

PORT OF HOOD RIVER COMMISSION
Thursday, June 23, 2016
Marina Center Boardroom
5:00 P.M.

Work Session 5:00 P.M. – 6:00 P.M

1. Hood River Bridge Replacement Project Work Session #1 *(Michael – Page 3)*

Regular Session Agenda

1. Call to Order
 - a. Modifications, Additions to Agenda
 2. Public Comment (5 minutes per person per subject; 30 minute limit)
 3. Consent Agenda
 - a. Approve Minutes of June 7, 2016 Regular Session and June 14, 2016 Special Session *(Laurie – Page 5)*
 - b. Approve Accounts Payable to Jaques Sharp Attorneys at Law in the Amount of \$6,346 *(Fred – Page 11)*
 4. Director’s Report *(Michael – Page 15)*
 5. Commissioner, Committee Reports
 - Urban Renewal – Commissioners Davies and Streich (June 13)
 6. Action Items
 - a. Approve Resolution No. 2015-16-10 Authorizing Budget Transfer for FY 2015-16 *(Fred – Page 23)*
 - b. Approve Resolution No. 2015-16-11 Revising Governance Policy to Designate Marina Ad-hoc Committee as a Standing Committee and Retain Current Membership *(Michael – Page 47)*
 - c. Approve Contract with Centrex Construction Inc., for Installation of New Maintenance Hangar Door Not to Exceed \$[TBD] *(Anne – Page 55)*
 - d. Approve Contract with A&E Heating for DMV Building HVAC Not to Exceed \$13,000 *(Anne – Page 57)*
 - e. Approve Contract with A&E Heating for Halyard Building Suite 104 HVAC Connection Not to Exceed \$[TBD] *(Anne – Page 63)*
 - f. Approve Contract with Aset Advanced Security & Electrical Technology, Inc. for Bridge Cameras Not to Exceed \$15,000 *(Fred – Page 65)*
 - g. Approve Contract with Schott and Associates for Wetland Mitigation Permitting Services Not to Exceed \$11,500 *(Anne – Page 73)*
 - h. Approve Contract with Vista GeoEnvironmental for Engineering Services Related to Wetland Mitigation Not to Exceed \$[TBD] *(Anne – Page 73)*
 7. Commission Call
-
9. Executive Session under ORS 192.660(2)(e) Real Estate Negotiations and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to be Filed
 10. Possible Action
 11. Adjourn

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

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

Commission Memo



Prepared by: Michael McElwee
Date: June 23, 2016
Re: Work Session: Bridge Replacement

The Commission has identified planning for bridge replacement to be a high priority for the remainder of the year and the need for ample time for the Commission to discuss this complicated matter. This meeting constitutes the first of a series of work sessions intended help formulate a winnable bridge replacement strategy. Any such strategy would include a myriad of financial, political and technical components. The following provides an outline for discussion:

A. Project Delivery

1. Port Development & Ownership
 - a. Phased, Hard Bid
 - b. Immediate Initiation, Hard Bid
 - c. Immediate Initiation, Design/Build
2. ODOT Project Management & Ownership
3. WDOT Project Management & Ownership
4. Bi-State Bridge Authority for Project Management/Ownership
5. Private Entity Project Management/Ownership
6. Port/Private Partnership for Project Management/Ownership

B. Financing

- Federal (FastLane)
- OR/WA State Transportation Funds
- TIFIA Loan
- Toll Revenue
- Port Equity/Debt
- Private Equity

C. Project Costs

- FEIS

- ROW Acquisition
- Engineering
- Project Management
- Permitting
- Construction Management
- Construction
- Port Replacement Revenue

D. Project Advocacy

- Paid (State & Federal)
- OneGorge
- Local Elected Officials
- Business Community

Recommendation: For Discussion.

**Port of Hood River Commission
 Meeting Minutes of June 7, 2016 Regular Session
 Marina Center Boardroom
 5:00 P.M.**

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

Present: Commissioners Jon Davies, Fred Duckwall, Rich McBride, and Brian Shortt; Legal Counsel Jerry Jaques; from staff, Fred Kowell, Anne Medenbach, Genevieve Scholl (excused at 5:40 p.m.), John Mann (excused at 5:55 p.m.), and Laurie Borton

Absent: Commissioner Hoby Streich; from staff, Michael McElwee

Media: None

1. CALL TO ORDER: The meeting of the Port of Hood River Commission was called to order at 5:00 p.m. by President Brian Shortt.

a. Modifications, Additions to Agenda: There was consensus to modify the order of presentations and action items to accommodate guests.

4. Reports, Presentations and Discussion Items

a. HRVHS Internship Report – Payton Rigert: Rigert, who has been working with Communications & Special Projects Manager Genevieve Scholl, reported on her activities at the Port during the past four months. Rigert stated that she enjoyed the time and had learned a lot about the Port. Scholl commented that Rigert had scanned a large number of historical photos for a “then and now” series and wrote an article on the Lower Mill project that had been posted to the Port’s website and Facebook account. In appreciation, Scholl presented Rigert with a Port t-shirt and hat along with a Certificate of Appreciation signed by Commission President Shortt.

2. PUBLIC COMMENT: Jon Laraway spoke about the need for signage in the boat launch parking indicating that the longer stalls should be used for vehicle-boat trailer parking only.

3. CONSENT AGENDA:

- a. Approve minutes of May 24, 2016 Regular Session meeting
- b. Approve contract with Hood River Painting for Chamber Building deck and rail painting not to exceed \$10,500

Motion: Move to approve Consent Agenda.

Move: Duckwall

Second: McBride

Vote: Aye: Davies, Duckwall, McBride, and Shortt

Absent: Streich

MOTION CARRIED

5. DIRECTOR’S REPORT: In the absence of Executive Director Michael McElwee, Chief Financial Officer Fred Kowell presented the Executive Director’s Report, highlighting the following items: McElwee is in Philadelphia to meet with bridge insurers; engineering intern Andrew Porter will begin work on June 20; ED evaluation materials will be distributed to the Commissioners at the next meeting; trenching on the Marina Green to relocate the new power conduit will begin by the end of the week; Lost & Found bins are now in place at the Event Site; two dinghy storage floats have been installed on the South Basin Dock by the Hood River Yacht Club; NBW Hood River (Naito Development) has not communicated with the Port regarding concerns that the new concrete pedestrian/bike path was not poured according to specifications; Hood River County Planning accepted the Airport Master Plan and a Comprehensive Plan Amendment will not be required; communications continue with the U.S. Coast Guard regarding efforts to restore operability to the bridge lift span; and repair of approximately 220 feet of bridge guardrail was completed in one day. Staff then provided a PowerPoint presentation of photos and video clips associated with the traffic reroute across the Interstate Bridge the afternoon and evening of June 3 due to a train derailment in Mosier. A claim for lost revenue for waived tolls and replacement costs for containment booms will be submitted for reimbursement. Maintenance, tollbooth, and office staff was commended for their coordination efforts.

6. COMMISSIONER, COMMITTEE REPORTS: None.

7. ACTION ITEMS:

a. Approve Resolution 2015-16-9 Adopting the FY 2016-17 Budget of \$21,219,900 and the Assessed Tax Rate of \$0.0332 per \$1,000 of Assessed Value: Kowell mentioned the budget to be approved does reflect a \$40,000 increase for state advocacy efforts.

- Motion:** Move to approve Resolution 2015-16-9 adopting the FY 2016-17 budget of \$21,219,900 and the assessed tax rate of \$0.0332 per \$1,000 of assessed value within the district.
- Move:** Duckwall
- Second:** Davies
- Vote:** **Aye:** Davies, Duckwall, McBride, and Shortt
Absent: Streich

MOTION CARRIED

b. Approve Contract with DKS Associates for Bridge Signage Plan Not to Exceed \$22,600: Work under this project will provide a plan for signage, including permanent and mobile signage and costs, for both sides of the bridge. This engineering effort will be required in order for the Departments of Transportation for Oregon and Washington to approve placement of signs. Because the Scope of Work was not clearly defined in the draft contract, action on this item was deferred to the next meeting.

d. Authorize Contract with Parsons Brinkerhoff for Lift Span Engineering Services Not to Exceed \$40,000: There are two engineering firms with relevant experience with vertical lifts on bridges—Parsons Brinkerhoff (“PB”) and Stafford Bandlow (“SB”). Entering into a contract will allow the Port to move forward more quickly in addressing U.S. Coast Guard concerns about efforts to restore the operability of the lift span. SB is currently under retainer by Chubb as part of their subrogation team associated with the bridge allision claim; they have conducted on-site investigations and are familiar with the mechanical and electrical operations of the bridge. SB engineers are available and can be deployed in a very short time; however, until the outcome of the insurance claim is known, staff is recommending a contract with PB. Kowell noted the contract would be contingent upon the outcome of McElwee’s meetings in Philadelphia.

- Motion:** Move to authorize contract with Parsons Brinkerhoff for lift span engineering services not to exceed \$40,000 plus reasonable reimbursable expenses.
- Move:** McBride
- Second:** Duckwall
- Discussion:** Attorney Jaques raised a question about a contract that was contingent upon meeting outcomes.
- Amended Motion:** Move to authorize contract with Parsons Brinkerhoff for lift span engineering services not to exceed \$40,000 plus reasonable reimbursable expenses, contingent upon advisement of Executive Director
- Motion:** McBride
- Second:** Duckwall
- Vote:** **Aye:** Davies, Duckwall, McBride, and Shortt
Absent: Streich

MOTION CARRIED

c. Approve Contract with Hood River Soaring for Glider Concession at the Airport: Anne Medenbach, Development & Property Manager, introduced Paul Woolery, who started Hood River Soaring, a 501(c)3 non-profit organization that would like to enter into a concession agreement at the Ken Jernstedt Airfield. Members will pay an annual fee for use of two gliders that are owned/leased by the club and scenic flights to the public will be offered for a fee. Tac-Aero, the airport FBO, will be hired by the club to tow the gliders. Medenbach said the club would like a concession for this season (through October) after which they will re-assess the season and an application for next

year would be expected. Woolery, who was later joined by club treasurer Kelly Cooper, spoke about program goals for the membership, ranging in age from 15-65, and answered questions from the Commission.

- Motion:** Move to approve glider concession agreement with Hood River Soaring at the Ken Jernstedt Airfield.
- Move:** Duckwall
- Second:** Davies
- Discussion:** Shortt inquired about the concession fee, with Medenbach responding the fee was \$500 for the concession term (through October 31, 2016). Woolery inquired if the Commission would consider either prorating or waiving the fee since they had a small budget. Shortt acknowledged there is Commission support for youth programs but with adult membership the Commission would need to consider what was reasonable. Davies recommended moving forward to allow the concession with staff negotiating the concession fee for the 2016 season and bringing that information back to the Commission.
- Vote:** **Aye:** Davies, Duckwall, McBride, and Shortt
Absent: Streich

MOTION CARRIED

8. COMMISSION CALL: Duckwall reported that he would not be available to attend the June 21 meeting; Shortt also said that he would not be available. Staff will get back to the Commissioners with optional dates. Davies commented on the Hood River Soaring glider discussion suggesting a fee of \$10 per adult membership or a \$50 credit per student membership. McBride spoke to the Commission from the podium regarding the June 3 train derailment to advocate for a ban on fossil fuel transportation through the Gorge and he urged staff to obtain copies of resolutions from other public entities and present an actionable item to the Commission. Shortt commended staff for the variety of responses to the traffic reroute across the bridge due to the train derailment—he viewed the actions as professional and first class—and he would like to have all who were involved invited to a Commission meeting for recognition.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:22 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate, ORS 192.660(2)(f) Exempt Public Records, and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to be Filed. The Commission was called back into Regular Session at 6:45 p.m.

10. POSSIBLE ACTION: No action was taken as a result of Executive Session.

11. ADJOURN: At 6:45 p.m. there was unanimous approval for a motion from Commissioner Davies to adjourn the meeting.

Respectfully submitted,

Laurie Borton

ATTEST:

Brian Shortt, President, Port Commission

Jon Davies, Secretary, Port Commission

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Port of Hood River Commission
Meeting Minutes of June 14, 2016 Special Meeting
Marina Center Boardroom
4:00 P.M.

(This meeting was not rec

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

Present: Commissioners Fred Duckwall, Rich McBride, Brian Shortt, and Hoby Streich (arriving at 4:20 p.m.). Legal Counsel Jerry Jaques. From staff, Michael McElwee, Fred Kowell (arriving at 4:15 p.m.), Anne Medenbach, Genevieve Scholl, and Laurie Borton

Absent: Commissioner Jon Davies

Media: None

CALL TO ORDER: President Brian Shortt called the meeting to order at 4:00 p.m. With no modifications or additions to the agenda, the Commission was immediately called into Executive Session under ORS 192.660(2)(f) Exempt Public Records and ORS 192.660(2)(h) Legal Counsel Regarding Current Litigation or Litigation Likely to be Filed.

The Commission was called back into Special Session at 4:25 p.m. The following action was taken as a result of Executive Session:

Motion: Move to approve contract with Stafford Bandlow Engineering for lift span engineering services not to exceed \$40,000 plus reasonable reimbursable expenses contingent upon legal review of final executed Settlement Agreement from Chubb Insurance.

Move: Duckwall

Second: McBride

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

Absent: Davies

MOTION CARRIED

Motion: Move to approve contract with Parsons Brinkerhoff for on-call services related to bridge replacement planning not to exceed \$25,000 plus reasonable reimbursable expenses.

