-490-2426  
1000 E Jewett Blvd  
PO Box 69  
White Salmon, WA

## Scope of Work

### Network Refresh SOW:

#### Purpose:

- Deploy networking hardware to separate from PSquare network.
- Deploy Firewall and create rule for PSquare to access the necessary network/endpoint
- Implement password policy
- Implement MFA for:
  - o VPN
  - o MSFT

#### At Radcomp Technologies:

- **Sophos XGS 126 – Main Office**
  - o Prep this hardware to Radcomp Standards
  - o Update firmware
  - o Configure firewall to Radcomp best practices.
  - o Setup WAN access only to RADCOMP WAN IPs
  - o Check current firewall rules and apply same rules to Sophos firewall
  - o Work with client to setup VPN access
    - ? Create users
    - ? Confirm with users that they can access network via VPN
    - ? Confirm with client that firewall rules are setup to allow users to perform daily work activities
  - o Schedule date/time with client to deploy onsite.
- **Aruba 6000 switches: (Switches will be deployed at [Location & System.Collections.Generic.List`1[SellPrintableViewModels.LocationsPrintableViewModel]])**
  - o Prep hardware to Radcomp standards
  - o Update firmware
  - o Configure switches to Radcomp best practices
  - o Update Auvik with switch details
- **Access Points:**
  - o Prep hardware to Radcomp standards
  - o Update firmware
  - o Add to wireless network
    - ? Document and name appropriately
    - ? Confirm wireless network is configured in Auvik

Prices subject to change, based upon total purchase. All delivery, training or consulting services to be billed at service rates in effect at time of service. Generally all hardware computer components proposed above are covered by a limited one-year warranty FROM THEIR MANUFACTURER. We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchant ability or fitness of purpose, damages related to services or products listed here.



- **Implement MFA:**

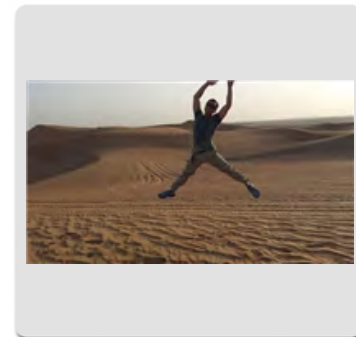
- Enable MFA for Microsoft client tenant.
- Work with client POC for rollout schedule.
- Work with client POC for affected users and what is to be expected.
- Enforce MFA for end users (Following rollout schedule)
- Schedule time with client POC and/or each end user to confirm MFA functionality.
- Document in ITG
-

**Prepared For**


Port of Hood River  
Debbie Smith-Wagar  
1000 E. Port Marina Drive  
Hood River, OR 97031  
dsmith-wagar@portofhoodriver.com  
(541) 386-1645



**Prepared By**

Fung Chang  
Phone: 866-490-2426 x254  
Email: fung.chang@gorad.com






Network Refresh - #049796 v1

Firewall		Price	Qty	Extended
	Sophos XGS 126 Network Security/Firewall Appliance	\$1,250.00	2	\$2,500.00
	Sophos Rack Mount for Firewall	\$192.00	2	\$384.00
<b>Firewall Subtotal</b>				<b>\$2,884.00</b>

Switches		Price	Qty	Extended
	Aruba 6000 24G Class4 PoE 4SFP 370W Switch - 24 Ports - Manageable - Gigabit Ethernet - 10/100/1000Base-T, 1000Base-X - 3 Layer Supported - Modular - 2 SFP Slots - 32.70 W Power Consumption - 370 W PoE Budget - Twisted Pair, Optical Fiber - PoE Ports - 1U	\$2,449.00	1	\$2,449.00
	Aruba 6000 48G Class4 PoE 4SFP 370W Switch - 48 Ports - Manageable - Gigabit Ethernet - 10/100/1000Base-T, 100/1000Base-X - 3 Layer Supported - Modular - 4 SFP Slots - 45 W Power Consumption - 370 W PoE Budget - Twisted Pair, Optical Fiber - PoE Ports - 1	\$3,739.00	1	\$3,739.00
<b>Switches Subtotal</b>				<b>\$6,188.00</b>

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Wireless		Price	Qty	Extended
	UniFi 6 Professional U6 Pro Dual Band 802.11ax 5.30 Gbit/s Wireless Access Point - Indoor - 2.40 GHz, 5 GHz - Internal - MIMO Technology	\$205.00	2	\$410.00
	Ubiquiti UniFi Cloud Key Gen2 Plus Packet Capture/Analysis Device	\$250.00	1	\$250.00
<b>Wireless Subtotal</b>				<b>\$660.00</b>

Services		Price	Qty	Extended
	Labor to be billed T&M at contracted labor rate. **Please note if your account has past due invoice we will require payment up front.	\$152.25	0	\$0.00
<b>Services Subtotal</b>				<b>\$0.00</b>

Managed Services	Recurring Per	Price	Qty	Recurring	Extended
Network Devices	\$15.75	\$0.00	3	\$47.25	\$0.00
Network Device Connection Monitoring (Switches, Routers/Firewalls, Wireless Access Points, IP Phones, Printers, etc.).					
Sophos Firewall UTM	\$63.88	\$0.00	1	\$63.88	\$0.00
Sophos XGS126 XStream Protection Network Protection / Web Protection / Central Orchestration / Enhanced Support / Zero-Day Protection					
<b>Managed Services Recurring Subtotal</b>					<b>\$111.13</b>
<b>Managed Services Subtotal</b>					<b>\$0.00</b>

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Recap		Amount
	Firewall	\$2,884.00
	Switches	\$6,188.00
	Wireless	\$660.00
	Services	\$0.00
	Managed Services	\$0.00
	<b>Total</b>	<b>\$9,732.00</b>

Recurring Expenses		Amount
	Managed Services	\$111.13
	<b>Recurring Expenses</b>	<b>\$111.13</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. A 25% restocking fee on returned products, 35% on special orders, unless other arrangement have been made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**Port of Hood River**

**Site: Main**

**Workstation Refresh (WIN 10 EOL)**

**Quote #049881**

Version 1  
Task Order #3.2

**RADCOMP Technologies**  
**866-490-2426**  
**1000 E Jewett Blvd**  
**PO Box 69**  
**White Salmon, WA**

## Scope of Work

### **Purpose:**

- Replace workstations that do not support Windows 11
  - o Windows 10 EOL October 2025

### **Workstations/Users:**

1. Administrative1 – 82954 – (Desktop)
2. POHR-DESKTOP-01 – 82976 – (Desktop)
3. POHR-LAPTOP-03 – (Laptop)
4. POHR-LAPTOP-04 – 82971 – (Laptop)
5. PROPDEVMGR1 – 82961 - Laptop

### **At Radcomp Technologies:**

- Order equipment/hardware.
- Unbox equipment and documents.
- Setup equipment to Radcomp standards
  - Radtrack, document, upgrade firmware/OS
- Schedule deployment with client POC

### **At Client Site**

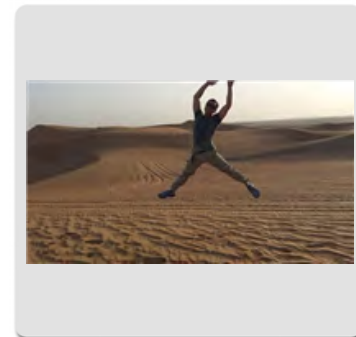
- Transfer user profile from old machine to new (If applicable)
- Confirm with client that they can perform daily work activities:
  - Check email
  - Print/scan
  - Access shared drives (If applicable)
  - Sign into Office 365 and confirm all functions available (if applicable)
  - Access to company software (if applicable)
  - VPN access (if applicable)
  - Access to Terminal Server (if applicable)
- Confirm with client that everything is working as expected.
- Decommission workstation following Radcomp policy
- Document in ITG

**Prepared For**

Port of Hood River  
Debbie Smith-Wagar  
1000 E. Port Marina Drive  
Hood River, OR 97031  
dsmith-wagar@portofhoodriver.com  
(541) 386-1645


**Prepared By**


Fung Chang  
Phone: 866-490-2426 x254  
Email: fung.chang@gorad.com




Workstation Refresh (WIN 10 EOL) - #049881 v1

Desktops		Price	Qty	Extended
	HP Elite Mini 800 *New* - Windows 11 Pro - Intel i5 - 16GB Ram - 500GB SSD - 3 Year Warranty	\$1,450.00	3	\$4,350.00
<b>Desktops Subtotal</b>				<b>\$4,350.00</b>

Laptops		Price	Qty	Extended
	HP ProBook 450 Enterprise *New* - Windows 11 Pro - Intel i5 - 16GB Ram - 500GB SSD - 15.6" Screen - 1920x10809 FHD Screen - 3 Year Warranty	\$1,550.00	2	\$3,100.00
<b>Laptops Subtotal</b>				<b>\$3,100.00</b>

System Upgrades		Price	Qty	Extended
	Docking Station - for Notebook - 100 W - USB Type C	\$259.00	2	\$518.00
<b>System Upgrades Subtotal</b>				<b>\$518.00</b>

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Services		Price	Qty	Extended
	Labor to be billed T&M at contracted labor rate. **Please note if your account has past due invoice we will require payment up front.	\$152.25	0	\$0.00
	<b>Services Subtotal</b>			<b>\$0.00</b>

Recap	Amount
Desktops	\$4,350.00
Laptops	\$3,100.00
System Upgrades	\$518.00
Services	\$0.00
<b>Total</b>	<b>\$7,968.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. A 25% restocking fee on returned products, 35% on special orders, unless other arrangement have been made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# Commission Memo



Prepared by: Kevin Greenwood  
Date: June 11, 2024  
Re: Hood River Distillers Lease Amendment No. 2

---

Hood River Distillers' current lease has been in effect since July 1, 2019 using the new lease template that had been developed in 2019.

This is a five year extension through June 30, 2029. HRD has been a solid tenant at this location and is responsible for all maintenance and operational costs related to the building. Though this site has repeatedly been discussed for alternate development plans, this is one of the Port's highest performing properties.

As a side note, the existing lease does not include the eastern portion inside the fence. That area could be used for additional parking that could benefit current waterfront users and/or future development on the site. Staff is contacting the handful of storage unit owners to alert them of the need to potentially move if the area is converted to parking.

**RECOMMENDATION:** MOTION to authorize lease amendment No. 2 to Hood River Distillers.

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**AMENDMENT NO. 2 TO LEASE**

This Second Amendment (this "Amendment") dated June 11, 2024 is entered into by and between the Port of Hood River, an Oregon municipal corporation, as Lessor, and Hood River Distillers, Inc., an Oregon company, as Lessee and amends that certain Lease between Lessor and Lessee dated July 1, 2019 (the "Lease"). This Amendment may refer to Lessor and Lessee individually as a "Party" and collectively as the "Parties."

**Whereas**, Lessor and Lessee, entered into the Lease for a lease of premises known as the Maritime Building located 910 Portway Ave, Hood River, Oregon ("Lease"); and,

**Whereas**, Addendum No. 1 dated July 16, 2020 to the Lease extended the term of the Lease through June 20, 2024 and added additional extension options to the Lease; and,

**Whereas**, the Parties now desire to remove the extension options under the Lease and extend the term of the Lease.

**Therefore**, the Parties agree to amend the Lease as follows:

- 1. Addendum No. 1 dated July 16, 2020 to the Lease is hereby renamed "Amendment No. 1".
- 2. Term. Section 2, Term, of the Lease is hereby deleted and replaced in its entirety with the following:

"The Lease shall be binding when both parties sign the Lease. The Lease Term shall be for the period effective on July 1, 2019 and continuing through June 30, 2029.

Effective Date: July 1, 2019  
Lease Expiration Date: June 30, 2029  
Extension Options: None"

- 3. All capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Lease.
- 4. Except as modified by this Amendment, all terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment No. 2 to Lease.

Lessor, Port of Hood River

Lessee, Hood River Distillers, Inc.

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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# Commission Memo



Prepared by: Kevin Greenwood  
Date: June 11, 2024  
Re: Columbia Gorge News Lease Amendment No. 2

---

Columbia Gorge News is agreeing to a month-to-month lease for no more than one year as they look for other office space. Oregon DMV is looking to lease the entire Marina West building. Anne Medenbach facilitated this amendment.

**RECOMMENDATION:** MOTION to authorize lease amendment No. 2 with Columbia Gorge News.

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**SECOND AMENDMENT TO LEASE**

This Second Amendment (this "Amendment") dated June 11, 2024 is entered into by and between the Port of Hood River, an Oregon municipal corporation, as Lessor, and Columbia Gorge News LLC., an Oregon limited liability company, as Lessee and amends that certain Lease between Lessor and Lessee dated July 27, 2020 (the "Lease"). This Amendment may refer to Lessor and Lessee individually as a "Party" and collectively as the "Parties."

**Whereas**, Lessor and Lessee, entered into the Lease for a lease of premises known as Suite B & C in the Marina Park #2 Building located 600 E. Marina Port Way, Hood River, Oregon ("Lease"); and,

**Whereas**, Amendment No. 1 dated November 24, 2021 established the capped rate of \$0.40/sf to be observed for Additional Rent; and,

**Whereas**, the First Addendum dated July 26, 2023 extended the term of the Lease for one (1) year, terminating on June 30, 2024; and,

**Whereas**, the Parties now desire to amend certain terms of the Lease.

**Therefore**, the Parties agree to amend the Lease as follows:

1. Term. Upon expiration of the current Lease Term, the Lease Term shall be extended and continue on a month-to-month basis. The Lease Term shall expire on June 30, 2025. Either Party may terminate the month-to-month tenancy by providing the other Party written notice of termination at least 30 days prior to the next due date for the Base Rent.
2. Rent. Effective July 1, 2024, the Base Rent shall be \$1,160.53 per month and the Additional Rent shall be \$332.66 per month.
3. All capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Lease.
4. Except as modified by this Amendment, all terms and conditions of the Lease shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to Lease.

Lessor, Port of Hood River

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

Name: Kevin M. Greenwood

Title: Executive Director

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

Lessee, Columbia Gorge News, LLC

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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# Commission Memo



Prepared by: Debbie Smith-Wagar, Finance Director  
Date: June 11, 2024  
Re: SDIS – FY2024-25 Employee Benefit Program Renewal

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The Port benefits from insurance coverage through SDIS (Special Districts Insurance Services), facilitating accessible and cost-effective employee benefit solutions for member districts. However, recent trends, including a surge in medical claims and inflationary pressures, have led to premium increases: 7% for the SDIS medical policy, 3% for Delta Dental, and 4.9% for the Willamette Dental plan. Consequently, this adjustment translates to an approximate annual increase of \$69,000 in the Port's expenses.

In response, the Port engaged WHA Insurance to explore alternative strategies aimed at mitigating escalating costs while preserving the current level of benefits for its employees. After thorough assessment, it was concluded that retaining the SDIS insurance package offered the optimal balance between benefit coverage and cost efficiency.

To address the heightened expenses, the Port's staff proposed a measure to raise deductibles and out-of-pocket maximums for employees. This proactive step is anticipated to yield savings of around \$32,000 annually. Furthermore, in a gesture of support for employees navigating the increased deductible, the Port pledges to continue covering up to 50% of the deductible cost.

**RECOMMENDATION:** MOTION to authorize the SDIS insurance renewal for the FY2024-25 Employee Benefit Program.

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Dear Valued District Member,

**Enclosed please find your 2024 Special Districts Insurance annual renewal.**

Our health plan renewal is packed with good news and valuable information! Please take the time to review this memo in its entirety and share it with your district employees.

**PRICING**

- **MEDICAL/RX RENEWAL ACTION IS 7% FOR THE 2024 PLAN YEAR.** We believe this is competitive considering the inflation pressure that every health plan is facing. (Keep in mind our plans are demographically rated, so the actual renewal increase to your plan may be higher or lower, depending on your plan enrollment. (\*\* OFCA rates and plans differ)
- **LIFE & LTD PLANS WITH STANDARD** All basic life rates will increase by 10% and LTD rates will increase by 5%. The rates are guaranteed for two years.

**PLAN UPDATES/ENHANCEMENTS**

- **MEDICALLY NECESSARY BARIATRIC SURGERY** (subject to the medical policy for Regence) will be a covered benefit under the health plan with the 7/1/2024 renewal.
- **VISION COVERAGE WILL MOVE TO VSP** Providers have been confused by the current design of the vision plan, so SDIS has made this change to reduce confusion and make it easier for our members to use vision benefits. If a member is unable to locate an in-network VSP provider within 10 miles (urban/suburban) or 25 miles (rural), VSP will allow in-network benefits from an out-of-network provider. In addition, the vision allowance may be used for multiple purchases until it is exhausted. **NOTE: This change requires new ID cards.**
- **NEW EMPLOYER PAID LIFE OPTION** SDIS is offering a flat \$100,000 life option at renewal. Complete the master application to confirm which life option your district will select in 2024.
- **STD PLAN OPTIONS 1-4 WILL NOT BE OFFERED AT RENEWAL** due to the implementation of Paid Leave Oregon. If your district is enrolled in one of these plans currently, your renewal packet will reflect a move to either plan 5 or 6. Below is a chart indicating this change. Each district will accept/decline this election during the Master Application process.

Current Plan	2024 Plan
STD Options 1 & 3	Option 5
STD Options 2 & 4	Option 6

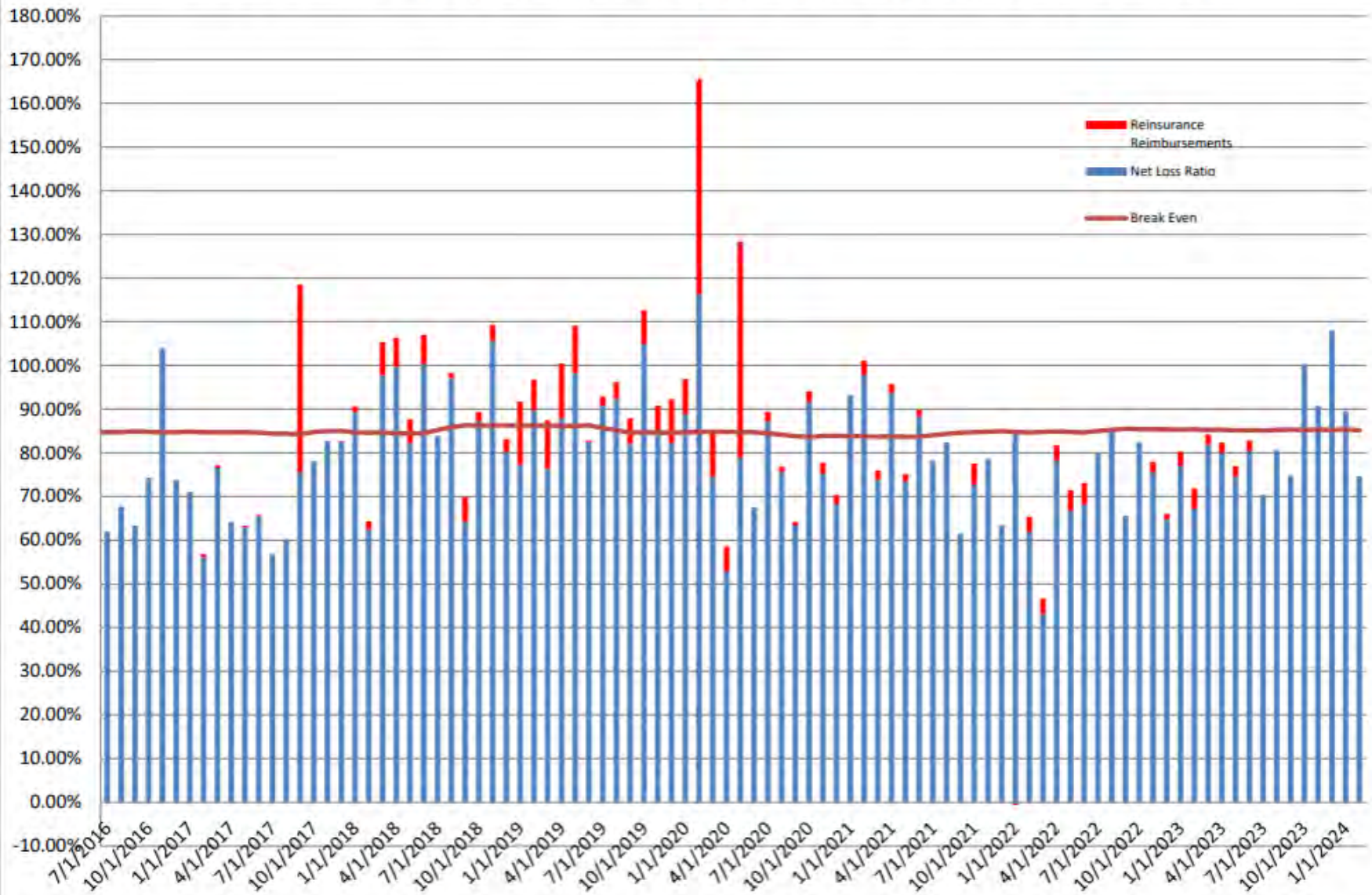
- **LTD PLANS HAVE BEEN ENHANCED!** The monthly benefit maximum is increasing from \$5,000 to \$10,000. This means that covered income will increase from \$8,333/month to \$16,667/month

**ANNUAL REMINDERS**

- ✓ Your agent will help your district in completing the 2024 Master Application and the renewal process.
- ✓ **If your district also participates in the OFCA benefit package, be aware the plan designs and rates are different.**

Thank you for your partnership, and the confidence you have placed in Special Districts as your health plan of choice.

## SDIS - Medical/Rx/Vision/Dental Loss Ratio - (Incurred & Trended)





## Master Application Instructions for 2024

### **NO CHANGES? 3 STEPS**

1. **Add district name-** see Page 1, General Information
2. **Check YES box-** see Page 1, General Information

**Renew ALL Coverages AS-IS?**  Yes  No



3. **Add contact information and sign** – see Page 3, Contact Information

Any district making changes to their coverage options, please fully complete and sign the application.

---

***NOTE:*** *Employees who are making enrollment changes for our July 1 renewal, please submit any enrollment applications and changes by May 1, 2024.*

**Please return all Master Applications by May 1, 2024  
to Shelly Barker at Special Districts and your local agent.**

[sbarker@sdao.com](mailto:sbarker@sdao.com)

# SPECIAL DISTRICTS INSURANCE SERVICES

Master Application and Renewal Confirmation Form for Group Benefit Coverage: 2024



## GENERAL INFORMATION

**Legal Name of Employer:** Port of Hood River  
Business Street Address: 1000 E Port Marina Drive  
City: Hood River Zip Code: 97031 County: Hood River  
Billing Address (if different than above): City:  
Phone No.:( 541 ) 386-1645 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
E-Mail Address: kgreenwood@portofhoodriver.com Fax No.:( \_\_\_\_\_ )  
Type of District: Special District - Port  
Name of Contact: Kevin Greenwood Federal I.D. No.: 93-6002559 SIC No. 9199  
Title: Executive Director

### Renew ALL Coverages AS-IS? Yes No

If you checked **Yes** to Renew ALL coverage AS-IS, please proceed to page 3 and complete Contact Information

Internal Use Only:

Regence Group#: \_\_\_\_\_ Delta Dental Group#: \_\_\_\_\_ SDIS Group#: \_\_\_\_\_ WVD Group# \_\_\_\_\_

## EXISTING INSURANCE INFORMATION

Workers Compensation / State Industrial Carrier: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Are you replacing existing **group** insurance?  Yes  No Carrier: \_\_\_\_\_ Group No.: \_\_\_\_\_

## PLAN INFORMATION

The requested **effective date** for the policy is 7/1/2024

**Hours** per week employees must work to be eligible for benefits: 30 hours per week (17.5 to 30 hrs.)

Probationary Period - New Employees are eligible for coverage the first of the month following:  Date of hire  30  60 days

If probationary period is "Date of hire", is an employee hired on the first calendar day of the month eligible that same day?  Yes  No

In addition to same-sex domestic partner coverage, employer would like to offer opposite-sex domestic partner coverage  Yes  No

**Employer contribution** toward employee premium (*percent*): Employee: same as last year Dependent: same as last year

**Minimum Contribution Requirements:** 75% employees & 0% dependents **-OR-** 50% employees & 50% dependents

**Minimum Participation Requirements:** Dental Only – 100% of eligible employees & 75% of eligible dependents

Medical or Medical/Dental – 100% of eligible employees & 75% of eligible dependents if less than 5 employees

75% of eligible employees & 75% of eligible dependents if 5 or more employees

Those employees that waive due to other group coverage are excluded from participation requirements.

**Does your group have an HRA or HSA?**  Yes  No If yes, what does the employer contribute to the account: \$ \_\_\_\_\_

What is the name of your current health & dental insurance company? Health SDIS - Regence Dental SDIS - Delta / Willamette

## PROBATIONARY PERIOD AND PEOPLE TO BE INSURED

Applications must be submitted for all employees and dependents to be insured.

30 Total number of employees (*include those who do not qualify for coverage*)

2 Number of On-Call, Temporary, Substitute, Leased, and Seasonal employees

-6 Number of employees who do not qualify due to working less than minimum hours

0 Number of employees who do not qualify due to eligibility waiting period requirement

-1 Number of employees waiving coverage due to other group coverage (*must submit waivers*)

=21 Total actual number of eligible employees to be insured

Employees on continuation of coverage: Applications must be submitted for all employees on continuation.

NAME	CONTINUATION EFF DATE	QUALIFYING EVENT
N/A		

### BENEFIT PLANS REQUESTED

**REGENGE MEDICAL**  Yes  No If yes, choose a plan, or plans below.

Single Option  Dual Option (Available to groups with a minimum of 10 participating employees, with no less than three on a plan.)

**Blue Options – Packaged**

- PPO II – \$200 deductible
- PPO IIA – \$300 deductible
- PPO III – \$500 deductible
- PPO IV – \$1,000 deductible
- PPO V – \$1,500 deductible
- PPO VI – \$2,000 deductible
- PPO VII – \$2,500 deductible

**Red Options – Packaged**

- PPO C – \$300 deductible
- PPO D – \$500 deductible
- PPO E – \$1,000 deductible
- PPO F – \$1,500 deductible
- PPO H – \$2,000 deductible
- PPO J – \$2,500 deductible
- PPO K – \$3,000 deductible
- PPO L – \$5,000 deductible

**HSA Plans**

- HSA 1 – \$3,000 deductible

All Blue, Red and HSA medical plans include pharmacy, acupuncture/chiropractic, vision and Telehealth/MDLive.

**DELTA DENTAL PLAN OF OREGON DENTAL**

Yes  No If yes, choose a plan below.

- Constant Dental Plan 1 Preventive, \$25 deductible, \$1,500 annual maximum
- Incentive Dental Plan 2 Incentive, \$0 deductible, \$1,500 annual maximum
- Constant Dental Plan 3 Preventive, \$25 deductible, \$2,000 annual maximum
- Incentive Dental Plan 4 Incentive, \$0 deductible, \$2,000 annual maximum

**NOTE: A minimum of 10 employees must be enrolled to elect “dental only” coverage.**

**DELTA DENTAL PLAN OF OREGON DENTAL ORTHODONTIA**

Yes  No

- Ortho 1,500 – 50% to \$1,500 annual max, no age limit – Only available to employers with 15 or more enrolled employees
- Ortho 2,000 – 50% to \$2,000 annual max, no age limit – Only available to employers with 15 or more enrolled employees

**WILLAMETTE DENTAL GROUP PLANS**

Yes  No If yes, choose a plan below

- Standard Dental Plan 5 \$15 General Office Visit Copay, \$0 Deductible, No Annual Maximum, Orthodontia Co-Pay \$2,500
- Enhanced Dental Plan 6 \$15 General Office Visit Copay, \$0 Deductible, No Annual Maximum, Orthodontia Co-Pay \$1,500

Underwritten by Willamette Dental Insurance, Inc. 6950 NE Campus Way, Hillsboro, Oregon, 97124

**LIFE & DISABILITY**

Yes  No

**Group Life Insurance**

- Option 1 - \$10,000
- Option 2 - \$20,000
- Option 3 - \$50,000
- Option 4 – 1 x’s Salary
- Option 5 – \$100,000

**Short Term Disability**

- Option 5  Option 6

**Long Term Disability**

- Option 1
- Option 2

Select only one (applies to Long Term Disability only):

- Employer pays 100% of premium
- Employer pays 0% of premium
- Employer & Employee share premium



**Termination of Coverage**

Terminate the following coverage at renewal:  Medical  Dental  All Lines of Coverage  
 Other: \_\_\_\_\_

Reason: \_\_\_\_\_ Name of New Carrier: \_\_\_\_\_

**DOCUMENT DISTRIBUTION**

**Electronic copy:** An electronic copy of your member Summary Plan Description (SPD) and summary (SBC) **will be emailed to you** once your group has been processed. This searchable format can also be saved to your intranet or computer system for employee access.

**IMPORTANT INFORMATION**

**Affordable Care Act** – For more information on the following brief guidelines, consult with your legal or tax advisors for advice.

- **Probationary** waiting periods cannot exceed 60 calendar days. Groups may select first of the month following 1, 30, or 60 calendar days.
- Groups that have eligibility and benefit packages that favor highly compensated employees may face a penalty. You can offer coverage to all employees that meet your hourly requirement and probationary waiting period **or** conduct IRS **nondiscrimination** testing. Groups must set their hourly requirement at no more than 30 hours per week.
- **Medical plan packages** are packaged with ancillary benefits such as vision.
- **Pediatric vision and pharmacy** are required essential health benefits (EHB) for employers and are now in medical coverage.
- **Domestic partners** that meet certain criteria are eligible dependents. If not registered with a state, a signed affidavit must be submitted with the enrollment application.

**SIGNATURE – PLEASE READ CAREFULLY**

- I understand that eligibility standards must be adhered to for all employees, dependents, and owners. I agree to make all coverage options available to all eligible employees and dependents that satisfy eligibility requirements.
- If I submit my materials after the 10<sup>th</sup> of the prior month, my employees may not receive Member ID Cards before they are effective.
- I understand that I am agreeing to a 12 month contract period for the insurance coverage I have elected for my district.
- I understand that to participate in the SDIS insurance program I must agree to sign the Joinder of Trust Agreement to become a member of Special Districts Insurance Services Trust.

**CONTACT INFORMATION**

**DISTRICT REPRESENTATIVE**

Signature by: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

**PRODUCER OF RECORD**

Signature by: \_\_\_\_\_ Date: \_\_\_\_\_

Producer: \_\_\_\_\_ Producer No.: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Phone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_ E-mail: \_\_\_\_\_



# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 11, 2024  
Re: Accounts Payable Requiring Commission Approval

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<b>Beery, Elsner &amp; Hammond, LLP</b>	<b>\$6,563.00</b>
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Attorney services per attached summary

<b>TOTAL ACCOUNTS PAYABLE TO APPROVE</b>	<b>\$6,563.00</b>
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**Beery, Elsner & Hammond, LLP**

**1804 NE 45th Ave  
Portland, OR 97213-1416  
(503) 226-7191  
Tax ID #93-1234801**

May 1, 2024

Port of Hood River  
1000 E. Port Marina Dr  
Hood River, OR 97031  
dsmith-wagar@portofhoodriver.com

Our File: PORTHR

SUMMARY OF ACCOUNT

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NEW CHARGES PER ATTACHED STATEMENT(S)

<u>Matter</u>	<u>Balance Forward</u>	<u>Payments &amp; Credits</u>	<u>Total New Charges</u>	<u>Balance Due</u>
GENERAL-General	2,623.50	2,623.50	2,575.00	2,575.00
PERSON-Personnel	0.00	0.00	275.00	275.00
REALPROP-Real Property Transactions	<u>6,280.60</u>	<u>6,280.60</u>	<u>3,713.00</u>	<u>3,713.00</u>
TOTAL	8,904.10	8,904.10	6,563.00	6,563.00

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LEGAL FEES (per the attached itemization): \$ 6,440.50

DISBURSEMENTS (per the attached itemization): \$ 122.50

Balance (current bill) \$ 6,563.00

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Previous Balance Due \$ 8,904.10

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Total Payments and Credits \$ 8,904.10

**TOTAL BALANCE DUE \$ 6,563.00**

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# Commission Memo



Prepared by: Daryl Stafford  
Date: June 11, 2024  
Re: Resolution Approving Changes to  
Waterfront Parking System

---

State laws for parking are constantly changing with frequent updates. Staff have been reviewing the Port's parking policy with our legal team to ensure compliance with all federal, state, and local rules. The attached resolution is being recommended based upon the staff's approach to managing parking on the waterfront.

**RECOMMENDATION:** MOTION to approve Resolution No. 2023-24-22 setting waterfront parking policy.

-###-

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**PORT OF HOOD RIVER**  
**Resolution No. 2023-24-22**

**A RESOLUTION SETTING WATERFRONT PARKING POLICY, RATES, FEES, ZONES  
AND HOURS, AND ADOPTING A POLICY REQUIRING THE USE OF A PARKING  
APP OR A TEXT-TO-PAY METHOD FOR WATERFRONT PARKING PAYMENT**

**WHEREAS**, the Port of Hood River (the “Port”) Board of Commissioners regulates the use of Port Property through its Property Ordinance, adopted via Ordinance Number 27 on May 16, 2023; and

**WHEREAS**, per Section 15(1) of the Property Ordinance, the Port shall adopt a policy and procedure for vehicle parking in the Port’s Parking Zone (as defined therein); and

**WHEREAS**, the Port adopted such a policy via Resolution Number 2022-23-12 on May 1, 2023 (the “Parking Policy”); and

**WHEREAS**, members of the public have inquired about methods for paying for parking within the Port Waterfront Parking Zones (as such term is defined by the Property Ordinance); and

**WHEREAS**, Oregon Revised Statute (“ORS”) 659A.410(1) requires places offering public accommodations, advantages, facilities, or privileges, or otherwise any place that is open to the public and provided by a public body, to accept US coins or currency as payment, with limited exceptions; and

**WHEREAS**, ORS 659A.410(3)(f) denotes “Internet-based transactions” as such an exception; and

**WHEREAS**, ORS 659A.410(7)(f) defines an “Internet-based transaction” as a “transaction that occurs over the Internet and that involves a sale, purchase or reservation of...services to be...consumed by a customer or patron,” but is not an in-person transaction; and

**WHEREAS**, the definition of “Internet-based transactions” contains many ambiguous terms that require further interpretation at a local level by the Port; and

**WHEREAS**, Port staff and legal counsel interpret the definition of an in-person transaction to mean a transaction in which all parties are physically present contemporaneously; and

**WHEREAS**, in current practice the Port offers both a downloadable app and a text-to-pay option for paying for parking within the Port Parking Zone, as well as a designated number of free parking spaces; and

**WHEREAS**, Port staff and legal counsel have examined the statute and current Port practice and believe that both the app and the text-to-pay options fall within the definition of “Internet-based transactions,” and therefore sufficiently qualify the Port Waterfront Parking Zones for an exemption to the requirements of ORS 659A.410(1); and

**WHEREAS**, the Commission would like to update the Parking Policy to reflect current policies and rates, and to further formalize its policy regarding the validity of electronic payment for parking

within the Port's Waterfront Parking Zones via either an app or text-to-pay service.

**NOW, THEREFORE, THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

**Section 1. Pay-to-Park Zones.**

- A. Hook Zone:** Encompasses the Hook access road and westernmost block of Portway Avenue.
- B. Jensen Zone:** Encompasses the westernmost half of the West Jensen Parking Lot.
- C. Waterfront Zone:** Encompasses Nichols Basin parking lot, N. 1<sup>st</sup> Street, Lot 1, and the westernmost block of Portway Avenue.
- D. Event Site Zone:** Encompasses the Event Site Parking Lot.
- E. Marina Zone:** Encompasses the Marina Boat Launch Parking Lot and the gravel area behind the DMV building.

No parking is allowed on any Port-owned lots and streets between the hours of 11:00 p.m. and 6:00 a.m. with the exception of the Marina Boat Ramp Parking Lot that opens at 4:00 a.m.

**Section 2. Free-to-Park Zones and Hours.**

No payment is required for parking in the following Free-to-Park zones: Spit Parking Lot, Marina Beach Parking Lot, or the Marina Moorage Parking Lot. No parking is allowed in Free-to-Park zones after 9:00 p.m.

**Section 3. Pay-to-Park Rates and Fees.**

Payment for parking in Pay-to-Park zones is required between the hours of 8:00 a.m. and 6:00 p.m. There is no maximum stay limit for any designated parking space between the hours of 6:00 a.m. and 11:00 p.m.