Move: McBride

Second: Streich

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

Absent: Davies

MOTION CARRIED

Motion: Move to approve contract with DKS Associates for Bridge Signage Plan not to exceed \$22,600.

Move: Duckwall

Second: Streich

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

Absent: Davies

MOTION CARRIED

At 4:45 p.m. there was unanimous approval for a motion from McBride to adjourn the meeting.

Respectfully submitted,

ATTEST:

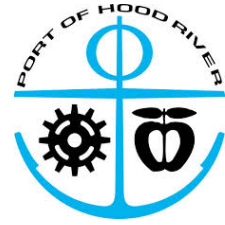
Laurie Borton

Brian Shortt, President, Port Commission

Jon Davies, Secretary, Port Commission

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Commission Memo



Prepared by: Fred Kowell
Date: June 23, 2016
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$6,346.00
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Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	<u>\$6,346.00</u>
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JAQUES SHARP

— ATTORNEYS AT LAW —

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

RECEIVED
JUN 13 2016

BY: _____

CREDIT CARDS ACCEPTED

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

Page: 1
June 09, 2016
PORTOHAM

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance
LEASE (HR Yacht Club, Inc.) 19.00	0.00	0.00	0.00	-19.00	\$0.00
MISCELLANEOUS MATTERS JJ 152.00	380.00	0.00	0.00	-152.00	\$380.00
FBO AIRPORT AGREEMENT (Gifford/Classic Wings) 76.00	874.00	0.00	0.00	-76.00	\$874.00
HRD LEASE (Hood River Distillers) 18.00	0.00	0.00	0.00	-18.00	\$0.00
LOT 3 DDA (Key Devp/Jeff Pickhardt) 216.00	0.00	0.00	0.00	-216.00	\$0.00
TRANSPORTATION ISSUES 1,995.00	0.00	0.00	0.00	-1,995.00	\$0.00
LEASE (Pfriem Brewing) 0.00	418.00	0.00	0.00	0.00	\$418.00
PROPERTY SALE (Bob Naito; NBW Hood River) 38.00	380.00	0.00	0.00	-38.00	\$380.00
LEASE (Hood River Distillers) 0.00	1,463.00	0.00	0.00	0.00	\$1,463.00
LEASE (Double Mountain) 0.00	209.00	0.00	0.00	0.00	\$209.00

HOOD RIVER, PORT OF

Account No: J
F

Previous Balance	Fees	Expenses	Advances	Payments	Balance
LEASE (CRG Freight) 0.00	209.00	0.00	0.00	0.00	\$209.00
PUBLIC CONTRACT RULES (Updated) 1,159.00	114.00	0.00	0.00	-1,159.00	\$114.00
CONTRACT (H.D.R. ENGINEERING) 0.00	19.00	0.00	0.00	0.00	\$19.00
GORGE NET EASEMENT 19.00	0.00	0.00	0.00	-19.00	\$0.00
BARGE BRIDGE DAMAGE 361.00	323.00	0.00	0.00	-361.00	\$323.00
WATER ISSUES ODELL 2,147.00	1,387.00	0.00	0.00	-2,147.00	\$1,387.00
ELECTION ISSUE 0.00	133.00	0.00	0.00	0.00	\$133.00
SOUTH BASIN DOCK 1,311.00	0.00	0.00	0.00	-1,311.00	\$0.00
BRIDGE CAMERA 0.00	437.00	0.00	0.00	0.00	\$437.00
<u>7,511.00</u>	<u>6,346.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-7,511.00</u>	<u>\$6,346.00</u>

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

Executive Director's Report

June 23, 2016

Staff & Administrative

- I will be taking a family vacation to Colorado from June 27 through July 7.
- President Shortt and Genevieve Scholl will attend the PNWA mid-year conference June 27-29 in Walla Walla.
- Our next Commission meeting is scheduled for July 12. Staff recommends rescheduling that meeting to July 19.
- Engineering intern Andrew Porter began work on June 20.
- Executive director performance review materials will be distributed to Commissioners early in the week of June 27 instead of June 23. Please be prepared to return these to Jerry's office by July 7 so that Jerry can compile the scores and comments for distribution at the July 19 meeting.
- During their June 20 meeting, the Hood River County Commission passed a resolution in support of the Port's bridge replacement efforts, thereby expressly including the bridge replacement project in the County Transportation System Plan (TSP).

Recreation/Marina

- Trenching and excavation work on for the new power conduit around Marina Green continues. Some setbacks were encountered but also some very positive news that will reduce the extent of trenching.
- The vessel American Pride pushed up against the east end of the Marina Breakwater on July 20 to offload passengers. The vessel is too large to enter the Marina and this location provides a reasonable alternative for that particular vessel. They are scheduled to return on August 17.
- The new Lost & Found procedures are now finalized. The bins for low value items are installed at the Event Site.
- Mr. Jurgen Hess has provided a letter with concerns about the amount of signage on the waterfront. His letter is attached.



Development/Property

- Utility work at the Lower Mill commenced on June 21.
- The Lot 1 Pre-application meeting was held with the City on June 14. The potential for private streets is a primary issue identified.

Airport

- I participated in an extensive tour of the Airport on June 20 conducted by the Port's Jay Cruz-Bravo. It is remarkable how much property Port staff maintains and how well they do it.
- The final Connect VI Review Committee has ranked our "Aviation Technology and Emergency Response Center" proposal 15th out of 75 applications. This decision places the project in a very good position for funding. The final decision is made by the OTC.

Bridge/Transportation

- As you know, I met with Chubb executives and their subrogation engineers on June 8 in Philadelphia. A draft release has been received and is being reviewed by counsel. I will provide a further update at the meeting.
- I testified to the Oregon Transportation Commission on June 16. My testimony is attached.
- I attended a hearing of the Joint Legislative Committee on Transportation in Portland on June 13 regarding bridge replacement efforts. Unfortunately, along with about 30 others, I was not able to testify due to the limited time available. The next Committee meeting is June 29 in Hermiston. Genevieve is available to attend and will testify at that hearing.
- A draft letter to the Governor regarding challenges and opportunities of Bridge replacement will be distributed at the meeting for review and direction from the Commission.
- Bridge deck replacement panels will be installed by Port staff and Bulldog Welding overnight on June 22/23.
- The June 3 oil train derailment resulted in about \$12,000 damages to the Port. We are seeking the proper avenue to make this claim.

BEFORE THE BOARD OF COMMISSIONERS
HOOD RIVER COUNTY, OREGON

IN THE MATTER OF SUPPORT FOR)
HOOD RIVER BRIDGE REPLACEMENT PROJECT) RESOLUTION NO. 2107

WHEREAS, Hood River County recognizes that the Hood River/White Salmon Interstate Bridge is a critical facility providing one of only two Columbia River crossings in the County; linking three National Highway System corridors: Interstate 84, Oregon Hwy 35, and Washington State Route 14; and

WHEREAS, The Hood River County Board of commissioners recognize that the 92-year old steel truss bridge is structurally deficient, functionally obsolete, and nearing the end of its serviceable life; and

WHEREAS, The Hood River County Board of Commissioners recognize that the potential failure or closure of the bridge would have severe social and economic impacts on the interdependent, bi-state communities of the Columbia River Gorge National Scenic Area; and

WHEREAS, The extremely narrow lane widths of the existing bridge adversely affect emergency response times and public safety during transportation emergencies and extreme congestion caused by detours of I-84 freeway traffic across the bridge; and

WHEREAS, The Hood River County Board of Commissioners recognize that the horizontal width under the bridge lift span is poorly aligned, insufficient, and dangerous for the commercial cargo barges navigating the federal inland waterway; and

WHEREAS, The Hood River County Board of Commissioners support the development of a new bicycle/pedestrian, multi-modal facility crossing the Columbia River between Hood River and Bingen/White Salmon, included in the current replacement bridge design concepts; and


WHEREAS, The Hood River County Transportation System Plan (TSP) references bridge replacement and the County Comprehensive Plan includes a directive to “participate in efforts to explore the need for and feasibility of long-term [bridge] improvements;” and

WHEREAS, The Hood River County Board of Commissioners support the efforts of the Port of Hood River Board of Commissioners to seek local, state, and federal funding partnerships to complete the final pre-construction and construction phases of a new, replacement bridge;

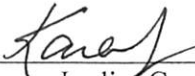
NOW BE IT THEREFORE RESOLVED, the Hood River County Board of Commissioners PROCLAIM near-term projects related to the final pre-construction phase as well as the eventual construction of a new, replacement interstate bridge connecting the communities of Hood River, Oregon and Bingen/White Salmon, Washington are high priority projects hereby included in the Hood River County Transportation System Plan.

Adopted this 20th day of June, 2016,

HOOD RIVER COUNTY BOARD OF COMMISSIONERS



Ron Rivers, Chair



Karen Joplin, Commissioner



Maui Meyer, Commissioner



Bob Benton, Commissioner



Les Perkins, Commissioner



Jurgen A. Hess

Environmental Planning · Restoration

PO Box 163 · Hood River OR · 97031 · 541.645.0720 · hess@gorge.net

June 9, 2016

Michael McElwee, Executive Director
1000 E. Port Marina Dr.
Hood River, OR 9703

Dear Michael:

I took a drive recently around the Event Site, Nichols Boat Basin and Spit areas to see how they are developing.

First the good news. Hampton Inn is turning out to be a very handsome building and should be an asset to the landscape and architectural character of the waterfront. I like the color, materials and the scale of the new structure. Landscaping is proceeding. For such a large building it does a good job of blending into the area.

Now the not so good news. The many wind/water based commercial sports activities at the event site, basin west shoreline, access road fencing and the end of the spit have created a visual mess. There are numerous vertical flags and fence signs put up for advertising wind/water and food services commercial facilities. They are all vying for their customers' attention. The area is losing any semblance of naturalness with the dominate theme being advertising flags, signs and small mobile structures. I understand that wind/water sports are seasonal and likely the signs will be removed after the season ends. However, the area is an important entry to our city in all seasons. While attractiveness is subjective, to me the area is very unattractive.

When I was on the City of Hood River Planning Commission, we envisioned a balance of commercial facilities and natural habitat for the waterfront area. While commercial facilities are rapidly growing, new developments mentioned above have included little if any natural landscaping with any habitat value. A better balance is needed for this area. There should be design standards for all signage and structures on Port property; standards that protect the overall visual character of the waterfront.

I'd like to sit down and discuss my concerns with you. Please contact me and we can set up a meeting.

Sincerely,

Jurgen

/s/ Jurgen A. Hess

Jurgen A. Hess

Ps....There were many dogs off leash in the areas....but that's a subject for another time

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Oregon Transportation Commission
June 16, 2016

Chair Baney & Commissioners:

Michael McElwee, Executive Director, Port of Hood River.

Welcome to Hood River. While you are in the Gorge, I hope you will learn as much as you can about our area's transportation system – there are issues and challenges here that are truly unique in Oregon.

The Port of Hood River encompasses about ½ of Hood River County. We have four business lines: the first three are Aviation, Recreation and Light Industrial Development. Our activities drive nearly 20% of the non-farm economic output of Hood River County.

Our fourth line of business is transportation for one reason: we own, operate, and maintain the Hood River/White Salmon Interstate Bridge. The Bridge is a critical to the Gorge economy on both sides of the River and a key part of our area transportation system. It is one of only two toll facilities in Oregon and the only one utilizing electronic tolling. In 2015, the bridge accommodated over 4 million vehicle crossings.

But parts of our bridge are 92 years old. Most of the rest is nearing 80 years old. The bridge has two extremely narrow travel lanes with no pedestrian or bike facilities. It is weight restricted to 80,000 lbs. It has a sufficiency rating of 49.8. The reality is that the Hood River Bridge is structurally deficient, functionally obsolete, and nearing the end of its service life.

Our Port has two requests of the Oregon Transportation Commission:

#1: Please direct ODOT to better include us in notifications during emergency events and in post-event debrief evaluations. Emergencies that require closure of I-84 occur about once per year. The most recent was on June 3, the Mosier derailment. When I-84 closes, the Hood River Bridge becomes part of the Interstate Highway System. ODOT uses it as a primary alternative route. During the June 3 event, our Bridge accommodated hundreds of heavy trucks many likely

at or exceeding 120,000 lbs. (Recall that the ODOT-imposed weight limit is 80,000 lbs.) The damage to the bridge deck was extensive. ODOT notification consisted of one voice mail, 30 minutes after local law enforcement called. No subsequent communication of any type was received, including any request to participate in after-action review.

#2: Please direct ODOT to proactively and positively participate in bridge replacement planning efforts. It is widely known a new bridge here is needed. And replacement will be especially challenging here where it involves two states, a federal waterway and a small, rural market. Yet these challenges do not mean that ODOT should ignore or slow walk crucial steps that position our off-system bridge for long-term replacement opportunities. Future steps will require the proactive, positive engagement of ODOT. The five elected officials I report to, and the 20,000 constituents in our Port District, believe our shared obligations as public agencies simply compel us to do so.

Thank you for this opportunity to comment. I have distributed other informational materials to staff.

Port of Hood River

Commission Memo

To: Commissioners
From: Fred Kowell
Date: June 23, 2016
Re: Budget Resolution Transfer

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

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

It should be noted that in preparing the Adopted Budget for FY 2015-16, I used the most current information at that time, changes occur as circumstances change during the year.

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

- Appropriation changes occurred between CIP and Materials & Services largely because of items that were originally budgeted in CIP but does not meet the capitalization threshold or policy when the costs were incurred. So the funding was budgeted and appropriated in CIP but must be expensed per GAAP (Generally Accepted Accounting Principles).
- The second primary change had more to do with under budgeting for an expense like utility costs or maintenance.
- This year we had a bridge allision that caused more expenses to be incurred for repairs and legal services. This Budget Transfer takes that into account.
- Personnel Services will see a slight increase in appropriation mainly to provide enough cushion for summer labor activities that may or may not

exceed the original appropriation levels. CIP appropriation was increased for the Airport due to the FAA moving up the south taxiway funding, and the Port applying for the Connect VI grant.

- In the attached spreadsheet, I have explained the cause of each budget transfer whether it was a reduction or increase from the Adopted Budget.
- Overall, this Budget Resolution Transfer is a zero impact to the overall appropriation for the Port. I look forward with explaining the changes that occurred or questions that you may have regarding the Budget Transfer.

RECOMMENDATION: Approve a Budget Transfer Resolution No. 2015-16-10 for the FY 2015-16 as presented.

**PORT OF HOOD RIVER
BUDGET ADJUSTMENTS BETWEEN MAJOR COST OBJECTS
SCHEDULE OF EXPENDITURES AND CHANGES TO APPROPRIATION
FOR THE FY 2015-16**

REVENUE FUND	Cost Center	Personnel Services			Materials & Services			Capital Outlay			Debt Service			Increase/ (Decrease) to Adopted Budget	Notes
		Adopted	Revised	Actual	Adopted	Revised	Actual	Adopted	Revised	Actual	Adopted	Revised	Actual		
<i>Toll Bridge</i>	100	799,000	799,000	698,159	429,000	529,000	447,252	260,000	160,000	76,969	-	-	-	-	1
<i>Industrial Facilities</i>															
Big 7	200/205	40,800	40,800	35,819	138,900	163,900	142,365	93,550	48,550	23,047	-	-	-	(20,000)	2
Jensen Property	302	60,900	60,900	51,421	186,000	186,000	154,914	58,200	43,200	16,900	145,000	145,000	132,863	(15,000)	3
Maritime Building	303	31,500	33,500	28,349	87,300	85,300	65,657	25,000	10,000	-	-	-	-	(15,000)	4
Halyard Building	307	57,400	57,400	48,560	171,800	209,800	188,506	22,000	57,000	33,560	-	-	-	73,000	2,4
Expo Center	401	9,500	9,500	7,222	33,600	53,600	51,090	0	0	-	-	-	-	20,000	5
Timber Incubator Bldg	702	29,400	31,400	26,394	29,400	27,400	21,617	5,000	20,000	13,567	-	-	-	15,000	3
Wasco Bldg	800	50,400	50,400	44,482	99,700	99,700	82,376	8,000	8,000	-	-	-	-	-	
Hanel Lower Mill		23,300	23,300	17,799	58,000	58,000	34,019	2,195,000	2,124,000	1,360,040	58,000	71,000	-	(58,000)	2,4,5
	+	303,200	307,200	260,046	804,700	883,700	740,543	2,406,750	2,310,750	1,447,114	203,000	216,000	132,863	-	
<i>Commercial Facilities</i>															
State (DMV) Office Bldg.	501	22,400	23,900	20,145	26,400	26,400	20,400	5,000	5,000	-	-	-	-	1,500	6
Marina Office Building	506	34,300	34,300	29,416	34,500	37,500	32,458	14,500	11,500	-	-	-	-	-	7
Port Office Building	502	19,600	21,100	17,406	20,400	20,400	16,707	25,000	22,000	-	-	-	-	(1,500)	6
		76,300	79,300	66,967	81,300	84,300	69,564	44,500	38,500	-	-	-	-	-	
<i>Waterfront Industrial Land</i>	300/301	44,100	46,100	39,821	198,400	196,400	86,779	337,500	237,500	166,074	-	-	-	(100,000)	8
<i>Waterfront Recreation</i>															
Eventsite	402	138,600	138,600	78,833	39,800	39,800	25,534	75,000	67,000	4,000	-	-	-	(8,000)	9
Hook and Spit	306/505	45,700	45,700	39,328	9,000	9,000	4,653	80,000	88,000	82,286	-	-	-	8,000	9
Marina Park	504	192,200	192,200	166,704	71,200	71,200	48,686	125,000	125,000	46,811	-	-	-	-	
		376,500	376,500	284,866	120,000	120,000	78,873	280,000	280,000	133,097	-	-	-	-	
<i>Marina</i>	503	144,200	144,200	112,575	94,000	94,000	84,180	24,000	24,000	10,823	100,350	100,350	98,536	-	9
<i>Airport</i>	600	81,000	81,000	68,647	125,000	125,000	104,320	48,000	148,000	75,092	-	-	-	-	8
Administration		24,000	24,000	13,182	108,000	108,000	68,790	45,000	35,000	23,181	-	-	-	(10,000)	10
Maintenance		-	-	-	88,000	88,000	71,148	60,300	70,300	64,807	-	-	-	10,000	10
		1,848,300	1,857,300	1,544,262	2,048,400	2,228,400	1,751,450	3,506,050	3,304,050	1,997,158	303,350	316,350	231,400	(100,000)	
<i>Increase/(Decrease) in Appropriation</i>			9,000			180,000			(202,000)			13,000			
Bridge Repair & Replacement Fund		26,400	28,400	24,074	71,500	286,500	246,244	548,000	330,000	105,092	708,800	709,800	709,298	(1,000)	11
General Fund		91,300	94,300	82,055	376,200	373,200	283,903	-	-	-	-	-	-	-	12

Notes to Budget Adjustments:

Changes to appropriations to Cost Center

- 1 Transfer \$50000 from CIP to M&S due to bridge allision legal and repair costs and \$50000 for transponders.
- 2 Big 7 CIP had originally anticipated \$50,000 of TI's and \$52,000 of HVAC and other building improvements. Some of these costs were not capitalizable and are thus expensed. \$25,000 is shifted to M&S and \$20000 to Halyard Ti Rm 104.
- 3 Transfer \$15000 to Timber Incubator CIP for lighting upgrade which shows gross amount not net after credit. Some Jensen work moved to FY 2016-17.
- 4 Transfer \$15000 to Halyard CIP to cover Ti improvements more than budget. A&E for Maritime shifted to next year's budget. Moved \$38000 from Hanel CIP to cover utilities at Halyard. Reimbursed through revenues.
- 5 Transfer \$20,000 from Hanel CIP due to prolonged closing on Expo. Hanel CIP will not be totally used this year. Transfer \$13000 to debt service due to budget prepared before final loan terms.
- 6 Transfer \$1500 to DMV PS from Port Bldg CIP that is unused and an additional \$1500 to Port PS from Port CIP due to possible overrun.
- 7 Transfer \$3000 from Marina Office CIP to M&S due to possible overrun in M&S. CIP will be used but not to budget.
- 8 Transfer \$2,000 from Waterfront Industrial Land Materials & Services to Personnel Services due to possible labor overrun. Transfer \$100,000 to Airport CIP due to North ramp and south taxiway work starting before anticipated by FAA funding.
- 9 Transfer \$8,000 from Eventsite CIP to Hook launch due to grant funding coming in higher than budgeted.
- 9 Transfer \$35,000 from Marina Materials & Services to CIP due to Boat House dock work being completed in this year than budgeted. Funding came from master plan budget that turned out to be significantly less.
- 10 Transfer \$10,00 from to Maintenance from ADMIN CIP due to additional work in Shop and yard.
- 11 Transfer \$215,000 from Bridge R&R CIP to M&S due to bridge allision and expense items versus capital. Also, transfer \$2000 to Bridge R&R PS from CIP due to possible PS overrun due to allision. Additional transfer of \$1000 for debt service.
- 12 Transfer \$3000 from General Fund M&S to PS due to possible overrun.

Resolution No. 2015-16-10

Resolution Transfer

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby approves the Budget Transfers for the fiscal year ended June 30, 2016 as presented below and discussed before the Board.

Transfer of Appropriations between Cost Categories

General Fund	Adopted Budget	Revised Budget	Change Increase (Decrease)
<u>Resources</u>			
Property Taxes	\$ 61,700	\$ 61,700	\$ -
Transfers from Revenue Fund	405,800	405,800	\$ -
<i>Total</i>	\$ 467,500	\$ 467,500	\$ -
<u>Appropriations</u>			
Personnel Services	\$ 91,300	\$ 94,300	\$ 3,000
Materials & Services	376,200	373,200	(3,000)
<i>Total</i>	\$ 467,500	\$ 467,500	\$ -
<u>Revenue Fund</u>			
<u>Appropriations</u>			
Personnel Services	\$ 1,848,300	\$ 1,857,300	\$ 9,000
Materials & Services	2,048,400	2,228,400	180,000
Capital Outlay	3,506,050	3,304,050	(202,000)
Debt Service	303,350	316,350	13,000
Transfers	2,260,500	2,260,500	-
Contingency	500,000	500,000	-
<i>Total</i>	\$ 10,466,600	\$ 10,466,600	\$ -
<u>Bridge Repair & Replacement Fund</u>			
<u>Resources</u>			
Transfers from Revenue Fund	\$ 1,854,700	\$ 1,854,700	\$ -
<u>Appropriations</u>			
Personnel Services	\$ 26,400	\$ 28,400	\$ 2,000
Materials & Services	71,500	286,500	215,000
Capital Outlay	548,000	330,000	(218,000)
Debt Service	708,800	709,800	1,000
Contingency	500,000	500,000	-
<i>Total</i>	\$ 1,854,700	\$ 1,854,700	\$ -
<i>Total Appropriations</i>	\$ 12,788,800	\$ 12,788,800	\$ -

ADOPTED BY THE BOARD OF COMMISSIONERS this 23rd day of June, 2016.

Brian Shortt

Fred Duckwall

Jon Davies

Hoby Streich

Rich McBride

PORT OF HOOD RIVER
GENERAL FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB-31

HISTORICAL DATA		ADOTTED BUDGET		ADOTTED BUDGET		ADOTTED BUDGET		ADOTTED BUDGET	
2 YRS PRIOR	* 1YR PRIOR	* 1YR PRIOR	* BUDGET	* BUDGET	* BUDGET	* BUDGET	* BUDGET	* BUDGET	* BUDGET
FY 2012-13	FY 2013-14	FY 2013-14	FY 2014-15	FY 2014-15	FY 2014-15	FY 2014-15	FY 2014-15	FY 2014-15	FY 2014-15
1	17,426	57,767	55,468						
2	\$ 3,525	558	100						
3	20,951	58,325	55,568						
4	55,872	59,598	59,101						
5	55,872	59,598	59,101						
6	312,484	288,534	339,869						
7	\$ 389,307	\$ 406,457	\$ 454,538						
8									
9	6,000	6,000	6,000						
10	38,694	37,809	45,093						
11	21,834	14,740	18,502						
12	\$ 66,528	\$ 58,549	\$ 69,595						
13									
14	48,500	48,550	48,550						
15									
16	28,823	10,204	30,000						
17	12,427	13,477	18,100						
18	11,448	17,404	15,000						
19	1,785	2,218	4,650						
20									
21	111,914	133,060	130,000						
22	29,330	28,053	30,400						
23	19,025	17,479	21,550						
24	4,059	16,540	12,000						
25	\$ 267,311	\$ 286,985	\$ 329,375						
26									
27									
28									
29									
30									
31									
32									
33	\$ 333,839	\$ 345,534	\$ 398,970						
34									
35									
36									
37	\$ 66,528	\$ 58,549	\$ 69,595						
38	\$ 267,311	\$ 286,985	\$ 329,375						
39									
40									
41									
42									
43									
44	\$ 333,839	\$ 345,534	\$ 398,970						
45	\$ 55,468	\$ 60,923	\$ 55,568						

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**PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16**