Parking hourly rates in all Zones will be adopted via a separate master rates, fees and charges resolution, which shall be reviewed and updated annually.

Annual Parking Passes are valid January 1 – December 31 for hours parking lots are open. Passes are not valid for Nichols Basin Lot, The Hook, or on-street parking. The fees for each type of annual pass will be adopted via a separate master rates, fees and charges resolution, which shall be reviewed and updated annually.

**Section 4. Parking Payment Methods for Hourly Parking and Annual Parking Passes.**

Payment for hourly parking within the Port's Waterfront Pay-to-Park Parking Zones must be made electronically via either an app or text-to-pay service. The Board of Commissioners finds that paying for hourly parking within the Port's Waterfront Pay-to-Park Parking Zones via an app or text-to-pay service qualifies as an internet-based transaction as defined by ORS 659A.410(7)(f) and is not an in-person transaction.

Annual parking passes can be purchased online or in-person at the Port front office during regular business hours. Online payment must be made via credit card. In-person payment methods include cash, local check, or credit card.

**Section 5. Vehicle Types Allowed and Hours of Parking by Location.**



Trailers must remain attached to vehicles at all times.

- A. Event Site Parking Lot:** Open for parking 7:00 a.m. to 9:00 p.m. Payment required between 8:00 a.m. and 6:00 p.m. Regular Length Vehicles (up to 20' in total length) and Overlength Vehicles (over 20' in total length) are allowed and must park in designated spaces. No vehicles or trailers allowed after 9:00 p.m.
- B. West Jensen Parking Lot:** Open for parking 6:00 a.m. to 11:00 p.m. on the westernmost half of the lot. Payment required between 8:00 a.m. and 6:00 p.m. Passenger vehicles only. Overlength Vehicles (over 20' in total length), RVs, or trailers are NOT allowed even if they are less than 20'. No parking is allowed between the hours of 11:00 p.m. and 6:00 a.m.
- C. Nichols Basin Parking Lot:** Open for parking 6:00 a.m. to 11:00 p.m. Payment required between 8:00 a.m. and 6:00 p.m. Regular Length Vehicles (up to 20' in total length) are allowed. No Overlength vehicles (over 20'), RVs or trailers are allowed. No parking is allowed between the hours of 11:00 p.m. and 6:00 a.m.
- D. Marina Boat Launch Parking Lot:** Open for parking 4:00 a.m. to 11:00 p.m. Payment required between 8:00 a.m. and 6:00 p.m. Regular Length Vehicles (up to 20' in total length) and Overlength Vehicles (over 20' in total length) are allowed. Only vehicles with trailers are allowed in the overlength parking spots. No parking is allowed between the hours of 11:00 p.m. and 4:00 a.m.
- E. Marina Beach and Marina Moorage Parking Lots:** Marina Beach gates are open 7:00 a.m. to 9:00 p.m. Regular Length Vehicles (up to 20' in total length) and Overlength Vehicles (over 20' in total length) are allowed. Commercial trucks are not allowed. Commercial trucks are defined as a tractor or tractor trailer combination in excess of 10,000 gross vehicle weight ("gvw"). Marina Moorage parking is for Regular Length Vehicles only. No RVs or trailers are allowed. No parking allowed after 9:00 p.m.
- F. The Spit:** Open for parking 7:00 a.m. to 9:00 p.m. No vehicles over 20' in length, no RVs, and no trailers. There is no adequate turnaround on this road. Commercial trucks are not allowed. Commercial trucks are defined as a tractor or tractor trailer combination in excess of 10,000 gvw. No parking allowed after 9:00 p.m.
- G. The Hook:** Open for parking 7:00 a.m. to 9:00 p.m. Payment required between 8:00 a.m. and 6:00 p.m. Regular Length Vehicles (up to 20' in total length) only. Overlength Vehicles (over 20' in total length) are NOT allowed. RVs, campers, or trailers are NOT allowed, even if they are less than 20' in length. Parking in designated spaces only. Vehicles parked in FIRE ZONES or in any way impeding access of emergency response vehicles will be towed at the owner's expense. There is no adequate turn around on this road. No parking is allowed after 9:00 p.m.
- H. West Portway Avenue:** Open for parking 6:00 a.m. to 11:00 p.m. Payment required between 8:00 a.m. and 6:00 p.m. Passenger vehicles allowed 7 days a week. Commercial trucks not allowed May 15 through October 15. Overnight parking for commercial trucks is only allowed October 16 through May 14. Commercial trucks are defined as a tractor or tractor trailer combination in excess of 10,000 gvw.
- I. North 1<sup>st</sup> Street and East Portway Avenue:** Open for parking 6:00 a.m. to 11:00 p.m. Payment required between 8:00 a.m. and 6:00 p.m. Passenger vehicles allowed 7 days a week. Commercial trucks not allowed May 15 through October 15. Commercial trucks are defined as a tractor or tractor trailer combination in excess of 10,000 gvw. No parking is allowed between 11:00 p.m. and 6:00 a.m.

## Section 6. Terms and Conditions.

When parking on Port Waterfront Property users shall:

- A. Obey all Port of Hood River official signs and regulations.
- B. Pre-pay charges for each parking space used as posted at parking areas and on the Port of Hood River website: [www.portofhoodriver.com](http://www.portofhoodriver.com)

**Section 7. Violation Penalties.**

As permitted by Sections 15 and 35 of the Property Ordinance, a person who violates a provision of this resolution shall be punishable for the following fines:

- A. Non-payment (per parking space) - As set annually by rate/fee resolution
- B. Parking in unauthorized space - As set annually by rate/fee resolution
- C. After hours parking (anytime between 11:00 p.m. to 6:00 a.m. all Zones AND after 9:00 p.m. in the Event Site Parking Lot) - As set annually by rate/fee resolution
- D. Non-payment of violation penalty after 30 days of issuance - As set annually by rate/fee resolution
- E. Non-payment of violation penalty after 60 days of issuance - As set annually by rate/fee resolution
- F. Non-payment of violation penalty after 90 days of issuance - Send to collections, will include collections fees assessed by Duncan Solutions.

Each violation shall constitute a separate offense. Each additional day for which a violation continues shall constitute a separate offense. If a person disputes a Port claim of violation, they shall proceed in accordance with Section 34(2) of the Property Ordinance.

**Section 8. Violation Payment Method.**

Parking violation payment is accepted by cash, check, or credit card at the Port office during regular business hours or via U.S Mail.

**Section 9. Effective Date.** This resolution is effective immediately upon passage.

**Section 10. Repealer.** All previous rates and/or policy resolutions regarding Port Waterfront Parking, including Resolution Number 2022-23-12, are hereby repealed.

**Section 11. Severability.** If any provision, section, phrase, or word of this Resolution or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

Adopted by the Board of Commissioners of the Port of Hood River this 11th day of June, 2024.

**SIGNED**

\_\_\_\_\_  
 Kristi Chapman, President

**ATTEST**

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

# Commission Memo



Prepared by: Kevin Greenwood

Date: June 11, 2024

Re: Letter of Support for the Bridge Replacement Project

---

The Hood River-White Salmon Bridge Authority (HRWSBA) is seeking a letter of support for the Hood River-White Salmon Bridge Replacement Project ("Project"). The Project has taken significant steps forward this year. The Progress Design Builder, Kiewit, has been brought on to handle the final design, construction, and demolition of the old structure. The Project has received its Biological Opinion, which is a major step toward finalizing the Record of Decision this year. Additionally, the Project has obtained over 60% of its needed funding, including a \$200M Federal INFRA grant. To maintain this progress, the Project needs to secure its full funding. The HRWSBA seeks support in its request for funding from Oregon during the upcoming legislative session.

**RECOMMENDATION:** MOTION to authorize the Board President to sign the letter of support for the Hood River-White Salmon Bridge Authority related to its funding request from Oregon.

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**INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA**

1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • [portofhoodriver.com](http://portofhoodriver.com) • Email: [info@portofhoodriver.com](mailto:info@portofhoodriver.com)

June 11, 2024

Morgan Gratz-Weiser, Deputy Legislative Director  
Kelly Scannell Brooks, Transportation, Infrastructure & Economic Development Policy Advisor  
Office of the Governor  
Salem, OR 97301

Senator Gorsek, Co-Chair  
Representative McLain, Co-Chair  
Senator Boquist, Co-Vice Chair  
Representative Boshart Davis, Co-Vice Chair  
Joint Transportation Committee  
Oregon State Legislature  
Salem, OR 97301

Re: Support for Hood River – White Salmon Bridge Replacement in the 2025 Transportation Package

Dear Ms. Gratz-Weiser, Ms. Scannell Brooks, Co-Chair Gorsek, Co-Chair McLain, Co-Vice Chair Boquist, and Co-Vice Chair Boshart Davis;

The Hood River – White Salmon Bridge Authority (HRWSBA) was established in July 2023, the bi-state authority is responsible for the ownership and full responsibility for the design, construction, operations and maintenance of the new Hood River – White Salmon Bridge (Bridge). The current bridge is a critical link spanning the Columbia River connecting Oregon and Washington in the heart of the Columbia River Gorge National Scenic Area.

As Oregon prepares to invest in transportation infrastructure in the 2025 Legislative Session, we would like to express our strong support for funding to replace the Hood River-White Salmon Bridge. The HRWSBA understands the critical importance of maintaining and improving transportation infrastructure statewide and believe that a comprehensive approach is necessary to address the diverse needs of our state. Opened in 1924, the current bridge is functionally obsolete and structurally deficient with a 2022 Sufficiency Rating of just 6 out of 100. The current bridge has exceeded its safe and useful lifespan.

Funding this bridge replacement project in the transportation package is consistent with the principles of economic impact, finishing HB 2017 investments, statewide impact, and project readiness. Local roads and bridges are highly integrated with state roads, highways, and bridges. Maintaining both on and off ODOT system assets at the same rate is key to preserving a safe, reliable, and efficient statewide transportation system that enhances the overall quality of life for all Oregonians.

One of only three bridges spanning the Columbia River in the region, the current bridge connects rural and largely disadvantaged communities on both sides of the river and in this case a closure would place strain to ODOT on-system routes. A bridge is essential to the local communities and the region. The Bridge replacement project is underway, has received local, state, and federal financial support, and is vitally important to the movement of goods and services throughout the region. The project successfully secured a \$200 million federal investment that requires continued state and local matching funds. Based on the current flow of funding and federal requirement



Port of Hood River

*Providing for the region's economic future.*

of state matching funds, the project needs a \$105 million commitment from Oregon in 2025, ensuring work doesn't stop.

We urge your continued financial support of the Bridge replacement project through a commitment of \$105 million to the Hood River – White Salmon Bridge Authority. Taking the opportunity now to invest in this infrastructure will have a positive impact on Oregon's transportation system for the next 100 years. Thank you for your consideration and look forward to continuing to work with you to improve Oregon's transportation infrastructure.

Sincerely,

Kristi Chapman  
President, Port of Hood River, Commission

cc: Leader Bonham & Leader Helfrich

# Commission Memo



Prepared by: Kevin Greenwood  
Date: June 11, 2024  
Re: Project Coordinator Job Description

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Since March 20th, the Port has been without a Development and Property Manager (D&PM), a position with a broad scope of responsibilities. Following a thorough evaluation of organizational needs and workflow processes over the last two months, and in consultation with the Personnel Committee, management has devised an organizational approach to enhance service levels, streamline administrative tasks, and optimize resource allocation.

As part of this approach, two critical responsibilities previously held by the D&PM have been outsourced to third-party providers. Anne Medenbach has been contracted for leasing and real estate responsibilities for a six-month period, while Aviation Management Services will oversee airport management responsibilities. Additionally, management of specific projects, such as the roundabout (managed by WSP) and waterfront parking (managed by DKS), will either be handled internally by the management team or outsourced as deemed appropriate.

The remaining administrative support tasks will be consolidated into this new position. The salary range for this position is set at \$27.65-\$40.86 per hour, constituting approximately 65% of the former D&PM's salary, as approved in the FY25 budget.

This new position will report to the Waterfront & Marina Manager (W&MM), currently Daryl Stafford. Stafford, who currently manages work orders for the maintenance crew and billing for both t-hangar and marina tenants, will provide training and supervision for the new administrative hire. This additional support will enable Daryl to focus more effectively on waterfront parking and concessionaire-related issues.

The Personnel Committee has thoroughly reviewed and approved the creation of this new position, recognizing its importance in maintaining operational efficiency and enhancing service delivery across various departments.

**RECOMMENDATION:** MOTION to approve the new Project Coordinator job position.

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PORT OF HOOD RIVER  
Position Description



**JOB TITLE: Project Coordinator**  
WORKING TITLE: Project Coordinator  
GENERAL EMPLOYEE • REGULAR • FULL TIME  
STARTING SALARY: \$27.65 PER HOUR  
STARTING DATE: 7/1/2024

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Administration	Waterfront and Marina Manager	Non-Exempt

**JOB SUMMARY:**

The Project Coordinator plays a pivotal role in providing comprehensive office administration, project support, and customer service duties within a local government public agency's busy office environment. This multifaceted position involves overseeing property management, project management, administrative tasks, and customer service functions across various areas including Airport, Marina, Waterfront Recreation, Development, Facilities, Special Projects, and Agency Administration. Responsibilities encompass drafting and verifying lease agreements, managing maintenance requests, supporting project initiation, handling complaints and feedback, coordinating Port Commission communications and scheduling, managing file management and records retention, and providing accounting support functions related to accounts receivable for Marina and Airport. Additionally, the position manages matters of a confidential nature and ensures effective communication between tenants, stakeholders, and department managers.

**ESSENTIAL DUTIES:**

- **Property Management Assistance:** **(Requires 30% of Time)**
  - Draft and verify the accuracy of new and renewed leases.
  - Prepare lease expiration packets.
  - Support monthly reporting to stakeholders.
  - Contribute to annual property inspections.
  - Assemble billing packages for the finance department.
  - Conduct monthly accounts receivable (A/R) reviews.
  - Notify delinquent tenants and distribute notices.
  - Manage incoming phone calls, emails, and maintenance requests.
  
- **Project Management Assistance:** **(Requires 20% of Time)**
  - Support the Project Manager in project initiation, including drafting paperwork for permits and grant applications.
  - Aid in procurement.
  - Monitor scope, budget and schedule.
  - Assist in preparing bid packages, RFPs, RFQs, etc.
  - Assist with bid solicitation activities.
  - Support the negotiation process and assist with preparing reports for stakeholders.
  - Assist with reporting and final documentation to ensure project deliverables and contractual obligations are fulfilled.

## PORT OF HOOD RIVER

### Position Description

- **Administrative Tasks for Airport:** **(Requires 25% of Time)**
  - Manage maintenance requests, directing them to the appropriate personnel, whether in-house or outsourced, and coordinating with the Airport Manager or Maintenance Manager.
  - Handle incoming phone calls and emails regarding complaints and feedback, escalating issues to the Airport Manager when needed.
  - Support grant documentation and filing processes.
  - Aid in drafting reports as required for project documentation and communication.
  - Assist with billing and tenant management tasks, similar to property management responsibilities.
  - Coordinate annual insurance renewals and verify aircraft registrations and inspections.
  
- **Administrative Tasks for Marina:** **(Requires 25% of Time)**
  - Manage Waterfront parking, including responding to parking emails and disputes, managing supplies & equipment, managing season pass sales, updating the website, and managing signage & relationships with parking liaisons.
  - Manage billing processes and tenant management tasks.
  - Manage filing and lease renewal activities.
  - Coordinate annual insurance renewals and verify registrations.

#### **NON-ESSENTIAL DUTIES:**

- Occasional staff support for Port committees and advisory groups
- Other duties as assigned

#### **SUPERVISION:**

The Project Coordinator works under the overall supervision of the Waterfront and Marina Manager for daily operations and indirectly with the Executive Director for Board activities and special projects. The annual review will be completed by the Waterfront and Marina Manager with input from the Executive Director. Guidance is communicated orally and/or in writing, and results are reviewed for accuracy and to assure use of proper methods.

#### **SUPERVISORY RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

- **Education:** Two-year degree or equivalent work experience.
- **Experience:** Five years of demonstrated experience in office administration, customer service, office systems, and solid written/oral communications skills.
- **Certifications:** Possess and maintain a valid driver's license with good driving record.
- **Pass pre-employment background check.**

#### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Excellent interpersonal communication skills, both in person and via telephone are required.
- Excellent typing skills and computer proficiency in Microsoft Office and Adobe software and/or other project management tools

## PORT OF HOOD RIVER

### Position Description

- Excellent spelling, grammar and composition skills.
- Proficient in use of personal computer, 10-Key calculator, and other standard office machines.
- Excellent attention to detail and professional office manner.
- Strong organizational and project management skills.
- Familiarity with MS Scheduler (or ability to learn MS Scheduler)

#### **WORK ENVIRONMENT:**

Busy, typical office environment. Non-private desk space. Occasional work out of doors on Port grounds.

#### **PHYSICAL DEMANDS:**

Requires strength and mobility for this setting, including prolonged sitting and use of computer. Work occasionally requires lifting objects weighing a maximum of 50 pounds each, bending, and standing in one place for prolonged periods of time. Corrected vision sufficient for use of computers.

#### **RELATIONSHIP WITH OTHERS:**

The Project Coordinator has regular telephone or in-person contact with employees of other departments, customers, external agencies, customers, vendors, and members of the general public to exchange information. Contact typically involves gathering, organizing, and clarifying information, resolving discrepancies and answering inquiries. Communication may be both oral and written.

SUPERVISOR SIGNATURE \_\_\_\_\_

SUPERVISOR TITLE / DATE \_\_\_\_\_

EXECUTIVE DIRECTOR SIGNATURE / DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

EMPLOYEE TITLE / DATE \_\_\_\_\_

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# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 11, 2024  
Re: Budget Transfer for the FY 2023-24  
Budget

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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 \$2.3M transfer of appropriations. The NEPA process has taken much longer than expected, legal costs have been higher than expected, 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. Almost all of these costs are reimbursed by grants, but the expenditures need to be recognized appropriately under Oregon Budget Law.

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:** MOTION to approve Resolution No. 2023-24-23 authorizing the Budget Transfer for the FY 2023-24 Budget.

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**Resolution No. 2023-24-23**

**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 ending June 30, 2024 as presented below and discussed before the Board.

**Transfer of Appropriations between Cost Categories**

<b>Bridge Replacement Fund</b>	<b>Adopted Budget</b>	<b>Revised Budget</b>	<b>Change Increase (Decrease)</b>
<b><u>Appropriations</u></b>			
Personnel Services	\$ 127,000	\$ 127,000	\$ -
Materials & Services	343,000	2,643,000	2,300,000
Capital Outlay	8,952,000	6,652,000	(2,300,000)
<i>Total</i>	<b>\$ 9,422,000</b>	<b>\$ 9,422,000</b>	<b>\$ -</b>
<b><u>Total Appropriations</u></b>			
<i>Personnel Services</i>	\$ 127,000	\$ 127,000	\$ -
<i>Materials &amp; Services</i>	343,000	2,643,000	2,300,000
<i>Capital Outlay</i>	8,952,000	6,652,000	(2,300,000)
<i>Debt Service</i>	-	-	-
<i>Transfers</i>	-	-	-
<i>Contingency</i>	-	-	-
<i>Total</i>	<b>\$ 9,422,000</b>	<b>\$ 9,422,000</b>	<b>\$ -</b>
<b>Total Appropriations</b>	<b>\$ 9,422,000</b>	<b>\$ 9,422,000</b>	<b>\$ -</b>

**ADOPTED BY THE BOARD OF COMMISSIONERS** this 11th day of June, 2024.

\_\_\_\_\_  
Kristi Chapman, President

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

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# Commission Memo



Prepared by: Kevin Greenwood  
 Date: June 11, 2024  
 Re: Personal Services Contract with Aviation Management Services (AMS) to manage and assess airport operations

Since March, Port staff has been re-assessing the management of the Ken Jernstedt airport. A number of projects need to be managed and Jeff Renard has the experience and background to assist over the next six months to assist the Commission. Renard has been the contract manager for the Dallesport airport since August 2021. Prior to that he was General Manager of TacAero, the Fixed Based Operator (FBO) serving both the Hood River and Dallesport Airports, since 2016. In addition, he owns and operates small businesses. Renard started Aviation Management Services (AMS) LLC in 2024 to provide professional management services to local airports. Services would include:

1	Airport Advisory Committee (Prep, Staffing)
2	FAA Liaison (General CIP, budget, AMP/ALP planning)
3	Review Airport Maintenance Reports from Port Facilities Manager (assess hours, requests, work)
4	Respond to public concerns (phone calls/emails)
5	FAA Project Management (grant apps, reporting, procurement, etc.)
6	Attend FAA/ODAV/Professional Meetings on behalf of POHR
7	Develop Draft RFP for Fixed Base Operator Services
8	POHR Project Management (lease development, TTFA, easements)
	A - Land Leases for Northeast Apron Box Hangars
	B - TTFA with Terry Brandt/WAAAM on North Apron
	C - TTFA with Hood Aero on South Apron
	D - South Apron T-Hangars/Grass Taxiway
	E - Lease open box hangars to highest bidder
	F - Evaluate and Develop Report on Airport Operations and Recommendations
	G - AWOS/Aviation easements
	H - Wetland mitigation monitoring
	I - Airport operations assessment and recommendations

This contract expires at the end of December 2024. In January, Mr. Renard will present his findings and recommendations to the Commission. The Commission can then assess next steps. If the Commission decides to contract with AMS, the Port will need to conduct a competitive procurement. The total value of this contract is less than \$25,000 and qualifies as a direct procurement.

**RECOMMENDATION:** MOTION to authorize signing a personal services contract with AMS in an amount not to exceed \$25,000.

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# **JKR7 LLC dba Aviation Management Services**

## **Port of Hood River**

### **Personal Services Contract For Services Under \$25,000**

1. This Contract is entered into between the Port of Hood River ("Port") and JKR 7 LLC dba Aviation Management Services (AMS), ("Contractor"). The Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction for a maximum consideration not to exceed \$25,000.00 per year. The expectation of time shall be approximately 40 hours per month. The Port shall pay Contractor in accordance with the schedule and/or requirements in attached Exhibit A.
2. This Contract shall be in effect from the date at which every party has signed this Contract through June 1, 2024. Either Contractor or Port may terminate this Contract in the event of a breach of the Contract by the other. Port may terminate this Contract for any reason by giving 15 days written notice to Contractor at Contractor's address listed below. If Port terminates this Contract, Contractor shall only receive compensation for work done and expenses paid by Contractor prior to the Contract termination date.
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 the purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. The 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, save, 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 negligent activities or wrongful misconduct of Contractor or its subcontractors, agents or employees under this Contract. 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. The 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.

**Personal Services Contract  
Exhibit A**

**I. SCOPE OF WORK:**

1. Serve as Interim Airport Manager
2. Serves as the staff lead for the Airport Advisory Committee (e.g. prepares agenda, distributes materials every other month)
3. Lead Liaison with the Federal Aviation Administration (FAA)
4. Reviews Airport Maintenance requests weekly and makes recommendations to create efficiency and cost savings.
5. Responds to complaints/issues surrounding airport operations.
6. Manages FAA grants / reporting/CIP and long-term planning efforts
7. Attends FAA/ODAV/Professional meetings and conferences.
8. Manages/tracks Airport MasterPlan. Ensures that development, activities conform with the published Master Plan
9. Works with Port Staff to develop an RFP/RFQ document for the upcoming FBO contract.
10. Work with Port Staff to create and compile a "state of the airport" report with potential solutions for bringing the airport to a self-sustaining position.
11. Prepares and recommends changes to airport policies for a 10 -20-year plan.
12. Responsible for communication with all aviation partners and neighbors.
13. Works with communications/PR to develop an annual report including airport operations.
14. Create an annual report for the Port Commission on airport activities.
15. Work performed for this agreement shall be performed remotely and onsite as needed.
16. Each hour of work billed and logged shall be associated with an approved task within the scope of work or the assumed projects list.
17. Any requests for additional work shall be made in writing.

**II. EXISTING PROJECTS TO BE ASSUMED:**

1. Finalizing Land Lease for North East Apron box hangars
2. Complete the thru the fence agreement (TTFA) with WAAAM
3. Facilitate a TTFA with Hood Aero on the South Apron
4. South Apron T Hangar Project
5. Open hangars up to highest bidder (not sure if legal or doable)
6. Evaluate and create a report on the current airport operations
7. Assist in the development of a new FBO RFP document
8. AWOS Avigation easement agreement
9. Wetland Mitigation monitoring

**III. CONSIDERATION:**

Hourly rates under this Contract shall be \$85.00 per person.

Reimbursables under this Contract shall be mileage for required onsite work as well as travel for professional meetings & conferences.

**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
- Contract project title
- Record of hours worked and a brief description of activities
- Billing rate applied
- Description of reimbursable items

Invoices may be submitted monthly, or at such other interval as is specified below:

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

**Contractor: JKR 7 LLC dba Aviation Management Services**

Signed: Jeff Renard  
Title: Manager JKR 7 LLC

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**Port of Hood River**

Signed: Kevin M. Greenwood  
Title: Executive Director

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**Personal Services Contract  
Exhibit B**

**INSURANCE**

**Contractors, please send 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 limit of not less than \$1,000,000 each occurrence for bodily injury and property damage and \$2,000,000 general aggregate. The Liability Insurance coverage shall provide contractual liability. The coverage shall name the Port of Hood River and each of its Commissioners, officers, agents, and employees as Additional Insured with respect to 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 \$1,000,000 per claim and \$1,000,000 in the aggregate for malpractice or errors and omissions coverage against liability for personal injury, death or damage of property, including loss of use thereof, arising from the firm's acts, errors or omissions in any way related to this Contract.

\_\_\_\_\_ Required and attached Waived by Executive Director  \_\_\_\_\_

- 5. **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). Insuring companies or entities are subject to Port acceptance. If requested, complete copies of the insurance policy shall be provided to the Port. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

# Commission Memo



Prepared by: Debbie Smith-Wagar, Finance Director  
Date: June 11, 2024  
Re: 501(c)(3) Formation

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At the May 21, 2024 meeting the commissioners discussed the possibility of starting a non-profit organization to get donations and apply for grants for various Port activities, such as the airport and parks. Here is some additional information on the process.

The first step in forming a 501(c)(3) is to have an attorney draft articles of incorporation that are filed with the state. There are templates that can be used for this. It will cost a few thousand dollars for attorney time and review.

Once the entity is formed under state law, then the Port can apply for tax exempt status with the IRS. This involves filing a form and paying the associated fee (\$550). The Port will receive a determination letter that will confirm the entity's tax-exempt status. The Port will also need to apply for a federal employer identification number (even though the entity will not have employees – the federal number is still required). That is a standard form and does not have a fee associated with it.

Once the entity is formed there are on-going fees. The entity will be required to keep a set of accounting records separate from the Port. Most local governments that have foundations set up a QuickBooks-type file for tracking bank accounts, revenues and expenses. The entity will also need an annual audit, and it will have to file an annual tax return called a Form 990. Port staff can facilitate the audit in conjunction with the Port's annual audit, and Port staff can fill out and file the Form 990, assuming donations are not complex.

The IRS has a useful publication that discusses formation of a 501(c)(3). It is included with this memo.

**Recommendation:** Discussion and direction regarding whether or not to proceed with forming a 501(c)(3) entity.

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# APPLYING **for 501(c)(3) Tax-Exempt Status**

Inside:

Why apply for 501(c)(3) tax-exempt status?

Who is eligible for 501(c)(3) status?

What responsibilities accompany  
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How do you apply for 501(c)(3) status?

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## Applying for 501(c)(3) Tax-Exempt Status

**F**ederal tax law provides tax benefits to nonprofit organizations recognized as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code (IRC). It requires that most organizations apply to the Internal Revenue Service (IRS) for that status.

This IRS Publication 4220 presents general guidelines for organizations that seek tax-exempt status under IRC Section 501(c)(3). Content includes references to the statute, Treasury Regulations, other IRS publications that explain the requirements for tax-exempt status and IRS forms with instructions. Publication 4220 is neither comprehensive nor intended to address every situation. As an alternative to applying for exemption, an organization may obtain many of the benefits of 501(c)(3) status by affiliating with an existing charity that acts as its agent. It is important to note that the existing charity must be given full control and authority over the program.

To learn more about the rules and procedures that pertain to organizations applying for exemption from federal income tax under IRC Section 501(c)(3), see [Publication 557, Tax-Exempt Status for Your Organization](#). For assistance on 501(c)(3) status, you may also want to consult a tax adviser.

the founder's family, its shareholders or persons controlled by these interests;

## Why Apply for 501(c)(3) Status?

The benefits of having 501(c)(3) status include exemption from federal income tax and eligibility to receive tax-deductible charitable contributions. To qualify for these benefits, most organizations must file an application with, and be recognized by, the IRS as described in this publication. Another benefit is that some organizations may be exempt from certain employment taxes.

Individual and corporate donors are more likely to support organizations with 501(c)(3) status because their donations can be tax deductible. Recognition of exemption under IRC Section 501(c)(3) assures foundations and other grant-making institutions that they are issuing grants or sponsorships to permitted beneficiaries.

An IRS determination of 501(c)(3) status is recognized and accepted for other purposes. For example, state and local officials may grant exemption from income, sales or property taxes. In addition, the U.S. Postal Service offers reduced postal rates to certain organizations.

## Who is Eligible for 501(c)(3) Status?

There are three key components for an organization to be exempt from federal income tax under IRC Section 501(c)(3). A not-for-profit (in other words nonprofit) organization must be organized and operated exclusively for one or more exempt purposes.

**Organized** – A 501(c)(3) organization must be organized as a corporation, trust or unincorporated association. An organization's organizing documents (articles of incorporation, trust documents, articles of association) must:

- limit its purposes to those described in IRC Section 501(c)(3);
- not expressly permit activities that do not further its exempt purposes, in other words unrelated activities; and
- permanently dedicate its assets to exempt purposes.

**Operated** – Because a substantial portion of an organization's activities must further its exempt purpose, certain other activities are prohibited or restricted including, but not limited to, the following activities. A 501(c)(3) organization:

- must absolutely refrain from participating in the political campaigns of candidates for local, state or federal office;
- must restrict its lobbying activities to an insubstantial part of its total activities;
- must ensure that its earnings do not inure to the benefit of any private shareholder or individual;
- must not operate for the benefit of private interests such as those of its founder,

- must not operate for the primary purpose of conducting a trade or business that is not related to its exempt purpose, such as a school's operation of a factory; and
- must not have purposes or activities that are illegal or violate fundamental public policy.

**Exempt Purpose** – To be tax exempt, an organization must have one or more exempt purposes, stated in its organizing document. IRC Section 501(c)(3) lists the following exempt purposes: charitable, educational, religious, scientific, literary, fostering national or international sports competition, preventing cruelty to children or animals, and testing for public safety.

### **501(c)(3) Organizations**

The most common types of 501(c)(3) organizations are charitable, educational and religious.

#### **CHARITABLE**

Charitable organizations conduct activities that promote:

- relief of the poor, the distressed or the underprivileged
- advancement of religion
- advancement of education or science
- erection or maintenance of public buildings, monuments or works
- lessening the burdens of government
- lessening neighborhood tensions
- eliminating prejudice and discrimination
- defending human and civil rights secured by law
- combating community deterioration and juvenile delinquency

#### **EDUCATIONAL**

Educational organizations include:

- schools such as a primary or secondary school, a college, or a professional or trade school
- organizations that conduct public discussion groups, forums, panels, lectures or similar programs
- organizations that present a course of instruction by means of correspondence or through the use of television or radio
- museums, zoos, planetariums, symphony orchestras or similar organizations
- nonprofit day-care centers
- youth sports organizations

## RELIGIOUS

The term church includes synagogues, temples, mosques and similar types of organizations. Although the IRC excludes these organizations from the requirement to file an application for exemption, many churches voluntarily file applications for exemption. This recognition by the IRS assures church leaders, members and contributors that the church is tax exempt under IRC Section 501(c)(3) and qualifies for related tax benefits. Other religious organizations that do not carry out the functions of a church, such as mission organizations, speakers' organizations, nondenominational ministries, ecumenical organizations or faith-based social agencies, may qualify for exemption. These organizations must apply for exemption from the IRS. See Publication 1828, *Tax Guide for Churches and Religious Organizations*, for more details.

### Public Charities and Private Foundations

Every organization that qualifies for tax-exempt status under IRC Section 501(c)(3) is further classified as either a public charity or a private foundation. Under IRC Section 508(b), every organization is automatically classified as a private foundation unless it meets one of the exceptions listed in Sections 508(c) or 509(a).

For some organizations, the primary distinction between a classification as a public charity or a private foundation is the organization's source of financial support. Generally, a public charity has a broad base of support while a private foundation has very limited sources of support. This classification is important because different tax rules apply to the operations of each. Deductibility of contributions to a private foundation is more limited than deductibility of contributions to a public charity. See [Publication 526, Charitable Contributions](#), for more information on deductibility of contributions. In addition, private foundations are subject to excise taxes that are not imposed on public charities. For more information about the special tax rules that apply to private foundations, see [Publication 4221-PF, Compliance Guide for 501\(c\)\(3\) Private Foundations](#), and the [Life Cycle of a Private Foundation](#) website.

Organizations statutorily classified as public charities under IRC Section 509(a) are:

- churches;
- schools;
- organizations that provide medical or hospital care (including the provision of medical education and in certain cases, medical research);
- organizations that receive a substantial part of their support in the form of contributions from publicly supported organizations, governmental units and/or from the general public;
- organizations that normally receive not more than one-third of their support from gross investment income and more than one-third of their support from contributions, membership fees and gross receipts from activities related to their exempt functions; and
- organizations that support other public charities.

If the organization requests public charity classification based on receiving support from the public, it must continue to seek significant and diversified public support

in later years. Beginning with the organization's sixth year of existence and for all succeeding years, the organization must demonstrate in its annual return that it receives the required amount of public support. If the organization does not meet the public support requirement, it could be reclassified as a private foundation.

In addition, to avoid unexpectedly losing its public charity classification, the organization should keep careful track of its public support information throughout the year, so that it will have the information it needs to complete Schedule A, Form 990 or 990-EZ. Unless the organization is committed to raising funds from the public, it may be more appropriate to consider an alternate statutorily based public charity classification. See [Publication 557, Tax-Exempt Status for Your Organization](#), for assistance with determining how your organization would be classified.

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## What Responsibilities Accompany 501(c)(3) Status?

While conferring benefits on 501(c)(3) organizations, federal tax law also imposes responsibilities on organizations receiving that status.

### Recordkeeping

Section 501(c)(3) organizations are required to keep books and records detailing all activities, both financial and nonfinancial. Financial information, particularly information on its sources of support (contributions, grants, sponsorships and other sources of revenue) is crucial to determining an organization's private foundation status. See Publications [4221-PC](#), [4221-PF](#), [557](#) and the instructions to [Forms 990](#), [990-EZ](#) and [990-PF](#) for more information.

### Filing Requirements

**Annual Information Returns** – Organizations recognized as tax exempt under IRC Section 501(c)(3) may be required to file an annual information return - Form 990, Form 990-EZ, Form 990-N (see below) or Form 990-PF along with certain schedules that may be required for your organization. Certain categories of organizations are excepted from filing Form 990 or Form 990-EZ, including churches. See the instructions with each of these forms and the publications in the "Recordkeeping" section above for more information and guidance.

**Annual Electronic Notice** – To meet their annual filing requirement, organizations with gross receipts normally \$50,000 or less may choose to submit an annual electronic notice using [Form 990-N](#), Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required To File Form 990 or Form 990-EZ. The e-Postcard can only be filed electronically; there is no paper version.

Any organization that fails to file a required annual return or notice for three consecutive years will automatically lose its tax-exempt status, by act of law, as of the due date of the return for the third consecutive year.

**Unrelated Business Income Tax** – In addition to filing Form 990, 990-EZ or 990-PF, an exempt organization must file Form 990-T if it has \$1,000 or more of gross income from an unrelated trade or business during the year. The organization must make quarterly payments of estimated tax on unrelated business income if it expects its tax liability for the year to be \$500 or more. The organization may use Form 990-W to help calculate the amount of estimated payments required. In general, the tax is imposed on income from a regularly carried-on trade or business that does not further the organization’s exempt purposes (other than by providing funds). See [Publication 598, Tax on Unrelated Business Income of Exempt Organizations](#), and the Form 990-T [instructions](#) for more information.

## **Disclosure Requirements**

**Public Inspection of Exemption Applications and Returns** – Section 501(c)(3) organizations must make their applications (Form 1023 or 1023-EZ) and the annual returns (Form 990, Form 990-EZ or Form 990-PF) available to the public for inspection, upon request and without charge (except for a reasonable charge for copying). Each annual return must be made available for a three-year period starting with the filing date of the return. The IRS is also required to make these documents available for public inspection and copying. These documents must be made available at the organization’s principal office during regular business hours. The requests may be made in person or in writing. See Publication 557 for more information.

For tax years beginning after August 17, 2006, Section 501(c)(3) organizations that file unrelated business income tax returns (Forms 990-T) must make them available for public inspection, and the IRS must make those returns publicly available. Organizations should not include private information of donors or other individuals, such as a Social Security number, in any information return.

**Charitable Contributions—Substantiation and Disclosure** – Organizations that are tax exempt under IRC Section 501(c)(3) must meet certain requirements for documenting charitable contributions. The federal tax law imposes two general disclosure rules: 1) donors must obtain a *written acknowledgment* from a charity for any single contribution of \$250 or more before the donors can claim a charitable contribution on their federal income tax returns and 2) a charitable organization must provide a *written disclosure* to a donor who makes a payment in excess of \$75 partly as a contribution and partly for goods and services provided by the organization. See [Publication 1771, Charitable Contributions – Substantiation and Disclosure Requirements](#), for more information.



## Recordkeeping Requirements

A donor cannot claim a tax deduction for any contribution of cash, a check or other monetary gift made on or after January 1, 2007, unless the donor maintains a record of the contribution in the form of either a bank record (such as a cancelled check) or a written communication from the charity (such as a receipt or a letter) showing the name of the charity, the date of the contribution and the amount of the contribution.

## How Do You Apply for 501(c)(3) Status?

Organizations that want to apply for 501(c)(3) status should be aware of the forms required, the user fee, the filing deadline and the processing procedures.

### FORMS TO FILE

#### Form SS-4

An Employer Identification Number (EIN) is your account number with the IRS and is required regardless of whether the organization has employees. Include the organization's EIN on all correspondence to the IRS. Apply for an EIN by faxing or mailing a completed Form SS-4, Application for Employer Identification Number, to the IRS by calling or by submitting an online version of the form. (International applicants may request an EIN by telephone.) Form SS-4 is available at Social Security Administration offices, by request through the IRS at 800-829-3676 and by downloading the form from [www.irs.gov](http://www.irs.gov). For more information about EINs, see Publication 1635, Understanding Your EIN.

Do not apply for an EIN until your organization is legally formed. Applying for an EIN signals to IRS computer systems that an organization has been created, and therefore triggers filing requirements.

### TYPES OF APPLICATIONS

#### Form 1023

Complete Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, and mail to the address indicated in the instructions. If you submit a substantially incomplete Form 1023, we'll return the application package and user fee to you with a letter of explanation. We'll also return your application package and user fee if you do not use the current version of Form 1023.

A substantially complete application includes:

- The current version of the application form found at [www.irs.gov](http://www.irs.gov)
- The correct user fee
- A signature by an authorized individual
- An employer identification number
- A statement of receipts and expenses
- A copy of your organizing document that meets the requirements of a conformed copy
- A detailed narrative of your proposed activities
- A copy of your bylaws or similar governing rules, if adopted

Note: If your particular letter request doesn't require a listed element, we won't consider that element when determining whether your application is substantially complete.

If we return your application package, our records won't show a pending application for a determination letter. If you still want a determination letter, you must resubmit your entire application package, including the missing information and the correct user fee.

### Form 1023-EZ

Small organizations may file Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, instead of Form 1023, and pay the required user fee. Form 1023-EZ must be filed electronically. For more information, see [IRS.gov/charities-non-profits](https://www.irs.gov/charities-non-profits).

### Form 1023, Interactive

Interactive version of Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code, includes helpful hints and links to help you submit a complete application.

### Forms 2848 and 8821

Attach Form 2848, Power of Attorney and Declaration of Representative, if someone other than your principal officer or director will represent you on matters about the application. Attach Form 8821, Tax Information Authorization, if you want the IRS to be able to provide information about your application to someone other than a principal officer or director.

## When to File

Most organizations must file this application by the end of the 27th month after they were legally formed.

**Formation date:** A corporation is legally formed when its articles of incorporation are filed with the state, an unincorporated association is legally formed when its organizing document is adopted by the signature of at least two individuals, and a trust is legally formed when all non-charitable interests in the trust property expire or when it is funded if there are no non-charitable interests.

An organization that is not a private foundation is not required to file an application unless its annual gross receipts are normally more than \$5,000. An organization must file an application within 90 days of the end of the tax year in which it exceeds this threshold.

**Example 1:** An organization that was created on January 1, 2016, and exceeds the gross receipts threshold, must file an application by April 30, 2018.

**Example 2:** An organization that was created on January 1, 2015, but did not exceed the gross receipts threshold until its tax year ending December 31, 2017, must file an application by March 31, 2018.

An organization that files its application before the deadline will usually be recognized as tax exempt under IRC Section 501(c)(3) from the date of its creation, if it meets exemption requirements. An organization that files an application after the deadline will usually be recognized as tax exempt from the date of the application. It may also request exemption retroactive as of the date of creation. See the instructions to the application form for more information.

## Determination Letter

The IRS tax specialist reviewing an application may request additional information in writing. If all information received establishes that an organization meets the requirements for exemption, the IRS will issue a determination letter recognizing the organization's exempt status and providing its foundation classification. This is an important document that you should keep in the organization's permanent records.

## While Your Application is Pending

While an organization's application is waiting for processing by the IRS, the organization may operate as a tax-exempt organization.

Most organizations are required to file an annual information return (Form 990, Form 990-EZ or Form 990-PF) or electronic notice (Form 990-N) while their application for exemption is pending. An organization's exempt status can be automatically revoked while its application is pending if it has not filed a required return or notice for three consecutive tax periods after its *formation date*. These returns are subject to public disclosure. If the organization has unrelated business income of more than \$1,000, it must also file a Form 990-T. See Publication [4221-PC](#) or [4221-PF](#) for more information.

Although donors have no assurance that contributions are tax-deductible for federal income tax purposes until the application is approved, contributions made while an application is pending would qualify if the application is approved. However, if the application is disallowed, contributions would not qualify. Moreover, the organization would be liable for filing federal income tax returns unless its income is otherwise excluded from federal taxation.

The IRS Exempt Organizations website provides information about how to find out about the status of an application for tax-exempt status.

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## How Do You Get IRS Assistance and Information?

The IRS offers help through live telephone assistance and with reading material that is accessible either online, via mail or at IRS walk-in offices in many areas across the country. IRS forms and publications can be downloaded from the internet and ordered by telephone.

## Specialized Assistance for Tax-Exempt Organizations

Get help with questions about applying for tax-exempt status, annual filing requirements and information about exempt organizations.

Highlights:

- [Applying for Tax Exempt Status](#) provides information about how to apply for IRS recognition of tax-exempt status.
- [Annual Reporting & Filing](#) describes 990-series forms, requirements and filing tips.
- [Revoked? Reinstated? Learn More](#) provides information about the automatic revocation process and how to be reinstated.
- [EO Select Check](#) allows you to search for an organization's tax-exempt status and Form 990-N filings.
- [How to Stay Exempt](#) provides resources for tax-exempt nonprofit organizations.
- [StayExempt.IRS.gov](#) provides tax basics for exempt organizations.
- [Educational Resources and Guidance](#) provides EO related publications, forms, official guidance and other materials.

Subscribe to the EO Update, an electronic newsletter with information for tax-exempt organizations and tax practitioners who represent them.

### [EO Determinations Office Mailing Address](#)

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Internal Revenue Service  
Exempt Organizations Determinations  
Room 4024  
P.O. Box 2508  
Cincinnati, OH 45201

Fax Number 855-204-6184

### **Tax Publications for Exempt Organizations**

Download these publications or order a copy by calling the IRS at 800-829-3676.

**Pub 15**, Circular E, Employer's Tax Guide

**Pub 15-A**, Employer's Supplemental Tax Guide

**Pub 15-B**, Employer's Tax Guide to Fringe Benefits

**Pub 463**, Travel, Entertainment, Gift, and Car Expenses

**Pub 517**, Social Security and Other Information for Members of the Clergy and Religious Workers

**Pub 526**, Charitable Contributions

**Pub 538**, Accounting Periods and Methods

- Pub 557**, Tax-Exempt Status for Your Organization
- Pub 583**, Starting a Business and Keeping Records
- Pub 598**, Tax on Unrelated Business Income of Exempt Organizations
- Pub 892**, How to Appeal an IRS Determination on Tax-Exempt Status
- Pub 1546**, Taxpayer Advocate Service We are Here to Help You
- Pub 1771**, Charitable Contributions—Substantiation and Disclosure Requirements
- Pub 1828**, Tax Guide for Churches and Religious Organizations
- Pub 3079**, Tax-Exempt Organizations and Gaming
- Pub 3833**, Disaster Relief, Providing Assistance Through Charitable Organizations
- Pub 4302**, A Charity’s Guide to Vehicle Donation
- Pub 4303**, A Donor’s Guide to Vehicle Donation
- Pub 4221-NC**, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations)
- Pub 4221-PC**, Compliance Guide for 501(c)(3) Public Charities
- Pub 4221-PF**, Compliance Guide for 501(c)(3) Private Foundations
- Pub 4573**, Group Exemptions
- Pub 4779**, Facts about Terminating or Merging Your Exempt Organization
- Pub 5248**, IRS Form 990-N Electronic Filing System (e-Postcard) User Guide

**Forms for Exempt Organizations**

Download these forms or order a copy by calling the IRS at 800-829-3676.

- Form SS-4**, Application for Employer Identification Number
- Form 911**, Request for Taxpayer Advocate Service Assistance (And Application for Taxpayer Assistance Order)
- Form 941**, Employer’s Quarterly Federal Tax Return
- Form 990**, Return of Organization Exempt From Income Tax
- Form 990-EZ**, Short Form Return of Organization Exempt From Income Tax
- Form 990-PF**, Return of Private Foundation or Section 4947(a)(1) Nonexempt Charitable Trust Treated as a Private Foundation
- Form 990-N**, Electronic Notice (e-Postcard) For Tax-Exempt Organizations Not Required to File Form 990 or 990-EZ (available electronically only)
- Form 990-T**, Exempt Organization Business Income Tax Return
- Form 990-W**, Estimated Tax on Unrelated Business Taxable Income for Tax-Exempt Organizations

**Form 1023**, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

**Form 1023**, Interactive

**Form 1023-EZ**, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code

**Form 1041**, U.S. Income Tax Return for Estates and Trusts

**Form 2848**, Power of Attorney and Declaration of Representative

**Form 3115**, Application for Change in Accounting Method

**Form 4720**, Return of Certain Excise Taxes Under Chapters 41 and 42 of the Internal Revenue Code

**Form 5578**, Annual Certification of Racial Nondiscrimination for a Private School Exempt from Federal Income Tax

**Form 5768**, Election/Revocation of Election by an Eligible Section 501(c)(3) Organization to Make Expenditures to Influence Legislation

**Form 8282**, Donee Information Return

**Form 8283**, Noncash Charitable Contributions

**Form 8821**, Tax Information Authorization

**Form 8822**, Change of Address

**Form 8868**, Application for Automatic Extension of Time To File an Exempt Organization Return

**Form 8879-EO**, IRS e-file Signature Authorization for an Exempt Organization

**FinCEN Form 114**, Report of Foreign Bank and Financial Accounts (filed with Treasury Department)



Executive Director's Report  
June 11, 2024

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

### **PARKING LOT DEVELOPMENT**

- *Attended Pre-App meeting on May 29 with HRK Design and the City to review initial plans. The Port's Project Manager, Carlos Garrido, led the discussion.*
- *City Land Use Application will be submitted by June 12<sup>th</sup>.*
- *Staff/consultants will be reaching out to neighbors (primarily Sheppards, Ryan's Juice, Hood River Distillers) to inform/educate need for project.*
- *The easternmost part of the Maritime building lot could also be added to the Portway parking lot adding an additional 50+ spaces and supporting any future redevelopment of the site.*

### **NORTH APRON EASEMENT**

- *Legal is preparing an updated easement document for access to the North Apron from the Terry Brandt property. Ashleigh Dougill conferred with State Dept. of Aviation (ODAV) on process.*
- *Will be scheduling meeting with Mr. Brandt to review easement documentation.*
- *Though ODAV prefers "licenses", the easement was recorded before most recent rules.*
- *ODAV/FAA approval is not required.*

### **JEANETTE RD. BOX HANGAR DEVELOPMENT**

- *The Port has no established design standards for development.*
- *There has been a question about whether the parking/drive lane for the east side of the box hangars should be asphalted or compacted gravel. Commission should clarify its expectation as to which standard should be met.*
- *Josh Coombs continues to study options; paving is raising the cost of installation and giving him pause to continue.*
- *No land use application has been developed or presented to Port staff.*

### **BRIDGE REPLACEMENT EFFORTS**

- *Staff and Commissioners continue to monitor federal bridge replacement grant requirements.*
- *Critical to avoid federalizing the existing bridge prior to July 1, 2026.*
- *Correspondence with the Oregon Division of Federal Highways indicates that only engineering and demolition of the existing bridge would be federalizing actions.*
- *HRWSBA and HNTB have committed Washington State non-federal funds be used for any cost estimating related to bridge demolition activities.*
- *Email correspondence included in packet.*

### **USCG NOTICE TO MARINERS**

- *Columbia River Pilots have objected to an increased noticing period. Following up with the organization's leadership to present.*
- *CRP has also objected to the proposed bridge height on the replacement bridge as well.*

- *USCG Dist. 13 is hesitant to release the notice until there are no objections to the 30-day period.*
- *We are seeing more vessels lowering their spuds before arriving eliminating the need for lifts.*
- *Aiming for July 1 notice release.*

#### **OTHER ACTIVITIES**

- *A draft budget and schedule for a Centennial Bridge Event on Sunday, October 6 is included. A planning meeting is scheduled for June 13<sup>th</sup>. WAAAM, County Museum, and Visit Hood River are involved. Commissioners are welcome to participate. Staff is recommending that the public be limited to runners and walkers. Bicycles and pets would be prohibited due to the decking material and an attempt to minimize conflict. Fees would be assessed to help with tracking participants, pay for flagging/security, and other operational costs.*
- *Please see WSP project management memo on Lot 1 Roundabout Project update attached.*
- *City is starting a process to update its development code. Phase 1 will be conducting an audit identifying problems in the code. Staff has offered to participate in the survey.*
- *Newsletter writing and editing has begun.*
- *Facebook page is helping promote fundraising for Hood River Fireworks this July 4<sup>th</sup>.*
- *Lindsay McClure, Hood River Energy Council, has been invited to present her committee's activities sometime this fall.*
- *Have been working with Gretchen Goss and Patty Rosas on Port newsletter.*
- *The Port has completed a full month of time tracking. Attached is the Exec. Director time sheet from April 29 – May 24. For the time period, 20% of time was spent on Airport, 35% on Administrative tasks, and 6% on Bridge Replacement. This level of detail should be helpful with the new software starting up July 1.*
- *Asphalt paving repairs around Hangar-C are scheduled for June 11<sup>th</sup>.*

#### **ADMINISTRATION – PATTY ROSAS, EXECUTIVE ASSISTANT**

- *Several reports have been received in the last two weeks about a tolling scam text circulating in the area. We are working on spreading the word and making residents aware.*
- *Started the process of updating the Employee Handbook with the help of Jana Scoggins.*
- *Looking into the possibility of switching over to Streamline as our website provider.*
- *Commission Committee Assignments take place in July. Current assignments are attached.*
- *Reappointment of Insurance Agent of Record and Auditor also takes place in July.*

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

- *Software: We continue to make progress training on the new software. The big push is getting payroll set up properly. The new software is very easy to use but does require a lot of set up in the background to make it work right. We are automating as many steps as we can.*
- *Replacement Bridge: The Bridge Authority received an indicative investment-grade rating from KBRA. The Letter of Interest (LOI) was submitted to the Build America Bureau last week (June 5<sup>th</sup>) for the TIFIA loan. There is still a lot of work to be done before a formal application can be submitted, which is expected to take place about a year from now. In the meantime, the Bridge Authority will need a formal investment-grade rating (the indicative rating just allowed the Authority to submit the LOI), and CDM Smith will prepare an investment-grade traffic and revenue (T&R) study.*



- *BreezeBy Software: Our back-office tolling system (the software is called ETBOS) officially moved to the cloud over Memorial Day weekend. The update had been in the works for a year or more, and the transition was fairly smooth. P Square had staff available to answer questions and fix the few issues that came up.*
- *Audit: Pauly Rogers (the Port's financial accounting auditors) conducted interim audit procedures in May. The bulk of the audit occurs after the fiscal year ends on June 30<sup>th</sup>, so they will be conducting the majority of their audit procedures in August, September, and October.*
- *Training: Deputy Finance Manager Jana Scoggins and Executive Assistant Patty Rosas attended human resources training sponsored by SDAO (Special Districts Association of Oregon) in May. We are excited to get staff trained in current HR standards, and they are excited to learn new skills.*

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

- *Event Site Host Doug Newcomb has returned for his 5<sup>th</sup> season at the Event Site. Port staff is glad to have him back to help out with the management of the Park. Doug has a new location for his RV at the SE corner of the Event Site parking lot.*
- *Met with the owners of Grasslands BBQ to discuss potential locations for their business on the waterfront. The location that they prefer would be the Upper Concession dock at the entrance to the Event Site with the ability to utilize the lower dock for seating. If the Port were to ever relocate the kite school concessions, Grasslands would gladly take over that space.*
- *Hood River Fireworks (no longer associated with the Eye Opener Lions) has scheduled the 4<sup>th</sup> of July Fireworks Display for 2024. The plan is to move forward with the fireworks unless there is extreme fire danger or would put undue pressure on first responders like last year.*
- *The 2024 SIC Gorge Challenge scheduled for July 19-21, 2024, at the Waterfront Park has been cancelled due to financial challenges. At one time this was the largest SUP downwind and course race event in North America.*

#### **GROUNDS AND FACILITIES – RYAN KLAPPRICH, FACILITIES MANAGER**

- *Replacing wood deck on foot bridge.*
- *Repaired and upgraded lights on foot bridge to LED.*
- *Getting building janitorial quotes.*
- *Repairing irrigation in parks.*
- *Replaced foot valve on marina green irrigation suction hose.*
- *Gearing up for WJE site visit week of 6/24-28 for bridge work.*
- *Mowing, weed eating and pruning in parks.*
- *Burning out dead grass in flower beds and rock areas for beautification.*
- *Installation of roof access safety bar at Big 7.*
- *Equipment adjustments at toll house for Breeze by.*
- *Quotes for Lower Mill site clean up.*
- *Quote for Rip Rap material for behind Maritime building.*
- *Airport mowing of grass runway.*
- *Scheduling of airport tractor repair.*
- *Steering committee meeting for hazard response.*
- *Utility meeting for new bridge.*

- *Shown suite 101 at Big 7 to possible tenant.*
- *Marina Green irrigation control box replacement.*

*-###-*

**From:** [Carlos Garrido](#)  
**To:** [Dustin Nilsen](#); [John Webert](#); [Leonard Damian](#); [Jacob Harner](#); [Andrey Chernishov](#); [Kevin Greenwood](#)  
**Cc:** [Alex Pedroza](#); [Randy Tallman](#)  
**Subject:** Minutes PoHR parking Lots Pre-Submittal Meeting  
**Date:** Friday, May 31, 2024 11:08:21 AM

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Good morning, Everyone

Below, you will find minutes from our meeting on May 29, 2024. Please let us know if these notes are accurate so we can base our Land Use Application and construction drawings, which we will be submitting in the next few weeks.

Respectfully yours,

**Carlos A. Garrido** | Principal | **HRK Engineering & Field Services**  
489 N. 8TH Street - Suite 201 | Hood River, Oregon, 97031  
**P:** 541.386.6480 | **M:** 541.490.4923 | **E:** cgarrido@hrkus.com

## **Pre-Application Meeting / PoHR Parking Lots Project**

### **Meeting Attendees**

Dustin Nelson, City of Hood River  
Hood River

John Webert, City of Hood River  
Engineering

Jacob Harner, City of Hood River  
Engineering

Andrey Chernishov, HBH Consulting  
Engineering

Kevin Greenwood, Port of

Carlos Garrido, HRK

Randy Tallman, HRK

Alex Pedroza, HRK

### **Port Way Parking Lot**

Notes:

1. It was discussed and agreed that the existing driveway should be eliminated, and the proposed driveway to the parking lot will be the driveway to access the existing easement along the 36 that accesses the 36" Ø Storm pipe.
2. It was discussed and agreed that, should a swale or other stormwater facility be designed/constructed within a portion of the existing 20' stormwater easement on the existing tax lot 113, the Port of Hood River (PoHR) would enlarge the existing 20' wide easement to accommodate the access to the storm pipe using a hard surface as required on the

Hood River Engineering Standards (HRES).

3. It was agreed that the city would accept a binder curb along the proposed parking lot perimeter.
4. It was agreed that POHR will provide a 10' easement for private utilities along Portway.
5. It was agreed that PoHR will add trees along the north side of Portway.
6. It was agreed that the existing buffer area would be landscaped.
7. It was agreed that PoHR will add ADA compliance access from the proposed parking lot to the existing sidewalk along the Portway.
8. It was agreed that PoHR will replace the existing sidewalk along the proposed parking lot's frontage.
9. It was agreed that the City of Hood River would not require a stormwater detention system.
10. It was agreed that the PoHR will install a lighting system. HRK will provide the city with a cut sheet for their approval.
11. It was agreed that PoHR will add an irrigation system to the proposed landscape area.
12. It was agreed that HRK will provide a preliminary stormwater report.
13. It was agreed that PoHR would provide a TAL (Transportation Analysis Letter).
14. It was agreed that a proprietary stormwater treatment device such as the Contech StormFilter Catch Basin would be an acceptable alternative to address the water quality of on-site stormwater.
15. It was discussed that the Port should consider the potential adjustment of the property line common to tax lots 112 and 113 (running north-south through the site to be developed) and whether that adjustment might require a replat, lot consolidation, or boundary line adjustment.

### **Anchor Way Parking Lot**

Notes:

1. It was agreed that the City of Hood River will accept a detached sidewalk along Anchor Way.
2. It was agreed that PoHR would provide a transportation report letter.
3. It was agreed that HRK would check the existing ADA Ramps at the intersection of Anchor Way with Second Street for ADA compliance.
4. It was agreed that HRK would contact the private utilities companies to confirm the existence of an easement for the underground utilities on the south side of the proposed parking lot.
5. It was agreed that PoHR will add an irrigation system to the proposed landscape area.

6. It was agreed that the PoHR will install a lighting system. HRK will provide the city with a cut sheet for their approval.
7. It was agreed that the City of Hood River would not require a stormwater detention system.
8. It was agreed that HRK will provide a preliminary stormwater report.
9. It was agreed that PoHR would provide a TAL (Transportation Analysis Letter).

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**Bridge Replacement**

**From:** [Price, Nathaniel \(FHWA\)](#)  
**To:** [Michael Shannon](#); [Byers, Ashley \(FHWA\)](#); [Fey, Martin \(FHWA\)](#)  
**Cc:** [Mike Fox](#); [Kary Witt](#); [Giridhar Reddy](#); [Jacob Anderson](#); [Lynch, Keith \(FHWA\)](#); [Morrow, Mike \(FHWA\)](#); [Kevin Greenwood](#)  
**Subject:** RE: HRWSBA - Tolling Lead for Project.  
**Date:** Monday, June 3, 2024 2:30:19 PM

Michael

Sorry for the delay in getting back to you on this. See our edits / comments to your table below in red. Please let me know if you have any questions. Thanks.

Activity related to the Existing Bridge	Estimated Early Start Date of the Activity	Anticipated Funding source for that Activity	Will this activity make the existing bridge subject to 23 USC 129	FHWA comments or agreement
Development of the Cost Estimate for the Demolition of the existing bridge	Summer 2024	Wa State Non-Federal Funds, but they would be used as local matching funds for Federal INFRA grant	No	Agree, provided no Federal Funds are actually expended on this activity.
Development of the Demolition Plans for the removal of the existing bridge	Spring 2025, but could be delayed until after July 1 2026	INFRA Grant Funds & Local Match Non Federal Funds	Yes	The requirements of 23 U.S.C. 301 and 23 U.S.C. 129(a) apply to the use of Federal-aid funds for construction (as defined at 23 U.S.C. 101(a)(4)) on tolled highways, bridges, and tunnels, including the use of emergency relief funds for repairs to toll facilities (see 23 CFR 668.109(b)(9)). These requirements apply to physical construction and preliminary engineering activities and other project-

related work leading to the physical construction of a section 129(a)(1) project.

Preliminary engineering is the location, design, and related work preparatory to the advancement of a project to physical construction.

Preliminary engineering includes preliminary and final design, both defined in 23 CFR 636.103, and other project-related work leading to physical construction.

In this case, the development of the Demolition Plans for the removal of the existing bridge would be considered preliminary engineering, and any Federal Funds expended on this activity would trigger the requirements of Section 129 for the existing bridge.

Delaying the development of the demolition plans for the removal of the existing bridge until after July 1, 2026 would ensure the Port has ended all use of bridge tolls for other



				port related activities.
Field Monitoring of the existing bridge to baseline pre construction data prior to starting construction activities related to the new bridge	Spring/Summer of 2025	INFRA Grant Funds & Local Match Non Federal Funds	No	Agree
Vibration Monitoring on the existing bridge during construction	Fall 2025	INFRA Grant Funds & Local Match Non Federal Funds	No	Agree
Survey Monitoring on the existing bridge during construction	Fall 2025	INFRA Grant Funds & Local Match Non Federal Funds	No	Agree
Demolition of Existing Bridge	2029	TIFIA Loan	Yes	Agree

**Nathaniel T. Price, PE** | Technical Services Team Leader  
 Federal Highway Administration | Oregon Division  
[nathaniel.price@dot.gov](mailto:nathaniel.price@dot.gov) | O 503.316.2566 | C 503.949.6256

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**Centennial Bridge Event**

**BUDGET**

Expense	Est. Amount	Notes
TW Management	\$ 10,000.00	Production, Marketing, Bookkeeping, etc
Port permit	\$ -	Outlined in the proposed scope of work
DOT Permit(s)	\$ 500.00	
City permit?	\$ -	
Porta Pots	\$ 4,000.00	variable cost dependant on participation
Traffic control	\$ 3,000.00	Flaggers, barricades, reader signs, delivery
Marketing	\$ 2,500.00	
PR	\$ -	Provided by Port and VHR
Insurance	\$ 2,000.00	estimate, dependant on estimated participation
Hotels	\$ 1,500.00	For traveling staff
Emcee/PA	\$ 2,000.00	
Labor	\$ 5,000.00	
Parking crew	\$ 3,000.00	
T-Shirts	\$ 12,000.00	Cost offset by purchases approx \$12 ea
Race numbers	\$ 900.00	Cost offset by purchases approx 30 cents ea
Medals*	\$ -	Cost would be offset by purchases approx \$5 ea
	\$ 46,400.00	
Income		
Entry	\$ 30,000.00	
T-shirts	\$ 20,000.00	
Sponsors	\$ 2,000.00	
Vendors		
	\$ 52,000.00	

## **Timeline**

7:00 AM	Stage traffic equipment/directional signs
8:00 AM	Emcee arrives, sets up
9:00 AM	Participants gather
9:45 AM	Close bridge
10:00 AM	Cars go
11:00 AM	Run/Walk begins
12:45	Reopen bridge
11:00 AM	Open festival at Event Site
3:00 PM	Festival closes

## Memorandum

Date: June 4, 2024

Subject: Lot 1 Progress Report

From: Scott Keillor; Jodi Mescher

To: Kevin Greenwood  
Port of Hood River Commissioners

---

### LOT 1 PROGRESS REPORT

#### Deliverables Completed

Key tasks and deliverables completed through May 2024 included:

- The KPFF design team delivered Task 2: site evaluation and data collection, including the transportation memo.
- Project team responded to ODOT technical review comments for amending the Anchor Way extension to a roundabout (RAB) design for Riverside Dr/Second Street.
- Project team met with EDA to discuss amending the grant award from the Anchor Way extension to the RAB. Once ODOT agrees on an RAB design the Port should submit a letter of amendment and note if a schedule adjustment is needed (2027 construction).
- Project team met with ODOT Region 1 Director to discuss impacts on the Immediate Opportunity Funds awarded for the Anchor Way extension. ODOT requested land use and transportation modeling for Lot 1 and the waterfront area and additional design and cost estimating to support review and justification (warrants) for the RAB.
- Project team met with grant representative for the DAS Coronavirus design funding and extended the grant through December 2025 (1 year).

#### Upcoming Deliverables

- Design team meeting with ODOT technical team re: comment responses and next steps.
- Port NTP on RAB design is pending the outcome of the next ODOT meeting.
- Revised work scope for consultant team to design RAB and provide land use scenarios and transportation modeling outputs.

#### Key Milestones

- Week of 6/17 or asap – Schedule a meeting with ODOT technical team.
- June asap – Port NTP on scope and design for new RAB.
- July 2024 – Complete consultant contract amendment work scopes:
  - KPFF RAB design; DKS transportation modeling; WSP for land use scenarios.

#### Budget Summaries

WSP Owner's Representative (O/R) non-contingent tasks and KPFF design estimated through May 31, 2024.

## 1. WSP Owner's Representative (O/R) Contract spent on non-contingent tasks (4.5%)

Task	Budget	Spent	Budget Remaining	Percent Complete
1.0 Project Management	\$ 55,974.75	\$ 2,908.72	\$ 53,066.03	5.20%
2.0 Grant Writing	\$ 151,620.71	\$ 9,298.77	\$ 142,321.94	6.13%
3.0 Grant Management	\$ 9,999.19	\$ 834.45	\$ 9,164.74	8.35%
4.0 Due Diligence	\$ 8,948.06	\$ -	\$ 8,948.06	0.00%
5.0 Port and Agency Coordination	\$ 126,229.52	\$ 4,268.80	\$ 121,960.72	3.38%
6.0 Communications Materials	\$ 10,461.89	\$ -	\$ 10,461.89	0.00%
7.0 Year End Documents	\$ 5,032.14	\$ -	\$ 5,032.14	0.00%
Expenses	\$ 2,998.20	\$ -	\$ 2,998.20	0.00%
Sub_Sprout	\$ 15,000.00	\$ -	\$ 15,000.00	0.00%
Total	\$ 386,264.46	\$ 17,310.74	\$ 368,953.72	4.48%

2. KPFF/DKS Design Contract: Est. \$99,000 spent of \$487,000 budget (20%).

### Risks and Mitigations

1. ODOT may not approve the RAB even after the next ODOT tech meeting. We plan to determine level of design and following through with 30%, 60% design or more.
  - a. Mitigation: Work with ODOT to understand expectations, and work with developers toward letters of intent for Lot 1 and broader waterfront development potential.
2. STIP amendment approval is required or grant funds may be at risk.
  - a. Mitigation: Short-term hold pending ODOT technical staff meeting (several weeks).
  - b. Mitigation: Long-term need to work with ODOT on project design and warrants.
3. Grant funds are potentially at risk, however recent meetings show promise for grant transfers and time extensions. EDA and I.O.F funds are good through 2027 construction and DAS Coronavirus funds have been extended one year to end of 2025 for design.
  - a. Mitigation: Continue to work with grant agencies to modify or extend grants.
4. ODOT review time. ODOT review timelines are uncertain and can affect the schedule.
  - a. Mitigation: Provide complete submittals and work with ODOT to expedite reviews.

### NEXT STEPS

The project team is working to set a meeting with the ODOT to discuss responses to ODOT technical review of the RAB design. The project team intends to clarify the level of design and cost estimating needed to seek review and approval for the RAB and STIP amendment.

CC: June 2024 Lot 1 tracker/schedule

JM:sk

**Port of Hood River**

Timesheet

Employee Name: Kevin Greenwood

		189	51.78%
1	Bridge	20	5.48%
2	Big 7	16	4.38%
3	Halyard	1	0.27%
4	Jensen	0	0.00%
5	Maritime	2	0.55%
6	Timber Incubator	0	0.00%
7	Wasco	7	1.92%
8	Lot 1	22	6.03%
9	Hanel Mill	12	3.29%
10	Marina East	3	0.82%
11	Marina West	2	0.55%
12	Port Office / Shop	11	3.01%
13	Airport	75	20.55%
14	Marina	1	0.27%
15	Marina Green	0	0.00%
16	Parks	5	1.37%
17	Parking	12	3.29%

General Fund	51.78%
Admininstration	35.62%
PTO/HR	6.58%
Bridge Replacement	6.03%

100.00%

		130	35.62%
18	<b>ADMIN</b>	0	0.00%
18.01	CIP	0	0.00%
18.02	Budget	47	12.88%
18.03	Audit	0	0.00%
18.04	Accounts Payable	2	0.55%
18.05	Accounts Receivable	0	0.00%
18.06	General Ledger	0	0.00%
18.07	Reconciliations	0	0.00%
18.08	P/R - Commission Meet	61	16.71%
18.09	Staff Meetings	10	2.74%
18.10	Legal	2	0.55%
18.11	Miscellanoues	1	0.27%
18.12	Board	6	1.64%
18.13		1	0.27%

19	HR	5	1.37%
20	Sick	19	5.21%
21	Vacation	0	0.00%
22	Holiday	0	0.00%
23	Personal Holiday	0	0.00%
		24	6.58%

		22	6.03%
24	<b>Bridge Replacement</b>	2	0.55%
24.01	CIP	0	0.00%
24.02	Budget	0	0.00%
24.03	Audit	0	0.00%
24.04	Accounts Payable	0	0.00%
24.05	Accounts Receivable	0	0.00%
24.06	General Ledger	0	0.00%
24.07	Reconciliations	0	0.00%
24.08	P/R - Commission Meet	2	0.55%
24.09	Staff Meetings	0	0.00%
24.1	Legal	1	0.27%
24.11	Miscellanoues	0	0.00%
24.12	Grants	4	1.10%
24.13	Funding and Finance	7	1.92%
24.14	NEPA	6	1.64%

Total Points 365

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**Committee Membership and Term**  
**2024-25 Fiscal Year**  
*As indicated in Governance Policy*

Committee	Staff	Commissioners	Public - Term expiration in ( )	Appointed Term
Airport Advisory Committee	Airport Manager?	Gehring, Bieker	Dave Koebel, Chair (26) Margo Dameier, Vice Chair (26) Doug Knight (26) Tad McGeer (26) Ken Musser (24) Andreas Von Flowtow (24) Matt Swihart (24) John Benton (WAAAM) Brook Beilin (FBO)	3 years
Budget Committee	Executive Director, Finance Director	ALL	P1: Larry Brown (26) P2: John Benton (26) P3: Bonifacio Romero (24) P4: Brian Shortt (25) P5: Judy Newman (25)	3 years staggered
Waterfront Recreation Advisory	Stafford	Sheppard, Gehring	Laird Davis (24) Mark Hickock (24) Mike Stroud (24) Doug Newcomb (24) Scott Tennant (24) Sherry Bohn (26) Joel Carmody (26) Todd Anderson (24) Carlos Cornelis (24) Aaron Baumhackl (24)	3 years
Marina Committee	Stafford	Sheppard, Gehring	Josh Sceva (24) Steve Carlson (25) Steve Tessmer (24) Ted Lohr (24)	3 years
Finance* (Internal)	Executive Director, Finance Director	Chapman (President), Bieker (Treasurer)	N/A	1 year
Personnel* (Internal)	Executive Director	Chapman (President), Gehring (Vice President)	N/A	1 year

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

### Organizational Appointments

Organization	Staff	Commissioners	Other Members	Term
Bridge Committee	Greenwood, Klapprich	Fox, Bieker	TBD	TBD
Hood River Urban Renewal Agency	Greenwood	Gehring, Sheppard	7 City Council Members + 2 Port	4 years, staggered
Hood River County Energy Council	Hagbery		8 municipal representatives	2 years
Hood River County Economic Development Group	Greenwood		Cascade Locks and Hood River City and Port Executive Directors, facilitated by MCEDD staff	
OneGorge Advocacy Group	Who?	All	Informally organized group	N/A
Hood River County Chamber of Commerce and Visit Hood River		Gehring, Chapman alternate	15 Member board, Port member is ex-officio	N/A
Pacific Northwest Waterways Assn. (PNWA)	Greenwood		Large roster of members from throughout the PNW.	N/A
Oregon Public Ports Association (OPPA)	Greenwood		Large roster of Ports throughout Oregon	N/A
Oregon Airport Managers Association	Airport Manager?		Large roster of GA airports throughout Oregon	N/A
Hood River Rotary Club International	Greenwood	Sheppard	Large roster of community business leaders	N/A

# Commission Memo



Prepared by: Debbie Smith-Wagar  
Date: June 11, 2024  
Re: Adjustments to the Approved FY 2024-25 Budget and Budget Adoption

---

Two adjustments are recommended for the FY 2024-25 Budget approved by the Budget Committee on May 7, 2024. These requirements were identified after the Budget Committee met in May.