FORM LB 20

HISTORICAL DATA				ADOTTED BUDGET		EXPENDITURES	
2 YRS PRIORITY	1 YR PRIORITY	ADOTTED BUDGET	ADOTTED BUDGET	DESCRIPTION	APPROVED	ADOTTED	REVISED
FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15				
1				TOLL BRIDGE			
2				PERSONNEL SERVICES			
3	372,488	471,565	523,854	WAGES & SALARIES	567,100	567,100	567,100
4	130,721	151,283	213,896	TAXES & BENEFITS	231,900	231,900	231,900
5	503,209	622,848	737,749	TOTAL PERSONNEL SERVICES	799,000	799,000	799,000
6				MATERIALS & SERVICES			
7	17,006	18,549	20,360	ALL UTILITIES	20,000	20,000	20,000
8	208	15,126	10,000	FIXED MAINTENANCE	22,000	22,000	42,000
9	219,009	225,728	224,652	INSURANCE	231,000	231,000	238,000
10	7,589	29,885	49,000	PROFESSIONAL SERVICES -Other	50,000	50,000	50,000
11	689	198	1,000	PROFESSIONAL SERVICES -Legal	1,000	1,000	25,000
12	30,394	33,974	40,018	CREDIT CARD PROCESSING	40,000	40,000	60,000
13				TRANSPONDER WRITE-OFF	25,000	25,000	54,000
14	58,170	59,867	55,921	MISCELLANEOUS REPAIRS & PURCHASES	40,000	40,000	40,000
15	333,065	383,327	400,951	TOTAL MATERIALS & SERVICES	429,000	429,000	529,000
16				CAPITAL OUTLAY			
17	-	2,857	105,800	CAPITAL PURCHASE	260,000	260,000	160,000
18	-	2,857	105,800	TOTAL CAPITAL OUTLAY	260,000	260,000	160,000
19	\$ 836,274	\$ 1,009,032	\$ 1,244,500	TOTAL TOLL BRIDGE	\$ 1,488,000	\$ 1,488,000	\$ 1,488,000
20				***Big 7 Building***			
21				PERSONNEL SERVICES			
22	21,092	21,531	25,980	WAGES & SALARIES	27,600	27,600	27,600
23	11,827	8,208	13,034	TAXES & BENEFITS	13,200	13,200	13,200
24	32,919	29,739	39,015	TOTAL PERSONNEL SERVICES	40,800	40,800	40,800
25				MATERIALS & SERVICES			
26	63,361	64,320	68,071	ALL UTILITIES	69,000	69,000	69,000
27	6,986	5,177	7,499	FIXED MAINTENANCE	20,000	20,000	50,000
28	8,501	9,941	9,904	INSURANCE	9,500	9,500	9,500
29	25,075	25,558	28,439	PROPERTY TAX	24,400	24,400	16,400
30			1,075	PROFESSIONAL SERVICES-Design & Engineering	1,000	1,000	1,000
31	1,217	-	-	PROFESSIONAL SERVICES-Commission	-	-	-
32	469	643	1,000	PROFESSIONAL SERVICES-Legal	1,000	1,000	1,000
33	12,548	11,770	12,637	MISCELLANEOUS REPAIRS & PURCHASES	14,000	14,000	17,000
34	118,157	117,409	128,625	TOTAL MATERIALS & SERVICES	138,900	138,900	163,900
35				CAPITAL OUTLAY			
36	32,666	4,542	107,000	CAPITAL PURCHASES	93,550	93,550	48,550
37	32,666	4,542	107,000	TOTAL CAPITAL OUTLAY	93,550	93,550	48,550
38	\$ 183,742	\$ 151,690	\$ 274,640	TOTAL BIG 7 BUILDING	\$ 273,250	\$ 273,250	\$ 253,250
39				***Jensen Property***			
40				PERSONNEL SERVICES			
41	33,571	34,724	39,336	WAGES & SALARIES	41,300	41,300	41,300
42	18,106	13,238	19,902	TAXES & BENEFITS	19,600	19,600	19,600
43	51,677	47,962	59,239	TOTAL PERSONNEL SERVICES	60,900	60,900	60,900
44				MATERIALS & SERVICES			
45	101,422	97,818	103,960	ALL UTILITIES	110,000	110,000	110,000
46	720	14,592	20,930	FIXED MAINTENANCE	12,000	12,000	12,000
47	4,154	5,141	5,467	INSURANCE	5,500	5,500	5,500
48	38,451	39,283	41,308	PROPERTY TAX	41,500	41,500	41,500
49	294	320	3,000	PROFESSIONAL SERVICES-Design & Engineering	4,000	4,000	4,000
50	172	3,240	1,000	PROFESSIONAL SERVICES-Legal	1,000	1,000	1,000
51	14,469	11,117	14,992	MISCELLANEOUS REPAIRS & PURCHASES	12,000	12,000	12,000

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**PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16**

FORM LB 20

HISTORICAL DATA				BUDGET FY 2015-16		
2 YRS PRIOR	1 YR PRIOR	ADOPTED	APPROVED	ADOPTED	REVISED	
FY 2012-13	FY 2013-14	FY 2014-15				
52 \$	159,682 \$	171,511 \$	190,657	186,000 \$	186,000 \$	186,000
53						
54	-	20,305	110,000	58,200	58,200	43,200
55 \$	-	20,305 \$	110,000	58,200 \$	58,200 \$	43,200
56						
57	144,942	144,942	145,000	145,000	145,000	145,000
58 \$	144,942 \$	144,942 \$	145,000	145,000 \$	145,000 \$	145,000
59 \$	356,301 \$	384,720 \$	504,896	450,100 \$	450,100 \$	435,100
60						
61						
62	15,976	18,090	21,090	21,600	21,600	23,600
63	9,395	6,829	9,842	9,900	9,900	9,900
64 \$	25,371 \$	24,919 \$	30,932	31,500 \$	31,500 \$	33,500
65						
66	29,248	39,839	44,389	38,000	38,000	38,000
67	919	9,970	12,911	12,000	12,000	10,000
68	3,690	4,459	4,541	4,500	4,500	4,500
69	11,751	14,164	15,664	15,800	15,800	15,800
70	17,532	-	5,000	4,000	4,000	4,000
71	4,608	162	1,000	1,000	1,000	1,000
72	24,223	4,960	12,537	12,000	12,000	12,000
73 \$	91,971 \$	73,554 \$	96,042	87,300 \$	87,300 \$	85,300
74						
75	44,735	49,983	35,000	25,000	25,000	10,000
76 \$	44,735 \$	49,983 \$	35,000	25,000 \$	25,000 \$	10,000
77 \$	162,077 \$	148,456 \$	161,974	143,800 \$	143,800 \$	128,800
78						
79						
80	34,084	34,420	36,764	39,300	39,300	39,300
81	20,002	13,060	17,599	18,100	18,100	18,100
82 \$	54,086 \$	47,480 \$	54,363	57,400 \$	57,400 \$	57,400
83						
84	45,720	60,473	60,066	79,000	79,000	117,000
85	20,209	19,055	24,195	20,000	20,000	20,000
86	4,006	4,807	3,967	5,000	5,000	5,000
87	13,963	25,044	27,547	57,300	57,300	57,300
88	-	1,010	2,896	1,000	1,000	1,000
89	7,092	2,772	3,000	3,500	3,500	3,500
90	21,988	4,774	6,181	6,000	6,000	6,000
91 \$	112,978 \$	117,935 \$	127,852	171,800 \$	171,800 \$	209,800
92						
93	278,700	244,834	17,000	22,000	22,000	57,000
94 \$	278,700 \$	244,834 \$	17,000	22,000 \$	22,000 \$	57,000
95 \$	445,764 \$	410,249 \$	199,215	251,200 \$	251,200 \$	324,200
96						
97						
98	35,784	24,421	8,606	6,600	6,600	6,600
99	19,680	9,516	3,758	2,900	2,900	2,900
100 \$	55,464 \$	33,937 \$	12,364	9,500 \$	9,500 \$	9,500
101						
102	40,413	38,733	2,500	12,000	12,000	26,000
103	2,220	1,164	-	1,000	1,000	1,000

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PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		BUDGET FY 2015-16		BUDGET FY 2015-16	
2 YRS PRIOR	1 YR PRIOR	ADOPTED	APPROVED	ADOPTED	REVISED
FY 2012-13	FY 2013-14	FY 2014-15			
104	6,933	8,128	3,500	3,500	7,000
105	35,728	34,870	13,600	13,600	8,400
106	-	22,660	1,000	1,000	1,000
107	-	6,111	2,000	2,000	9,000
108	3,548	3,800	500	500	1,200
109	88,842	115,466	33,600	33,600	53,600
110	-	-	-	-	-
111	-	-	-	-	-
112	-	-	-	-	-
113	144,306	149,403	43,100	43,100	63,100
114	-	-	-	-	-
115	-	-	-	-	-
116	18,723	18,215	20,100	20,100	22,100
117	10,452	6,972	9,300	9,300	9,300
118	29,175	25,187	29,400	29,400	31,400
119	-	-	-	-	-
120	5,745	5,768	11,000	11,000	9,000
121	1,372	6,191	6,000	6,000	6,000
122	905	1,110	1,100	1,100	1,100
123	7,669	1,505	7,300	7,300	7,300
124	-	-	1,000	1,000	1,000
125	288	180	1,000	1,000	1,000
126	3,245	982	2,000	2,000	2,000
127	19,332	15,736	29,400	29,400	27,400
128	-	-	-	-	-
129	-	-	5,000	5,000	20,000
130	-	-	5,000	5,000	20,000
131	48,507	40,923	63,800	63,800	78,800
132	-	-	-	-	-
133	-	-	-	-	-
134	27,527	28,313	34,200	34,200	34,200
135	15,189	11,194	16,200	16,200	16,200
136	42,716	39,507	50,400	50,400	50,400
137	-	-	-	-	-
138	33,133	36,726	41,000	41,000	41,000
139	332	9,762	13,000	13,000	13,000
140	2,970	3,608	4,000	4,000	4,000
141	22,752	23,197	24,700	24,700	24,700
142	-	-	1,000	1,000	1,000
143	347	-	1,000	1,000	1,000
144	8,295	7,041	15,000	15,000	15,000
145	67,829	80,334	99,700	99,700	99,700
146	-	-	-	-	-
147	-	8,588	8,000	8,000	8,000
148	-	8,588	8,000	8,000	8,000
149	110,545	128,429	158,100	158,100	158,100
150	-	-	-	-	-
151	-	-	-	-	-
152	-	10,000	15,900	15,900	15,900
153	-	2,000	7,400	7,400	7,400
154	-	-	23,300	23,300	23,300
155	-	-	-	-	-

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PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		ADPTED BUDGET		BUDGET FY 2015-16	
2YRS PRIOR	1 YR PRIOR	ADPTED BUDGET	ADPTED BUDGET	APPROVED	ADOPTED
FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15		REVISED
156				10,000	10,000
157			10,000	10,000	10,000
158			1,000	1,000	1,000
159			10,000	10,000	10,000
160			20,000	20,000	20,000
161			5,000	5,000	5,000
162			2,000	2,000	2,000
163			\$ 48,000	\$ 58,000	\$ 58,000
164					
165				2,195,000	2,195,000
166				\$ 2,195,000	\$ 2,124,000
167				58,000	71,000
168				58,000	71,000
169				2,334,300	2,276,300
170				\$ 3,717,650	\$ 3,717,650
171					
172					
173					
174				15,300	16,800
175				7,100	7,100
176				\$ 22,400	\$ 23,900
177					
178				5,100	5,100
179				8,000	8,000
180				800	800
181				1,500	1,500
182				1,000	1,000
183				1,000	1,000
184				9,000	9,000
185				\$ 26,400	\$ 26,400
186					
187				5,000	5,000
188				5,000	5,000
189				\$ 53,800	\$ 53,800
190					
191					
192				23,400	23,400
193				10,900	10,900
194				\$ 34,300	\$ 34,300
195					
196				10,200	13,200
197				5,000	5,000
198				1,800	1,800
199				10,500	10,500
200				1,000	1,000
201				1,000	1,000
202				5,000	5,000
203				\$ 34,500	\$ 37,500
204					
205				14,500	11,500
206				\$ 14,500	\$ 11,500
207					

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PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		ADOPTED BUDGET		REVIS	
2YRS PRIORITY	1 YR PRIORITY	2014-15	2014-15	2014-15	2014-15	2014-15	2014-15
FY 2012-13	FY 2013-14	FY 2014-15	FY 2014-15	FY 2014-15	FY 2014-15	FY 2014-15	FY 2014-15
207 \$ 60,218	\$ 109,449	\$ 123,871	\$ 83,300	\$ 83,300	\$ 83,300	\$ 83,300	\$ 83,300
TOTAL MARINA OFFICE BUILDING							
Port Office							
PERSONNEL SERVICES							
208							
209							
210	15,582	9,835	11,708	13,500	13,500	15,000	15,000
211	8,162	3,966	5,549	6,100	6,100	6,100	6,100
212	23,744	13,801	17,257	19,600	19,600	21,100	21,100
213							
214	1,772	2,702	7,367	5,500	5,500	5,500	5,500
215	-	3,153	1,947	7,000	7,000	7,000	7,000
216	-	1,021	690	2,400	2,400	2,400	2,400
217	-	-	2,070	-	-	-	-
218	485	-	518	1,000	1,000	1,000	1,000
219	90	90	-	500	500	500	500
220	2,140	2,715	1,658	4,000	4,000	4,000	4,000
221	4,487	9,681	14,250	20,400	20,400	20,400	20,400
222							
223	116,324	-	15,000	25,000	25,000	22,000	22,000
224	116,324	-	15,000	25,000	25,000	22,000	22,000
225	144,555	23,482	46,507	65,000	65,000	63,500	63,500
226	\$244,772	\$170,716	\$260,533	\$202,100	\$202,100	\$202,100	\$202,100
TOTAL PORT OFFICE							
TOTAL COMMERCIAL BUILDINGS							
WATERFRONT INDUSTRIAL LAND							
PERSONNEL SERVICES							
228							
229	48,359	33,190	31,292	30,700	30,700	32,700	32,700
230	27,651	12,800	12,800	13,400	13,400	13,400	13,400
231	76,010	45,990	44,092	44,100	44,100	46,100	46,100
232							
233							
234		627	2,000	4,000	4,000	4,000	4,000
235				1,200	1,200	1,200	1,200
236	1,182	76,372	132,500	135,000	135,000	133,000	133,000
237	53,833	16,670	10,000	40,000	40,000	40,000	40,000
238	54,929	34,714	10,000	10,000	10,000	10,000	10,000
239	4,070	1,832	5,134	2,200	2,200	2,200	2,200
240	10,556	5,641	3,000	6,000	6,000	6,000	6,000
241	124,570	135,856	162,634	198,400	198,400	196,400	196,400
242							
243	307,065	35,210	1,029,255	337,500	337,500	237,500	237,500
244	307,065	35,210	1,029,255	337,500	337,500	237,500	237,500
245							
246							
247							
248	\$ 507,645	\$ 217,056	\$ 1,235,981	\$ 580,000	\$ 580,000	\$ 480,000	\$ 480,000
TOTAL WATERFRONT INDUSTRIAL LAND							
WATERFRONT RECREATION							
Event Site							
PERSONNEL SERVICES							
250							
251							
252	63,894	72,953	97,936	113,300	113,300	113,300	113,300
253	28,965	23,917	21,271	25,300	25,300	25,300	25,300
254	92,859	96,870	119,207	138,600	138,600	138,600	138,600
255							
256	10,694	12,430	12,836	15,000	15,000	15,000	15,000
257	-	8,089	10,377	9,000	9,000	9,000	9,000
258	461	577	521	800	800	800	800

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PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA				BUDGET FY 2015-16	
	2 YRS PRIOR FY 2012-13	1 YR PRIOR FY 2013-14	ADOPTED BUDGET FY 2014-15	APPROVED	ADOPTED
				REVISED	
259	-	-	1,035	2,000	2,000
260	552	5,562	4,000	2,000	2,000
261	21,633	7,468	8,427	11,000	11,000
262	\$ 33,340	\$ 34,126	\$ 37,196	\$ 39,800	\$ 39,800
263					
264	-	-	10,000	75,000	75,000
265	-	-	10,000	75,000	75,000
266	\$ 126,199	\$ 130,996	\$ 166,403	\$ 253,400	\$ 253,400
267					
268					
269	23,229	28,501	31,133	32,700	32,700
270	10,640	9,732	12,665	13,000	13,000
271	\$ 33,869	\$ 38,233	\$ 43,798	\$ 45,700	\$ 45,700
272					
273					
274		428		1,000	1,000
275	2,096	4,664	4,518	500	500
276			500	1,000	1,000
277	13,742	6,095	10,577	500	500
278	\$ 15,838	\$ 11,187	\$ 15,595	\$ 6,000	\$ 6,000
279				\$ 9,000	\$ 9,000
280	-	39,970	246,000	80,000	80,000
281	-	39,970	246,000	80,000	80,000
282	\$ 49,707	\$ 89,390	\$ 305,393	\$ 134,700	\$ 134,700
283					
284					
285	134,588	147,000	145,861	135,900	135,900
286	65,848	53,673	66,416	56,300	56,300
287	\$ 200,436	\$ 200,673	\$ 212,277	\$ 192,200	\$ 192,200
288					
289	24,649	28,959	31,134	25,000	25,000
290	5,172	23,386	29,937	24,700	24,700
291	691	1,123	982	1,600	1,600
292	1,142	1,172	1,227	1,400	1,400
293			500	5,000	5,000
294	295		500	500	500
295	21,156	6,138	4,325	13,000	13,000
296	\$ 53,105	\$ 60,778	\$ 68,605	\$ 71,200	\$ 71,200
297					
298	11,160	52,910	582,122	125,000	125,000
299	\$ 11,160	\$ 52,910	\$ 582,122	\$ 125,000	\$ 125,000
300	\$ 264,701	\$ 314,361	\$ 863,004	\$ 388,400	\$ 388,400
301	\$ 440,607	\$ 534,747	\$ 1,334,800	\$ 776,500	\$ 776,500
302					
303	53,642	89,971	101,441	98,000	98,000
304	24,242	31,756	50,471	46,200	46,200
305	\$ 77,884	\$ 121,727	\$ 151,912	\$ 144,200	\$ 144,200
306					
307	27,381	11,007	25,411	22,000	22,000
308	1,726	23,110	22,681	18,000	18,000
	6,855	13,547	12,965	15,000	15,000

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PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16

FORM LB 20

HISTORICAL DATA		ADOTTED BUDGET		BUDGET FY 2015-16	
2 YRS PRIOR	1 YR PRIOR	ADOTTED BUDGET	ADOTTED BUDGET	APPROVED	REVISED
FY 2012-13	FY 2013-14	FY 2014-15			
309					
310	2,047	1,194	50,000	11,000	11,000
311	1,866	6,876	6,000	6,000	6,000
312	32,238	12,334	22,244	22,000	22,000
313	72,113	68,068	139,301	94,000	94,000
314					
315	344,079	376,003	60,000	24,000	24,000
316	344,079	376,003	60,000	24,000	24,000
317					
318	25,954	106,276	89,896	100,350	100,350
319	25,954	106,276	89,896	100,350	100,350
320	520,030	672,074	441,109	362,550	362,550
321	520,030	672,074	441,109	362,550	362,550
322					
323					
324					
325	52,520	52,330	50,187	55,100	55,100
326	26,225	19,152	24,480	25,900	25,900
327	78,745	71,482	74,667	81,000	81,000
328					
329	34,368	39,350	42,952	40,000	40,000
330	19,950	70,802	50,000	50,000	50,000
331	7,935	8,442	9,550	9,200	9,200
332	3,949	4,003	4,243	3,800	3,800
333	1,209	5,056	18,500	5,000	5,000
334	15,673	7,064	9,000	8,000	8,000
335	11,860	6,894	9,053	9,000	9,000
336	94,944	141,611	143,298	125,000	125,000
337					
338	3,407,348	130,355	224,000	48,000	148,000
339	3,407,348	130,355	224,000	48,000	148,000
340	3,581,037	343,448	441,965	254,000	354,000
341					
342					
343					
344	116	-	14,000	9,000	9,000
345	116	-	23,000	15,000	15,000
346					
347	43,620	48,249	42,647	24,000	24,000
348	423	20	500	47,000	47,000
349	4,412	3,307	4,700	500	500
350	2,650	1,259	5,000	5,500	5,500
351		19,929	5,000	5,000	5,000
352			10,000	24,000	24,000
353			5,000	16,000	16,000
354	2,199	4,304	5,000	2,000	2,000
355	53,304	77,068	80,847	8,000	8,000
356				108,000	108,000
357	-	12,620	103,900	45,000	35,000
358	-	12,620	103,900	45,000	35,000
359	53,420	89,688	207,747	177,000	167,000
360					
361					

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**PORT OF HOOD RIVER
REVENUE FUND
BUDGET FOR FISCAL YEAR 2015-16**

FORM LB 20

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2015-16	
2 YRS PRIOR	1 YR PRIOR	ADOPTED	BUDGET	APPROVED	ADOPTED
FY 2012-13	FY 2013-14	FY 2014-15			REVISED
362					
363	157	-	-	-	-
364	\$ 157	\$ -	\$ -	\$ -	\$ -
365					
366					
367	4,205	16,088	22,350	22,000	22,000
368	27,156	31,967	28,050	31,000	31,000
369	27,186	33,028	38,000	35,000	35,000
370	\$ 58,547	\$ 81,083	\$ 88,400	\$ 88,000	\$ 88,000
371					
372	31,961	31,466	75,000	60,300	70,300
373	\$ 31,961	\$ 31,466	\$ 75,000	\$ 60,300	\$ 70,300
374	\$ 90,665	\$ 112,549	\$ 163,400	\$ 148,300	\$ 158,300
375					
376	\$ 7,725,692	\$ 4,563,180	\$ 7,723,625	\$ 7,706,100	\$ 7,706,100
377					
378	312,484	288,534	339,869	405,800	405,800
379	1,687,837	906,940	1,919,494	1,854,700	1,854,700
380			500,000	500,000	500,000
381					
382	\$ 9,726,013	\$ 5,758,654	\$ 10,482,988	\$ 10,466,600	\$ 10,466,600
383					
384	\$ 1,737,249	\$ 2,193,494	\$ 896,344	\$ 1,846,130	\$ 1,846,130
385					
386					
387					
388	\$ 1,428,350	\$ 1,499,742	\$ 1,763,577	\$ 1,848,300	\$ 1,857,300
389	\$ 1,547,564	\$ 1,742,331	\$ 1,915,140	\$ 2,048,400	\$ 2,228,400
390	\$ 4,578,882	\$ 1,069,889	\$ 3,810,012	\$ 3,506,050	\$ 3,304,050
391	\$ 170,896	\$ 251,218	\$ 234,896	\$ 303,350	\$ 316,350
392	\$ 2,000,321	\$ 1,195,474	\$ 2,259,363	\$ 2,260,500	\$ 2,260,500
393	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
394	\$ 1,737,249	\$ 2,193,494	\$ 896,344	\$ 1,846,130	\$ 1,846,130
395					
396	\$ 11,463,262	\$ 7,952,148	\$ 11,379,331	\$ 12,312,730	\$ 12,312,730

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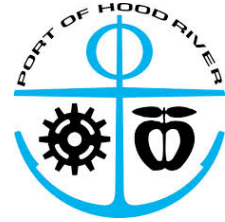
**PORT OF HOOD RIVER
BRIDGE REPAIR AND REPLACEMENT FUND
BUDGET FOR FISCAL YEAR 2015-16**

FORM LB-31

HISTORICAL DATA		ADOPTED BUDGET		BUDGET FY 2015-16	
2YRS PRIOR FY 2012-13	* 1ST PRECEDING FY 2012-13	ADOPTED FY 2014-15	ADOPTED	ADOPTED	REVISED
1	2	3	4	5	6
946,941	1,100,706	884,587	889,600	889,600	889,600
3,910	4,557	5,000	5,000	5,000	5,000
950,851	1,111,268	889,587	894,600	894,600	894,600
1,687,837	906,940	1,919,494	1,854,700	1,854,700	1,854,700
2,638,688	2,018,208	2,809,081	2,749,300	2,749,300	2,749,300
RESOURCE					
BEGINNING FUND BALANCE					
INTEREST INCOME					
BOND PROCEEDS					
GRANT					
OTHER INCOME					
TOTAL CASH AVAILABLE					
TRANSFER FROM REVENUE FUND					
TOTAL RESOURCES					
EXPENDITURES					
PERSONNEL SERVICES					
WAGES					
BENEFITS					
TOTAL PERSONNEL SERVICES					
MATERIAL & SERVICES					
MAINTENANCE					
PROFESSIONAL SERVICES					
FLAGGING					
MISCELLANEOUS					
TOTAL MATERIAL & SERVICES					
CAPITAL OUTLAY					
CAPITAL PURCHASE					
TOTAL CAPITAL OUTLAY					
DEBT					
DEBT SERVICE					
TOTAL DEBT					
TOTAL OPERATIONS EXPENDITURES					
TRANSFERS-REVENUE FUND					
CONTINGENCY					
TOTAL EXPENDITURES					
ENDING FUND BALANCE					
APPROPRIATIONS					
PERSONNEL SERVICES					
MATERIALS & SERVICES					
CAPITAL OUTLAY					
DEBT SERVICES					
TRANSFERS					
CONTINGENCIES					
FUND BALANCE - UNRESERVED					
FUND BALANCE - RESERVED					

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Commission Memo



Prepared by: Michael McElwee
Date: June 23, 2016
Re: Revision to Governance Policy – Marina Committee

The Marina Ad-hoc Committee was established in July 2012. Ad-hoc committees typically have limited assignments of two years or terminate upon completion of the assignment by a majority vote of the Commission. At the August 4, 2014 Commission meeting the Marina Ad-hoc Committee was reauthorized for another two-year term – through June 30, 2016.

When the Ad-hoc Committee was established, the charge was to assist staff and Commissioners in decisions of policy change and potential facility upgrades. They have provided valuable input regarding various maintenance issues and the electrical and boathouse dock replacement projects. Input on policy issues have included moorage/utility rates, boat partnerships, Wait List/boat sales, and most recently the South Basin Dock lease with the Hood River Yacht Club.

Committee membership includes moorage representation by one power boat tenant (Steve Carlson); one sailboat tenant (Josh Sceva); one boathouse tenant (Steve Tessmer); one Hood River Yacht Club member (Lance Staughton); and one Commissioner (Brian Shortt). Andy or Jaime Mack also regularly attends meetings as guests, representing youth sailing.

Staff is recommending a revision to the Governance Policy to create a standing Marina Committee that would allow continued input and advice on potential facility upgrades, such as guest dock conceptual reconfiguration, and future policy changes. Current membership on the Committee would be retained and staggered 3-year terms would be determined at the Committee's July meeting.

RECOMMENDATION: Approve Resolution 2015-16-11 to revise the Governance Policy, effective June 23, 2016, to establish a standing Marina Committee.

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**PORT OF HOOD RIVER
Resolution No. 2015-16-11**

**RESOLUTION APPROVING GOVERNANCE POLICY
FOR THE PORT OF HOOD RIVER**

WHEREAS, the Governance Policy for the Port of Hood River was last updated on July 10, 2012; and

WHEREAS, the Port of Hood River has received expert review assistance from its attorney on changes to its Governance Policy and the Commission has reviewed the Policy in draft form; and

WHEREAS, the Port of Hood River would like to establish the Marina Ad-hoc Committee as a standing Marina Committee for advice and input on future Marina Basin projects and improvements; and

WHEREAS, it is necessary and advisable to adopt a revised Governance Policy to reflect the Marina Committee as a standing committee; now, therefore, be it

RESOLVED:

1. That the Governance Manual dated June 23, 2016 and attached to this Resolution shall be the policy of the Port of Hood River.