The first change is to reduce the "Dues and Memberships" line item in the Administration Fund-Executive/Contracting division by \$10,000. This was a discussion item at the May 23, 2024 commission meeting where commissioners requested that management identify reductions in that area.

The second change is to increase capital outlay in the Administration Fund-Maintenance division by \$85,000. The last two years the Maintenance division has had money budgeted for new vehicles, but those vehicles have not been purchased and the division has continued to get by with existing vehicles. Repairs on those vehicles are becoming more costly and it now makes financial sense to replace those vehicles.

The net increase is \$75,000, which is about 2.4% 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 represents the adoption of the budget for FY 2024-25. There are two formal actions rolled into one recommendation.

Adoption of the budget

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 2024-25 in the total amount of \$51,217,850 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. 2023-24-24**

**ADOPTING THE BUDGET**

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby adopts the budget for fiscal year 2024-25 in the total of **\$51,217,850** 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, 2024, 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 2024-25 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 11th day of June 2024.

---

Kristi Chapman, President

ATTEST:

---

Michael Fox, Secretary

**EXHIBIT A**  
**FY 2024-25 APPROPRIATIONS**

**General Fund**

Personnel Services.....	\$ 324,780
Materials & Services.....	\$ 3,706,584
Capital Outlay.....	\$ 3,791,800
Debt Service.....	\$ 95,000
Contingency.....	\$ 6,850,000
<b>Total</b>	<b>\$ 14,768,164</b>

**Bi-State Bridge Replacement Fund**

Materials & Services.....	\$ 4,400,000
<b>Total</b>	<b>\$ 4,400,000</b>

**Administration Fund**

Personnel Services.....	\$ 2,311,450
Materials & Services.....	\$ 821,050
Capital Outlay.....	\$ 85,000
<b>Total</b>	<b>\$ 3,217,500</b>

**Bridge Fund**

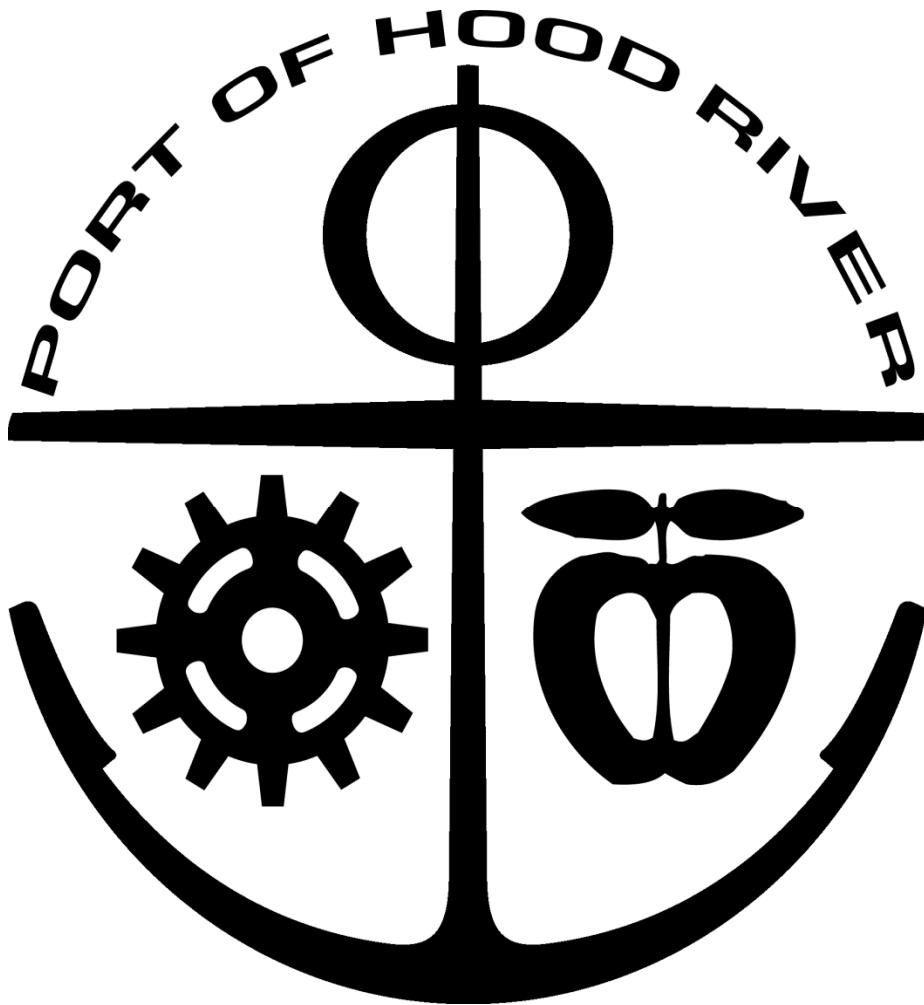
Personnel Services.....	\$ 667,600
Materials & Services.....	\$ 3,381,455
Capital Outlay.....	\$ 1,620,000
Transfers .....	\$ 6,700,000
Contingency.....	\$ 1,000,000
<b>Total</b>	<b>\$ 13,369,055</b>

**Bridge Replacement Fund**

Capital Outlay.....	\$ 3,002,000
<b>Total</b>	<b>\$ 3,002,000</b>

<b>Total Appropriations, All Funds</b>	<b>\$ 38,756,719</b>
<b>Reserve for Future Expenditure, All Funds</b>	<b>\$ 12,461,131</b>
<b>TOTAL ADOPTED BUDGET</b>	<b>\$ 51,217,850</b>

**BUDGET  
FISCAL YEAR 2024-25**



**APPROVED BUDGET**

**BUDGET HEARING**

**JUNE 11, 2024**





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***Board of Commissioners***

***Budget Committee***

Kristi Chapman, President  
 Heather Gehring, Vice-President  
 Mike Fox, Secretary  
 Tor Bieker, Treasurer  
 Ben Sheppard, Commissioner

John Benton, Term 2026  
 Larry Brown, Term 2026  
 Judy Newman, Term 2025  
 Brian Shortt, Term 2025  
 Bonifacio Romero, Term 2024

Budget Committee Meeting – May 7, 2024  
 Budget Hearing and Adoption – June 11, 2024



# BUDGET MESSAGE





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

**From: Kevin Greenwood, Budget Officer**

**Date: May 7, 2024**

**Re: Budget Message for Fiscal Year 2024-25**

---

## 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; Ryan Klapprich, Facilities Manager; and Daryl Stafford, Waterfront & Marina Manager. Working with the Port Commission and Budget Committee, staff has incorporated feedback into 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 2024-25 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, 2024 to June 30, 2025. To prepare this estimate, we use past budget years' financial history to estimate future income and schedule our expenditures to balance with expected revenue.

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 an with a real market value (RMV) of \$515,000 is taxed approximately \$7 this year for services ( $\$515,000 \times .42 / \$1,000 \times \$0.032 = \$6.92$ ). A RMV of \$515,000 is roughly a Zillow Home Value of \$625,000. This generates about \$105,000 total to the agency.

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 14, 2023 and a Spring Budget Planning Session on April 9, 2024 to review capital projects and programming in preparation for this budget.

## THEMES FROM PLANNING SESSIONS

1. Consensus that the Port should exist after new bridge is operational.
2. The Hood River Waterfront is the most publicly used Port asset; generate new net income to maintain the highest levels of service and quality possible.

3. Preparing departments/asset centers for independence from toll revenues by July 1, 2026.
4. Prepare for new bridge construction which will start October 1, 2025. Administration/Operations relocation is a high priority.
5. Port initiatives should focus on projects that generate positive net income to make up loss of tolls.
6. Keep and lease current port-owned property to generate revenue. If a port-owned property is sold, proceeds should be used to generate additional net income and not to cover operational costs.
7. Minimize the wear and tear on the existing bridge until the new bridge is open in Fall 2029.

This fiscal year's budget will reflect these themes/goals throughout.

This year's budget has significant changes compared to past years. The Commission has directed staff to reconfigure the Port's finances to be more transparent, especially in regards to tolls. In addition, the Commission approved implementing new financial software which will provide more regular reports to management, the Commission, and the Public. These new changes will start July 1, 2024.

In prior years the Port used the following five funds: General Fund, Revenue Fund, Bridge Repair Fund, Bridge Replacement Fund, and the Bi-State Bridge Reserve Fund. This year's budget follows through on the new fund organization acknowledged by the Commission at their Fall 2023 Planning Session. The funds in this year's budget are the Administration Fund, General Fund, Bridge Fund, Bridge Replacement Fund, and Bi-State Bridge Fund.

#### ADMINISTRATION FUND

The Port's new Administration Fund is an Internal Service Fund (ISF). ISFs allow governmental agencies to show overhead departments in their entirety, and then allocate those overhead costs to the asset centers (e.g. funds or departments) that use those services. This allows for greater transparency, and it allows those in charge of overhead departments to manage their budgets.

Prior to the Administration Fund, the Port allocated overhead areas directly to cost/profit centers. Most employees at the Port provide services to multiple areas, so wages/salaries and benefits were allocated directly to wages/salaries in the cost/profit centers. That left the rest of their departments (professional services, office supplies, etc.) in various parts of the budget as unallocated expenses. Those unallocated expenses were either left in the old Revenue Fund and were paid for by areas that made a "profit" (e.g. the Bridge or Industrial Properties), or they were recorded in the old General Fund and covered by an automatic transfer from the Revenue Fund to the General Fund (again, coming from areas that made a "profit"). This method is not transparent and is not helpful in analyzing the true cost of cost/profit centers.

One of the challenges when including an ISF in a budget is that it "doubles up" those costs within the budget. The direct costs of the departments are in the fund itself, and then the various cost/profit centers record the amounts they are charged to repay the ISF. One easy way to eliminate that doubling up of expenses is to remove the ISF from the budget as a whole. This is the approach that is taken at the end of the year when governments are required to report "government-wide" financial statements in their annual financial reports. References to full time equivalent (FTEs) in each department or fund take into account both direct and overhead FTEs. To avoid duplication, this message does not show the FTEs located in the Administration Fund.

The Administration Fund reports the following departments and the responsible position:

1. Executive/Contracting – Executive Director
2. Communications/Information Technology (IT) – Executive Assistant and Finance Director
3. Finance/Accounting/General Office – Finance Director
4. Human Resources/Payroll – Finance Director
5. Insurance/Risk/Safety – Finance Director
6. Maintenance – Facilities Manager

Allocations have used historical information, which is not perfect data. The Port has a payroll allocation spreadsheet that has been updated over the years where employees estimate the amount of time they spend working on various cost/profit centers. The Port now tracks employees' daily time so better, more reliable data will be generated in the coming months. An insurance spreadsheet allocates a portion to each department based on property values along with some adjustments for areas have a lower risk of property damage, but a higher risk of liability (e.g. the Event Site). These splits will be refined with time.

The Administration Fund also receives revenue from the Hood River White Salmon Bridge Authority (HRWSBA) via grant reimbursements (\$55k) for the portion of staff time working on the bridge replacement effort. The March 2024 Intergovernmental Agreement (IGA) between the Port and Bridge Authority states that the Port will provide administrative support to the HRWSBA as long as it serves the project. The Port's Executive Director and Finance Director serve as the HRWSBA's Interim Executive Director and Interim Finance Director until the Authority chooses to hire different management. For all intents and purposes, the Replacement Bridge Management Contractor (RBMC) serves as the Bridge Authority's consulting staff for most replacement activities.

#### GENERAL OPERATING FUND (15.52 FTEs)

The General Fund serves as the operational fund for most of the Port's asset centers. This includes revenues from property tax receipts, interest, leases, airport activities, moorage/marina activities, event site passes, and parking fees. All Port operational income – aside from bridge revenue – is collected in the General Fund (GF).

In addition, the Port has traditionally used the first 50-cents of bridge tolls for non-bridge related activities when there has been remaining tolls after bridge operations, maintenance, and repairs. Inflation and the increasing repairs to the old bridge have reduced the amount available for non-bridge related use. This new budget – for the first time -- shows that transfer into the General Fund from the Bridge Fund. As noted earlier this transfer will cease July 1, 2026.

The General Fund includes six departments including Industrial Property, Commercial Buildings, Airport, Marina Basin, Waterfront Recreation, and Parking.

#### INDUSTRIAL PROPERTY DEPARTMENT

All revenue and expenses related to the Big 7, Halyard, Jensen, Maritime, Timber Incubator, Wasco, Lot 1 and Lower Hanel Mill properties are included in this department. The Commission approved a contract in March of this year to sell the Big 7 building. The initial list price was \$4M and those proceeds are shown as a reserve line at the bottom of the General Fund. Use of these funds have yet to be determined but should be used for developing new streams of income. Revenue and expenses shown for the Big 7 are for a full year. A \$20k placeholder is budgeted for any seller improvements. The Jensen Building is

showing a \$200k roof replacement. The other buildings have smaller capital placeholders. Lot 1 continues to see big losses driven by a large capital effort (\$1.1M) to re-design the intersection at No. Second and Riverside. The Commission has set a priority of building a roundabout at the intersection removing barriers to future development which will increase the value of Lot 1 upon completion. The Port is showing grant revenue of \$1M toward the effort. Finally, an effort is underway to develop storage units at Hanel Lower Mill after plans to develop workforce housing at the site failed to materialize. A total of 4.83 FTEs are attributed to these activities.

#### COMMERCIAL BUILDINGS

All revenue and expenses related to the Marina West (State DMV), Marina East (Marina Office), and Port Office buildings are accounted for in this department. The Port will be relocating to the Marina East building and will begin architectural work on the move as soon as notice to proceed is received from the bridge project. A \$500k reimbursement from the project is shown to assist with the relocation. A minor capital outlay placeholder is budgeted for each building. All three of these buildings operate at a loss, so the Port will see some savings when the Port Office building is removed. A total of 1.44 FTEs are attributed to this department.

#### AIRPORT

The airport continues to operate at a loss, but there has been a focus over the last two years to generate both positive net income and to plan for a public-facing administrative building next to WAAAM. Engineering/design (\$226k) will begin on a bank of ten T-hangars on the So. Apron. This project, heavily subsidized by federal grants, will generate \$50k gross annually once built in 2025. Though not a revenue generator, relocation of the weather observation station (AWOS) is being budgeted as well primarily from federal funds for safety concerns. In addition, private developers will likely be signing land leases for 3 to 4 new box hangars on the east side of the No. Apron. There is an effort to look for grants/donations to start design of a public administration building on the west side of the No. Apron. A total of 1.76 FTE are attributed to the Airport.

#### MARINA BASIN

The Marina and the Marina Green Park are included in this department. 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 budgeted with a remaining balance of \$190k which is to be paid off by 2028. This budget includes \$30k in capital placeholder and a \$20k grant to cover part of the capital. 4.03 FTE are attributed to the Marina and Marina Green Park.

#### WATERFRONT RECREATION

The Port's waterfront recreation assets are incredibly popular by both residents and visitors alike. The Port's parks include the Event Site, Hook, Spit, Nichols Basin, Waterfront Trail and Footbridge. Parks are typically a governmental function that rely on property taxes to pay for expenses. As the Port receives minimal property taxes, tolls have covered the negative net income. Capital projects on the waterfront include safety re-size of the event site dock (\$45k), marina beach signage (\$30k), event site landscaping (\$20k), event site restroom rehab (\$20k), tree replacement (\$20k), Nichols seawall pavement repair (\$100k), and footbridge deck replacement (\$95k). Most of these projects will need to find grants to complete, though the seawall and footbridge deck will be completed out of reserves. The



Port is budgeting 1.58 FTE to maintain the parks, clean restrooms, empty garbage, conduct repairs and landscaping.

In the next two years, increased paid parking, positive net income from storage units and a reduction of operational costs will need to occur to ensure that the Port can continue to manage these assets.

## PARKING

Paid parking was so successful last year that it justified creating a separate asset center for tracking activity. As such, the Port is pursuing two additional parking lots on Portway next to the City Park and on W. Anchor Way behind Ryan's Juice. \$750k is budgeted for design and construction. Just over one FTE is budgeted for customer service and managing the software and user interface.

## BRIDGE OPERATIONS FUND (14.08 FTEs)

The Bridge Fund is an enterprise fund that receives all of the tolls, cable crossing leases and other revenue generated from either the bridge itself or the BreezeBy proprietary software. There are two departments within this fund: the Operations Dept. and the Maintenance Dept. This fund is significantly different compared to prior years. It should be easier to track all bridge income and expenses in this single fund.

## OPERATIONS DEPARTMENT

This department previously resided in the Revenue Fund and includes all costs associated with the administrative and tolling support of the bridge and BreezeBy system. Any non-reimbursable bridge replacement-related expenses are accounted through this department (\$500k). Capital Projects include customer service telephone upgrades (\$35k), WSDOT interoperability (\$75k), and speed cameras/weight monitoring (\$150k). The transfer out of this department into the General Fund accounts for the first 50-cents of the tolls. This transfer ends July 1, 2026. As an aside, the Port is pursuing a US Coast Guard rule change that would require mariners to give the Port 30-day notice on any lift request.

## MAINTENANCE DEPARTMENT

This department previously resided in the Bridge Repair Fund and includes all costs associated with maintaining the old bridge. Expenses here include engineering services, repairs, flagging, and maintenance on the bridge (e.g. welding) and any capital projects. There are nine capital projects budgeted for this year (\$1.36M).

## BRIDGE REPLACEMENT FUND

The Bridge Replacement Fund is a special revenue fund that received grants and appropriations for the replacement effort. The Port and the Hood River White Salmon Bridge Authority (HRWSBA or BA) executed an Intergovernmental Agreement (IGA) in March 2024 agreeing to move all contracts to the HRWSBA when possible. Currently there is \$500k left from a Washington State appropriation, \$500k from the BUILD 2020 grant, and \$2M from an ARPA grant. The grant funds that were unable to be transferred will be expended on replacement project management or engineering until spent and the fund will be shut down possibly at the end of June 2025.

## BI-STATE BRIDGE REPLACEMENT FUND

The Bi-State Bridge Replacement Fund is a special revenue fund that receives a transfer from the Bridge Operations Fund equaling all the tolls raised by the September 2023 increase. The purpose of Res. No. 2023-24-01 was to capitalize reserves (\$15-20M) for federal toll bonds totaling \$75-120M. The toll adjustment was requested by the Bi-State Working Group (the precursor to the HRWSBA) and is transferred into a HRWSBA bank account on a periodic basis following the terms of the March 2024 IGA. The Finance Department anticipates \$4.4M to be accumulated this year with all of it being deposited into the HRWSBA bank account.

## 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.

We believe the new software and tracking systems in place will provide more transparency, allow better tools for managers, and more closely show how the Port's labor is being utilized. With a year of more complete data, next year's budget should be more insightful.

Finally, I would like to thank the Port Commission and Port Staff for being supportive during this time of significant change. The Commission has put in hundreds of volunteer hours this past year, and because of this combined effort, the Port will continue to be focused and successful.

Sincerely,

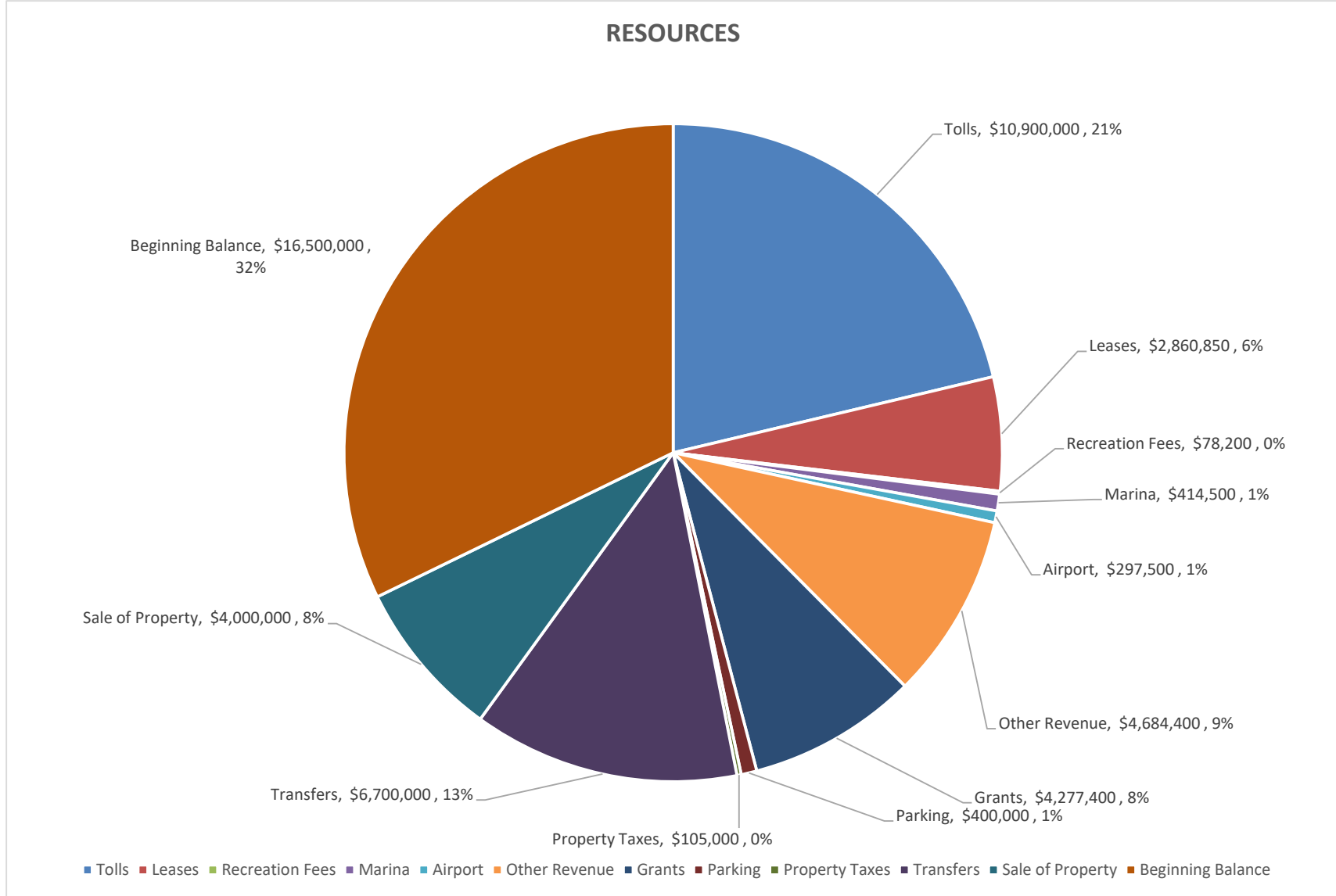


Kevin M. Greenwood  
Executive Director/Budget Officer

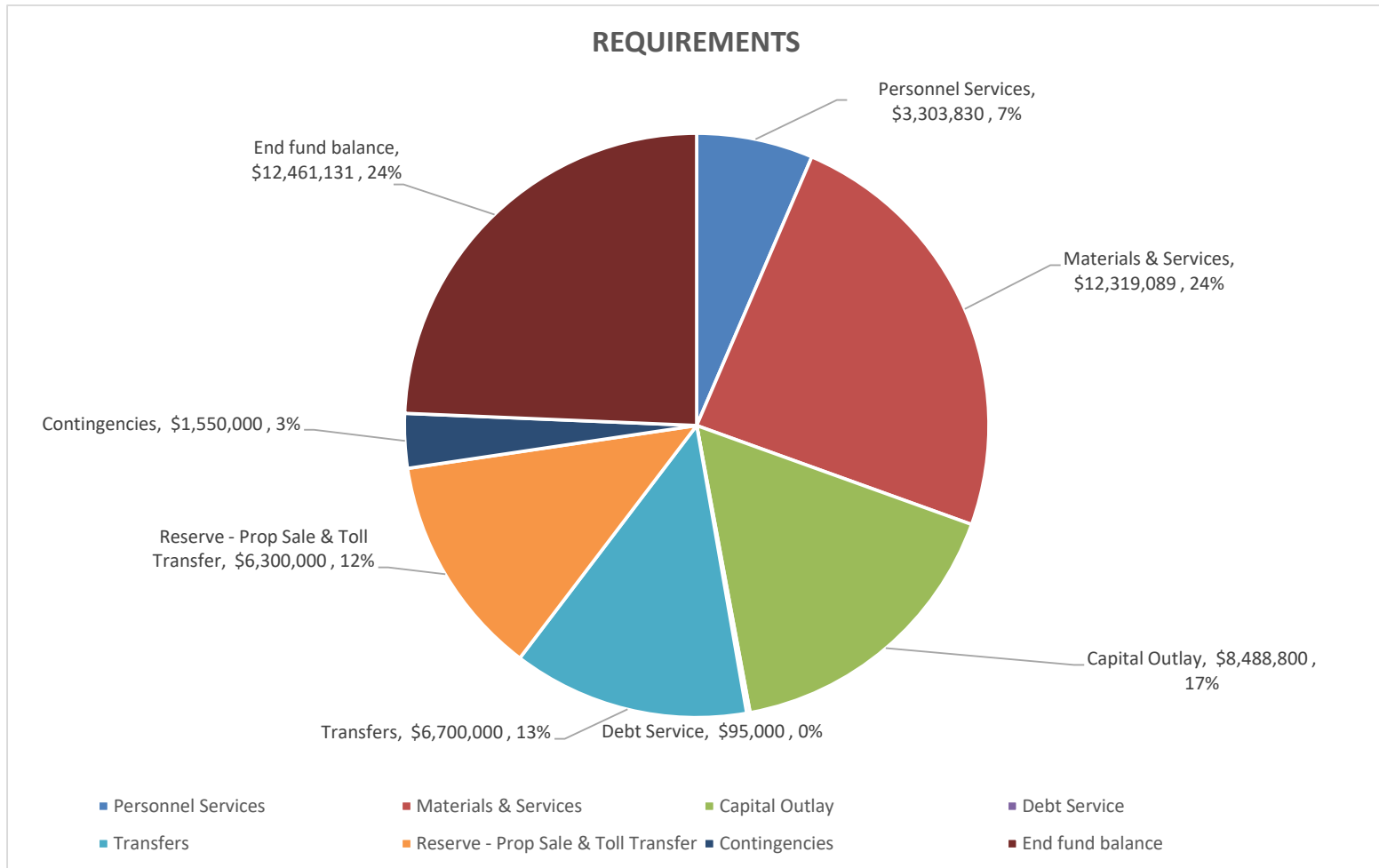
# GRAPHS



PORT OF HOOD RIVER  
BUDGET FOR FISCAL YEAR 2024-25



PORT OF HOOD RIVER  
BUDGET FOR FISCAL YEAR 2024-25



## **BUDGET STATEMENTS**

- GENERAL FUND
  - BRIDGE FUND
- BRIDGE REPLACEMENT FUND
  - BI-STATE BRIDGE FUND
  - ADMINISTRATION FUND





## GENERAL FUND

The General Fund is the Port's primary operating fund. This fund accounts for the revenues and expenditures related to the Port's industrial and commercial property, both developed and undeveloped. It also accounts for the Port's marina and airport, which operate as commercial activities, along with the Port's waterfront parkland, which operates as a governmental activity.

Revenues for this fund include rental income from industrial and commercial property, grants for assessing undeveloped property, grants for the airport, along with airport hangar rental and marina moorage rentals. Property tax is included in this fund but is a small portion of the Port's overall revenue.

The only two staff directly charged to the General Fund are the Property Manager that oversees the Industrial and Commercial properties and the Airport, and the Waterfront Manager that oversees the Marina Basin, Waterfront Recreation, and Parking.

Prior to fiscal year 2024-2025, this fund was the basis of the Revenue Fund. For fiscal year 2024-2025, Bridge operations were removed from the Revenue Fund and some formerly "General Fund" activities were added to create this "new" General Fund.



PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED BUDGET		RESOURCES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23	FY 2023-24			PROPOSED	APPROVED	ADOPTED**
\$ 9,175,963	\$ 11,502,692	\$ 10,600,000		BEGINNING FUND BALANCE (BUDGETARY BASIS)	\$ 11,000,000	\$ 11,000,000	\$ 11,000,000
90,301	169,330	115,000		INTEREST	500,000	500,000	500,000
-	93,669	90,000		PROPERTY TAXES	105,000	105,000	105,000
-	-	-		PROCEEDS FROM SALE OF PROPERTY	4,000,000	4,000,000	4,000,000
-	-	-		TRANSFER IN FROM BRIDGE FUND	2,300,000	2,300,000	2,300,000
<b>\$ 9,266,264</b>	<b>\$ 11,765,691</b>	<b>\$ 10,805,000</b>		<b>TOTAL UNALLOCATED RESOURCES</b>	<b>\$ 17,905,000</b>	<b>\$ 17,905,000</b>	<b>\$ 17,905,000</b>
<b>INDUSTRIAL PROPERTY</b>							
<i>Big 7 Building</i>							
316,843	287,311	345,000		LEASE INCOME	300,000	300,000	300,000
43,034	35,382	50,000		REIMBURSABLE UTILITIES	45,000	45,000	45,000
18,245	17,908	20,000		PROPERTY TAX	10,000	10,000	10,000
2,500	22,400	-		OTHER	-	-	-
<b>\$ 380,622</b>	<b>\$ 363,001</b>	<b>\$ 415,000</b>		<b>TOTAL BIG 7 BUILDING</b>	<b>\$ 355,000</b>	<b>\$ 355,000</b>	<b>\$ 355,000</b>
<i>Halyard Building</i>							
620,253	809,989	835,000		LEASE INCOME	905,000	905,000	905,000
<b>\$ 620,253</b>	<b>\$ 809,989</b>	<b>\$ 835,000</b>		<b>TOTAL HALYARD BUILDING</b>	<b>\$ 905,000</b>	<b>\$ 905,000</b>	<b>\$ 905,000</b>
<i>Jensen Property</i>							
525,882	603,865	620,000		LEASE INCOME	645,000	645,000	645,000
850	2,125	3,000		REIMBURSABLE UTILITIES	3,000	3,000	3,000
25,262	-	10,000		FINANCING SOURCES/INSURANCE	-	-	-
<b>\$ 551,994</b>	<b>\$ 605,990</b>	<b>\$ 633,000</b>		<b>TOTAL JENSEN PROPERTY</b>	<b>\$ 648,000</b>	<b>\$ 648,000</b>	<b>\$ 648,000</b>
<i>Maritime Building</i>							
359,313	387,550	400,000		LEASE INCOME	420,000	420,000	420,000
-	1,900	-		MISC	-	-	-
<b>\$ 359,313</b>	<b>\$ 389,450</b>	<b>\$ 400,000</b>		<b>TOTAL MARITIME BUILDING</b>	<b>\$ 420,000</b>	<b>\$ 420,000</b>	<b>\$ 420,000</b>
<i>Timber Incubator Property</i>							
89,855	83,203	95,100		LEASE INCOME	88,000	88,000	88,000
6,799	979	7,400		REIMBURSABLE UTILITIES	7,500	7,500	7,500
5,897	-	6,100		PROPERTY TAXES	6,100	6,100	6,100
<b>\$ 102,551</b>	<b>\$ 84,182</b>	<b>\$ 108,600</b>		<b>TOTAL TIMBER INCUBATOR PROPERTY</b>	<b>\$ 101,600</b>	<b>\$ 101,600</b>	<b>\$ 101,600</b>
<i>Wasco</i>							
259,527	269,808	283,000		LEASE INCOME	289,000	289,000	289,000
<b>\$ 259,527</b>	<b>\$ 269,808</b>	<b>\$ 283,000</b>		<b>TOTAL WASCO</b>	<b>\$ 289,000</b>	<b>\$ 289,000</b>	<b>\$ 289,000</b>
<i>Lot 1</i>							
6,133	5,275	6,700		OTHER INCOME	6,700	6,700	6,700
-	-	1,000,000		INCOME FROM GRANTS	1,000,000	1,000,000	1,000,000
138,618	144,973	140,000		PARKING	-	-	-
<b>\$ 144,751</b>	<b>\$ 150,248</b>	<b>\$ 1,146,700</b>		<b>TOTAL LOT 1</b>	<b>\$ 1,006,700</b>	<b>\$ 1,006,700</b>	<b>\$ 1,006,700</b>

PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED	RESOURCES		BUDGET FY 2024-25		ADOPTED**	
2 YRS PRIOR	1YR PRIOR	BUDGET			PROPOSED	APPROVED		
FY 2021-22	FY 2022-23	FY 2023-24						
			<b>Lower Mill</b>					
64,780	51,047	55,000	LEASE INCOME		-	-	-	
-	-	50,000	OTHER FINANCING SOURCES		-	-	-	
<b>\$ 64,780</b>	<b>\$ 51,047</b>	<b>\$ 105,000</b>	<b>TOTAL LOWER MILL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>\$ 2,483,791</b>	<b>\$ 2,723,715</b>	<b>\$ 3,926,300</b>	<b>TOTAL INDUSTRIAL PROPERTY</b>		<b>\$ 3,725,300</b>	<b>\$ 3,725,300</b>	<b>\$ 3,725,300</b>	
			<b>COMMERCIAL BUILDINGS</b>					
			<b>Marina West</b>					
47,286	45,548	51,000	LEASE INCOME		51,000	51,000	51,000	
-	3,236	-	REIMBURSABLE UTILITIES		-	-	-	
<b>\$ 47,286</b>	<b>\$ 48,784</b>	<b>\$ 51,000</b>	<b>TOTAL MARINA WEST</b>		<b>\$ 51,000</b>	<b>\$ 51,000</b>	<b>\$ 51,000</b>	
			<b>Marina East</b>					
39,014	75,651	75,000	LEASE INCOME		40,000	40,000	40,000	
2,033	2,231	2,100	REIMBURSABLE UTILITIES		1,000	1,000	1,000	
1,687	1,619	1,700	PROPERTY TAX		1,700	1,700	1,700	
<b>\$ 42,734</b>	<b>\$ 79,501</b>	<b>\$ 78,800</b>	<b>TOTAL MARINA OFFICE BUILDING</b>		<b>\$ 42,700</b>	<b>\$ 42,700</b>	<b>\$ 42,700</b>	
			<b>Port Office</b>					
48,550	48,550	48,550	LEASE INCOME		48,550	48,550	48,550	
-	-	50,000	OTHER SOURCES		500,000	500,000	500,000	
<b>\$ 48,550</b>	<b>\$ 48,550</b>	<b>\$ 98,550</b>	<b>TOTAL PORT OFFICE</b>		<b>\$ 548,550</b>	<b>\$ 548,550</b>	<b>\$ 548,550</b>	
<b>\$ 138,570</b>	<b>\$ 176,835</b>	<b>\$ 228,350</b>	<b>TOTAL COMMERCIAL BUILDINGS</b>		<b>\$ 642,250</b>	<b>\$ 642,250</b>	<b>\$ 642,250</b>	
			<b>AIRPORT</b>					
149,783	164,208	172,000	T-HANGARS LEASES INCOME		175,000	175,000	175,000	
47,718	33,335	50,000	HANGAR 1 LEASE INCOME		36,500	36,500	36,500	
23,118	39,053	24,000	HANGAR LEASE INCOME		46,000	46,000	46,000	
19,924	30,269	35,000	LAND LEASES		25,000	25,000	25,000	
8,558	10,730	10,000	REIMBURSED UTILITIES		11,000	11,000	11,000	
1,906	1,937	2,000	PROPERTY TAX		2,000	2,000	2,000	
77,537	286,200	124,250	GRANT		167,400	167,400	167,400	
1,875	2,025	1,000	MISCELLANEOUS		2,000	2,000	2,000	
<b>\$ 330,419</b>	<b>\$ 567,757</b>	<b>\$ 418,250</b>	<b>TOTAL AIRPORT</b>		<b>\$ 464,900</b>	<b>\$ 464,900</b>	<b>\$ 464,900</b>	
			<b>MARINA BASIN</b>					
			<b>Marina Moorage</b>					
263,453	312,480	350,000	MOORAGE SLIP LEASE INCOME		329,000	329,000	329,000	
84,743	83,366	84,900	MOORAGE ASSESSMENT		73,000	73,000	73,000	
28,837	9,906	30,000	REIMBURSABLE UTILITIES		11,000	11,000	11,000	
-	1,591	-	PROPERTY TAX REIMBURSEMENT		1,500	1,500	1,500	
-	10,542	20,000	GRANT/OTHER SOURCES		20,000	20,000	20,000	

PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED BUDGET FY 2023-24	RESOURCES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23			PROPOSED	APPROVED	ADOPTED**
\$ 377,033	\$ 417,885	\$ 484,900	<b>TOTAL MARINA MOORAGE</b>	\$ 434,500	\$ 434,500	\$ 434,500
			<i>Boat Launch</i>			
-	-	7,000	STATE MARINE BOARD	7,000	7,000	7,000
\$ -	\$ -	\$ 7,000	<b>TOTAL BOAT LAUNCH</b>	\$ 7,000	\$ 7,000	\$ 7,000
			<i>Jetty/Cruise Ship Dock</i>			
18,590	13,650	19,000	CRUISE SHIPS	19,700	19,700	19,700
\$ 18,590	\$ 13,650	\$ 19,000	<b>TOTAL JETTY/CRUISE SHIP DOCK</b>	\$ 19,700	\$ 19,700	\$ 19,700
			<i>Seasonal Dock</i>			
12,639	-	24,000	MISCELLANEOUS-Transient dock	20,500	20,500	20,500
\$ 12,639	\$ -	\$ 24,000	<b>TOTAL SEASONAL DOCK</b>	\$ 20,500	\$ 20,500	\$ 20,500
			<i>Marina Green Park</i>			
7,562	8,093	8,000	SHOP BUILDING #3	8,400	8,400	8,400
5,690	1,140	1,200	UTILITIES	1,200	1,200	1,200
5,610	10,759	6,000	CONCESSIONS/OTHER	8,000	8,000	8,000
1,038	1,389	1,000	SHOWERS	1,200	1,200	1,200
1,150	2,700	1,200	SPECIAL EVENTS	1,900	1,900	1,900
\$ 21,050	\$ 24,081	\$ 17,400	<b>TOTAL MARINA GREEN PARK</b>	\$ 20,700	\$ 20,700	\$ 20,700
\$ 429,312	\$ 455,616	\$ 552,300	<b>TOTAL MARINA BASIN</b>	\$ 502,400	\$ 502,400	\$ 502,400
			<b>WATERFRONT RECREATION</b>			
			<i>Event Site</i>			
184,927	199,210	185,000	EVENT SITE ANNUAL PASSES	-	-	-
50,729	43,054	50,000	EVENT SITE DAY PASSES	-	-	-
14,100	20,900	16,200	EVENT SITE SPECIAL EVENTS	20,000	20,000	20,000
18,077	26,692	18,000	MISCELLANEOUS/CONCESSIONS	21,000	21,000	21,000
-	-	-	GRANT	70,000	70,000	70,000
\$ 267,833	\$ 289,856	\$ 269,200	<b>TOTAL EVENT SITE</b>	\$ 111,000	\$ 111,000	\$ 111,000
			<i>Nichols Basin</i>			
2,573	2,783	2,600	NICHOLS CONCESSION/SPECIAL EVENTS/LEASE	5,000	5,000	5,000
-	-	20,000	GRANT	20,000	20,000	20,000
\$ 2,573	\$ 2,783	\$ 22,600	<b>TOTAL NICHOLS BASIN</b>	\$ 25,000	\$ 25,000	\$ 25,000
			<i>Hook</i>			
8,085	9,314	3,000	SAILING SCHOOLS/CONCESSION/SPECIAL EVENTS	8,000	8,000	8,000
\$ 8,085	\$ 9,314	\$ 3,000	<b>TOTAL HOOK</b>	\$ 8,000	\$ 8,000	\$ 8,000
			<i>Spit</i>			
3,095	3,930	3,000	SAILING SCHOOLS/CONCESSION/SPECIAL EVENTS	3,500	3,500	3,500
\$ 3,095	\$ 3,930	\$ 3,000	<b>TOTAL SPIT</b>	\$ 3,500	\$ 3,500	\$ 3,500
\$ 281,586	\$ 305,883	\$ 297,800	<b>TOTAL WATERFRONT RECREATION</b>	\$ 147,500	\$ 147,500	\$ 147,500

PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED BUDGET FY 2023-24	RESOURCES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23			PROPOSED	APPROVED	ADOPTED**
			<b>PARKING</b>			
-	-	-	ANNUAL PASSES	355,000	355,000	355,000
-	-	-	DAILY PAYMENTS	45,000	45,000	45,000
\$ -	\$ -	\$ -	<b>TOTAL PARKING</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
<b>\$ 12,929,942</b>	<b>\$ 15,995,497</b>	<b>\$ 16,228,000</b>	<b>TOTAL RESOURCES</b>	<b>\$ 23,787,350</b>	<b>\$ 23,787,350</b>	<b>\$ 23,787,350</b>

PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED BUDGET		EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23	FY 2023-24			PROPOSED	APPROVED	ADOPTED **
<b>INDUSTRIAL BUILDINGS</b>							
<i>Big 7 Building</i>							
				PERSONNEL SERVICES			
				WAGES & SALARIES	9,280	9,280	9,280
				TAXES & BENEFITS	3,712	3,712	3,712
				TOTAL PERSONNEL SERVICES	\$ 12,992	\$ 12,992	\$ 12,992
				MATERIALS & SERVICES			
				ALL UTILITIES	70,000	70,000	70,000
				FIXED MAINTENANCE	20,000	20,000	20,000
				INSURANCE	-	-	-
				PROPERTY TAX	10,000	10,000	10,000
				PROFESSIONAL SERVICES-Design & Engineering	5,000	5,000	5,000
				PROFESSIONAL SERVICES-Legal	20,000	20,000	20,000
				MISCELLANEOUS REPAIRS & PURCHASES	38,000	38,000	38,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	15,216	15,216	15,216
				INTERNAL CHARGES - COMMUNICATIONS/IT	1,826	1,826	1,826
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	18,917	18,917	18,917
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	4,274	4,274	4,274
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	21,963	21,963	21,963
				INTERNAL CHARGES - MAINTENANCE	53,042	53,042	53,042
				TOTAL MATERIALS & SERVICES	\$ 278,238	\$ 278,238	\$ 278,238
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	20,000	20,000	20,000
				TOTAL CAPITAL OUTLAY	\$ 20,000	\$ 20,000	\$ 20,000
				<b>TOTAL BIG 7 BUILDING</b>	<b>\$ 311,230</b>	<b>\$ 311,230</b>	<b>\$ 311,230</b>
<i>Halyard Building</i>							
				PERSONNEL SERVICES			
				WAGES & SALARIES	11,600	11,600	11,600
				TAXES & BENEFITS	4,640	4,640	4,640
				TOTAL PERSONNEL SERVICES	\$ 16,240	\$ 16,240	\$ 16,240
				MATERIALS & SERVICES			
				ALL UTILITIES	317,000	317,000	317,000
				FIXED MAINTENANCE	35,000	35,000	35,000
				INSURANCE	-	-	-
				PROPERTY TAX	75,500	75,500	75,500
				PROFESSIONAL SERVICES-Design & Engineering	5,000	5,000	5,000
				PROFESSIONAL SERVICES-Legal	5,000	5,000	5,000
				MISCELLANEOUS REPAIRS & PURCHASES	5,500	5,500	5,500
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	26,543	26,543	26,543
				INTERNAL CHARGES - COMMUNICATIONS/IT	3,186	3,186	3,186
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	32,999	32,999	32,999
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	4,616	4,616	4,616
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	8,451	8,451	8,451
				INTERNAL CHARGES - MAINTENANCE	56,069	56,069	56,069
				TOTAL MATERIALS & SERVICES	\$ 574,864	\$ 574,864	\$ 574,864
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	20,000	20,000	20,000
				TOTAL CAPITAL OUTLAY	\$ 20,000	\$ 20,000	\$ 20,000
				<b>TOTAL HALYARD BUILDING</b>	<b>\$ 611,104</b>	<b>\$ 611,104</b>	<b>\$ 611,104</b>
<i>Jensen Property</i>							
				PERSONNEL SERVICES			
				WAGES & SALARIES	9,280	9,280	9,280

PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*			ADOPTED BUDGET FY 2023-24	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23				PROPOSED	APPROVED	ADOPTED **
17,454	26,032	32,600		TAXES & BENEFITS	3,712	3,712	3,712
\$ 53,471	\$ 83,523	\$ 99,500		TOTAL PERSONNEL SERVICES	\$ 12,992	\$ 12,992	\$ 12,992
				MATERIALS & SERVICES			
91,934	105,271	107,000		ALL UTILITIES	100,000	100,000	100,000
29,450	22,788	25,000		FIXED MAINTENANCE	25,000	25,000	25,000
9,459	9,947	11,000		INSURANCE	-	-	-
45,943	39,957	49,000		PROPERTY TAX	44,500	44,500	44,500
-	10,745	5,000		PROFESSIONAL SERVICES-Design & Engineering	5,000	5,000	5,000
3,787	-	8,000		PROFESSIONAL SERVICES-Legal	5,000	5,000	5,000
15,175	10,268	15,000		MISCELLANEOUS REPAIRS & PURCHASES	10,000	10,000	10,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	16,581	16,581	16,581
				INTERNAL CHARGES - COMMUNICATIONS/IT	1,990	1,990	1,990
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	20,614	20,614	20,614
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	4,735	4,735	4,735
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	14,104	14,104	14,104
				INTERNAL CHARGES - MAINTENANCE	57,523	57,523	57,523
\$ 195,748	\$ 198,976	\$ 220,000		TOTAL MATERIAL & SERVICES	\$ 305,047	\$ 305,047	\$ 305,047
				CAPITAL OUTLAY			
26,492	-	80,000		CAPITAL IMPROVEMENTS	200,000	200,000	200,000
\$ 26,492	\$ -	\$ 80,000		TOTAL CAPITAL OUTLAY	\$ 200,000	\$ 200,000	\$ 200,000
				DEBT SERVICE			
158,478	156,690	1,640,000		PRINCIPAL & INTEREST	-	-	-
\$ 158,478	\$ 156,690	\$ 1,640,000		TOTAL DEBT SERVICE	\$ -	\$ -	\$ -
\$ 434,189	\$ 439,189	\$ 2,039,500		<b>TOTAL JENSEN PROPERTY</b>	<b>\$ 518,039</b>	<b>\$ 518,039</b>	<b>\$ 518,039</b>
				<i>Maritime Building</i>			
				PERSONNEL SERVICES			
24,575	34,730	44,800		WAGES & SALARIES	6,960	6,960	6,960
11,851	16,087	22,200		TAXES & BENEFITS	2,784	2,784	2,784
\$ 36,426	\$ 50,817	\$ 67,000		TOTAL PERSONNEL SERVICES	\$ 9,744	\$ 9,744	\$ 9,744
				MATERIALS & SERVICES			
34,186	40,444	40,000		ALL UTILITIES	40,000	40,000	40,000
4,247	1,929	3,000		FIXED MAINTENANCE	3,000	3,000	3,000
6,377	6,706	7,500		INSURANCE	-	-	-
18,447	18,361	19,700		PROPERTY TAX	20,000	20,000	20,000
-	1,348	5,000		PROFESSIONAL SERVICES-Design & Engineering	5,000	5,000	5,000
-	-	5,000		PROFESSIONAL SERVICES-Legal	5,000	5,000	5,000
2,224	687	3,000		MISCELLANEOUS REPAIRS & PURCHASES	3,000	3,000	3,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	8,529	8,529	8,529
				INTERNAL CHARGES - COMMUNICATIONS/IT	1,024	1,024	1,024
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	10,604	10,604	10,604
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	3,009	3,009	3,009
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	9,768	9,768	9,768
				INTERNAL CHARGES - MAINTENANCE	34,877	34,877	34,877
\$ 65,481	\$ 69,475	\$ 83,200		TOTAL MATERIALS & SERVICES	\$ 143,811	\$ 143,811	\$ 143,811
				CAPITAL OUTLAY			
\$ 101,907	\$ 120,292	\$ 150,200		<b>TOTAL MARITIME BUILDING</b>	<b>\$ 153,555</b>	<b>\$ 153,555</b>	<b>\$ 153,555</b>
				<i>Timber Incubator Property</i>			
				PERSONNEL SERVICES			
16,871	25,265	33,100		WAGES & SALARIES	4,640	4,640	4,640
8,050	11,633	16,700		TAXES & BENEFITS	1,856	1,856	1,856
\$ 24,921	\$ 36,898	\$ 49,800		TOTAL PERSONNEL SERVICES	\$ 6,496	\$ 6,496	\$ 6,496
				MATERIALS & SERVICES			



**PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*		ADOPTED	EXPENDITURES				
2 YRS PRIOR	1YR PRIOR	BUDGET			BUDGET FY 2024-25		
FY 2021-22	FY 2022-23	FY 2023-24			PROPOSED	APPROVED	ADOPTED **
11,381	7,626	15,000	ALL UTILITIES		10,000	10,000	10,000
2,796	2,455	5,000	FIXED MAINTENANCE		5,000	5,000	5,000
746	784	870	INSURANCE		-	-	-
7,782	7,956	8,300	PROPERTY TAX		8,500	8,500	8,500
1,760	950	2,000	PROFESSIONAL SERVICES-Design & Engineering		2,000	2,000	2,000
-	-	5,000	PROFESSIONAL SERVICES-Legal		5,000	5,000	5,000
67	-	2,000	MISCELLANEOUS REPAIRS & PURCHASES		2,000	2,000	2,000
			INTERNAL CHARGES - EXECUTIVE/PURCHASING		4,026	4,026	4,026
			INTERNAL CHARGES - COMMUNICATIONS/IT		483	483	483
			INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE		5,005	5,005	5,005
			INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL		2,017	2,017	2,017
			INTERNAL CHARGES - INSURANCE/RISK/SAFETY		1,051	1,051	1,051
			INTERNAL CHARGES - MAINTENANCE		21,193	21,193	21,193
\$ 24,532	\$ 19,771	\$ 38,170	TOTAL MATERIALS & SERVICES		\$ 66,275	\$ 66,275	\$ 66,275
			CAPITAL OUTLAY				
		10,000	CAPITAL IMPROVEMENTS		10,000	10,000	10,000
\$ -	\$ -	\$ 10,000	TOTAL CAPITAL OUTLAY		\$ 10,000	\$ 10,000	\$ 10,000
<b>\$ 49,453</b>	<b>\$ 56,669</b>	<b>\$ 97,970</b>	<b>TOTAL TIMBER INCUBATOR PROPERTY</b>		<b>\$ 82,771</b>	<b>\$ 82,771</b>	<b>\$ 82,771</b>
			<i>Wasco</i>				
			PERSONNEL SERVICES				
30,197	44,697	56,900	WAGES & SALARIES		6,960	6,960	6,960
15,512	21,065	28,100	TAXES & BENEFITS		2,784	2,784	2,784
\$ 45,709	\$ 65,762	\$ 85,000	TOTAL PERSONNEL SERVICES		\$ 9,744	\$ 9,744	\$ 9,744
			MATERIALS & SERVICES				
31,772	36,520	37,000	ALL UTILITIES		37,000	37,000	37,000
8,783	13,652	10,000	FIXED MAINTENANCE		20,000	20,000	20,000
6,548	6,886	7,700	INSURANCE		-	-	-
32,750	31,172	35,000	PROPERTY TAX		32,000	32,000	32,000
-	2,456	2,000	PROFESSIONAL SERVICES-Design & Engineering		2,000	2,000	2,000
-	-	3,000	PROFESSIONAL SERVICES-Legal		3,000	3,000	3,000
4,980	2,248	7,000	MISCELLANEOUS REPAIRS & PURCHASES		7,000	7,000	7,000
			INTERNAL CHARGES - EXECUTIVE/PURCHASING		10,645	10,645	10,645
			INTERNAL CHARGES - COMMUNICATIONS/IT		1,278	1,278	1,278
			INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE		13,233	13,233	13,233
			INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL		4,103	4,103	4,103
			INTERNAL CHARGES - INSURANCE/RISK/SAFETY		9,206	9,206	9,206
			INTERNAL CHARGES - MAINTENANCE		53,042	53,042	53,042
\$ 84,833	\$ 92,934	\$ 101,700	TOTAL MATERIALS & SERVICES		\$ 192,507	\$ 192,507	\$ 192,507
			CAPITAL OUTLAY				
10,914	10,914	15,000	CAPITAL IMPROVEMENTS		15,000	15,000	15,000
\$ 10,914	\$ 10,914	\$ 15,000	TOTAL CAPITAL OUTLAY		\$ 15,000	\$ 15,000	\$ 15,000
<b>\$ 141,456</b>	<b>\$ 169,610</b>	<b>\$ 201,700</b>	<b>TOTAL WASCO</b>		<b>\$ 217,251</b>	<b>\$ 217,251</b>	<b>\$ 217,251</b>
			<i>Lot 1</i>				
			PERSONNEL SERVICES				
42,598	47,322	84,500	WAGES & SALARIES		11,600	11,600	11,600
20,354	21,470	30,600	TAXES & BENEFITS		4,640	4,640	4,640
\$ 62,952	\$ 68,792	\$ 115,100	TOTAL PERSONNEL SERVICES		\$ 16,240	\$ 16,240	\$ 16,240
			MATERIALS & SERVICES				
621	95	10,000	FIXED MAINTENANCE		3,000	3,000	3,000
1,028	1,082	1,200	INSURANCE		-	-	-
101,561	81,699	25,000	PROFESSIONAL SERVICES-Parking/Security/Misc		10,000	10,000	10,000

**PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED BUDGET FY 2023-24	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23	PROPOSED			APPROVED	ADOPTED **	
56,103	29,040	76,000		PROFESSIONAL SERVICES-Legal	30,000	30,000	30,000
9,417	1,722	40,000		MISCELLANEOUS REPAIRS & PURCHASES	3,000	3,000	3,000
		5,000		INTERNAL CHARGES - EXECUTIVE/PURCHASING	35,414	35,414	35,414
				INTERNAL CHARGES - COMMUNICATIONS/IT	4,251	4,251	4,251
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	44,027	44,027	44,027
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	3,402	3,402	3,402
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	1,450	1,450	1,450
				INTERNAL CHARGES - MAINTENANCE	22,767	22,767	22,767
\$ 168,730	\$ 113,638	\$ 157,200		TOTAL MATERIALS & SERVICES	\$ 157,311	\$ 157,311	\$ 157,311
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	1,100,000	1,100,000	1,100,000
\$ 53,939	\$ 38,598	\$ 1,100,000		TOTAL CAPITAL OUTLAY	\$ 1,100,000	\$ 1,100,000	\$ 1,100,000
\$ 285,621	\$ 221,028	\$ 1,372,300		<b>TOTAL LOT 1</b>	\$ 1,273,551	\$ 1,273,551	\$ 1,273,551
				<i>Hanel Lower Mill</i>			
				PERSONNEL SERVICES			
20,597	30,576	40,200		WAGES & SALARIES	16,240	16,240	16,240
7,796	12,548	18,500		TAXES & BENEFITS	6,496	6,496	6,496
\$ 28,393	\$ 43,124	\$ 58,700		TOTAL PERSONNEL SERVICES	\$ 22,736	\$ 22,736	\$ 22,736
				MATERIALS & SERVICES			
3,225	3,661	4,000		ALL UTILITIES	4,000	4,000	4,000
214	2,013	3,000		FIXED MAINTENANCE	3,000	3,000	3,000
734	772	900		INSURANCE	-	-	-
-	315	55,000		PROFESSIONAL SERVICES-Design & Engineering	55,000	55,000	55,000
-	-	7,000		PROFESSIONAL SERVICES-Legal	7,000	7,000	7,000
1,244	414	3,000		MISCELLANEOUS REPAIRS & PURCHASES	3,000	3,000	3,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	19,106	19,106	19,106
				INTERNAL CHARGES - COMMUNICATIONS/IT	2,293	2,293	2,293
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	23,752	23,752	23,752
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	1,898	1,898	1,898
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	1,036	1,036	1,036
				INTERNAL CHARGES - MAINTENANCE	9,083	9,083	9,083
\$ 5,417	\$ 7,175	\$ 72,900		TOTAL MATERIALS & SERVICES	\$ 129,168	\$ 129,168	\$ 129,168
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	500,000	500,000	500,000
\$ 15,548	\$ -	\$ 250,000		TOTAL CAPITAL OUTLAY	\$ 500,000	\$ 500,000	\$ 500,000
\$ 49,358	\$ 50,299	\$ 381,600		<b>TOTAL HANEL LOWER MILL</b>	\$ 651,904	\$ 651,904	\$ 651,904
\$ 1,962,286	\$ 1,813,747	\$ 5,655,049		<b>TOTAL INDUSTRIAL BUILDINGS</b>	\$ 3,819,405	\$ 3,819,405	\$ 3,819,405
				<b>COMMERCIAL BUILDINGS</b>			
				<i>Marina West</i>			
				PERSONNEL SERVICES			
13,998	20,955	28,700		WAGES	3,480	3,480	3,480
6,929	9,966	14,800		BENEFITS	1,392	1,392	1,392
\$ 20,927	\$ 30,921	\$ 43,500		TOTAL PERSONNEL SERVICES	\$ 4,872	\$ 4,872	\$ 4,872
				MATERIALS & SERVICES			
6,415	8,651	7,500		ALL UTILITIES	7,500	7,500	7,500
3,100	1,014	7,000		FIXED MAINTENANCE	7,000	7,000	7,000
1,565	1,646	1,800		INSURANCE	-	-	-
4,121	3,916	4,100		PROPERTY TAX	4,100	4,100	4,100
-	-	2,000		PROFESSIONAL SERVICES-Design & Engineering	2,000	2,000	2,000

**PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23		BUDGET FY 2023-24		PROPOSED	APPROVED	ADOPTED **
-	-		2,000	PROFESSIONAL SERVICES-Legal	2,000	2,000	2,000
24,427	22,358		28,000	MISCELLANEOUS REPAIRS & PURCHASES	28,000	28,000	28,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	5,663	5,663	5,663
				INTERNAL CHARGES - COMMUNICATIONS/IT	680	680	680
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	7,041	7,041	7,041
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	1,795	1,795	1,795
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	5,861	5,861	5,861
				INTERNAL CHARGES - MAINTENANCE	19,739	19,739	19,739
\$ 39,628	\$ 37,585	\$	\$ 52,400	TOTAL MATERIALS & SERVICES	\$ 91,379	\$ 91,379	\$ 91,379
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	20,000	20,000	20,000
\$ -	\$ 33,088	\$	\$ 20,000	TOTAL CAPITAL OUTLAY	\$ 20,000	\$ 20,000	\$ 20,000
\$ 60,555	\$ 101,594	\$	\$ 115,900	<b>TOTAL MARINA WEST</b>	<b>\$ 116,251</b>	<b>\$ 116,251</b>	<b>\$ 116,251</b>
				<i>Marina East</i>			
				PERSONNEL SERVICES			
				WAGES	3,480	3,480	3,480
				BENEFITS	1,392	1,392	1,392
\$ 34,647	\$ 50,847	\$	\$ 68,000	TOTAL PERSONNEL SERVICES	\$ 4,872	\$ 4,872	\$ 4,872
				MATERIALS & SERVICES			
				ALL UTILITIES	14,000	14,000	14,000
				FIXED MAINTENANCE	15,000	15,000	15,000
				INSURANCE	-	-	-
				PROPERTY TAX	10,900	10,900	10,900
				PROFESSIONAL SERVICES-Design & Engineering	2,000	2,000	2,000
				PROFESSIONAL SERVICES-Legal	4,000	4,000	4,000
				MISCELLANEOUS REPAIRS & PURCHASES	13,000	13,000	13,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	6,892	6,892	6,892
				INTERNAL CHARGES - COMMUNICATIONS/IT	827	827	827
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	8,568	8,568	8,568
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	3,299	3,299	3,299
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	3,019	3,019	3,019
				INTERNAL CHARGES - MAINTENANCE	43,959	43,959	43,959
\$ 53,956	\$ 41,126	\$	\$ 63,700	TOTAL MATERIALS & SERVICES	\$ 125,464	\$ 125,464	\$ 125,464
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	10,000	10,000	10,000
\$ 15,928	\$ -	\$	\$ 10,000	TOTAL CAPITAL OUTLAY	\$ 10,000	\$ 10,000	\$ 10,000
\$ 104,531	\$ 91,973	\$	\$ 141,700	<b>TOTAL MARINA EAST</b>	<b>\$ 140,336</b>	<b>\$ 140,336</b>	<b>\$ 140,336</b>
				<i>Port Office</i>			
				PERSONNEL SERVICES			
				WAGES	3,480	3,480	3,480
				BENEFITS	1,392	1,392	1,392
\$ 33,712	\$ 49,556	\$	\$ 65,900	TOTAL PERSONNEL SERVICES	\$ 4,872	\$ 4,872	\$ 4,872
				MATERIALS & SERVICE			
				ALL UTILITIES	16,000	16,000	16,000
				FIXED MAINTENANCE	10,000	10,000	10,000
				INSURANCE	-	-	-
				PROFESSIONAL SERVICES-Design & Engineering	2,000	2,000	2,000
				PROFESSIONAL SERVICES-Legal	1,000	1,000	1,000
				MISCELLANEOUS REPAIRS & PURCHASES	5,800	5,800	5,800
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	32,685	32,685	32,685
				INTERNAL CHARGES - COMMUNICATIONS/IT	3,923	3,923	3,923
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	40,633	40,633	40,633

**PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED BUDGET FY 2023-24	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23				PROPOSED	APPROVED	ADOPTED **
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	3,231	3,231	3,231
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	5,002	5,002	5,002
				INTERNAL CHARGES - MAINTENANCE	42,385	42,385	42,385
\$ 27,277	\$ 36,690	\$ 38,300		TOTAL MATERIALS & SERVICES	\$ 162,659	\$ 162,659	\$ 162,659
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	500,000	500,000	500,000
\$ 26,745	\$ 8,699	\$ 50,000		TOTAL CAPITAL OUTLAY	\$ 500,000	\$ 500,000	\$ 500,000
\$ 87,734	\$ 94,945	\$ 154,200		<b>TOTAL PORT OFFICE BUILDING</b>	<b>\$ 667,531</b>	<b>\$ 667,531</b>	<b>\$ 667,531</b>
\$ 252,820	\$ 288,512	\$ 411,800		<b>TOTAL COMMERCIAL BUILDINGS</b>	<b>\$ 924,118</b>	<b>\$ 924,118</b>	<b>\$ 924,118</b>
<b>AIRPORT</b>							
				PERSONNEL SERVICES			
94,789	125,950	149,900		WAGES & SALARIES	31,120	31,120	31,120
45,187	57,106	71,000		TAXES & BENEFITS	13,252	13,252	13,252
\$ 139,976	\$ 183,056	\$ 220,900		TOTAL PERSONNEL SERVICES	\$ 44,372	\$ 44,372	\$ 44,372
				MATERIALS & SERVICES			
35,338	45,680	45,000		ALL UTILITIES	53,000	53,000	53,000
40,282	16,753	65,000		FIXED MAINTENANCE	29,000	29,000	29,000
14,566	14,725	17,000		INSURANCE	500	500	500
4,222	5,354	4,500		PROPERTY TAX	6,200	6,200	6,200
44,819	7,824	20,000		PROFESSIONAL SERVICES-Engineering & Other	25,000	25,000	25,000
34,724	11,048	30,000		PROFESSIONAL SERVICES-Legal	30,000	30,000	30,000
6,169	-	10,000		MISCELLANEOUS REPAIRS & PURCHASES	10,000	10,000	10,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	35,005	35,005	35,005
				INTERNAL CHARGES - COMMUNICATIONS/IT	4,201	4,201	4,201
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	43,518	43,518	43,518
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	10,394	10,394	10,394
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	15,037	15,037	15,037
				INTERNAL CHARGES - MAINTENANCE	121,100	121,100	121,100
\$ 180,120	\$ 101,384	\$ 191,500		TOTAL MATERIALS & SERVICES	\$ 382,955	\$ 382,955	\$ 382,955
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	286,800	286,800	286,800
\$ 131,831	\$ 410,953	\$ 265,000		TOTAL CAPITAL OUTLAY	\$ 286,800	\$ 286,800	\$ 286,800
\$ 451,927	\$ 695,393	\$ 677,400		<b>TOTAL AIRPORT</b>	<b>\$ 714,127</b>	<b>\$ 714,127</b>	<b>\$ 714,127</b>
<b>MARINA BASIN</b>							
<i>Marina Moorage</i>							
				PERSONNEL SERVICES			
80,263	127,999	153,100		WAGES	36,900	36,900	36,900
35,773	64,039	78,900		BENEFITS	23,805	23,805	23,805
\$ 116,036	\$ 192,038	\$ 232,000		TOTAL PERSONNEL SERVICES	\$ 60,705	\$ 60,705	\$ 60,705
				MATERIALS & SERVICES			
37,728	42,839	44,000		ALL UTILITIES	43,000	43,000	43,000
11,106	24,147	25,000		FIXED MAINTENANCE	16,500	16,500	16,500
3,601	8,405	9,300		INSURANCE	-	-	-
1,630	8,633	15,000		PROFESSIONAL SERVICES-Other	6,000	6,000	6,000
-	3,775	5,000		PROFESSIONAL SERVICES-Legal	3,000	3,000	3,000
24,188	15,178	25,000		MISCELLANEOUS REPAIRS & PURCHASES	28,000	28,000	28,000
		25,000		INTERNAL CHARGES - EXECUTIVE/PURCHASING	23,268	23,268	23,268
				INTERNAL CHARGES - COMMUNICATIONS/IT	2,793	2,793	2,793
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	28,927	28,927	28,927
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	13,574	13,574	13,574

**PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED BUDGET FY 2023-24	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23				PROPOSED	APPROVED	ADOPTED **
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	11,233	11,233	11,233
				INTERNAL CHARGES - MAINTENANCE	122,674	122,674	122,674
\$ 78,253	\$ 102,977	\$ 148,300		TOTAL MATERIALS & SERVICES	\$ 298,969	\$ 298,969	\$ 298,969
				CAPITAL OUTLAY			
			60,000	CAPITAL IMPROVEMENTS	20,000	20,000	20,000
\$ 47,458	\$ 47,458	\$ 60,000		TOTAL CAPITAL OUTLAY	\$ 20,000	\$ 20,000	\$ 20,000
				DEBT			
			95,500	PRINCIPAL & INTEREST	95,000	95,000	95,000
\$ 337,322	\$ 438,048	\$ 535,800		<b>TOTAL MARINA MOORAGE</b>	\$ 474,674	\$ 474,674	\$ 474,674
				<i>Marina Green Park</i>			
				PERSONNEL SERVICES			
			153,900	WAGES & SALARIES	17,560	17,560	17,560
109,540	126,251	78,900		TAXES & BENEFITS	11,044	11,044	11,044
60,555	63,452			TOTAL PERSONNEL SERVICES	\$ 28,604	\$ 28,604	\$ 28,604
\$ 170,095	\$ 189,703	\$ 232,800		MATERIALS & SERVICES			
			15,000	ALL UTILITIES	15,000	15,000	15,000
9,157	8,903	24,000		FIXED MAINTENANCE	24,000	24,000	24,000
16,882	12,134			INSURANCE	-	-	-
3,879	4,079	1,700		PROPERTY TAX	1,700	1,700	1,700
-	-	5,000		PROFESSIONAL SERVICES-Design & Engineering	5,000	5,000	5,000
605	632	3,000		PROFESSIONAL SERVICES-Legal	3,000	3,000	3,000
-	1,835	15,000		MISCELLANEOUS REPAIRS & PURCHASES	15,000	15,000	15,000
14,305	13,149			INTERNAL CHARGES - EXECUTIVE/PURCHASING	15,967	15,967	15,967
				INTERNAL CHARGES - COMMUNICATIONS/IT	1,916	1,916	1,916
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	19,850	19,850	19,850
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	13,454	13,454	13,454
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	5,446	5,446	5,446
				INTERNAL CHARGES - MAINTENANCE	166,513	166,513	166,513
\$ 44,828	\$ 40,732	\$ 68,200		TOTAL MATERIALS & SERVICE	\$ 286,846	\$ 286,846	\$ 286,846
				CAPITAL OUTLAY			
			10,000	CAPITAL IMPROVEMENTS	10,000	10,000	10,000
\$ 7,492	\$ 6,256	\$ 10,000		TOTAL CAPITAL OUTLAY	\$ 10,000	\$ 10,000	\$ 10,000
\$ 222,415	\$ 236,691	\$ 311,000		<b>TOTAL MARINA GREEN PARK</b>	\$ 325,450	\$ 325,450	\$ 325,450
\$ 559,737	\$ 674,739	\$ 846,800		<b>TOTAL MARINA BASIN</b>	\$ 800,124	\$ 800,124	\$ 800,124

**WATERFRONT RECREATION**

				<i>Event Site</i>			
				PERSONNEL SERVICES			
			103,600	WAGES & SALARIES	14,760	14,760	14,760
95,749	80,847	43,600		TAXES & BENEFITS	9,522	9,522	9,522
54,053	32,692			TOTAL PERSONNEL SERVICES	\$ 24,282	\$ 24,282	\$ 24,282
\$ 149,802	\$ 113,539	\$ 147,200		MATERIALS & SERVICES			
			43,000	ALL UTILITIES	44,000	44,000	44,000
38,252	26,397	15,000		FIXED MAINTENANCE	25,000	25,000	25,000
19,297	13,039	4,200		INSURANCE	-	-	-
7,992	3,787			PROPERTY TAX	-	-	-
1,598	-	3,000		PROFESSIONAL SERVICES- Other	15,000	15,000	15,000
12,003	2,056	3,000		PROFESSIONAL SERVICES-Legal	5,000	5,000	5,000
-	4,058	25,000		MISCELLANEOUS REPAIRS & PURCHASES	25,000	25,000	25,000
19,191	20,526			INTERNAL CHARGES - EXECUTIVE/PURCHASING	17,332	17,332	17,332
				INTERNAL CHARGES - COMMUNICATIONS/IT	2,080	2,080	2,080
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	21,547	21,547	21,547

**PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED BUDGET FY 2023-24	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23				PROPOSED	APPROVED	ADOPTED **
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	6,069	6,069	6,069
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	5,876	5,876	5,876
				INTERNAL CHARGES - MAINTENANCE	48,042	48,042	48,042
\$ 98,333	\$ 69,863	\$ 96,200		TOTAL MATERIALS & SERVICE	\$ 214,946	\$ 214,946	\$ 214,946
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	115,000	115,000	115,000
\$ 10,479	\$ 26,572	\$ 20,000		TOTAL CAPITAL OUTLAY	\$ 115,000	\$ 115,000	\$ 115,000
\$ 10,479	\$ 26,572	\$ 20,000		<b>TOTAL EVENT SITE</b>	<b>\$ 354,228</b>	<b>\$ 354,228</b>	<b>\$ 354,228</b>
\$ 258,614	\$ 209,974	\$ 263,400		<i>Nichols Basin</i>			
				PERSONNEL SERVICES			
				WAGES & SALARIES	1,640	1,640	1,640
10,194	13,844	18,233		TAXES & BENEFITS	1,058	1,058	1,058
5,586	7,004	9,900		TOTAL PERSONNEL SERVICES	\$ 2,698	\$ 2,698	\$ 2,698
\$ 15,780	\$ 20,848	\$ 28,133		MATERIALS & SERVICES			
				ALL UTILITIES	5,500	5,500	5,500
3,378	4,441	4,000		FIXED MAINTENANCE	6,000	6,000	6,000
2,899	2,657	6,000		PROFESSIONAL SERVICES- Other	2,000	2,000	2,000
-	-	2,000		PROFESSIONAL SERVICES-Legal	1,000	1,000	1,000
605	1,735	1,000		MISCELLANEOUS REPAIRS & PURCHASES	8,000	8,000	8,000
6,066	8,029	7,000		INTERNAL CHARGES - EXECUTIVE/PURCHASING	8,052	8,052	8,052
				INTERNAL CHARGES - COMMUNICATIONS/IT	966	966	966
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	10,010	10,010	10,010
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	1,556	1,556	1,556
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	-	-	-
				INTERNAL CHARGES - MAINTENANCE	17,560	17,560	17,560
\$ 12,947	\$ 16,862	\$ 20,000		TOTAL MATERIALS & SERVICE	\$ 60,644	\$ 60,644	\$ 60,644
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	120,000	120,000	120,000
21,081	11,667	30,000		TOTAL CAPITAL OUTLAY	\$ 120,000	\$ 120,000	\$ 120,000
\$ 21,081	\$ 11,667	\$ 30,000		<b>TOTAL NICHOLS BASIN</b>	<b>\$ 183,342</b>	<b>\$ 183,342</b>	<b>\$ 183,342</b>
\$ 49,809	\$ 49,377	\$ 78,133		<i>Hook</i>			
				PERSONNEL SERVICES			
				WAGES & SALARIES	1,640	1,640	1,640
10,194	13,844	18,233		TAXES & BENEFITS	1,058	1,058	1,058
5,586	7,004	9,900		TOTAL PERSONNEL SERVICES	\$ 2,698	\$ 2,698	\$ 2,698
\$ 15,780	\$ 20,848	\$ 28,133		MATERIALS & SERVICES			
				ALL UTILITIES	1,000	1,000	1,000
3,378	4,441	4,000		FIXED MAINTENANCE	4,500	4,500	4,500
8,193	6,582	4,000		PROFESSIONAL SERVICES- Other	1,500	1,500	1,500
-	-	1,500		PROFESSIONAL SERVICES-Legal	1,500	1,500	1,500
605	1,735	1,000		MISCELLANEOUS REPAIRS & PURCHASES	7,000	7,000	7,000
5,710	6,856	6,500		INTERNAL CHARGES - EXECUTIVE/PURCHASING	1,911	1,911	1,911
				INTERNAL CHARGES - COMMUNICATIONS/IT	229	229	229
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	2,375	2,375	2,375
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	1,436	1,436	1,436
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	-	-	-
				INTERNAL CHARGES - MAINTENANCE	15,138	15,138	15,138
\$ 17,885	\$ 19,613	\$ 17,000		TOTAL MATERIALS & SERVICE	\$ 36,589	\$ 36,589	\$ 36,589
				CAPITAL OUTLAY			
				CAPITAL IMPROVEMENTS	-	-	-
21,081	11,667	-		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
\$ 21,081	\$ 11,667	\$ -		<b>TOTAL HOOK</b>	<b>\$ 39,287</b>	<b>\$ 39,287</b>	<b>\$ 39,287</b>
\$ 54,747	\$ 52,128	\$ 45,133					

PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED BUDGET		EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23	FY 2023-24			PROPOSED	APPROVED	ADOPTED **
				<i>Spit</i>			
				PERSONNEL SERVICES			
10,194	13,844	18,233		WAGES & SALARIES	1,640	1,640	1,640
5,586	7,004	9,900		TAXES & BENEFITS	1,058	1,058	1,058
\$ 15,780	\$ 20,848	\$ 28,133		TOTAL PERSONNEL SERVICES	\$ 2,698	\$ 2,698	\$ 2,698
				MATERIALS & SERVICES			
3,378	4,441	4,000		ALL UTILITIES	5,500	5,500	5,500
8,193	6,582	4,000		FIXED MAINTENANCE	7,000	7,000	7,000
-	-	1,500		PROFESSIONAL SERVICES- Other	1,500	1,500	1,500
605	1,735	1,000		PROFESSIONAL SERVICES-Legal	1,500	1,500	1,500
5,710	6,856	6,500		MISCELLANEOUS REPAIRS & PURCHASES	7,000	7,000	7,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	2,320	2,320	2,320
				INTERNAL CHARGES - COMMUNICATIONS/IT	278	278	278
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	2,884	2,884	2,884
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	1,436	1,436	1,436
				INTERNAL CHARGES - MAINTENANCE	15,138	15,138	15,138
\$ 17,885	\$ 19,613	\$ 17,000		TOTAL MATERIALS & SERVICE	\$ 44,556	\$ 44,556	\$ 44,556
				CAPITAL OUTLAY			
21,081	11,667	-		CAPITAL IMPROVEMENTS	-	-	-
\$ 21,081	\$ 11,667	\$ -		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
\$ 54,747	\$ 52,128	\$ 45,133		<b>TOTAL SPIT</b>	<b>\$ 47,254</b>	<b>\$ 47,254</b>	<b>\$ 47,254</b>
				<i>Trails and Footbridge</i>			
				CAPITAL OUTLAY			
-	-	-		CAPITAL IMPROVEMENTS	95,000	95,000	95,000
\$ -	\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ 95,000	\$ 95,000	\$ 95,000
\$ -	\$ -	\$ -		<b>TOTAL TRAILS AND FOOTBRIDGE</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>
\$ 417,916	\$ 363,606	\$ 431,800		<b>TOTAL WATERFRONT RECREATION</b>	<b>\$ 719,111</b>	<b>\$ 719,111</b>	<b>\$ 719,111</b>
				<b>PARKING</b>			
				PERSONNEL SERVICES			
-	-	-		WAGES & SALARIES	30,940	30,940	30,940
-	-	-		TAXES & BENEFITS	5,983	5,983	5,983
\$ -	\$ -	\$ -		TOTAL PERSONNEL SERVICES	\$ 36,923	\$ 36,923	\$ 36,923
				MATERIALS & SERVICES			
-	-	-		FIXED MAINTENANCE	5,000	5,000	5,000
-	-	-		PROFESSIONAL SERVICES- Other	97,000	97,000	97,000
-	-	-		PROFESSIONAL SERVICES-Legal	5,000	5,000	5,000
-	-	-		CREDIT CARD PROCESSING	15,000	15,000	15,000
-	-	-		MISCELLANEOUS REPAIRS & PURCHASES	5,000	5,000	5,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	6,892	6,892	6,892
				INTERNAL CHARGES - COMMUNICATIONS/IT	827	827	827
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	8,568	8,568	8,568
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	6,069	6,069	6,069
				INTERNAL CHARGES - MAINTENANCE	5,000	5,000	5,000
\$ -	\$ -	\$ -		TOTAL MATERIALS & SERVICE	\$ 154,356	\$ 154,356	\$ 154,356
				CAPITAL OUTLAY			
-	-	-		CAPITAL IMPROVEMENTS	750,000	750,000	750,000
\$ -	\$ -	\$ -		TOTAL CAPITAL OUTLAY	\$ 750,000	\$ 750,000	\$ 750,000
\$ -	\$ -	\$ -		<b>TOTAL PARKING</b>	<b>\$ 941,279</b>	<b>\$ 941,279</b>	<b>\$ 941,279</b>
\$ 3,644,686	\$ 3,835,997	\$ 8,022,849		<b>TOTAL OPERATIONS EXPENDITURES</b>	<b>\$ 7,918,164</b>	<b>\$ 7,918,164</b>	<b>\$ 7,918,164</b>

PORT OF HOOD RIVER  
GENERAL FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23	BUDGET FY 2023-24		PROPOSED	APPROVED	ADOPTED **
651,515	651,515	609,839	TRANSFER-GENERAL FUND	-	-	-
2,234,620	2,234,620	1,156,845	TRANSFER-BRIDGE REPAIR FUND	-	-	-
		845,000	TRANSFER-BRIDGE REPLACEMENT FUND	-	-	-
-	-	3,600,000	TRANSFER-BI-STATE BRIDGE REPLACEMENT FUND	-	-	-
-	-	-	PROPERTY SALE & TOLL REVENUE RESERVE	6,300,000	6,300,000	6,300,000
-	-	500,000	CONTINGENCY - OPERATING	550,000	550,000	550,000
<b>\$ 6,530,821</b>	<b>\$ 6,722,132</b>	<b>\$ 14,734,533</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 14,768,164</b>	<b>\$ 14,768,164</b>	<b>\$ 14,768,164</b>
\$ (2,776,842)	\$ (2,229,327)	\$ (9,106,533)	Change in Fund Balance	\$ (1,980,814)	\$ (1,980,814)	\$ (1,980,814)
<b>\$ 6,399,121</b>	<b>\$ 9,273,365</b>	<b>\$ 1,493,467</b>	<b>ENDING FUND BALANCE</b>	<b>\$ 9,019,186</b>	<b>\$ 9,019,186</b>	<b>\$ 9,019,186</b>
<b>APPROPRIATIONS</b>						
\$ 1,067,941	\$ 1,371,530	\$ 1,759,700	PERSONNEL SERVICES	\$ 324,780	\$ 324,780	\$ 324,780
\$ 1,652,623	\$ 1,564,664	\$ 2,029,748	MATERIALS & SERVICES	\$ 3,706,584	\$ 3,706,584	\$ 3,706,584
\$ 670,069	\$ 647,538	\$ 2,497,901	CAPITAL OUTLAY	\$ 3,791,800	\$ 3,791,800	\$ 3,791,800
\$ 254,053	\$ 252,265	\$ 1,735,500	DEBT SERVICE	\$ 95,000	\$ 95,000	\$ 95,000
\$ 2,886,135	\$ 2,886,135	\$ 2,611,684	TRANSFERS	\$ -	\$ -	\$ -
\$ -	\$ -	\$ 500,000	CONTINGENCIES	\$ 6,850,000	\$ 6,850,000	\$ 6,850,000
<b>\$ 6,530,821</b>	<b>\$ 6,722,132</b>	<b>\$ 11,134,533</b>	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 14,768,164</b>	<b>\$ 14,768,164</b>	<b>\$ 14,768,164</b>
\$ 140,707	\$ 140,707	\$ 2,097,600	FUND BALANCE - RESTRICTED	\$ -	\$ -	\$ -
\$ 6,258,414	\$ 9,132,658	\$ (604,133)	FUND BALANCE - UNASSIGNED	\$ 9,019,186	\$ 9,019,186	\$ 9,019,186
<b>\$ 12,929,942</b>	<b>\$ 15,995,497</b>	<b>\$ 12,628,000</b>	<b>TOTAL REQUIREMENTS</b>	<b>\$ 23,787,350</b>	<b>\$ 23,787,350</b>	<b>\$ 23,787,350</b>

\* Historical information is presented in these schedules for information only. Historical information for Oregon Budget Law is presented in Appendix A

\*\* Recommended for adoption



## **BRIDGE FUND**

The Bridge Fund accounts for all of the Toll Bridge activity, both operations and maintenance. Staff directly charged to this fund include toll booth staff and front office support staff that primarily work on bridge-related activities. All revenue in this fund is generated by the Toll Bridge.

Prior to fiscal year 2024-2025 the maintenance activities in this fund were the basis of the Bridge Repair Fund, and the Toll Bridge operations were in the former Revenue Fund. For fiscal year 2024-2025, Bridge operations were added to this fund. By creating a separate Bridge Fund with all bridge activities this allows the Port to easily see when the net toll revenues are being used to subsidize other Port activities. When the replacement bridge is built it will allow the Port to easily remove bridge activities from its accounting system by removing this fund.



**PORT OF HOOD RIVER  
BRIDGE FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*		ADOPTED		RESOURCES & EXPENDITURES		BUDGET FY 2024-25						
2 YRS PRIOR	1YR PRIOR	BUDGET				PROPOSED	APPROVED	ADOPTED **				
FY 2021-22	FY 2022-23	FY 2023-24										
<b>RESOURCES</b>												
<b>\$</b>	<b>3,008,255</b>	<b>\$</b>	<b>3,026,673</b>	<b>\$</b>	<b>5,500,000</b>	<b>BEGINNING FUND BALANCE (BUDGETARY BASIS)</b>	<b>\$</b>	<b>5,500,000</b>	<b>\$</b>	<b>5,500,000</b>	<b>\$</b>	<b>5,500,000</b>
	5,980,754		5,833,527		6,324,000	BRIDGE TOLLS		6,500,000		6,500,000		6,500,000
	-		-		3,600,000	BRIDGE TOLLS - 2023 INCREASE		4,400,000		4,400,000		4,400,000
	6,999		43,663		13,000	CABLE CROSSING LEASES		35,000		35,000		35,000
	83,177		87,805		84,000	BREEZEBY INTERAGENCIES		96,000		96,000		96,000
	18,418		94,283		100,000	INTEREST INCOME		280,000		280,000		280,000
	515,188		71,250		-	GRANT		-		-		-
	-		3,950		25,000	OTHER INCOME		-		-		-
	6,604,536		6,134,478		10,146,000	TOTAL INCOME		11,311,000		11,311,000		11,311,000
TRANSFER FROM REVENUE FUND***												
	1,787,696		2,202,958		925,476	FROM REVENUE FUND - 1994/2012 TOLLS		-		-		-
	446,924		550,740		231,369	FROM REVENUE FUND - 2018 TOLL INCREASE		-		-		-
<b>\$</b>	<b>2,234,620</b>	<b>\$</b>	<b>2,753,698</b>	<b>\$</b>	<b>1,156,845</b>	<b>TOTAL TRANSFERS</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>
<b>\$</b>	<b>11,847,411</b>	<b>\$</b>	<b>11,914,849</b>	<b>\$</b>	<b>16,802,845</b>	<b>TOTAL RESOURCES</b>	<b>\$</b>	<b>16,811,000</b>	<b>\$</b>	<b>16,811,000</b>	<b>\$</b>	<b>16,811,000</b>
<b>EXPENDITURES</b>												
<b>TOLL BRIDGE OPERATIONS</b>												
						PERSONNEL SERVICES						
	764,219		785,159		801,000	WAGES & SALARIES		464,600		464,600		464,600
	363,798		347,752		400,000	TAXES & BENEFITS		203,000		203,000		203,000
	1,128,017		1,132,911		1,201,000	TOTAL PERSONNEL SERVICES		667,600		667,600		667,600
MATERIALS & SERVICES												
	14,681		17,174		18,000	ALL UTILITIES		18,000		18,000		18,000
	21,926		18,571		50,000	FIXED MAINTENANCE		30,000		30,000		30,000
	329,865		366,441		380,000	INSURANCE		390,000		390,000		390,000
	285,846		221,049		453,000	PROFESSIONAL SERVICES -Other		505,000		505,000		505,000
	20,064		18,190		20,000	PROFESSIONAL SERVICES -Legal		20,000		20,000		20,000
	181,954		199,618		200,000	CREDIT CARD PROCESSING		250,000		250,000		250,000
	-		-		15,000	TRANSPONDER WRITE-OFF		15,000		15,000		15,000
	157,030		77,702		185,000	MISCELLANEOUS REPAIRS & PURCHASES		185,000		185,000		185,000
						INTERNAL CHARGES - EXECUTIVE/PURCHASING		303,714		303,714		303,714
						INTERNAL CHARGES - COMMUNICATIONS/IT		36,454		36,454		36,454
						INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE		377,575		377,575		377,575
						INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL		76,656		76,656		76,656
						INTERNAL CHARGES - INSURANCE/RISK/SAFETY		26,715		26,715		26,715
						INTERNAL CHARGES - MAINTENANCE		240,743		240,743		240,743
						LOAN TO BRIDGE AUTHORITY		500,000		500,000		500,000
	1,011,366		918,745		1,321,000	TOTAL MATERIALS & SERVICES		2,974,857		2,974,857		2,974,857

**PORT OF HOOD RIVER  
BRIDGE FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED	RESOURCES & EXPENDITURES			
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23		BUDGET FY 2023-24		BUDGET FY 2024-25		
					PROPOSED	APPROVED	ADOPTED **
				CAPITAL OUTLAY			
(235,250)	-		408,000	CAPITAL PURCHASES AND IMPROVEMENTS	260,000	260,000	260,000
\$ (235,250)	\$ -		\$ 408,000	TOTAL CAPITAL OUTLAY	\$ 260,000	\$ 260,000	\$ 260,000
				TRANSFERS OUT			
2,234,620	2,753,698		1,156,845	TO BRIDGE REPAIR FUND	-	-	-
-	177,117		845,000	TO BRIDGE REPLACEMENT FUND	-	-	-
597,466	959,488		609,839	TO GENERAL FUND****	2,300,000	2,300,000	2,300,000
\$ 2,832,086	\$ 3,890,303		\$ 2,611,684	TOTAL TRANSFERS OUT	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000
\$ 4,736,219	\$ 5,941,959		\$ 5,541,684	<b>TOTAL TOLL BRIDGE OPERATIONS</b>	\$ 6,202,457	\$ 6,202,457	\$ 6,202,457
				<b>TOLL BRIDGE MAINTENANCE</b>			
				PERSONNEL SERVICES			
\$ 52,759	\$ 65,469		\$ 68,300	WAGES - EXISTING BRIDGE	\$ -	\$ -	\$ -
26,200	28,902		32,545	BENEFITS - EXISTING BRIDGE	-	-	-
126,763	-		-	WAGES - REPLACEMENT	-	-	-
62,581	-		-	BENEFITS - REPLACEMENT	-	-	-
\$ 268,303	\$ 94,371		\$ 100,845	TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -
				MATERIAL & SERVICES			
3,799	1,356		25,000	MAINTENANCE/FLAGGING	-	-	-
923	990		1,000	INSURANCE	-	-	-
85,868	22,586		100,000	PROFESSIONAL SERVICES - EXISTING BRIDGE	130,000	130,000	130,000
1,520	650		30,000	PROFESSIONAL SERVICES - EXISTING BRIDGE - LEGAL	10,000	10,000	10,000
1,899	869		30,000	MISCELLANEOUS - EXISTING BRIDGE	10,000	10,000	10,000
				INTERNAL CHARGES - EXECUTIVE/PURCHASING	86,522	86,522	86,522
				INTERNAL CHARGES - COMMUNICATIONS/IT	10,385	10,385	10,385
				INTERNAL CHARGES - FINANCE/ACTNG/GENERAL OFFICE	107,564	107,564	107,564
				INTERNAL CHARGES - HUMAN RESOURCES/PAYROLL	3,932	3,932	3,932
				INTERNAL CHARGES - INSURANCE/RISK/SAFETY	2,782	2,782	2,782
				INTERNAL CHARGES - MAINTENANCE	45,413	45,413	45,413
16,171	-			PROFESSIONAL SERVICES - REPLACE - MGMT/ADMIN			
87,291	-			PROFESSIONAL SERVICES - REPLACE - LEGAL			
668,843	-			PROFESSIONAL SERVICES - REPLACE - OTHER STUDIES			
-	-			PROFESSIONAL SERVICES - REPLACE - EIS			
11,247	-			MISCELLANEOUS - REPLACE			
\$ 877,561	\$ 26,451		\$ 186,000	TOTAL MATERIAL & SERVICES	\$ 406,598	\$ 406,598	\$ 406,598
				CAPITAL OUTLAY			
1,603,944	695,359		3,670,000	CAPITAL PURCHASE - EXISTING BRIDGE	1,360,000	1,360,000	1,360,000
-	-			CAPITAL PURCHASE - REPLACEMENT BRIDGE			

**PORT OF HOOD RIVER  
BRIDGE FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED BUDGET FY 2023-24	RESOURCES & EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23	PROPOSED			APPROVED	ADOPTED **	
\$ 1,603,944	\$ 695,359	\$ 3,670,000	TOTAL CAPITAL OUTLAY	\$ 1,360,000	\$ 1,360,000	\$ 1,360,000	
\$ 2,749,808	\$ 816,181	\$ 3,956,845	TOTAL MAINTENANCE	\$ 1,766,598	\$ 1,766,598	\$ 1,766,598	
\$ 7,486,027	\$ 6,758,140	\$ 9,498,529	TOTAL OPERATIONS AND MAINTENANCE	\$ 7,969,055	\$ 7,969,055	\$ 7,969,055	
-	-	3,600,000	TRANSFERS-BI-STATE BRIDGE FUND	4,400,000	4,400,000	4,400,000	
-	-	500,000	CONTINGENCY	1,000,000	1,000,000	1,000,000	
\$ 7,486,027	\$ 6,758,140	\$ 13,598,529	TOTAL EXPENDITURES	\$ 13,369,055	\$ 13,369,055	\$ 13,369,055	
\$ 1,353,129	\$ 2,130,036	\$ (2,295,684)	Change in Fund Balance	\$ (2,058,055)	\$ (2,058,055)	\$ (2,058,055)	
\$ 9,097,603	\$ 11,098,668	\$ 8,746,000	ENDING FUND BALANCE	\$ 3,441,945	\$ 3,441,945	\$ 3,441,945	
<b>APPROPRIATIONS</b>							
\$ 268,303	\$ 94,371	\$ 100,845	PERSONNEL SERVICES	\$ 667,600	\$ 667,600	\$ 667,600	
\$ 877,561	\$ 26,451	\$ 186,000	MATERIALS & SERVICES	\$ 3,381,455	\$ 3,381,455	\$ 3,381,455	
\$ 1,603,944	\$ 695,359	\$ 3,670,000	CAPITAL OUTLAY	\$ 1,620,000	\$ 1,620,000	\$ 1,620,000	
\$ -	\$ -	\$ 3,600,000	TRANSFERS	\$ 6,700,000	\$ 6,700,000	\$ 6,700,000	
\$ -	\$ -	\$ 500,000	CONTINGENCIES	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
\$ 2,749,808	\$ 816,181	\$ 8,056,845	TOTAL APPROPRIATIONS	\$ 13,369,055	\$ 13,369,055	\$ 13,369,055	
\$ 8,397,603	\$ 11,098,668	\$ 8,746,000	FUND BALANCE - COMMITTED	\$ 3,441,945	\$ 3,441,945	\$ 3,441,945	
\$ 700,000	\$ -	\$ -	FUND BALANCE - RESTRICTED	\$ -	\$ -	\$ -	
\$ 11,847,411	\$ 11,914,849	\$ 16,802,845	TOTAL REQUIREMENTS	\$ 16,811,000	\$ 16,811,000	\$ 16,811,000	

\* Historical information is presented in these schedules for information only. Historical information for Oregon Budget Law is presented in Appendix A

\*\* Recommended for adoption

\*\*\* All Toll Revenue is now reported in this fund and is not split out.

\*\*\*\* A transfer to the General Fund is now budgeted to account for discretionary toll revenue (approximately 50 cents per crossing).

Note that this transfer will end after June 30, 2026.



## **BRIDGE REPLACEMENT FUND**

The Bridge Replacement Fund accounts for what is left of the grants the Port received in its name for the replacement bridge. This fund will cease to exist when the last of the grant money is spent, which is planned for fiscal year 2024-2025.

There were no changes to this fund.





**PORT OF HOOD RIVER  
BRIDGE REPLACEMENT FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*		ADOPTED		RESOURCES & EXPENDITURES						
2 YRS PRIOR	1YR PRIOR	BUDGET			BUDGET FY 2024-25					
FY 2021-22	FY 2022-23	FY 2023-24			PROPOSED	APPROVED	ADOPTED **			
<b>RESOURCE</b>										
\$	-	\$	-	\$	-	\$	-	\$	-	
				<b>BEGINNING FUND BALANCE (BUDGETARY BASIS)</b>						
	114,204		2,000	INTEREST INCOME	2,000	2,000	2,000	2,000		
	3,000,000		2,625,000	GRANT - STATE OF WASHINGTON	500,000	500,000	500,000	500,000		
	-		4,950,000	GRANT - BUILD	500,000	500,000	500,000	500,000		
	542,403		1,000,000	ARPA	2,000,000	2,000,000	2,000,000	2,000,000		
	177,117		845,000	TRANSFER FROM REVENUE FUND	-	-	-	-		
\$	-	\$	<b>3,833,724</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	
				<b>TOTAL REVENUE</b>						
				<b>TOTAL RESOURCES</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>
<b>EXPENDITURES</b>										
				PERSONNEL SERVICES						
	60,113		85,000	WAGES & SALARIES	\$	-	\$	-	\$	-
	28,282		42,000	TAXES & BENEFITS		-		-		
\$	-	\$	<b>88,395</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	
				<b>TOTAL PERSONNEL SERVICES</b>						
				MATERIAL & SERVICES - ADMINISTRATIVE						
	1,421		-	IT, INTERNET AND PHONE SERVICES		-		-		
	35,513		-	TRAVEL AND LODGING		-		-		
	40,261		73,000	OFFICE EQUIPMENT AND SUPPLIES		-		-		
	173,675		-	OTHER - MISCELLANEOUS		-		-		
				MATERIALS & SERVICES - PROFESSIONAL SERVICES						
	315,833		-	PROFESSIONAL SERVICES - NEPA		-		-		
	139,460		-	PROFESSIONAL SERVICES - OTHER STUDIES/AGENCY REVIEW		-		-		
	471,965		-	PROFESSIONAL SERVICES - OTHER		-		-		
	142,426		50,000	PROFESSIONAL SERVICES - LEGAL		-		-		
	187,304		220,000	PROFESSIONAL SERVICES - ADVOCACY		-		-		
\$	-	\$	<b>1,320,554</b>	\$	<b>-</b>	\$	<b>-</b>	\$	<b>-</b>	
				<b>TOTAL MATERIAL &amp; SERVICES</b>						
				CAPITAL OUTLAY						
	187,306		1,000,000	CAPITAL IMPROVEMENT PROJECT - PROJECT MANAGEMENT		-		-		
	2,237,469		7,952,000	CAPITAL IMPROVEMENT PROJECT - ENGINEERING	3,002,000	3,002,000	3,002,000	3,002,000		
\$	-	\$	<b>2,424,775</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	
				<b>TOTAL CAPITAL OUTLAY</b>						
\$	-	\$	<b>3,833,724</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	
				<b>TOTAL OPERATIONS EXPENDITURES</b>						
\$	-	\$	<b>3,833,724</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	\$	<b>3,002,000</b>	
				<b>TOTAL EXPENDITURES</b>						
\$	-	\$	-	\$	-	\$	-	\$	-	
				<b>ENDING FUND BALANCE</b>						

PORT OF HOOD RIVER  
BRIDGE REPLACEMENT FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED	RESOURCES & EXPENDITURES			BUDGET FY 2024-25		
2 YRS PRIOR	1YR PRIOR	BUDGET			PROPOSED	APPROVED	ADOPTED **	
FY 2021-22	FY 2022-23	FY 2023-24						
<b>APPROPRIATIONS</b>								
\$ -	\$ 88,395	\$ 127,000		PERSONNEL SERVICES	\$ -	\$ -	\$ -	
\$ -	\$ 1,320,554	\$ 343,000		MATERIALS & SERVICES	\$ -	\$ -	\$ -	
\$ -	\$ 2,424,775	\$ 8,952,000		CAPITAL OUTLAY	\$ 3,002,000	\$ 3,002,000	\$ 3,002,000	
\$ -	\$ 3,833,724	\$ 9,422,000		TOTAL APPROPRIATIONS	\$ 3,002,000	\$ 3,002,000	\$ 3,002,000	
\$ -	\$ -	\$ -		FUND BALANCE - ASSIGNED	\$ -	\$ -	\$ -	
\$ -	\$ -	\$ -		FUND BALANCE - RESTRICTED	\$ -	\$ -	\$ -	
\$ -	\$ 3,833,724	\$ 9,422,000		TOTAL REQUIREMENTS	\$ 3,002,000	\$ 3,002,000	\$ 3,002,000	

\*\* Recommended for adoption

## **BI-STATE BRIDGE REPLACEMENT FUND**

The Bi-State Bridge Fund accounts for the incremental toll revenue created by the toll increase in September 2023. The incremental toll revenue is committed for building a reserve to facilitate the Hood River White Salmon Bridge Authority obtaining a federal loan to help finance the replacement bridge.

There were no changes to this fund.



PORT OF HOOD RIVER  
BI-STATE BRIDGE REPLACEMENT FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA		ADOPTED	RESOURCES & EXPENDITURES		
2 YRS PRIOR	1YR PRIOR	BUDGET			
FY 2021-22	FY 2022-23	FY 2023-24		PROPOSED	BUDGET FY 2024-25
					APPROVED
					ADOPTED **
<b>RESOURCE</b>					
\$ -	\$ -	\$ -	<b>BEGINNING FUND BALANCE (BUDGETARY BASIS)</b>	\$ -	\$ -
			TRANSFERS		
		3,600,000	FROM BRIDGE FUND - 2023 TOLL INCREASE	4,400,000	4,400,000
		3,600,000	TOTAL TRANSFERS	4,400,000	4,400,000
\$ -	\$ -	\$ 3,600,000	<b>TOTAL RESOURCES</b>	\$ 4,400,000	\$ 4,400,000
<b>EXPENDITURES</b>					
		3,600,000	MATERIAL & SERVICES - ADMINISTRATIVE		
			PAYMENT TO BI-STATE BRIDGE AUTHORITY	4,400,000	4,400,000
\$ -	\$ -	\$ 3,600,000	<b>TOTAL MATERIAL &amp; SERVICES</b>	\$ 4,400,000	\$ 4,400,000
\$ -	\$ -	\$ 3,600,000	<b>TOTAL EXPENDITURES</b>	\$ 4,400,000	\$ 4,400,000
\$ -	\$ -	\$ -	<b>ENDING FUND BALANCE</b>	\$ -	\$ -
<b>APPROPRIATIONS</b>					
\$ -	\$ -	\$ 3,600,000	<b>MATERIALS &amp; SERVICES</b>	\$ 4,400,000	\$ 4,400,000
\$ -	\$ -	\$ 3,600,000	<b>TOTAL APPROPRIATIONS</b>	\$ 4,400,000	\$ 4,400,000
\$ -	\$ -	\$ 3,600,000	<b>TOTAL REQUIREMENTS</b>	\$ 4,400,000	\$ 4,400,000

\*\* Recommended for adoption



# ADMINISTRATION FUND

The Administration Fund is an internal service fund that accounts for overhead. Internal service funds are recognized by the Governmental Accounting Standards Board as one way to account for and allocate overhead costs to the departments using those services. By using an internal service fund it allows overhead departments to manage their own budgets.

The Administration Fund accounts for Executive/Contracting, Communications/IT, Finance/Accounting/General Office, Human Resources/Payroll, Insurance/Risk/Safety, and Maintenance. The Executive Director is responsible for the Executive/Contracting department. The Executive Assistant and the Finance Director are responsible for Communications/IT. The Finance Director is responsible for Finance/Accounting/General Office, Human Resources/Payroll, and Insurance/Risk/Safety. The Facilities Manager is responsible for Maintenance.

This fund is new this year.





**PORT OF HOOD RIVER  
ADMINISTRATION FUND  
BUDGET FOR FISCAL YEAR 2024-25**

HISTORICAL DATA*			ADOPTED BUDGET FY 2023-24	RESOURCES & EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23				PROPOSED	APPROVED	ADOPTED **
<b>RESOURCES</b>							
\$	-	\$	-	\$	-	\$	-
<b>BEGINNING FUND BALANCE (BUDGETARY BASIS)</b>				\$	-	\$	-
-	-	-	-	INTERNAL SERVICES - EXECUTIVE/CONTRACTING	662,922	662,922	662,922
-	-	-	-	INTERNAL SERVICES - COMMUNICATIONS/IT	81,900	81,900	81,900
-	-	-	-	INTERNAL SERVICES - FINANCE/ACCOUNTING/GEN OFFICE	812,723	812,723	812,723
-	-	-	-	INTERNAL SERVICES - HUMAN RESOURCES/PAYROLL	170,955	170,955	170,955
-	-	-	-	INTERNAL SERVICES - INSURANCE/RISK/SAFETY	148,000	148,000	148,000
-	-	-	-	INTERNAL SERVICES - MAINTENANCE	1,211,000	1,211,000	1,211,000
-	-	-	-	REVENUE FROM OUTSIDE SOURCES (BRIDGE AUTHORITY)	55,000	55,000	130,000
-	-	-	-	Current year revenues	3,142,500	3,142,500	3,217,500
\$	-	\$	-	<b>TOTAL RESOURCES</b>	\$ 3,142,500	\$ 3,142,500	\$ 3,217,500
<b>EXPENDITURES</b>							
<b>EXECUTIVE/CONTRACTING</b>							
\$	-	\$	-	PERSONNEL SERVICES			
			350,888	WAGES & SALARIES	\$ 292,750	\$ 292,750	\$ 292,750
			6,000	WAGES & SALARIES - COMMISSIONERS	6,000	6,000	6,000
			188,994	TAXES & BENEFITS	168,450	168,450	168,450
\$	-	\$	-	<b>TOTAL PERSONNEL SERVICES</b>	\$ 467,200	\$ 467,200	\$ 467,200
<b>MATERIAL &amp; SERVICES</b>							
			20,100	MAINTENANCE, SUPPLIES, & SERVICES	22,000	22,000	22,000
			14,000	TRAVEL & TRAINING	10,000	10,000	10,000
			12,500	DUES & MEMBERSHIPS	33,150	33,150	23,150
			140,000	SECURITY CONTRACT	100,000	100,000	100,000
			15,000	PROFESSIONAL SVCS-FEDERAL & STATE ADVOCACY	15,000	15,000	15,000
			129,200	PROFESSIONAL SVCS-LEGAL & OTHER	35,000	35,000	35,000
\$	-	\$	-	<b>TOTAL MATERIAL &amp; SERVICES</b>	\$ 215,150	\$ 215,150	\$ 205,150
\$	-	\$	-	<b>TOTAL EXECUTIVE/PURCHASING</b>	\$ 682,350	\$ 682,350	\$ 672,350
<b>COMMUNICATIONS/IT</b>							
\$	-	\$	-	PERSONNEL SERVICES			
			62,388	WAGES & SALARIES	\$ -	\$ -	\$ -
			35,765	TAXES & BENEFITS	-	-	-
\$	-	\$	-	<b>TOTAL PERSONNEL SERVICES</b>	\$ -	\$ -	\$ -
<b>MATERIAL &amp; SERVICES</b>							
			-	MAINTENANCE, SUPPLIES, & SERVICES	18,200	18,200	18,200
			-	TRAVEL & TRAINING	1,000	1,000	1,000
			-	DUES & MEMBERSHIPS	1,200	1,200	1,200

PORT OF HOOD RIVER  
ADMINISTRATION FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED		RESOURCES & EXPENDITURES		BUDGET FY 2024-25		
2 YRS PRIOR	1YR PRIOR	BUDGET				PROPOSED	APPROVED	ADOPTED **
FY 2021-22	FY 2022-23	FY 2023-24						
-	-	30,000	IT			26,000	26,000	26,000
-	-	23,500	PORT NEWSLETTERS			23,500	23,500	23,500
-	-	12,000	PRESS RELEASES/ADVERTISING/SOCIAL MEDIA			12,000	12,000	12,000
\$ -	\$ -	\$ 65,500	<b>TOTAL MATERIAL &amp; SERVICES</b>			\$ 81,900	\$ 81,900	\$ 81,900
\$ -	\$ -	\$ 163,653	<b>TOTAL COMMUNICATIONS</b>			\$ 81,900	\$ 81,900	\$ 81,900
<b>FINANCE/ACCOUNTING/GENERAL OFFICE</b>								
PERSONNEL SERVICES								
\$ -	\$ -	\$ 341,297	WAGES & SALARIES			\$ 391,295	\$ 391,295	\$ 391,295
-	-	137,217	TAXES & BENEFITS			225,000	225,000	225,000
\$ -	\$ -	\$ 478,514	<b>TOTAL PERSONNEL SERVICES</b>			\$ 616,295	\$ 616,295	\$ 616,295
MATERIAL & SERVICES								
-	-	48,550	OFFICE LEASE			85,000	85,000	85,000
-	-	1,000	OFFICE UTILITIES			14,000	14,000	14,000
-	-	21,100	MAINTENANCE, SUPPLIES, & SERVICES			20,000	20,000	20,000
-	-	14,000	TRAVEL & TRAINING			10,000	10,000	10,000
-	-	12,500	DUES & MEMBERSHIPS			1,500	1,500	1,500
-	-	70,000	PROFESSIONAL SVCS-LEGAL & OTHER			12,500	12,500	12,500
-	-	45,000	PROFESSIONAL SVCS-AUDIT/ACCOUNTING			89,000	89,000	89,000
\$ -	\$ -	\$ 212,150	<b>TOTAL MATERIAL &amp; SERVICES</b>			\$ 232,000	\$ 232,000	\$ 232,000
\$ -	\$ -	\$ 690,664	<b>TOTAL FINANCE/ACCOUNTING/HR/GENERAL OFFICE</b>			\$ 848,295	\$ 848,295	\$ 848,295
<b>HUMAN RESOURCES/PAYROLL</b>								
PERSONNEL SERVICES								
\$ -	\$ -	\$ 64,586	WAGES & SALARIES			\$ 88,055	\$ 88,055	\$ 88,055
-	-	40,445	TAXES & BENEFITS			43,900	43,900	43,900
\$ -	\$ -	\$ 105,031	<b>TOTAL PERSONNEL SERVICES</b>			\$ 131,955	\$ 131,955	\$ 131,955
MATERIAL & SERVICES								
-	-	-	MAINTENANCE, SUPPLIES, & SERVICES			2,000	2,000	2,000
-	-	-	TRAVEL & TRAINING			1,000	1,000	1,000
-	-	-	DUES & MEMBERSHIPS			1,000	1,000	1,000
-	-	30,000	PROFESSIONAL SVCS-LEGAL & OTHER			35,000	35,000	35,000
-	-	20,000	PROFESSIONAL SVCS-OTHER			12,000		
\$ -	\$ -	\$ 50,000	<b>TOTAL MATERIAL &amp; SERVICES</b>			\$ 39,000	\$ 39,000	\$ 39,000
\$ -	\$ -	\$ 155,031	<b>TOTAL HR</b>			\$ 170,955	\$ 170,955	\$ 170,955