ADOPTED BY THE BOARD OF COMMISSIONERS this 23th day of June 2016.

Brian Shortt, President

Fred Duckwall, Vice President

Jon Davies, Secretary

Richard McBride, Treasurer

Hoby Streich

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The Executive Director may, in case of emergency, suspend any part of or an entire rule which may be in conflict with handling an emergency; provided, however, that the Executive Director shall report the fact of, and the reason for, such suspension at the next meeting of the Commission; and provided further that the suspension shall expire at the time of said report unless continued in effect by the Commission.

The Commission may adopt regulations related to use of Port property or services to protect Port interests, to enhance Port ordinances or policies, or to comply with laws or regulations applicable to Port functions or activities. Regulations shall be adopted by resolution of the Commission unless the Commission specifically authorizes another method of regulation adoption under a Port ordinance or otherwise.

- 6. Committees.** Committees support the responsibilities of the Executive Director for day-to-day operations of the Port, providing a mechanism for the Commission to execute its fiduciary responsibilities. Committees may be created and their members appointed by the President, with the concurrence of the Commission.

Port committees exist at the discretion of the Commission and may be formed, dismantled, inactivated or activated as conditions dictate. The functions of a committee shall be designated by the Commission at the time the committee is created. It shall be the responsibility of a committee to investigate, discuss, and collect information on behalf of the Commission. Committees do not have the authority to act on behalf of the Port Commission unless specifically authorized by vote of the Commission.

Committees that are given authority to make decisions for the Commission, or to collectively make recommendations to the Commission for action, will follow Oregon's Public Meetings Law and will require a public notice of meetings, a quorum present, and minutes recorded. Public Meetings Law does not apply to committees whose members are charged to form their recommendations individually rather than collegially through a quorum requirement.

The Finance and Personnel Committees are internal committees. The President and Vice President serve as members of the Personnel Committee. The Secretary and Treasurer serve as members of the Finance Committee. These committees assist staff with operational and preliminary issues. It is not necessary that a quorum be present for an internal committee member to act. Any recommendation by an internal committee member to the Port Commission shall be made individually rather than collegially with another internal committee member, even if committee members agree on a recommendation.

The Budget Committee, mandated and governed by ORS 294.336, is a statutory committee whose membership consists of the members of the Commission and five private citizen appointees.

Ad Hoc Committees have limited assignments not to exceed two years. They support the vision, goals, and objectives of the Commission and the Strategic Plan, and are set up around a specific budgeted activity where it is desirable to have public involvement. Membership and quorum requirements will be determined at the time of creation. Ad Hoc committees terminate upon completion of the assignment or by a majority vote of the Commission.

Committee members must be residents of the Port District at all times during their service on a committee. Each Committee shall include at least one Commissioner. Staff may serve on committees as ex-officio members.

The Port shall use the following procedures to recruit members of the public to serve on committees according to the following process:

- Advertise position vacancy in local media for two (2) consecutive weeks.
- Require applicants to complete and return to the Port a written application, which shall include the applicant's personal information, background and experience, list of community activities, and statement of desire to be a member of the particular committee.
- Review applications and select those to be interviewed.
- Interview candidates. The Commission may choose to forego the interview process if the entire Commission is in agreement.
- Appoint member(s) to the committee for a designated term if term length is specified or to an indefinite term.
- Unless modified by a majority vote of the Commission, the following shall apply to the membership and term of committees:

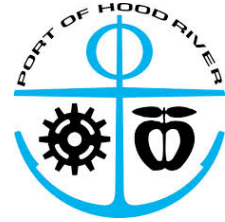
COMMITTEE	MEMBERSHIP	Length of Term	Quorum Required
Airport	Two Commissioners Seven Public Airport FBO Staff Support- Port Director or Development Manager	3 years	Yes
Architectural Site Review (Currently inactive)	One Commissioner or Port Director One Independent Architect Three Public (full-time residents of Port District) City Planner (ex-officio)	3 years	Yes
Budget	Five Commissioners Five Public (ORS 294.336) Staff Support- Port Director; Finance Manager	3 years	Yes
Community Relations (Currently inactive)	One Commissioner Port Director Port Newsletter Contractor Two Public (full-time residents of Port District)	3 years	No
Finance (Internal)	Commission Secretary & Treasurer Staff Support- Finance Manager	1 year	No
Marina	<u>One Commissioner</u> <u>Five Public (full-time residents of Port District) to include moorage tenant representation by one sailboat user, one power boat user, one boathouse user; and liaison from Hood River Yacht Club and Youth Sailing Program</u> <u>Staff Support – Marina Manager; Port Director; Facilities Supervisor</u>	<u>3 years</u>	<u>Yes</u>
Personnel (Internal)	Commission President & Vice-President Staff Support- Port Director	1 year	No
Waterfront Recreation	One Commissioner Seven Public (full-time residents of Port District, including outside city limits); Broad representation of business owners, school operators, marina tenants, recreational users Staff Support- Waterfront Coordinator	3 years	Yes

B. BOARD POLICIES

- 1. Introduction.** The following subsection describes the Port’s policies governing the operation of the Board of Commissioners. All previous policies not consistent with this policy document are hereby declared null and void. In any instance of conflict, this document will supersede past actions. Any Port policy may be amended, suspended, or repealed by a majority vote of the Commission. Nothing herein is intended to override the provisions of federal, state, or local laws, which shall take precedence in the event of conflict.

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Commission Memo



Prepared by: Anne Medenbach
Date: June 23, 2016
Re: Airport Bi-fold Door for Maintenance Hangar

The maintenance hangar at the Hood River Airport has two airplane access doors. One of the doors was replaced with a new hydraulic bi-fold door three years ago. This new door enables the airplanes to be moved in safely. The other door dates back to the 1950's, does not open easily, allows in wind, rain and snow and is in danger of derailing.

A new bi-fold door is included in the FY 2015-16 Budget. Centrex Construction Incorporated (Centrex) is currently constructing the new WAAAM building near the north side of the airport. Staff contacted the two local overhead door contractors in the area and found that they will not install bi-fold doors. Centrex is very qualified for this work.

The final estimate and contract will be provided to the board at the meeting on Thursday.

RECOMMENDATION: Approve contract with Centrex Construction Incorporated for installation of bi-fold door on the Maintenance Hangar in an amount not to exceed [TBD], subject to legal counsel review.

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Commission Memo



Prepared by: Anne Medenbach
Date: June 23, 2016
Re: DMV HVAC Replacement – A&E Heating

The DMV Building has one HVAC unit. That unit is old and has been failing. Replacement of the unit is included in the FY 2015-16 budget and we'd like to get it installed before the summer season.

Three local HVAC companies were called for quotes:

A&E Heating	\$12,952
AEH	Declined to quote
Links	2 months out, declined to quote

The Port has worked with A&E on other projects and staff recommends moving forward with the installation as soon as possible.

RECOMMENDATION: Approve contract with A&E Heating and Air Inc., for replacement of the HVAC unit at the DMV Building in an amount not to exceed \$13,000.

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Intermediate Procurement Contract

1. This Contract is entered into between the Port of Hood River ("Port") and A & E Heating and Air Inc. ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction. 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 July 31, 2016. 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 purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, and hold harmless Port, its Commissioners, officers, agents, and employees from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of Contractor or its subcontractors, agents or employees under this Contract, except to the extent the Port is negligent and responsible to pay damages. Contractor shall provide insurance in accordance with attached Exhibit B.
7. This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.
8. This Contract shall be governed by the laws of the State of Oregon and any litigation involving any question arising under this Contract must be brought in the Circuit Court in Hood River County, Oregon. If any provision of this Contract is found to be illegal or unenforceable, this Contract shall remain in full force and effect and the provision shall be stricken.
9. Contractor shall adhere to all applicable federal, state, and local laws and regulations, including those governing its relationship with its employees.
10. This Contract contains the entire agreement between Contractor and Port and supersedes all prior written or oral discussions or agreements. Any modification to this Contract shall be reduced to writing and signed by the Contractor and Port. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor Name:	Port of Hood River
Date:	Date:
Signed by:	Signed by:
Its:	Its:
Address:	1000 E. Port Marina Drive, Hood River, OR 97031
Phone:	(541) 386-1645/ porthr@gorge.net

**Small Procurement Contract
Exhibit A**

I. SCOPE OF WORK:

Location: 600 E. Port Marina Way "DMV" building

Summary: Remove and replace the existing HVAC unit with a Rheem 80% gas furnace Model # RGF R801PA125524msa. AC unit model number RAC RA1360AJINB.

Contract work includes:

- Removal and disposal of existing unit
- Re-use and re-positioning of existing duct work
- Addition of duct work to accommodate 4 zones with temp control for each zone
 - Zone 1- DMV main waiting area
 - Zone 2- DMV back offices and hallway
 - Zone 3 Suite B (4 office areas currently occupied by Walden)
 - Zone 4 Small office on the N. side of the building.
- Addition of programmable thermostats for each zone
- Testing of system and verification of correct operation
- 5 minute training for T-stats
- Maintenance manual from the manufacturer with warranty information and maintenance standards delivered to the Port.

Contract work excludes:

- High voltage wiring updates

II. DELIVERABLES AND TIMEFRAME:

Unit installed before July 31, 2016

III. CONSIDERATION:

Contract amount not to exceed \$13,000.

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

Invoices for services will be submitted on a monthly basis. Payments due which exceed 90 days from date of invoice may be subject to a monthly charge of 1.5% of the unpaid balance (18% annual).

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

**Personal Services Contract
Exhibit B**

INSURANCE

Contractors, please 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 Finance Manager _____

- 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.

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Commission Memo



Prepared by: Anne Medenbach
Date: June 23, 2016
Re: Halyard Building Suite 104 TI HVAC Connection

Suite 104 in the Halyard Building was occupied by Real Carbon, who did not require to be connected to the HVAC system. A duct work backbone with VAV boxes, some thermostats, heating coils and fans were installed, but never connected to the Roof Top Unit (RTU). Real Carbon used a combination of fresh air vents and heat coils in the VAV's to heat and cool their space.

The system was designed to connect the duct work backbone directly to the RTU if a tenant moved in who needed traditional HVAC functionality. pFriem moved in March of 2016 and does require this connection.

Staff worked with Solarc Engineering (the original design engineer) to determine what would be needed to make this connection and to create drawings and spec sheets for a quote process. Solarc provided those deliverables and staff went out for quotes. Two contractors attended the walk through. Both suggested that it may be better to separate 104 from the system and provide its own RTU. Staff received quotes from both companies for this alternative and a quote from one to work off of the provided Solarc specs.

Staff then collected a third party engineering company review of Solarc's recommended approach. The third party agreed with Solarc that suite 104 should be connected to the existing RTU.

Staff also met on site with: Trane Oregon, two HVAC contractors and pFriem to discuss the entire HVAC system, its maintenance and design issues and what next steps would be. From that meeting, all agreed that the best option for Suite 104 is to reconnect it to the existing RTU and add functionality for pFriem.

The contract with A&E Heating and Air, Inc., who provided the only quote for reconnection to the main system, will be provided to the board during the meeting.

RECOMMENDATION: Approve contract with A& E Heating and Air Inc. for connection of the HVAC system in Halyard Suite 104 to the main RTU, in an amount not to exceed [TBD], subject to legal counsel review.

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Commission Memo



Prepared by: Fred Kowell
Date: June 23, 2016
Re: Camera Replacement – Toll Facility

The existing cameras and back office application are in need of replacement. Only 2 of the 5 cameras work and the software is time consuming to operate. There is no longer any storage occurring with these video cameras to provide public safety or for staff to look at run throughs.

The attached contract will replace the existing hardware and software associated with the video cameras at the tolling facility. The Port will need to arrange with GorgeNet to update the the 100baseT bandwidth to 1000baseT bandwidth for this video surveillance system. That cost is outside this contract.

Our approach is to scale the current project over time to include video surveillance at the lift span.

This is the first step at renovating the video surveillance at the toll facility.

RECOMMENDATION: Approve the contract with Aset Advanced Security & Electrical Technology, Inc. for replacement of video surveillance system in an amount not to exceed \$15,000, subject to legal counsel review.

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**Personal Services Contract
For Services Under \$50,000**

1. This Contract is entered into between the Port of Hood River ("Port") and Aset Advanced Security & Electrical Technology, Inc. ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction for a maximum consideration not to exceed \$15,000. 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 the period the work in Exhibit A is completed. 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 purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, 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 activities 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. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

CONTRACTOR

PORT OF HOOD RIVER

Signature Date

Michael McElwee Date

Title: _____

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

Address: _____

Federal ID or Social Security Number: _____

**Personal Services Contract
Exhibit A**

I. SCOPE OF WORK: Upgrade Video surveillance system at the tolling facility. Provide and install 1080p Video Surveillance system. Existing cabling and network will be used. Owner will provide 1000 Base Backbone from Toll Booth to Port Server Room. Boom lift will be provided by the Port.

II. DELIVERABLES AND TIMEFRAME:

The deliverable(s) covered under this Contract shall be:

- Installation of 1 – Samsung 100mbps 6TB server.
- Installation of 4 – Fixed 1080p dome cameras
- Installation of 2 1080p 32x zoom PTZ dome cameras
- Installation of 4 - camera cap adapter
- Installation of 2 – PoE+injector
- Installation of materials, cables, hardware and software to operate cameras.

The due dates for the deliverable(s) shall be: Before the end of August 2016.

III. CONSIDERATION:

This Contract shall not exceed \$_15,000.00.

Reimbursables under this Contract shall be purchases of hardware outside of this contract.

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.

**Personal Services Contract
Exhibit B**

INSURANCE

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 Finance Manager _____

- 5. On All Types of Insurance. There shall be no cancellation or intent not to renew the insurance coverages without 30-days written notice from the Contractor or its insurer(s) to the Port, except 10 days for premium non-payment.
- 6. Certificate of Insurance. As evidence of the insurance coverage required by this Contract, the Contractor shall furnish acceptable insurance certificates to the Port at the time Contractor returns the signed Contract. The General Liability certificate shall provide that the Port, its Commissioners, officers, agents, and employees are Additional Insured but only with respect to the Contractor's services to be provided under this Contract. Endorsement CG 20 10 11 85 or its equivalent must be attached to the Certificate. The Certificate shall provide that the insurance shall not terminate or be canceled without 30 days written notice first being given to the Port. Insuring companies or entities are subject to Port acceptance. If requested, complete copies of the insurance policy shall be provided to the Port. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

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WORK ESTIMATE

PO BOX 2269
THE DALLES OR 97058
Phone: (541) 298-2738
Fax: (541) 298-2740

DATE: 5/23/2016
ESTIMATE #: 1

SHIP TO	BILL TO
ATTN: Fred Kowell Port of Hood River 1000 E Port Marina Drive Hood River OR 97031 Phone: 541-386-1645 Fax: Email: fkowell@portofhoodriver.com	ATTN: Phone: Fax: Email:

PROJECT DESCRIPTION: Upgrade Video Surveillance system. Provide and install Samsung 1080p Video Surveillance System. Existing cabling and network will be used. Owner to provide 1000BaseT backbone from Toll Booth to Port Server Room. Boom lift rental provided by owner.

ID	DESCRIPTION	QTY	PRICE	TOTAL
	Samsung 100Mbps 6TB server	1	\$ 3,001.00	\$ 3,001.00
	Samsung fixed 1080p dome (P-Iris, 120db WDR, Day/night)	4	\$ 619.00	\$ 2,476.00
	Samsung 1080p 32x zoom PTZ dome	2	\$ 2,153.00	\$ 4,306.00
	Camera cap adapter	4	\$ 32.00	\$ 128.00
	PTZ wall mount adapter	1	\$ 64.00	\$ 64.00
	PoE+ injector	2	\$ 66.00	\$ 132.00
	Misc materials/cable/hardware	1	\$ 180.00	\$ 180.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Installation Labor	39	\$ 95.00	\$ 3,705.00
	Labor rate discount	39	\$ (8.00)	\$ (312.00)

THANK YOU FOR YOUR BUSINESS!

Signature / Stamp:

Place:

SUBTOTAL	\$	13,680.00
TAX RATE	\$	-
SALES TAX	\$	-
SHIPPING AND HANDLING	\$	38.00
TOTAL	\$	13,718.00

Above information is not an invoice and only an estimate of services described above. By signing you are authorizing the work as described. Payment terms: 50% Required at signing, remainder due upon completion or monthly progressive billing schedule. Quote is good for 30 days from date of issue.

5/23/2016



- SecurPro D
Respond (Burland)
- No Hood River
Comm Security
Responded

- ❖ Warranty: All items will bear a minimum of a 1 year warranty. Additional manufacturer warranties apply. Extended warranties can be purchased/negotiated additionally.
- ❖ Insurance: if additional insured endorsement/waiver of subrogation is required, an additional \$300.00 fee will be imposed to cover excess insurance cost. Form cg2010 with the 11/85 edition date is not available.
- ❖ Special fees & services: Any unordinary municipality permits, bonding, taxes, sales taxes and or fees are not included and will be billed separately.
- ❖ Exclusions: Excludes engineer stamp. Private locates by others. Abatement/testing of/for hazardous materials. High voltage power source. Patching and painting by others. Fire watch by others.
- ❖ Clarifications/exclusions: Electronic O&M's will be submitted upon project completion if requested. System includes design, submittals and records. Warranty hours are Monday-Friday, 8am-5pm, excluding holidays.

ACCEPTANCE OF PROPOSAL

Payment will be made within 15 days from invoice upon progress billing. The balance of the contract is payable on day of installation. 50% deposit required upon acceptance.

ASET, Advanced Security & Electrical Technology Inc. warranties defects in labor and materials supplied by ASET, Advanced Security & Electrical Technology Inc. for 1 (one) year from date of installation. Additional manufacturer warranties apply.

ASET, Advanced Security & Electrical Technology Inc. includes a maximum of 1 hours of customer education/training in its' bid amount. If additional time is requested by customer, it will be billed at \$90.00 per hour.

ATTORNEY FEES. If any suit or action is filed by any party to enforce this Agreement or otherwise with respect to the subject matter of this Agreement, the prevailing party shall be entitled to recover reasonable attorney fees incurred in preparation or in prosecution or defense of such suit or action as fixed by the trial court, and if any appeal is taken from the decision of the trial court, reasonable attorney fees as fixed by the appellate court.

TIME OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

ENTIRE AGREEMENT. This Agreement sets forth the entire understanding of the parties with respect to the subject matter of this Agreement and supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to such subject matter.

The described specifications and conditions of this Proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature of A.S.E.T. Representative

Date

Signature of Customer / Company Representative

Date

Upon acceptance, please return a signed copy of this Proposal to ASET, Advanced Security & Electrical Technology Inc. along with your deposit. **Price subject to revision if Proposal accepted subsequent to 30 days and/or project started subsequent to 90 days from date of acceptance**

Commission Memo



Prepared by: Anne Medenbach
Date: June 23, 2016
Re: Airport-Wetland Mitigation Permitting and Engineering

The north ramp of the Airport is identified in the 2016 Master Plan as the location for new fuel tanks, FBO relocation, and a number of hangars. The north ramp is also the location for a potential Connect VI grant to install utilities, move the fuel tanks, and ready the site for the development identified in the Master Plan.

The first step towards development is to mitigate approximately 1.5 acres of wetland currently in the project area (see attached map).

Schott & Associates Inc. (Schott) recently delineated the wetland. They have the expertise and experience to take the Port through the entire mitigation process including working with Port staff and an engineering firm to define the exact area, creating a grading plan, submitting the permit and plans to the various wetland agencies, responding to any agency questions or requests for additional information and ultimately securing a permit to fill in the portions of the wetland where needed.

Schott has recommended using Vista GeoEnvironmental to do the engineering and grading plans for the work. The estimate has not yet been received for this work but will be under \$15,000. That contract will be available at the board meeting.

RECOMMENDATIONS:

1. Approve contract with Schott and Associates for Wetland mitigation at Ken Jernstedt Airfield, for an amount not to exceed \$11,500, plus reasonable reimbursable expenses, subject to legal counsel review.
2. Approve contract with Vista GeoEnvironmental Services LLC for wetland permit engineering services at Ken Jernstedt Airfield for \$[TBD] plus reasonable reimbursable expenses, subject to legal counsel review.

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**Personal Services Contract
For Services Under \$50,000**

1. This Contract is entered into between the Port of Hood River ("Port") and Schott & Associates Inc. ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction for a maximum consideration of \$11,500 with reasonable reimbursable expenses. 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 October 1, 2016. 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 purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, 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 activities 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. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor:**Port of Hood River**

Signed:

Signed:

Title:

Title:

Date:

Date:

Address:

Address:

Phone/Email:

Phone/Email:

**Personal Services Contract
Exhibit A**

I. SCOPE OF WORK:**Location: Hood River Airport, N. Ramp area**

Summary: The N. Ramp location has wetlands that need to be remediated in order to fully develop the ramp and Fixed Based Operator area (See attached Exhibit C). This contract covers the work required to coordinate the necessary engineering Scope of Work, compile and submit the necessary documents and take the Port through the permitting and approvals process in order to get the wetlands permitted to mitigate.

The work will be done per the attached exhibit D.

II. DELIVERABLES AND TIMEFRAME:

The deliverable(s) covered under this Contract shall be: Approved permit for wetland mitigation that enables N. Ramp development on the Hood River Airport.

The due dates for the deliverable(s) shall be: October 1, 2016

III. CONSIDERATION:

Hourly rates under this Contract shall be: See attached base fee rates

Reimbursables under this Contract shall be additional time with DSL if additional information is requested. All reimbursable over \$100 shall be discussed with the Port.

IV. BILLING AND PAYMENT PROCEDURE:

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

- Invoice date
- 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.

**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.

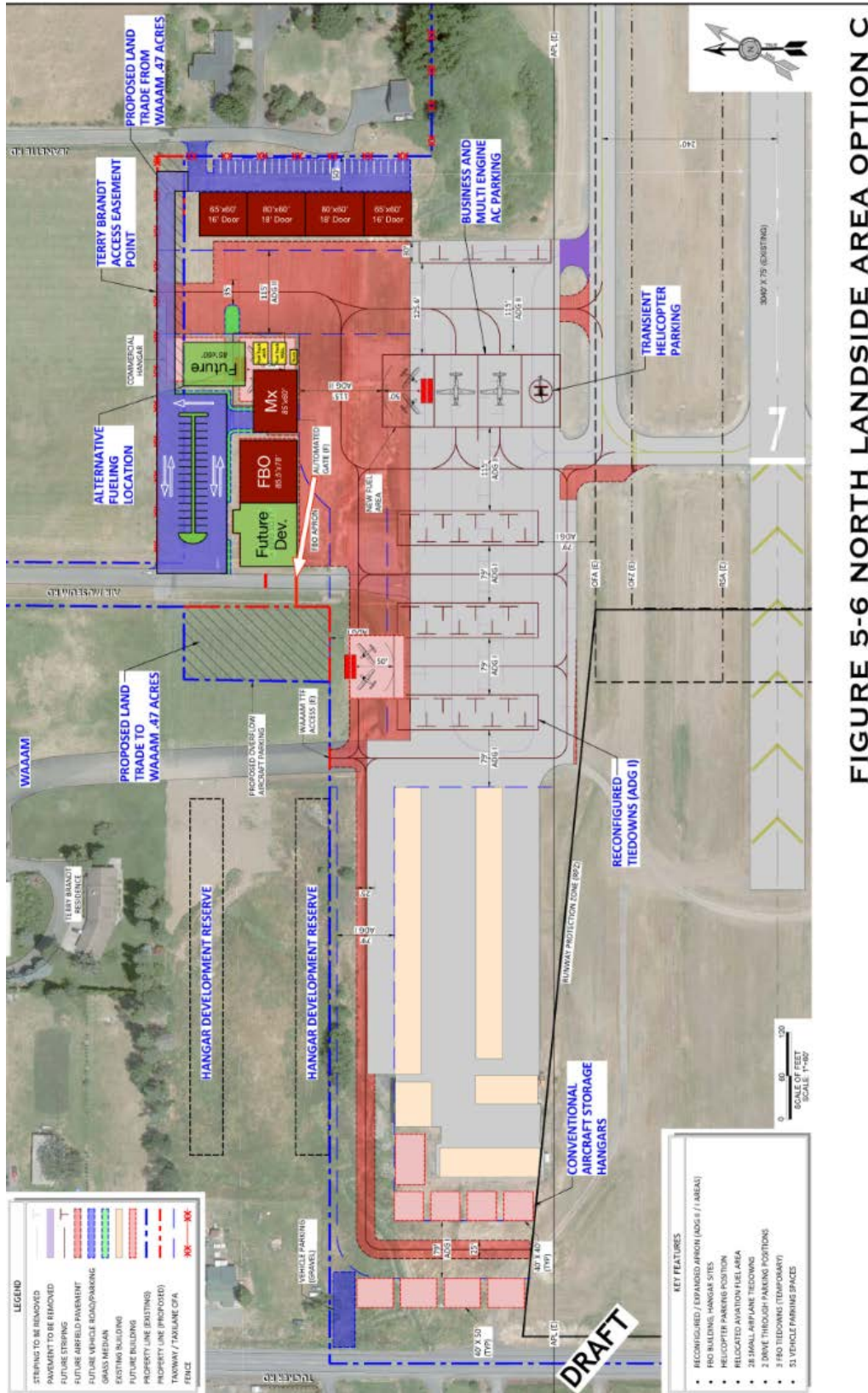
Required and attached Waived by Finance Manager _____

- 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.

Exhibit C
North Ramp Area





SCHOTT & ASSOCIATES
Ecologists & Wetlands Specialists

21018 NE Hwy 99E • P.O. Box 589 • Aurora, OR 97002 • (503) 678-6007 • FAX: (503) 678-6011

May 23, 2016

Anne Medenbach
Port of Hood River
1000 E. Port Marina Drive
Hood River, OR 97031

Re: Hood River Airport Wetland Fill Permit Application Cost Estimate

Dear Anne:

Below is a scope of work and cost estimate to prepare a wetland fill permit application for the proposed improvements to the Hood River Airport.

Wetland Fill Permit Application Preparation	\$5,000
Respond to DSL's Completeness Review*	\$1,500
Respond to Public Comments*	\$1,500
Biological Assessment**	\$3,500
TOTAL	\$11,500

***Done on a time and materials not to exceed basis**

****May be required if NMFS requires consultation**

We never know if we are going to have to respond to DSL on tasks two and three, which is why they are on a time and materials basis. I anticipate National Marine Fisheries Service (NMFS) will require consultation, but we are never sure until the (USACOE) contacts them.