PORT OF HOOD RIVER  
ADMINISTRATION FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED		RESOURCES & EXPENDITURES		BUDGET FY 2024-25		
2 YRS PRIOR	1YR PRIOR	BUDGET				PROPOSED	APPROVED	ADOPTED **
FY 2021-22	FY 2022-23	FY 2023-24						
<b>INSURANCE/RISK/SAFETY</b>								
\$ -	\$ -	\$ -	\$ -		PERSONNEL SERVICES			
					WAGES & SALARIES	\$ -	\$ -	\$ -
					TAXES & BENEFITS	-	-	-
\$ -	\$ -	\$ -	\$ -		<b>TOTAL PERSONNEL SERVICES</b>	\$ -	\$ -	\$ -
					MATERIAL & SERVICES			
					MAINTENANCE, SUPPLIES, & SERVICES	1,000	1,000	1,000
					TRAVEL & TRAINING	1,000	1,000	1,000
					DUES & MEMBERSHIPS	1,000	1,000	1,000
				121,370	INSURANCE	145,000	145,000	145,000
\$ -	\$ -	\$ -	\$ 121,370		<b>TOTAL MATERIAL &amp; SERVICES</b>	\$ 148,000	\$ 148,000	\$ 148,000
\$ -	\$ -	\$ -	\$ 121,370		<b>TOTAL INSURANCE/RISK/SAFETY</b>	\$ 148,000	\$ 148,000	\$ 148,000
<b>MAINTENANCE</b>								
\$ -	\$ -	\$ -	\$ 722,750		PERSONNEL SERVICES			
					WAGES & SALARIES	\$ 740,000	\$ 740,000	\$ 740,000
					TAXES & BENEFITS	356,000	356,000	356,000
\$ -	\$ -	\$ -	\$ 1,085,399		<b>TOTAL PERSONNEL SERVICES</b>	\$ 1,096,000	\$ 1,096,000	\$ 1,096,000
					MATERIAL & SERVICES			
					SHOP SUPPLIES	15,000	15,000	15,000
					DUES & MEMBERSHIPS	1,000	1,000	1,000
					GASOLINE	35,000	35,000	35,000
				65,000	VEHICLE/EQUIPMENT MAINTENANCE	23,000	23,000	23,000
					PHONES	6,500	6,500	6,500
				65,000	MISCELLANEOUS	7,500	7,500	7,500
					TRAVEL & TRAINING	2,000	2,000	2,000
					UTILITIES	20,000	20,000	20,000
					PROFESSIONAL SVCS-LEGAL & OTHER	5,000	5,000	5,000
\$ -	\$ -	\$ -	\$ 130,000		<b>TOTAL MATERIAL &amp; SERVICES</b>	\$ 115,000	\$ 115,000	\$ 115,000
					CAPITAL OUTLAY			
				100,000	CAPITAL PURCHASES	-	-	85,000
\$ -	\$ -	\$ -	\$ 100,000		<b>TOTAL CAPITAL OUTLAY</b>	-	-	85,000
\$ -	\$ -	\$ -	\$ 1,315,399		<b>TOTAL MAINTENANCE</b>	\$ 1,211,000	\$ 1,211,000	\$ 1,296,000
\$ -	\$ -	\$ -	\$ 3,322,799		<b>TOTAL EXPENDITURES</b>	\$ 3,142,500	\$ 3,142,500	\$ 3,217,500
\$ -	\$ -	\$ -	\$ (3,322,799)		Change in Fund Balance	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ (3,322,799)		<b>ENDING FUND BALANCE</b>	\$ -	\$ -	\$ -

PORT OF HOOD RIVER  
ADMINISTRATION FUND  
BUDGET FOR FISCAL YEAR 2024-25

HISTORICAL DATA*		ADOPTED BUDGET FY 2023-24	RESOURCES & EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	1YR PRIOR FY 2022-23			PROPOSED	APPROVED	ADOPTED **
<b>***APPROPRIATIONS***</b>						
\$ -	\$ -	\$ 2,312,979	PERSONNEL SERVICES	\$ 2,311,450	\$ 2,311,450	\$ 2,311,450
\$ -	\$ -	\$ 909,820	MATERIALS & SERVICES	\$ 831,050	\$ 831,050	\$ 821,050
\$ -	\$ -	\$ 100,000.0	CAPITAL OUTLAY	\$ -	\$ -	\$ 85,000
\$ -	\$ -	\$ 3,322,799	TOTAL APPROPRIATIONS	\$ 3,142,500	\$ 3,142,500	\$ 3,217,500
\$ -	\$ -	\$ (3,322,799)	ENDING FUND BALANCE - UNASSIGNED	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	TOTAL REQUIREMENTS	\$ 3,142,500	\$ 3,142,500	\$ 3,217,500

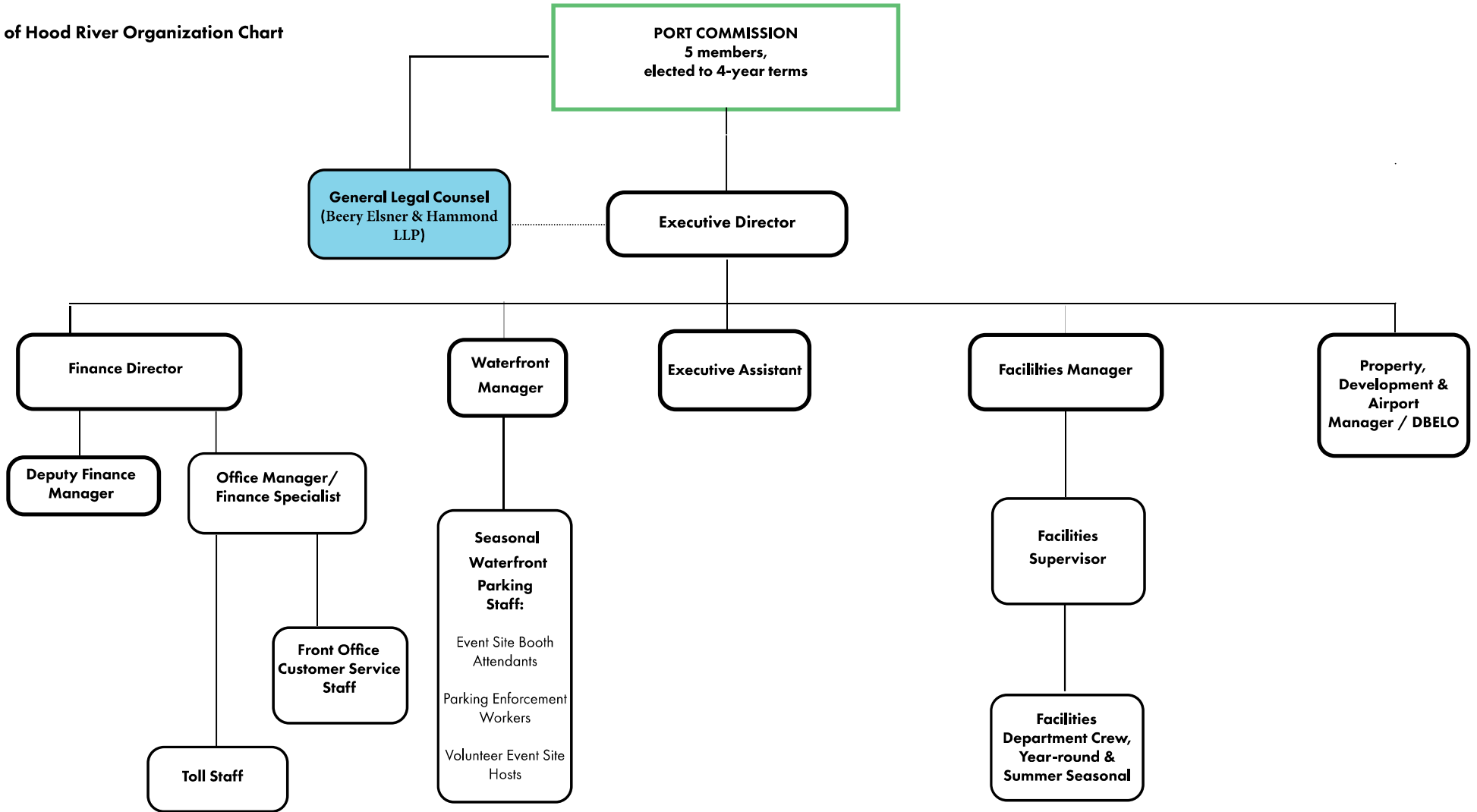
\* Historical information is presented in these schedules for information only. Historical information for Oregon Budget Law is presented in Appendix A

\*\* Recommended for adoption

# ORGANIZATION CHART



Port of Hood River Organization Chart



 OUTSIDE CONTRACTORS





# PERSONNEL SUMMARY AND COMPARISON



PORT OF HOOD RIVER  
PERSONNEL SUMMARY AND COMPARISON  
FY 2024-25

PERSONNEL SUMMARY

WAGES			
Actuals		Budget	Budget
FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
\$ 1,777,504	1,971,519.00	\$ 2,447,705	

Wages

Reconciliation from FY 2023-24:

Cost of Living Index	82,751	
Step Increases	69,073	
Contingency	208,127	
Reclass Staff Positions	-	
Reductions in Positions/Retirements/Contingency	(435,507)	(75,556)
Budget FY 2024-25 - Wages		\$ 2,372,149
Percent decrease in wages		-3.1%

Wages - Impact to Budget

The cost of living allowance of 4.21% will affect the budget by about 3.4%

Step increases for employees will affect the budget by about 2.8%

Contingency is about 6% of budget

TAXES & BENEFITS			
Actuals		Budget	Budget
FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
\$ 865,526	\$ 906,057	\$ 1,190,229	

Wages

Reconciliation from FY 2023-24:

Healthcare	47,840	
PERS	32,255	
Taxes and unemployment	29,573	
Contingency	96,150	205,818
Budget FY 2024-25 - Taxes & Benefits		1,396,047
		17.29%

Benefits - Impact to Budget

Healthcare increases will impact the budget by about 4% as proposed at this time.

205,818

Management is researching ways to bring healthcare costs down.

NUMBER OF EMPLOYEES BY DEPARTMENT

	FY 2023-24			FY 2024-25		
	Office	Facilities	Toll Booth	Office	Facilities	Toll Booth
Full-time	11.0	10.0	4.00	11.0	10.0	4.00
Part-time	-	-	9.00	-	-	9.00
Seasonal	2.0	6.0	-	2.0	6.0	-
FTE*	11.6	11.0	7.00	11.6	11.0	7.00
Total FTE	<u>29.6</u>			<u>29.6</u> **		

\*\* One full-time office position is proposed to provide administrative assistance to the Waterfront Manager, Facilities Manager, and Property Development Manager. FTE did not increase as the Assistant Executive Director position is budgeted to remain unfilled.

PERSONNEL AND BENEFITS DISTRIBUTED BY FUND

TOTAL PERSONNEL AND BENEFITS

FY 2023-24	\$ 3,637,934
FY 2024-25	\$ 3,768,196
<i>Increase in budget</i>	<u>\$ 130,262</u>
<i>Percent increase in budget</i>	<u>3.6%</u>

	Budget	
	FY 2023-24	FY 2024-25
General Fund (mostly combined with Revenue Fund for 2025)	\$ 359,920	\$ 789,146
Revenue Fund	3,083,800	-
Bridge Repair Fund	106,700	-
Bridge Fund	-	667,600
Bridge Replacement Fund	139,000	-
Administration Fund	-	2,311,450
All Funds	<u>\$ 3,689,420</u>	<u>\$ 3,768,196</u>
PERS CONTRIBUTION RATES	Tier 1/2	Tier 3
PERS FY 2023-25	18.70%	17.03%
PERS Rate Change as a %	0.0%	0.0%

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



**PORT OF HOOD RIVER  
CAPITAL IMPROVEMENT LIST FISCAL YEAR 2024-25**

Capital Projects Tracking List				Capital Projects For FY 24-25				
Requirements				Resources				
Budget Year	Department	Project Title	Estimate	Amount	Source	Net to Cash	Cash Source	Purpose
24/25	Airport	AWOS-Wind sock relocation study	\$60,000	\$ 54,000.00	FAA Grants	(\$6,000)	Cash Reserves	Safety
24/25	Airport	South Apron T-Hangars Phase 1: Prep/PE/initial	\$226,800	\$ 113,400.00	FAA Grants	(\$113,400)	Cash Reserves	Revenue Creation
24/25	Bridge	Miscellaneous Steel Repairs	\$290,000	\$ -	Outside Sources	(\$290,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Maintenance Painting	\$800,000	\$ -	Outside Sources	(\$800,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Embankment Slough Repairs	\$40,000	\$ -	Outside Sources	(\$40,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Channel scan at Pier Foundations	\$40,000	\$ -	Outside Sources	(\$40,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Deck Welding	\$100,000	\$ -	Outside Sources	(\$100,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Replace bolts & guard rails segments (Placeholder)	\$60,000	\$ -	Outside Sources	(\$60,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Paint Centerline	\$10,000	\$ -	Outside Sources	(\$10,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Lubricate Wire Ropes	\$10,000	\$ -	Outside Sources	(\$10,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Reaffirm Emergency Operations Plan	\$10,000	\$ -	Outside Sources	(\$10,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Upgrade BreezeBy for phone customer service	\$35,000	\$ -	Outside Sources	(\$35,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Interoperability with WSDOT	\$75,000	\$ -	Outside Sources	(\$75,000)	Toll Revenue	Maintain Revenue
24/25	Bridge	Speed Cameras or Weight Monitoring	\$150,000	\$ -	Outside Sources	(\$150,000)	Toll Revenue	Maintain Revenue
24/25	Marina Basin	6(f) Research Study Marina Basin	\$20,000	\$ 20,000.00	Bridge Replacement	\$0	Cash Reserves	Bridge Replacement
24/25	Marina Basin	Marina Green Park Placeholder	\$10,000	\$ -	Outside Sources	(\$10,000)	Cash Reserves	Maintain waterfront assets
24/25	Real Estate Existing	Big 7 Placeholder	\$20,000	\$ -	Outside Sources	(\$20,000)	Lease Revenue	Maintain Revenue
24/25	Real Estate Existing	Halyard Placeholder	\$20,000	\$ -	Outside Sources	(\$20,000)	Lease Revenue	Maintain Revenue
24/25	Real Estate Existing	Roof Repair / Replace - Jensen	\$200,000	\$ -	Outside Sources	(\$200,000)	Lease Revenue	Maintain Revenue
24/25	Real Estate Existing	Timber Incubator Placeholder	\$10,000	\$ -	Outside Sources	(\$10,000)	Lease Revenue	Maintain Revenue
24/25	Real Estate Existing	Wasco Placeholder	\$15,000	\$ -	Outside Sources	(\$15,000)	Lease Revenue	Maintain Revenue
24/25	Real Estate Existing	Marina West Placeholder	\$20,000	\$ -	Outside Sources	(\$20,000)	Lease Revenue	Maintain Revenue
24/25	Real Estate Existing	Marina East Placeholder	\$10,000	\$ -	Outside Sources	(\$10,000)	Lease Revenue	Maintain Revenue
24/25	Real Estate Existing	Port Office Relocation	\$500,000	\$500,000	Repl Bridge Reimb	\$0	Cash Reserves	Bridge Replacement
24/25	Real Estate Undeveloped	Roundabout Planning/Initial	\$1,100,000	\$ 1,000,000.00	EDA Grant	(\$100,000)	Cash Reserves	Improvements
24/25	Real Estate Undeveloped	Lower Mill Storage Units	\$500,000	\$ -	Outside Sources	(\$500,000)	Cash Reserves	Revenue Creation
24/25	Waterfront	Event Site Dock - safety resize	\$45,000	\$ -	Outside Sources	(\$45,000)	Cash Reserves	Safety
24/25	Waterfront	Marina Beach Signage (x 2)	\$30,000	\$ 30,000.00	Grant TBD	\$0	Cash Reserves	Maintain waterfront assets
24/25	Waterfront	Event Site Landscaping	\$20,000	\$ 20,000.00	Grant TBD	\$0	Cash Reserves	Maintain waterfront assets
24/25	Waterfront	Event Site Restroom Rehab	\$20,000	\$ 20,000.00	Grant TBD	\$0	Cash Reserves	Maintain waterfront assets
24/25	Waterfront	Nichols Landscaping	\$20,000	\$ 20,000.00	Grant TBD	\$0	Cash Reserves	Maintain waterfront assets
24/25	Waterfront	Nichols Seawall - Pavement Repair	\$100,000	\$ -	Outside Sources	(\$100,000)	Cash Reserves	Safety
24/25	Parking	Expand Paid Parking	\$750,000	\$ -	Outside Sources	(\$750,000)	Cash Reserves	Revenue Creation
24/25	Waterfront/Recreation	LED Lighting HR Footbridge	\$65,000	\$ -	Outside Sources	(\$65,000)	Cash Reserves	Safety
24/25	Waterfront/Recreation	Footbridge Deck replacement	\$30,000	\$ -	Outside Sources	(\$30,000)	Cash Reserves	Safety
24/25	Maintenance	Vehicles	\$85,000	\$ -	Outside Sources	(\$85,000)	Cash Reserves	Reduce Expenses
Total Capital Outlay			\$5,496,800	\$1,777,400		(\$3,719,400)		
General Fund			\$3,791,800	\$1,777,400		(\$2,014,400)		
Bridge Fund			\$1,620,000	\$0		(\$1,620,000)		
Administration Fund			\$85,000	\$0		(\$85,000)		
Total Capital Outlay by Fund			\$5,496,800	\$1,777,400		(\$3,719,400)		
						\$5,496,800	Total Resources	





# **TOTAL SUMMARY OF REVENUES AND EXPENDITURES**



**PORT OF HOOD RIVER**  
**Schedule of Revenues and Expenditures**  
**Presented for Adoption Budget**  
**FY 2024-25**

	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)
<b>Bridge Fund</b>	\$ 11,311,000	\$ 667,600	\$ 3,381,455	\$ 7,261,945	\$ -	\$ 1,620,000	\$ -	\$ (4,400,000)	\$ (2,300,000)	\$ (1,058,055)
<b>General Fund</b>										
Non-departmental Revenue	605,000			605,000	4,000,000				\$ 2,300,000	6,905,000
Big 7	355,000	12,992	278,238	63,770	-	20,000	-	-	-	43,770
Halyard	905,000	16,240	574,864	313,896	-	20,000	-	-	-	293,896
Jensen	648,000	12,992	305,047	329,961	-	200,000	-	-	-	129,961
Maritime	420,000	9,744	143,811	266,445	-	-	-	-	-	266,445
Timber Incubator	101,600	6,496	66,275	28,829	-	10,000	-	-	-	18,829
Wasco	289,000	9,744	192,507	86,749	-	15,000	-	-	-	71,749
Lot 1	-	16,240	157,311	(173,551)	1,006,700	1,100,000	-	-	-	(266,851)
Hanel Lower Mills	-	22,736	129,168	(151,904)	-	500,000	-	-	-	(651,904)
<i>Total Industrial Properties</i>	<i>2,718,600</i>	<i>107,184</i>	<i>1,847,221</i>	<i>764,195</i>	<i>1,006,700</i>	<i>1,865,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(94,105)</i>
State Building	51,000	4,872	91,379	(45,251)	-	20,000	-	-	-	(65,251)
Marina Office Building	42,700	4,872	125,464	(87,636)	-	10,000	-	-	-	(97,636)
Port Building	48,550	4,872	162,659	(118,981)	500,000	500,000	-	-	-	(118,981)
<i>Total Commercial Properties</i>	<i>142,250</i>	<i>14,616</i>	<i>379,502</i>	<i>(251,868)</i>	<i>500,000</i>	<i>530,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(281,868)</i>
Airport	297,500	44,372	382,955	(129,827)	167,400	286,800	-	-	-	(249,227)
Marina Basin	475,400	89,309	585,815	(199,724)	27,000	30,000	95,000	-	-	(297,724)
Eventsite	41,000	24,282	214,946	(198,228)	70,000	115,000	-	-	-	(243,228)
Nichols Basin	5,000	2,698	60,644	(58,342)	20,000	120,000	-	-	-	(158,342)
The Hook	8,000	2,698	36,589	(31,287)	-	-	-	-	-	(31,287)
The Spit	3,500	2,698	44,556	(43,754)	-	-	-	-	-	(43,754)
Trails and Footbridge	-	-	-	-	-	95,000	-	-	-	(95,000)
<i>Total Waterfront Recreation</i>	<i>57,500</i>	<i>32,376</i>	<i>356,735</i>	<i>(331,611)</i>	<i>90,000</i>	<i>330,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>(571,611)</i>
Parking	400,000	36,923	154,356	208,721	-	750,000	-	-	-	(541,279)
<b>General Fund Total</b>	<b>\$ 4,696,250</b>	<b>\$ 324,780</b>	<b>\$ 3,706,584</b>	<b>\$ 664,886</b>	<b>\$ 5,791,100</b>	<b>\$ 3,791,800</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ 2,300,000</b>	<b>\$ 4,869,186</b>
<b>Bridge Replacement Fund</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ 3,002,000</b>	<b>\$ 3,002,000</b>				<b>\$ -</b>
<b>Bi-State Bridge Fund</b>	<b>\$ -</b>		<b>\$ 4,400,000</b>	<b>\$ (4,400,000)</b>				<b>\$ 4,400,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Administration Fund</b>	<b>\$ 3,217,500</b>	<b>\$ 2,311,450</b>	<b>\$ 821,050</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total all Funds</b>	<b>\$ 19,224,750</b>	<b>\$ 3,303,830</b>	<b>\$ 12,309,089</b>	<b>\$ 3,611,831</b>	<b>\$ 8,793,100</b>	<b>\$ 8,498,800</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,811,131</b>



# **APPENDIX A**

## **HISTORY**



## HISTORICAL DATA PRESENTATION

As noted in the Budget Message and in notes throughout this document, the vast majority of the Port's operations have been reconfigured to allow for more logical and transparent reporting and analysis. Due to this complete transformation, comparative data based on prior years is difficult to present. For that reason, the following pages show the data as it was reported in the annual audited financial statements for historical actuals, and as it was presented for budget adoption last year.

When appropriate, historical data has been presented in the fund schedules in this document to help facilitate historical comparisons.

The changes included changing the former Revenue Fund to the General Fund and moving individual items in the former General Fund to either the new General Fund or to the new Administration Fund. The new Administration Fund allows overhead to be presented in distinct departments and then allocated to the cost/profit centers that use the services. When the Revenue Fund became the General Fund, Bridge Operations was removed from that fund and combined with Bridge Maintenance to create a standalone Bridge Fund. This allows more transparency for the use of bridge revenue, and when the new bridge opens this will allow the Port to simply remove this fund from its general ledger.





**PORT OF HOOD RIVER  
GENERAL FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA			ADOPTED	RESOURCES & EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23		BUDGET FY 2023-24		*PROPOSED	* APPROVED	*ADOPTED
<b>RESOURCES</b>							
\$ 393,109	\$ 531,029	\$	950,000	Beginning Fund Balance (Budgetary Basis)			
2,756	17,628		15,000	Interest			
88,955	93,669		90,000	Tax Receipts for Current Year			
46,209	-		-	Grants			
651,515	959,488		609,839	Transfer from Revenue Fund			
789,435	1,070,785		714,839	Current year revenues			
<b>\$ 1,182,544</b>	<b>\$ 1,601,814</b>	<b>\$</b>	<b>1,664,839</b>	<b>TOTAL RESOURCES</b>			
<b>EXPENDITURES</b>							
<b>GENERAL GOVERNMENT ADMINISTRATION</b>							
<b>PERSONNEL SERVICES</b>							
\$ 5,450	\$ 5,150	\$	6,000	Commissioners			
107,082	122,047		205,505	Wages & Salaries - Administration			
10,867	-		-	Wages & Benefits - Community Service Initiative			
55,370	62,373		114,784	Taxes & Benefits			
<b>\$ 178,769</b>	<b>\$ 189,570</b>	<b>\$</b>	<b>326,289</b>	<b>TOTAL PERSONNEL SERVICES</b>			
<b>MATERIAL &amp; SERVICES</b>							
48,550	48,550		48,550	Office Lease			
-	-		1,000	All Utilities			
25,184	53,379		40,200	Maintenance, Supplies & Services			
7,523	15,388		10,000	Travel and Meeting Expenses			
39,551	55,948		25,000	Dues and Memberships			
3,910	3,770		4,100	Insurance			
206,048	56,793		15,000	Professional Svcs-Federal and State Advocacy			
88,946	86,755		149,200	Professional Svcs-Legal & Other			
33,200	29,390		45,000	Professional Svcs-Audit/Accounting			
13,506	12,314		23,500	Port Newsletter			
6,328	7,631		12,000	Press Releases-Promotions/Advertising			
<b>\$ 472,746</b>	<b>\$ 369,918</b>	<b>\$</b>	<b>373,550</b>	<b>TOTAL MATERIAL &amp; SERVICES</b>			
<b>\$ 651,515</b>	<b>\$ 559,488</b>	<b>\$</b>	<b>699,839</b>	<b>TOTAL GENERAL GOVERNMENT ADMINISTRATION</b>			
<b>\$ 531,029</b>	<b>\$ 1,042,326</b>	<b>\$</b>	<b>965,000</b>	<b>ENDING FUND BALANCE</b>			
<b>***APPROPRIATIONS***</b>							
\$ 178,769	\$ 189,570	\$	326,289	PERSONNEL SERVICES			
\$ 472,746	\$ 369,918	\$	373,550	MATERIALS & SERVICES			
\$ 651,515	\$ 559,488	\$	699,839	TOTAL APPROPRIATIONS			
<b>\$ 531,029</b>	<b>\$ 1,042,326</b>	<b>\$</b>	<b>965,000</b>	<b>ENDING FUND BALANCE - UNASSIGNED</b>			
<b>\$ 1,182,544</b>	<b>\$ 1,601,814</b>	<b>\$</b>	<b>1,664,839</b>	<b>TOTAL REQUIREMENTS</b>			

PORT OF HOOD RIVER  
BRIDGE REPAIR FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\*

HISTORICAL DATA			ADOPTED	RESOURCES & EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR	* 1YR PRIOR *		BUDGET		*PROPOSED	* APPROVED	*ADOPTED
FY 2021-22	FY 2022-23		FY 2023-24				
<b>RESOURCES</b>							
\$ 3,008,255	\$ 3,026,673	\$ 5,500,000		<b>BEGINNING FUND BALANCE (BUDGETARY BASIS)</b>			
18,418	94,283	100,000		INTEREST INCOME			
515,188	71,250	-		GRANT			
-	18,730	-		REIMBURSEMENTS			
533,606	184,263	100,000		TOTAL INCOME			
				TRANSFER FROM REVENUE FUND			
1,787,696	2,202,958	925,476		FROM REVENUE FUND - 1994/2012 TOLLS			
446,924	550,740	231,369		FROM REVENUE FUND - 2018 TOLL INCREASE			
\$ 2,234,620	\$ 2,753,698	\$ 1,156,845		<b>TOTAL TRANSFERS</b>			
\$ 5,776,481	\$ 5,964,634	\$ 6,756,845		<b>TOTAL RESOURCES</b>			
<b>EXPENDITURES</b>							
				PERSONNEL SERVICES			
\$ 52,759	\$ 65,469	\$ 68,300		WAGES - EXISTING BRIDGE			
26,200	28,902	32,545		BENEFITS - EXISTING BRIDGE			
126,763	-	-		WAGES - REPLACEMENT			
62,581	-	-		BENEFITS - REPLACEMENT			
\$ 268,303	\$ 94,371	\$ 100,845		<b>TOTAL PERSONNEL SERVICES</b>			
				MATERIAL & SERVICES			
3,799	1,356	25,000		MAINTENANCE/FLAGGING			
923	990	1,000		INSURANCE			
85,868	41,316	100,000		PROFESSIONAL SERVICES - EXISTING BRIDGE			
1,520	650	30,000		PROFESSIONAL SERVICES - EXISTING BRIDGE - LEGAL			
1,899	869	30,000		MISCELLANEOUS - EXISTING BRIDGE			
16,171	-	-		PROFESSIONAL SERVICES - REPLACE - MGMT/ADMIN			
87,291	-	-		PROFESSIONAL SERVICES - REPLACE - LEGAL			
668,843	-	-		PROFESSIONAL SERVICES - REPLACE - OTHER STUDIES			
11,247	-	-		MISCELLANEOUS - REPLACE			
\$ 877,561	\$ 45,181	\$ 186,000		<b>TOTAL MATERIAL &amp; SERVICES</b>			
				CAPITAL OUTLAY			
1,603,944	695,359	3,670,000		CAPITAL PURCHASE - EXISTING BRIDGE			
\$ 1,603,944	\$ 695,359	\$ 3,670,000		<b>TOTAL CAPITAL OUTLAY</b>			
\$ 2,749,808	\$ 834,911	\$ 3,956,845		<b>TOTAL OPERATIONS EXPENDITURES</b>			
		500,000		CONTINGENCY			
\$ 2,749,808	\$ 834,911	\$ 4,456,845		<b>TOTAL EXPENDITURES</b>			
\$ 3,026,673	\$ 5,129,723	\$ 2,300,000		<b>ENDING FUND BALANCE</b>			
<b>APPROPRIATIONS</b>							
\$ 268,303	\$ 94,371	\$ 100,845		PERSONNEL SERVICES			
\$ 877,561	\$ 45,181	\$ 186,000		MATERIALS & SERVICES			
\$ 1,603,944	\$ 695,359	\$ 3,670,000		CAPITAL OUTLAY			
\$ -	\$ -	\$ 500,000		CONTINGENCIES			
\$ 2,749,808	\$ 834,911	\$ 4,456,845		<b>TOTAL APPROPRIATIONS</b>			
\$ 3,026,673	\$ 5,129,723	\$ 2,300,000		<b>FUND BALANCE - COMMITTED</b>			
\$ -	\$ -	\$ -		<b>FUND BALANCE - RESTRICTED</b>			
\$ 5,776,481	\$ 5,964,634	\$ 6,756,845		<b>TOTAL REQUIREMENTS</b>			

**PORT OF HOOD RIVER  
BRIDGE REPLACEMENT FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED BUDGET		RESOURCES & EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23	BUDGET FY 2023-24			*PROPOSED	* APPROVED	*ADOPTED
<b>RESOURCE</b>							
	-	\$	-	BEGINNING FUND BALANCE (BUDGETARY BASIS)			
	114,204		2,000	INTEREST INCOME			
	3,000,000		2,625,000	GRANT - STATE OF WASHINGTON			
	-		4,950,000	GRANT - BUILD			
	542,403		1,000,000	ARPA			
	177,117		845,000	TRANSFER FROM REVENUE FUND			
\$	-	\$	<b>3,833,724</b>	\$ <b>9,422,000</b>	<b>TOTAL REVENUE</b>		
	\$	<b>3,833,724</b>	\$	<b>9,422,000</b>	<b>TOTAL RESOURCES</b>		
<b>EXPENDITURES</b>							
				PERSONNEL SERVICES			
	60,113		85,000	WAGES - REPLACEMENT			
	28,282		42,000	BENEFITS - REPLACEMENT			
\$	-	\$	<b>88,395</b>	\$ <b>127,000</b>	<b>TOTAL PERSONNEL SERVICES</b>		
				MATERIAL & SERVICES - ADMINISTRATIVE			
	1,421		-	IT, INTERNET AND PHONE SERVICES			
	35,513		-	TRAVEL AND LODGING			
	40,261		73,000	OFFICE EQUIPMENT AND SUPPLIES			
	173,675		-	OTHER - MISCELLANEOUS			
	315,833		-	PROFESSIONAL SERVICES - NEPA			
	139,460		-	PROFESSIONAL SERVICES - OTHER STUDIES/AGENCY REVIEW			
	471,965		-	PROFESSIONAL SERVICES - OTHER			
	142,426		50,000	PROFESSIONAL SERVICES - LEGAL			
	187,304		220,000	PROFESSIONAL SERVICES - ADVOCACY			
\$	-	\$	<b>1,320,554</b>	\$ <b>343,000</b>	<b>TOTAL MATERIAL &amp; SERVICES</b>		
				CAPITAL OUTLAY			
	187,306		1,000,000	CAPITAL IMPROVEMENT PROJECT - PROJECT MANAGEMENT			
	2,237,469		7,952,000	CAPITAL IMPROVEMENT PROJECT - ENGINEERING			
\$	-	\$	<b>2,424,775</b>	\$ <b>8,952,000</b>	<b>TOTAL CAPITAL OUTLAY</b>		
\$	-	\$	<b>3,833,724</b>	\$ <b>9,422,000</b>	<b>TOTAL OPERATIONS EXPENDITURES</b>		
\$	-	\$	<b>3,833,724</b>	\$ <b>9,422,000</b>	<b>TOTAL EXPENDITURES</b>		
\$	-	\$	-	\$ -	<b>ENDING FUND BALANCE</b>		
<b>APPROPRIATIONS</b>							
\$	-	\$	<b>88,395</b>	\$ <b>127,000</b>	<b>PERSONNEL SERVICES</b>		
\$	-	\$	<b>1,320,554</b>	\$ <b>343,000</b>	<b>MATERIALS &amp; SERVICES</b>		
\$	-	\$	<b>2,424,775</b>	\$ <b>8,952,000</b>	<b>CAPITAL OUTLAY</b>		
\$	-	\$	<b>3,833,724</b>	\$ <b>9,422,000</b>	<b>TOTAL APPROPRIATIONS</b>		
\$	-	\$	<b>3,833,724</b>	\$ <b>9,422,000</b>	<b>TOTAL REQUIREMENTS</b>		

**PORT OF HOOD RIVER  
BI-STATE BRIDGE REPLACEMENT FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED BUDGET FY 2022-23	RESOURCES & EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2020-21	* 1YR PRIOR * FY 2021-22			*PROPOSED	* APPROVED	*ADOPTED
<b>RESOURCE</b>						
\$ -	\$ -	\$ -	BEGINNING FUND BALANCE (BUDGETARY BASIS)			
			TRANSFERS			
		3,600,000	FROM REVENUE FUND - 2023 TOLL INCREASE			
		3,600,000	TOTAL TRANSFERS			
\$ -	\$ -	\$ 3,600,000	<b>TOTAL RESOURCES</b>			
<b>EXPENDITURES</b>						
		3,600,000	MATERIAL & SERVICES - ADMINISTRATIVE			
			PAYMENT TO BI-STATE BRIDGE AUTHORITY			
\$ -	\$ -	\$ 3,600,000	<b>TOTAL MATERIAL &amp; SERVICES</b>			
\$ -	\$ -	\$ 3,600,000	<b>TOTAL EXPENDITURES</b>			
\$ -	\$ -	\$ -	<b>ENDING FUND BALANCE</b>			
<b>APPROPRIATIONS</b>						
\$ -	\$ -	\$ 3,600,000	MATERIALS & SERVICES			
\$ -	\$ -	\$ 3,600,000	<b>TOTAL APPROPRIATIONS</b>			
\$ -	\$ -	\$ 3,600,000	<b>TOTAL REQUIREMENTS</b>			