Sincerely,

Martin R. Schott



SCHOTT & ASSOCIATES
Ecologists & Wetlands Specialists

21018 NE Hwy 99E • P.O. Box 589 • Aurora, OR 97002 • (503) 678-6007 • FAX: (503) 678-6011

PERMIT APPLICATION FORM REQUIREMENTS

These items are needed to provide a complete permit application to the Corps and DSL. A permit application will NOT be deemed complete without these items.

**Remember the Agencies Require AVOIDANCE
If you can't avoid – MINIMIZE AS MUCH AS POSSIBLE**

1. Project Purpose and Need

Justification Statement for the Project and Specific Need for Impacts on Wetlands.

- (a) Market analysis**
- (b) Economic conditions/demand**
- (c) Specific reasons why the wetlands had to be impacted** (See project specific criteria):
 - Engineering reasons-grading, slopes, soil type
 - Economic Reasons
 - Parking requirements-number of spaces
 - Visibility-Layout requirements
 - Local TSP- road requirements, safety issues, modification

2. Project Specific Criteria i.e.

Location (Market area, within UGB, along major roads etc..)

Size/Shape of site

Parking requirements- area

Willing seller-availability

Zoning

Site Access and Visibility

Utility availability

Environmental constraints

Design criteria/layout of site

3. Alternative Sites

Other sites considered for the proposed project.

Must be compared against the above project specific criteria considering the agency preference for avoidance of wetland impacts.

Why they do not best meet the projects needs (e.g. zoning, availability, utilities etc..)

4. Alternative Designs

(a) With less wetland impacts- total avoidance is preferred by the agencies

(b) With more wetland impacts

Table comparing alternatives with specific design criteria and why they do not meet.

Planning or engineering reasons, cost, layout constraints, transportation plans, circulation, parking requirements, visibility, etc.

5. Specific Construction activity including any work within waters/wetlands

(a) Areas of WETLAND/WATERWAY impact (sf)

(b) Volume of removal and/or fill (cy) per area

(c) Minimization efforts (erosion control, best management practices)

(d) Type of equipment

(e) Any special techniques proposed

(f) Source of fill material

(g) Disposal locations

(h) Construction timeline – start/end date

6. Storm Water Management Plan –

MUST MEET DEQ and NMFS SLOPES STANDARDS

Have your engineer design the storm water facility to meet the most stringent criteria. Below are DEQ's requirements

7. Adjacent property owner information

Names and addresses for all properties directly adjacent to project site and mitigation site.

Includes properties across a stream or road

DEQ's Stormwater Management Plan Requirements:

Tier 1 – Communities permitted under a National Pollution Discharge Elimination Strategy (NPDES), Phase 1 or II Municipal Separate Sanitary and Stormwater System (MS4) and discharging to the municipal system. If the applicant does not plan to discharge into the permitted municipal system, they must move to Tier 2 or Tier 3;

Tier 2 Communities without NPDES permits – stormwater system (MS4) and total site disturbance less than one acre.

Tier 3 Outside MS4 areas, and total site disturbance one acre or greater.

Documentation Required- The above described Tiers 1, 2 and 3 require the following documentation to demonstrate that stormwater will be managed to attain compliance with state water quality standards. Failure to provide the described documentation removes the project from SPGP eligibility.

- A. Tier 1 Projects – Require a letter from the MS4 Phase I/II municipality that the stormwater discharged from the project site will be accepted into the municipal system, or a statement from the applicant that a request has been submitted to the municipality to accept project stormwater. Projects may receive a provisional permit from DSL which will become final only with proof of approval of stormwater acceptance by the Phase I/II municipality.
- B. Tier 2 Projects – The applicant must submit a *Stormwater Management Plan* for Tier 2 projects which includes the following elements:
1. A site sketch or plan view drawing indicating the drainage flow directions, and discharge locations, contours or spot elevation (preferably both) showing direction of stream and surface flow and location and size of proposed facilities (e.g., parking lots, driveways buildings, or roads) and nearest downstream water body, other physical features of the site, and the location and type of construction and post-construction Best Management Plans (BMPs)
 2. A description of proposed BMPs to insure adequate capacity, proper function, and appropriate design for the site such that quality, quantity, and seasonality of pre-construction hydrologic conditions are mimicked, based on anticipated stormwater generation due to new impervious surfaces;
 3. A BMP implementation schedule, operation and maintenance plan, and designation of a party or agency responsible for post-construction BMP maintenance, and,
 4. A plan for removal, recycling and disposal of temporary BMPs which are not intended for post-construction use.
- C. Tier 3 Projects – Requirements for Stormwater management Plans for Tier 3 projects:

1. The applicant must submit a *Stormwater Management Plan* for Tier 3 projects which includes all requirements stated in Tier 2, (1 – 4 above, and;
 2. The *Stormwater Management Plan* must contain calculations for the amount of stormwater generated from new impervious surfaces resulting from site construction using one of the DEQ-approved Stormwater Manuals;
 3. The applicant must submit an erosion prevention and sediment control plan to DEQ or it's designated agent to obtain a 1200-C, or 1200-CA permit if soil disturbance occurs over one acre or more during construction activities (including but not limited to clearing, grading, stockpiling, filling, earthwork, excavation, development, building, demolition, and other ground disturbing or denuding activities). See new application guidance for the NPDES General Stormwater Discharge Permits, 1200-CA for municipalities an 1200-C for others at:
<http://www.deq.state.or.us/wq/wqpermit/StormWaterFeesTable.htm>
1. The NPDES 1200-C permit must be retained on-site during construction;
 2. If engineered structural BMPs are incorporated into the stormwater management plan they must be approved by a professional engineer; and,
 3. The applicant must submit a copy of the *Stormwater Management plan* for Tier 3 Projects to both DSL and DEQ when the permit application is submitted.

To be eligible for SPGP authorization, the applicant must show that he has:

- Avoided or managed project-related adverse stormwater effects to waters of the state.
- Minimized the amount of new impervious surfaces to no more than is required to meet project goals.
- Taken advantage of opportunities to protect or restore permeable surfaces and native vegetation.

B. Stormwater Management References:

Compliance with State Water Quality Standards and Beneficial Uses published in OAR 340-041-0001 through 0975 requires that individual discharges to waters of the state not violate those standards.

DEQ has developed an erosion and sediment control manual which addresses construction stormwater management. Additionally, DEQ endorses several local and regional references which describe acceptable means to manage stormwater from both construction and post-construction sites such that the discharge of properly managed waters does not constitute a violation of state water quality standards. Contact Christine Svetkovich of DEQ for specific information on suitable manuals (503) 229-5046.

CHECKLIST FOR SUBMISSION OF
STORMWATER MANAGEMENT PLAN

Project numbers: Corps: _____ DSL: _____
 Project Type: _____

Project Location and County: _____
 Date: _____

Manual Referenced:
 Submitted By: _____

STORMWATER MANAGEMENT PLAN

Identify Pollutants of Concern (anticipated to be generated in stormwater due to project)

Name and Status of Receiving Water [TMDL or 303(d) Listing - ex: Cow Creek RM 1.5 303(d) list for Temperature & E Coli? Known NPDES permit or other degrading activities nearby? In a Groundwater Management Area? (contact Barbara Priest 503 229-5945)]

Proposed Best Management Practices (BMPs)

Narrative Description (describe Treatment Train, Constraints, Best Efforts to surmount constraints...)

Capacity (include Design Storm, Length/ Width/ Depth/ Slope of BMP, Analyses of Residence Time, Permeability, etc., as applicable)

Summary of Operation (include High Flow Operation, Overland Routes, Distances to Water Features, Stormwater Travel Distances, Collection Features, Etc.)

Maintenance Plan (identify Responsible Party, describe actions and/or manufacturer's maintenance recommendations)

Site Sketch

North Arrow	Receiving Water Location/Name
Drainage Flow Path & Slope	Direction of Flow in Receiving Water
Outlet Locations	Location of Existing Wetlands
BMP locations (Permanent & Construction)	Soil Type and Permeability Class
Contours and/or Spot Elevations (both preferred)	Location of Cross-Sections

Detail Drawings

Cross-Sections of Vegetated Drainage Features and Specification of Plant Materials
 Section Drawings of Structural BMP's
 Specifications for Orifice / Weir Features

DRAFT (Not for distribution or citation.)

DEQ Best Management Practices for Stormwater Discharges Associated with Industrial Activities 2001
<http://www.deq.state.or.us/nwr/Industrial%20BMPs.pdf>

DEQ Guidance Document for Preparation of the NPDES Storm Water Pollution Control Plan 1997
<http://www.deq.state.or.us/wq/wqpermit/SWGuidance.pdf>

DEQ Recommended Best Management Practices for Stormwater Discharge 1997
<http://www.deq.state.or.us/wq/wqpermit/StormWaterBMPs.pdf>

DEQ Stormwater Management Guidelines –Underground Injection Control (UIC) Program 1998
<http://www.deq.state.or.us/wq/groundwa/swmgmtguide.htm>

DEQ Erosion and Sediment Control Manual 2005 (during construction)
Link TBD when available

DEQ Biofilters: Guidance on Bioswales, Filter Strips, and Constructed Wetlands 2003
<http://www.deq.state.or.us/nwr/Biofilters.pdf>

* Eastern Washington Manual Ch 5
<http://www.ecy.wa.gov/pubs/0410076.pdf>

* City of Portland Manual Ch 2
<http://www.portlandonline.com/bes/index.cfm?c=35122>

* Western Washington Manual Vol 5
<http://www.ecy.wa.gov/pubs/9915.pdf>

* Clean Water Services Manual Apdx B & E
<ftp://ftp.cleanwaterservices.org/Web/ConstructionStandards/0409%20D&C%20Stds%20Manual.pdf>

* King County Surface Water Design Manual
<http://dnr.metrokc.gov/wlr/dss/manual.htm>

EPA Fact Sheets
<http://www.epa.gov/owm/mtb/mtbfact.htm>

EPA Urban Stormwater Best Management Practices Study Report
http://www.epa.gov/waterscience/stormwater/usw_c.pdf

Stormwater Manager's Resource Center Manual - Design Examples
<http://www.stormwatercenter.net/>

Call DEQ for any questions



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ESTIMATED BASE FEES & RATES

Schott and Associates Inc. provides our clients with a written job order with complete and accurate information once the project has been reviewed by our senior staff.

Based on the proposal requested, we believe that our combined expertise in our professions would bring our clients the highest quality of products on time and within the budget.

Base Fees (subject to change based on complexity of each project)

REPORTS

Wetland Delineation Report-	BASE
Natural Resource Assessment (CWS) -	\$3,5 00
Wetland Fill Permit Application -	\$2,000-2,900
Mitigation Plans-	\$5,000-\$8,000 (based on acres)
Monitoring Reports (per year) -	\$1,000
	\$3,000

SCIENTISTS/BIOLOGISTS

Martin Schott, Ph.D.	HOURLY
Juniper Tagliabue	\$120
Cari Cramer	\$90
Jodi Reed	\$80
Clerical Support	\$80
	\$45

Mileage: .55

Color Copies: \$1.00 per page

B/W Copies: \$.10 per page

**Personal Services Contract
For Services Under \$50,000**

1. This Contract is entered into between the Port of Hood River ("Port") and Vista GeoEnvironmental Services LLC ("Contractor"). Contractor agrees to perform the Scope of Work described in attached Exhibit A to Port's satisfaction for a maximum consideration of \$_____with reasonable reimbursable expenses. 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 October 1, 2016. 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 purpose of making audit, examination, excerpts, and transcripts for a period of three years after final payment.
4. Contractor will apply that skill and knowledge with care and diligence to perform the work in a professional manner and in accordance with standards prevalent in Contractor's industry, trade or profession. Contractor will, at all times during the term of the Contract, be qualified, professionally competent, and duly licensed to perform the work.
5. Contractor certifies that Contractor is an Independent Contractor as defined in ORS 670.600 and shall be entitled to no compensation other than that stated above.
6. Contractor shall indemnify, defend, 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 activities 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. Contractor shall not assign this Contract or subcontract its work under this Contract without the prior written approval of Port.
11. The person signing below on behalf of Contractor warrants they have authority to sign for and bind Contractor.

Contractor:

Port of Hood River

Signed: _____
 Title: _____
 Date: _____
 Address: _____
 Phone/Email: _____

Signed: _____
 Title: _____
 Date: _____
 Address: _____
 Phone/Email: _____

**Personal Services Contract
Exhibit A**

I. SCOPE OF WORK:**Location: Hood River Airport, N. Ramp area**

Summary: The N. Ramp location has wetlands that need to be remediated in order to fully develop the ramp and Fixed Based Operator area (See attached Exhibit C). This contract covers the work required in attached Scope of Work (Exhibit D).

II. DELIVERABLES AND TIMEFRAME:

The deliverable(s) covered under this Contract shall be: Grading design drawings and permit set for wetland permit application.

The due dates for the deliverable(s) shall be: October 1, 2016

III. CONSIDERATION:

Hourly rates under this Contract shall be: See attached rate schedule.

Reimbursables under this Contract shall be additional time with DSL if additional information is requested. All reimbursable over \$100 shall be discussed with the Port.

IV. BILLING AND PAYMENT PROCEDURE:

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

- Invoice date
- 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.

**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 Finance Manager _____

- 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.

Exhibit C
North Ramp Area