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED		RESOURCES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23	BUDGET FY 2023-24			*PROPOSED	* APPROVED	*ADOPTED
\$ 9,175,963	\$ 10,971,663	\$ 10,600,000		BEGINNING FUND BALANCE (BUDGETARY BASIS)			
90,301	151,702	100,000		INTEREST			
<b>\$ 9,266,264</b>	<b>\$ 11,123,365</b>	<b>\$ 10,700,000</b>		<b>TOTAL UNALLOCATED RESOURCES</b>			
<b>TOLL BRIDGE</b>							
5,980,754	5,833,527	6,324,000		BRIDGE TOLLS			
-	-	3,600,000		BRIDGE TOLLS - 2023 INCREASE			
6,999	43,663	13,000		CABLE CROSSING LEASES			
83,177	87,805	84,000		BREEZEBY INTERAGENCIES			
614,948	3,950	25,000		OTHER			
<b>\$ 6,685,878</b>	<b>\$ 5,968,945</b>	<b>\$ 10,046,000</b>		<b>TOTAL TOLL BRIDGE</b>			
<b>INDUSTRIAL BUILDINGS</b>							
<b>***Big 7 Building***</b>							
316,843	287,311	345,000		LEASE INCOME			
43,034	35,382	50,000		REIMBURSABLE UTILITIES			
18,245	17,908	20,000		PROPERTY TAX			
2,500	22,400	-		OTHER			
<b>\$ 380,622</b>	<b>\$ 363,001</b>	<b>\$ 415,000</b>		<b>TOTAL BIG 7 BUILDING</b>			
<b>***Jensen Property***</b>							
525,882	603,865	620,000		LEASE INCOME			
850	2,125	3,000		REIMBURSABLE UTILITIES			
25,262	-	10,000		FINANCING SOURCES/INSURANCE			
<b>\$ 551,994</b>	<b>\$ 605,990</b>	<b>\$ 633,000</b>		<b>TOTAL JENSEN PROPERTY</b>			
<b>***Maritime Building***</b>							
359,313	389,450	400,000		LEASE INCOME			
<b>\$ 359,313</b>	<b>\$ 389,450</b>	<b>\$ 400,000</b>		<b>TOTAL MARITIME BUILDING</b>			
<b>***Halyard Building***</b>							
620,253	809,989	835,000		LEASE INCOME			
<b>\$ 620,253</b>	<b>\$ 809,989</b>	<b>\$ 835,000</b>		<b>TOTAL HALYARD BUILDING</b>			
<b>***Timber Incubator Property***</b>							
89,855	83,203	95,100		LEASE INCOME			
6,799	979	7,400		REIMBURSABLE UTILITIES			
5,897	-	6,100		PROPERTY TAXES			
<b>\$ 102,551</b>	<b>\$ 84,182</b>	<b>\$ 108,600</b>		<b>TOTAL TIMBER INCUBATOR PROPERTY</b>			
<b>***Wasco***</b>							
259,527	269,808	283,000		LEASE INCOME			
-	-	-		PROPERTY TAXES			
<b>\$ 259,527</b>	<b>\$ 269,808</b>	<b>\$ 283,000</b>		<b>TOTAL WASCO STREET BUSINESS PARK</b>			
<b>***Lower Mill***</b>							
64,780	51,047	55,000		LEASE INCOME			
-	-	50,000		OTHER FINANCING SOURCES			
<b>\$ 64,780</b>	<b>\$ 51,047</b>	<b>\$ 105,000</b>		<b>TOTAL LOWER MILL</b>			

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED	RESOURCES	BUDGET FY 2024-25		
2 YRS PRIOR	* 1YR PRIOR *	BUDGET		*PROPOSED	* APPROVED	*ADOPTED
FY 2021-22	FY 2022-23	FY 2023-24				
\$ 2,339,040	\$ 2,573,467	\$ 2,779,600	<b>TOTAL INDUSTRIAL BUILDINGS</b>			
			<b>COMMERCIAL BUILDINGS</b>			
			<b>**State DMV Office Building**</b>			
47,286	48,782	51,000	LEASE INCOME			
\$ 47,286	\$ 48,782	\$ 51,000	<b>TOTAL STATE DMV OFFICE BUILDING</b>			
			<b>**Marina Office Building**</b>			
39,014	75,651	75,000	LEASE INCOME			
2,033	2,231	2,100	REIMBURSABLE UTILITIES			
1,687	1,619	1,700	PROPERTY TAX			
\$ 42,734	\$ 79,501	\$ 78,800	<b>TOTAL MARINA OFFICE BUILDING</b>			
			<b>**Port Office**</b>			
48,550	48,550	48,550	LEASE INCOME			
-	-	50,000	OTHER SOURCES			
\$ 48,550	\$ 48,550	\$ 98,550	<b>TOTAL PORT OFFICE</b>			
\$ 138,570	\$ 176,833	\$ 228,350	<b>TOTAL COMMERCIAL BUILDINGS</b>			
			<b>WATERFRONT INDUSTRIAL LAND</b>			
6,133	5,275	6,700	OTHER INCOME			
-	-	1,000,000	INCOME FROM GRANTS			
138,618	144,972	140,000	PARKING			
\$ 144,751	\$ 150,247	\$ 1,146,700	<b>TOTAL WATERFRONT INDUSTRIAL LAND</b>			
			<b>WATERFRONT RECREATION</b>			
			<b>***Event Site***</b>			
184,927	199,210	185,000	-EVENT SITE ANNUAL PASSES			
50,729	43,054	50,000	-EVENT SITE DAY PASSES			
14,100	20,900	16,200	-EVENT SITE SPECIAL EVENTS			
18,077	27,566	18,000	-SAILING SCHOOLS/CONCESSIONS			
\$ 267,833	\$ 290,730	\$ 269,200	<b>TOTAL WATERFRONT EVENT SITE</b>			
			<b>***Hook/Spit/Nichols**</b>			
11,480	13,244	10,000	SAILING SCHOOLS/CONCESSION/SPECIAL EVENTS			
2,273	2,783	2,600	NICHOLS CONCESSION/SPECIAL EVENTS/LEASE			
-	-	20,000	GRANT			
\$ 13,753	\$ 16,027	\$ 32,600	<b>TOTAL HOOK/SPIT</b>			
			<b>***Marina Park***</b>			
7,562	8,093	8,000	SHOP BUILDING #3			
5,690	1,140	1,200	UTILITIES			
5,610	10,760	6,000	CONCESSIONS/OTHER			
1,038	1,389	1,000	SHOWERS			
1,150	2,700	1,200	SPECIAL EVENTS			
\$ 21,050	\$ 24,082	\$ 17,400	<b>TOTAL MARINA PARK</b>			
\$ 302,636	\$ 330,839	\$ 319,200	<b>TOTAL WATERFRONT RECREATION</b>			

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED BUDGET FY 2023-24	RESOURCES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23			*PROPOSED	* APPROVED	*ADOPTED
<b>**MARINA **</b>						
263,453	312,480	350,000	MOORAGE SLIP LEASE INCOME			
84,743	83,366	84,900	MOORAGE ASSESSMENT			
-	-	7,000	STATE MARINE BOARD			
28,837	9,906	30,000	REIMBURSABLE UTILITIES			
12,639	-	24,000	MISCELLANEOUS-Transient dock			
18,590	13,650	19,000	CRUISE SHIPS			
-	12,133	20,000	GRANT/OTHER SOURCES			
<b>\$ 408,262</b>	<b>\$ 431,535</b>	<b>\$ 534,900</b>	<b>TOTAL MARINA</b>			
<b>AIRPORT</b>						
149,783	164,208	172,000	T-HANGARS LEASES INCOME			
47,718	33,335	50,000	HANGAR 1 LEASE INCOME			
23,118	39,053	24,000	HANGAR LEASE INCOME			
19,924	30,269	35,000	LAND LEASES			
8,558	10,730	10,000	REIMBURSED UTILITIES			
1,906	1,937	2,000	PROPERTY TAX			
77,537	286,200	124,250	GRANT			
1,875	2,025	1,000	MISCELLANEOUS			
<b>\$ 330,419</b>	<b>\$ 567,757</b>	<b>\$ 418,250</b>	<b>TOTAL AIRPORT</b>			
<b>GENERAL</b>						
-	-	2,500	ADMINISTRATION GRANTS			
-	-	200,000	CONTRACT SERVICES - IGA			
13,190	414,155	-	MISCELLANEOUS			
<b>\$ 13,190</b>	<b>\$ 414,155</b>	<b>\$ 202,500</b>	<b>TOTAL GENERAL</b>			
<b>\$ 19,629,010</b>	<b>\$ 21,737,143</b>	<b>\$ 26,375,500</b>	<b>TOTAL RESOURCES</b>			





PORT OF HOOD RIVER  
 REVENUE FUND  
 \*\*\*HISTORICAL DATA ONLY\*\*\*

HISTORICAL DATA			ADOPTED BUDGET	EXPENDITURES	BUDGET FY 2024-25				
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23				*PROPOSED	* APPROVED	*ADOPTED		
15,175	10,268	15,000							
\$ 195,748	\$ 198,976	\$ 220,000		MISCELLANEOUS REPAIRS & PURCHASES					
				TOTAL MATERIAL & SERVICES					
26,492	-	80,000		CAPITAL OUTLAY					
				CAPITAL IMPROVEMENTS					
158,478	156,690	1,640,000		DEBT SERVICE					
\$ 434,189	\$ 439,189	\$ 2,039,500		PRINCIPAL & INTEREST					
				<b>TOTAL JENSEN PROPERTY</b>					
				<b>***Maritime Building***</b>					
24,575	34,730	44,800		PERSONNEL SERVICES					
11,851	16,087	22,200		WAGES & SALARIES					
\$ 36,426	\$ 50,817	\$ 67,000		TAXES & BENEFITS					
				TOTAL PERSONNEL SERVICES					
34,186	40,444	40,000		MATERIALS & SERVICES					
4,247	1,929	3,000		ALL UTILITIES					
6,377	6,706	7,500		FIXED MAINTENANCE					
18,447	18,361	19,700		INSURANCE					
-	-	5,000		PROPERTY TAX					
-	1,348	5,000		PROFESSIONAL SERVICES-Design & Engineering					
2,224	687	3,000		PROFESSIONAL SERVICES-Legal					
\$ 65,481	\$ 69,475	\$ 83,200		MISCELLANEOUS REPAIRS & PURCHASES					
				TOTAL MATERIALS & SERVICES					
-	297,861	-		CAPITAL OUTLAY					
\$ 101,907	\$ 418,153	\$ 150,200		CAPITAL IMPROVEMENTS					
				<b>TOTAL MARITIME BUILDING</b>					
				<b>***Halyard Building***</b>					
36,071	53,591	63,800		PERSONNEL SERVICES					
17,955	24,508	31,100		WAGES & SALARIES					
\$ 54,026	\$ 78,099	\$ 94,900		TAXES & BENEFITS					
				TOTAL PERSONNEL SERVICES					
264,799	299,917	310,000		MATERIALS & SERVICES					
27,159	11,931	48,000		ALL UTILITIES					
5,481	5,764	6,400		FIXED MAINTENANCE					
65,603	69,843	72,078		INSURANCE					
1,956	2,599	5,000		PROPERTY TAX					
-	-	5,000		PROFESSIONAL SERVICES-Design & Engineering					
3,873	2,569	5,000		PROFESSIONAL SERVICES-Legal					
\$ 368,871	\$ 392,623	\$ 451,478		MISCELLANEOUS REPAIRS & PURCHASES					
				TOTAL MATERIALS & SERVICES					
19,138	30,000	157,901		CAPITAL OUTLAY					
\$ 442,035	\$ 500,722	\$ 704,279		CAPITAL IMPROVEMENTS					
				<b>TOTAL HALYARD BUILDING</b>					
				<b>***Timber Incubator Property***</b>					
16,871	25,265	33,100		PERSONNEL SERVICES					
8,050	11,633	16,700		WAGES & SALARIES					
\$ 24,921	\$ 36,898	\$ 49,800		TAXES & BENEFITS					
				TOTAL PERSONNEL SERVICES					
11,381	7,626	15,000		MATERIALS & SERVICES					
2,796	2,455	5,000		ALL UTILITIES					
				FIXED MAINTENANCE					

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED		EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23	BUDGET FY 2023-24			*PROPOSED	* APPROVED	*ADOPTED
746	784	870		INSURANCE			
7,782	7,956	8,300		PROPERTY TAX			
1,760	950	2,000		PROFESSIONAL SERVICES-Design & Engineering			
-	-	5,000		PROFESSIONAL SERVICES-Legal			
67	-	2,000		MISCELLANEOUS REPAIRS & PURCHASES			
<b>\$ 24,532</b>	<b>\$ 19,771</b>	<b>\$ 38,170</b>		TOTAL MATERIALS & SERVICES			
				CAPITAL OUTLAY			
9,670	-	10,000		CAPITAL IMPROVEMENTS			
<b>\$ 59,123</b>	<b>\$ 56,669</b>	<b>\$ 97,970</b>		<b>TOTAL TIMBER INCUBATOR PROPERTY</b>			
				<b>***Wasco***</b>			
				PERSONNEL SERVICES			
30,197	44,697	56,900		WAGES & SALARIES			
15,512	21,065	28,100		TAXES & BENEFITS			
<b>\$ 45,709</b>	<b>\$ 65,762</b>	<b>\$ 85,000</b>		TOTAL PERSONNEL SERVICES			
				MATERIALS & SERVICES			
31,772	36,520	37,000		ALL UTILITIES			
8,783	13,652	10,000		FIXED MAINTENANCE			
6,548	6,886	7,700		INSURANCE			
32,750	31,172	35,000		PROPERTY TAX			
-	2,456	2,000		PROFESSIONAL SERVICES-Design & Engineering			
-	-	3,000		PROFESSIONAL SERVICES-Legal			
4,980	2,248	7,000		MISCELLANEOUS REPAIRS & PURCHASES			
<b>\$ 84,833</b>	<b>\$ 92,934</b>	<b>\$ 101,700</b>		TOTAL MATERIALS & SERVICES			
				CAPITAL OUTLAY			
10,914	-	15,000		CAPITAL IMPROVEMENTS			
<b>\$ 141,456</b>	<b>\$ 158,696</b>	<b>\$ 201,700</b>		<b>TOTAL WASCO STREET BUSINESS PARK</b>			
				<b>***HANEL LOWER MILL***</b>			
				PERSONNEL SERVICES			
20,597	30,576	40,200		WAGES & SALARIES			
7,796	12,548	18,500		TAXES & BENEFITS			
<b>\$ 28,393</b>	<b>\$ 43,124</b>	<b>\$ 58,700</b>		TOTAL PERSONNEL SERVICES			
				MATERIALS & SERVICES			
3,225	3,661	4,000		ALL UTILITIES			
214	2,013	3,000		FIXED MAINTENANCE			
734	772	900		INSURANCE			
-	315	55,000		PROFESSIONAL SERVICES-Design & Engineering			
-	-	7,000		PROFESSIONAL SERVICES-Legal			
1,244	414	3,000		MISCELLANEOUS REPAIRS & PURCHASES			
<b>\$ 5,417</b>	<b>\$ 7,175</b>	<b>\$ 72,900</b>		TOTAL MATERIALS & SERVICES			
				CAPITAL OUTLAY			
15,548	100,419	250,000		CAPITAL IMPROVEMENTS			
<b>\$ 49,358</b>	<b>\$ 150,718</b>	<b>\$ 381,600</b>		<b>TOTAL HANEL LOWER MILL</b>			
<b>\$ 1,457,962</b>	<b>\$ 1,980,085</b>	<b>\$ 4,282,749</b>		<b>TOTAL INDUSTRIAL BUILDINGS</b>			
				<b>COMMERCIAL BUILDINGS</b>			
				<b>***State DMV Office Building***</b>			
				PERSONNEL SERVICES			
13,998	20,955	28,700		WAGES			

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA			ADOPTED BUDGET	EXPENDITURES	BUDGET FY 2024-25				
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23	FY 2023-24			*PROPOSED	* APPROVED	*ADOPTED		
6,929	9,966	14,800							
\$ 20,927	\$ 30,921	\$ 43,500							
6,415	8,651	7,500		BENEFITS					
3,100	1,014	7,000		TOTAL PERSONNEL SERVICES					
1,565	1,646	1,800		MATERIALS & SERVICES					
4,121	3,916	4,100		ALL UTILITIES					
-	-	2,000		FIXED MAINTENANCE					
-	-	2,000		INSURANCE					
24,427	22,358	28,000		PROPERTY TAX					
\$ 39,628	\$ 37,585	\$ 52,400		PROFESSIONAL SERVICES-Design & Engineering					
				PROFESSIONAL SERVICES-Legal					
				MISCELLANEOUS REPAIRS & PURCHASES					
				TOTAL MATERIALS & SERVICES					
				CAPITAL OUTLAY					
	33,088	20,000		CAPITAL IMPROVEMENTS					
<b>\$ 60,555</b>	<b>\$ 101,594</b>	<b>\$ 115,900</b>		<b>TOTAL STATE DMV OFFICE BUILDING</b>					
				<b>***Marina Office Building***</b>					
				PERSONNEL SERVICES					
23,111	34,244	45,100		WAGES					
11,536	16,603	22,900		BENEFITS					
\$ 34,647	\$ 50,847	\$ 68,000		TOTAL PERSONNEL SERVICES					
				MATERIALS & SERVICES					
11,930	11,608	14,000		ALL UTILITIES					
14,080	6,225	15,000		FIXED MAINTENANCE					
4,173	4,389	4,800		INSURANCE					
10,229	9,720	10,900		PROPERTY TAX					
-	2,344	2,000		PROFESSIONAL SERVICES-Design & Engineering					
2,175	-	4,000		PROFESSIONAL SERVICES-Legal					
11,369	6,840	13,000		MISCELLANEOUS REPAIRS & PURCHASES					
\$ 53,956	\$ 41,126	\$ 63,700		TOTAL MATERIALS & SERVICES					
				CAPITAL OUTLAY					
				CAPITAL IMPROVEMENTS					
<b>\$ 104,531</b>	<b>\$ 91,973</b>	<b>\$ 141,700</b>		<b>TOTAL MARINA OFFICE BUILDING</b>					
				<b>***Port Office***</b>					
				PERSONNEL SERVICES					
22,324	33,383	43,800		WAGES					
11,388	16,173	22,100		BENEFITS					
\$ 33,712	\$ 49,556	\$ 65,900		TOTAL PERSONNEL SERVICES					
				MATERIALS & SERVICE					
13,295	13,395	16,000		ALL UTILITIES					
6,046	16,064	10,000		FIXED MAINTENANCE					
2,978	3,132	3,500		INSURANCE					
-	547	2,000		PROFESSIONAL SERVICES-Design & Engineering					
-	-	1,000		PROFESSIONAL SERVICES-Legal					
4,958	3,552	5,800		MISCELLANEOUS REPAIRS & PURCHASES					
\$ 27,277	\$ 36,690	\$ 38,300		TOTAL MATERIALS & SERVICES					
				CAPITAL OUTLAY					
				CAPITAL IMPROVEMENTS					
<b>\$ 84,961</b>	<b>\$ 94,945</b>	<b>\$ 154,200</b>		<b>TOTAL PORT OFFICE BUILDING</b>					
<b>\$ 250,047</b>	<b>\$ 288,512</b>	<b>\$ 411,800</b>		<b>TOTAL COMMERCIAL BUILDINGS</b>					

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23	BUDGET FY 2023-24		*PROPOSED	* APPROVED	*ADOPTED
<b>WATERFRONT INDUSTRIAL LAND</b>						
			PERSONNEL SERVICES			
42,598	47,322	84,500	WAGES			
20,354	21,470	30,600	BENEFITS			
<u>\$ 62,952</u>	<u>\$ 68,792</u>	<u>\$ 115,100</u>	TOTAL PERSONNEL SERVICES			
			MATERIALS & SERVICES			
621	95	10,000	FIXED MAINTENANCE			
1,028	1,082	1,200	INSURANCE			
44,742	110,739	25,000	PROFESSIONAL SERVICES-Design/Misc			
56,819	-	76,000	PROFESSIONAL SERVICES-Parking/Security			
56,103	-	40,000	PROFESSIONAL SERVICES-Legal			
9,417	1,722	5,000	MISCELLANEOUS REPAIRS & PURCHASES			
<u>\$ 168,730</u>	<u>\$ 113,638</u>	<u>\$ 157,200</u>	TOTAL MATERIAL & SERVICES			
			CAPITAL OUTLAY			
53,939	38,598	1,100,000	CAPITAL IMPROVEMENTS			
<u>\$ 285,621</u>	<u>\$ 221,028</u>	<u>\$ 1,372,300</u>	<b>TOTAL WATERFRONT INDUSTRIAL LAND</b>			
<b>WATERFRONT RECREATION</b>						
<b>***Event Site***</b>						
			PERSONNEL SERVICES			
80,263	80,847	103,600	WAGES			
35,773	32,692	43,600	BENEFITS			
<u>\$ 116,036</u>	<u>\$ 113,539</u>	<u>\$ 147,200</u>	TOTAL PERSONNEL SERVICES			
			MATERIALS & SERVICES			
37,728	26,397	43,000	ALL UTILITIES			
11,106	13,039	15,000	FIXED MAINTENANCE			
3,601	3,787	4,200	INSURANCE			
1,630	6,114	3,000	PROFESSIONAL SERVICES-Design & Engineering			
-	-	3,000	PROFESSIONAL SERVICES-Legal			
24,188	20,526	28,000	MISCELLANEOUS REPAIRS & PURCHASES			
<u>\$ 78,253</u>	<u>\$ 69,863</u>	<u>\$ 96,200</u>	TOTAL MATERIALS & SERVICES			
			CAPITAL OUTLAY			
47,458	-	20,000	CAPITAL IMPROVEMENTS			
<u>\$ 241,747</u>	<u>\$ 183,402</u>	<u>\$ 263,400</u>	<b>TOTAL WATERFRONT EVENT SITE</b>			
<b>***Hook/Spit/Nichols***</b>						
			PERSONNEL SERVICES			
30,582	41,533	54,700	WAGES & SALARIES			
16,759	21,012	29,700	TAXES & BENEFITS			
<u>\$ 47,341</u>	<u>\$ 62,545</u>	<u>\$ 84,400</u>	TOTAL PERSONNEL SERVICES			
			MATERIALS & SERVICES			
10,133	13,322	12,000	ALL UTILITIES			
2,899	2,657	6,000	NICHOLS MAINTENANCE			
16,386	13,163	8,000	HOOK/SPIT MAINTENANCE			
-	5,205	5,000	PROFESSIONAL SERVICES-Design & Other			
1,814	-	3,000	PROFESSIONAL SERVICES-Legal			
6,066	8,029	7,000	NICHOLS MISCELLANEOUS PURCHASES			
11,420	13,711	13,000	HOOK/SPIT MISCELLANEOUS PURCHASES			
<u>\$ 48,718</u>	<u>\$ 56,087</u>	<u>\$ 54,000</u>	TOTAL MATERIAL & SERVICES			
			CAPITAL OUTLAY			
63,243	-	30,000	CAPITAL IMPROVEMENTS			

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED		EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23	BUDGET FY 2023-24			*PROPOSED	* APPROVED	*ADOPTED
<b>\$ 159,302</b>	<b>\$ 118,632</b>	<b>\$ 168,400</b>		<b>TOTAL HOOK/SPIT/NICHOLS</b>			
				<b>***Marina Park***</b>			
				PERSONNEL SERVICES			
109,540	126,251		153,900	WAGES & SALARIES			
60,555	63,452		78,900	TAXES & BENEFITS			
<u>\$ 170,095</u>	<u>\$ 189,703</u>	<u>\$</u>	<u>\$ 232,800</u>	TOTAL PERSONNEL SERVICES			
				MATERIALS & SERVICES			
9,157	8,903		15,000	ALL UTILITIES			
16,882	12,134		24,000	FIXED MAINTENANCE			
3,879	4,079		4,500	INSURANCE			
-	-		1,700	PROPERTY TAX			
605	2,467		5,000	PROFESSIONAL SERVICES-Design & Engineering			
-	-		3,000	PROFESSIONAL SERVICES-Legal			
14,305	13,149		15,000	MISCELLANEOUS REPAIRS & PURCHASES			
<u>\$ 44,828</u>	<u>\$ 40,732</u>	<u>\$</u>	<u>\$ 68,200</u>	TOTAL MATERIALS & SERVICE			
				CAPITAL OUTLAY			
7,492	6,256		10,000	CAPITAL IMPROVEMENTS			
<b>\$ 222,415</b>	<b>\$ 236,691</b>	<b>\$ 311,000</b>		<b>TOTAL MARINA PARK</b>			
<b>\$ 623,464</b>	<b>\$ 538,725</b>	<b>\$ 742,800</b>		<b>TOTAL WATERFRONT RECREATION</b>			
				<b>MARINA</b>			
				PERSONNEL SERVICES			
95,749	127,999		153,100	WAGES & SALARIES			
54,053	64,039		78,900	TAXES & BENEFITS			
<u>\$ 149,802</u>	<u>\$ 192,038</u>	<u>\$</u>	<u>\$ 232,000</u>	TOTAL PERSONNEL SERVICES			
				MATERIALS & SERVICES			
38,252	42,839		44,000	ALL UTILITIES			
19,297	24,147		25,000	FIXED MAINTENANCE			
7,992	8,405		9,300	INSURANCE			
1,598	1,591		-	PROPERTY TAX			
12,003	12,408		15,000	PROFESSIONAL SERVICES- Other/Sheriff			
-	-		5,000	PROFESSIONAL SERVICES-Legal			
19,191	13,587		25,000	MISCELLANEOUS REPAIRS & PURCHASES			
<u>\$ 98,333</u>	<u>\$ 102,977</u>	<u>\$</u>	<u>\$ 123,300</u>	TOTAL MATERIALS & SERVICE			
				CAPITAL OUTLAY			
10,479	255,278		60,000	CAPITAL IMPROVEMENTS			
				DEBT			
95,575	92,375		95,500	PRINCIPAL & INTEREST			
<b>\$ 354,189</b>	<b>\$ 642,668</b>	<b>\$ 510,800</b>		<b>TOTAL MARINA</b>			
				<b>AIRPORT</b>			
				PERSONNEL SERVICES			
94,789	125,950		149,900	WAGES & SALARIES			
45,187	57,106		71,000	TAXES & BENEFITS			
<u>\$ 139,976</u>	<u>\$ 183,056</u>	<u>\$</u>	<u>\$ 220,900</u>	TOTAL PERSONNEL SERVICES			
				MATERIALS & SERVICES			
35,338	45,680		45,000	ALL UTILITIES			
40,282	16,753		65,000	FIXED MAINTENANCE			
14,566	14,725		17,000	INSURANCE			

**PORT OF HOOD RIVER  
REVENUE FUND  
\*\*\*HISTORICAL DATA ONLY\*\*\***

HISTORICAL DATA		ADOPTED		EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23	BUDGET FY 2023-24			*PROPOSED	* APPROVED	*ADOPTED
4,222	5,354	4,500		PROPERTY TAX			
44,819	18,872	20,000		PROFESSIONAL SERVICES-Design & Engineering			
34,724	-	30,000		PROFESSIONAL SERVICES-Legal			
6,169	12,146	10,000		MISCELLANEOUS REPAIRS & PURCHASES			
\$ 180,120	\$ 113,530	\$ 191,500		TOTAL MATERIALS & SERVICES			
				CAPITAL OUTLAY			
131,831	410,953	265,000		CAPITAL IMPROVEMENTS			
\$ 451,927	\$ 707,539	\$ 677,400		<b>TOTAL AIRPORT</b>			
<b>ADMINISTRATION</b>							
		95,000		PERSONNEL SERVICES			
-	-	28,100		WAGES & SALARIES			
-	-	123,100		TAXES & BENEFITS			
\$ -	\$ -	\$ 123,100		TOTAL PERSONNEL SERVICES			
				MATERIALS & SERVICES			
85,454	89,345	100,000		UNALLOCATED PURCHASES			
-	-	1,000		NSF CHECKS-BAD DEBT			
2,631	2,564	3,100		INSURANCE			
430	-	30,000		PROFESSIONAL SERVICES-Legal			
47,180	130,944	70,000		PROFESSIONAL SERVICES-Other			
97,114	-	70,000		PROFESSIONAL SERVICES-Systems/Accounting			
8,797	-	18,000		TRAVEL & MEETING			
\$ 241,606	\$ 222,853	\$ 292,100		TOTAL MATERIALS & SERVICES			
				CAPITAL OUTLAY			
12,276	63,533	284,000		CAPITAL PURCHASES			
\$ 253,882	\$ 286,386	\$ 699,200		<b>TOTAL ADMINISTRATION</b>			
<b>MAINTENANCE</b>							
		140,000		MATERIALS & SERVICES			
-	-	31,500		PROFESSIONAL SERVICES			
23,717	17,323	65,000		INSURANCE			
54,983	49,887	65,000		UNALLOCATED PURCHASES			
25,465	36,173	65,000		MACHINERY MAINTENANCE			
\$ 104,165	\$ 103,383	\$ 301,500		TOTAL MATERIALS & SERVICES			
				CAPITAL OUTLAY			
85,822	25,584	100,000		CAPITAL PURCHASES			
\$ 189,987	\$ 128,967	\$ 401,500		<b>TOTAL MAINTENANCE</b>			
\$ 5,771,212	\$ 6,844,949	\$ 12,028,549		<b>TOTAL OPERATIONS EXPENDITURES</b>			
651,515	959,488	609,839		TRANSFER-GENERAL FUND			
2,234,620	2,753,698	1,156,845		TRANSFER-BRIDGE REPAIR FUND			
	177,117	845,000		TRANSFER-BRIDGE REPLACEMENT FUND			
-	-	3,600,000		TRANSFER-BI-STATE BRIDGE REPLACEMENT FUND			
-	-	500,000		CONTINGENCY - OPERATING			
\$ 8,657,347	\$ 10,735,252	\$ 18,740,233		<b>TOTAL EXPENDITURES</b>			
\$ 1,795,700	\$ 30,228	\$ (2,964,733)		Change in Fund Balance			

PORT OF HOOD RIVER  
 REVENUE FUND  
 \*\*\*HISTORICAL DATA ONLY\*\*\*

HISTORICAL DATA			ADOPTED	EXPENDITURES	BUDGET FY 2024-25		
2 YRS PRIOR FY 2021-22	* 1YR PRIOR * FY 2022-23		BUDGET FY 2023-24		*PROPOSED	* APPROVED	*ADOPTED
\$ 10,971,663	\$ 11,001,891	\$ 7,635,267		ENDING FUND BALANCE			
APPROPRIATIONS							
\$ 2,195,958	\$ 2,503,824	\$ 3,083,800		PERSONNEL SERVICES			
\$ 3,009,760	\$ 2,821,791	\$ 3,919,348		MATERIALS & SERVICES			
\$ 311,441	\$ 1,270,269	\$ 3,289,901		CAPITAL OUTLAY			
\$ 254,053	\$ 249,065	\$ 1,735,500		DEBT SERVICE			
\$ 2,886,135	\$ 3,713,186	\$ 6,211,684		TRANSFERS			
\$ -	\$ -	\$ 500,000		CONTINGENCIES			
\$ 8,657,347	\$ 10,558,135	\$ 18,740,233		TOTAL APPROPRIATIONS			
\$ 140,707	\$ 140,707	\$ 2,097,600		FUND BALANCE - RESTRICTED			
\$ 10,830,956	\$ 10,861,184	\$ 5,537,667		FUND BALANCE - UNASSIGNED			
\$ 19,629,010	\$ 21,560,026	\$ 26,375,500		TOTAL REQUIREMENTS			





## **APPENDIX B**

- Notice of Budget Committee Meeting Affidavit
  - LB-1



NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Port of Hood River, Hood River County, to discuss the budget for the fiscal year July 1, 2024 to June 30, 2025, will be held at the Port of Hood River meeting room, 1000 E Port Marina Drive, Hood River, Oregon, 97031. The meeting will take place on May 7, 2024 at 1:30 p.m.

The purpose of the meeting is to receive the budget message and receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

A copy of the budget document may be inspected or obtained on or after May 3, 2024 at the Port administrative offices, 1000 E Port Marina Drive, Hood River, Oregon, between the hours of 9:00 a.m. and 5:00 p.m.

Apr. 17, 2024

#2418

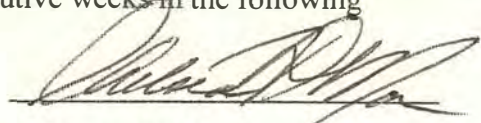
# Affidavit of Publication

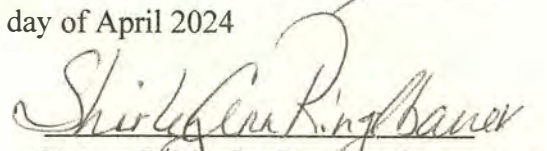
STATE OF OREGON, {SS  
County of Hood River

I, Chelsea Marr, being first duly sworn, depose and say that I am the publisher of the Columbia Gorge News, a newspaper of general circulation, printed in Salem, Oregon and published in the aforesaid state and county of Hood River, that I know from my personal knowledge that the **Notice of Budget Committee Meeting**, a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for each of one consecutive weeks in the following issues:

April 17, 2024

Subscribed and sworn to before me this 17th day of April 2024



  
Notary Public for Oregon  
My commission expires 8-28-27



A public meeting of the Port of Hood River Commission will be held on June 11, 2024 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, 2024 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](http://www.portofhoodriver.com). This budget is for an annual budget period ending June 30, 2025.

Contact: Debbie Smith-Wagar

Telephone: 541.386.6651

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

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount FY 2022-23	Adopted Budget FY 2023-24	Approved Budget FY 2024-25
Beginning Fund Balance/Net Working Capital	14,529,365	17,050,000	16,500,000
Tolls	5,833,527	9,924,000	11,031,000
Lease Income	3,119,185	2,909,750	4,367,550
User fees	481,086	287,400	3,620,000
Marina	417,885	507,900	475,400
Airport	281,557	294,000	297,500
Grant Income and Other Sources	4,112,921	10,327,450	3,264,400
Property Sales	0		4,000,000
Other Debt	0		0
Interest Income	377,817	217,000	782,000
Interfund Transfers	3,890,303	6,211,684	6,700,000
All Other Resources Except Property Taxes	33,043,646	47,729,184	51,037,850
Property Taxes Estimated to be Received	93,669	90,000	105,000
<b>Total Resources</b>	<b>33,137,315</b>	<b>47,819,184</b>	<b>51,142,850</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	2,876,162	3,637,934	3,303,830
Materials and Services	4,744,748	8,421,898	12,319,089
Capital Outlay	4,203,097	15,624,000	8,413,800
Debt Service	249,065	1,735,500	95,000
Interfund Transfers	3,890,303	6,211,684	6,700,000
Contingencies	0	1,000,000	7,850,000
Unappropriated Ending Balance and Reserved for Future Expenditure	17,173,940	11,188,168	12,461,131
<b>Total Requirements</b>	<b>33,137,315</b>	<b>47,819,184</b>	<b>51,142,850</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program FTE for that unit or program			
Toll Bridge	6,719,674	20,258,845	13,071,055
FTE	15.9	14.6	14.1
Industrial Buildings	1,980,085	4,144,848	1,893,950
FTE	4.7	4.9	4.8
Commercial Buildings	288,512	411,800	924,118
FTE	0.7	1.7	1.4
Waterfront Recreation	538,725	742,800	719,111
FTE	1.3	2.0	1.6
Marina	642,668	510,800	800,124
FTE	1.5	2.1	4.0
Airport	707,539	677,400	714,127
FTE	1.7	2.0	1.8
Land	221,028	1,372,300	1,925,455
FTE	0.5	3.1	0.9
Parking	0	0	941,279
FTE	0.0	0.0	1.0
General Government	390,569	699,839	0
FTE	2.3	4.2	0.0
Unallocated/Internal Service Expenses	584,272	1,600,700	10,992,500
Unappropriated Ending Balance and Reserved for Future Expenditure	17,173,940	11,188,168	12,461,131
Pass through transfers	3,890,303	6,211,684	6,700,000
<b>Total Requirements</b>	<b>33,137,315</b>	<b>47,819,184</b>	<b>51,142,850</b>
<b>Total FTE</b>	<b>28.6</b>	<b>34.6</b>	<b>29.6</b>

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

The Port of Hood River has redesigned its funds and departments to provide better financial transparency. As part of this restructuring, an internal service fund was added to the Port. An internal service fund helps track overhead, but when taken as a whole the appropriations in the new fund will be doubled as the individual departments also show the cost of reimbursing the fund for services. Other notable items in the budget include the Bridge Replacement Fund, which still has about \$3 million in unspent grant funds. This fund will be eliminated as soon as the grants funds are expended. Personnel costs will depict a 4.21% COLA (cost of living adjustment).

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, 2024	Estimated Debt Authorized, But Not Incurred on July 1, 2024
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$270,000	\$0
<b>Total</b>	<b>\$270,000</b>	<b>\$0</b>