



PORT OF HOOD RIVER COMMISSION
AGENDA
Tuesday, June 16, 2020
Via Remote Video Conference, Marina Center Boardroom

5:00 P.M.
Regular Session

1. Call to Order
 - a. Modifications, Additions to Agenda
 - b. Public Comment (*Genevieve Scholl – Page 3*)
 2. Consent Agenda
 - a. Approve Minutes of May 19, 2020 and June 6 Regular Session and Budget Hearing (*Maria Diaz – Page 7*)
 - b. Approve Contract with Boswell Consulting for Washington Lobbying Services (*Kevin Greenwood, Page 17*)
 - c. Approve Contract with Thorn Run Partners for Oregon Lobbying Services (*Kevin Greenwood, Page 23*)
 - d. Approve Amendment No. 2 to Contract with Walker|Macy for Architectural Services Related to the Steve Gates Memorial Project (*Michael McElwee, Page 27*)
 - e. Approve Accounts Payable to Jaques Sharp in the Amount of \$19,765 (*Fred Kowell – Page 31*)
 3. Presentations & Discussion Items
 - a. Federal Advocacy Report, Hal Hiemstra, Summit Strategies (*Kevin Greenwood, Page 35*)
 - b. Hood River Chamber of Commerce Update, Kate Schroeder, Executive Director (*Anne Medenbach – Page 37*)
 - c. Waterfront Traffic Study Report – DKS Associates (*Michael McElwee – Page 39*)
 - d. Financial Report for 10 Months Ended April 30, 2020 (*Fred Kowell, Page 63*)
 - e. Bridge Replacement Update (*Kevin Greenwood, Page 71*)
 - a. Bi-State Working Group Progress
 - b. Exec. Dir. Approval of Contingency Usage for Increased Environmental Tasks
 4. Director’s Report (*Michael McElwee – Page 85*)
 5. Commissioner, Committee Reports
 6. Action Items
 - a. Approve Resolution No. 2019-20-9 Adopting the Fiscal Year 2019-2020 Budget Transfer (*Fred Kowell, Page 113*)
 - b. Approve Resolution No. 2019-20-10 Adopting the Fiscal Year 2020-2021 Budget and Imposing Tax Rate of \$0.0332 per \$1,000 of Assessed Value. (*Fred Kowell, Page 119*)
 7. Commission Call
-
8. Executive Session under ORS 192.660(2)(e) real estate negotiations and ORS 192.660(2)(h) legal consultation on current litigation or litigation likely to be filed.
 9. Possible Action
 10. Adjourn

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

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

Commission Memo



Prepared by: Genevieve Scholl
Date: June 16, 2020
Re: Public Comment Recieved

The following pages provide a compilation of public comment received via email before Friday, June 12, 2020.

RECOMMENDATION: Informational.

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Genevieve Scholl

From: Adrienne Del Monte
Sent: Friday, June 12, 2020 9:14 AM
To: porthr@gorge.net
Subject: Fee Complaint

Hello,

My name is Adrienne Del Monte and I recently had an unpaid toll at the Port of Hood River. I'm not writing today to dispute my charge, rather to express my thoughts around the high level of fine I just had to pay, particularly during this time where COVID is impacting so many people and their incomes.

First, I was unable to pay the toll while crossing because no one was present on the toll bridge. Unfortunately for me, the only reason I crossed the bridge from OR to WA was because of a wrong turn I made. However, I was surprised to not see any signage related to paying a toll for crossing when I saw no one manning the toll bridge.

Second, I misplaced the mail I received and just recently found it again. The fact that my toll should have been \$10 but because I was 6 days late it was \$30 is baffling to me. The fact that the toll charge was \$10 alone when in person it's much smaller is quite unfair to begin with. That additional amount is unduly unfair to charge an individual for being a few days late to making a toll payment, when they could have paid the toll in person had someone been physically there to take payment.

Please consider reducing these dollar amounts for the future for people like me that are already struggling to make ends meet.

Best,

--
Adrienne Del Monte
C: /

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**Port of Hood River Commission
 Meeting Minutes of May 19, 2020 Regular Session
 Via Remote Video Conference and Marina Center Boardroom
 5:00 pm.**

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

**5:00 pm.
 Regular Session**

Present: Commissioners John Everitt, Hoby Streich, David Meriwether, and Ben Sheppard; Legal counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Kevin Greenwood, Genevieve Scholl, Anne Medenbach, Daryl Stafford, John Mann, and Maria Diaz.

Absent: Kristi Chapman

Media: Emily Fitzgerald, Hood River News

Guests: Brad Boswell, Daniel Bates, Mark Hickock, Lynn Burditt, Mike Gleason, Terry Moore

1. CALL TO ORDER: President John Everitt called the regular session to order at 5:02 pm.

Modifications to agenda:

- a. Mike Gleason and Terry Moore updating the Recreational Providers Efficiency Study Report
- b. Recreational Facilities Reopening Discussion. Mark Hickock, Hood River Parks, and Recreation to weigh in the Recreational Facilities Reopening Discussion. Guest for a discussion on the Recreational Facilities Reopening Discussion, Lynn Burditt.
- c. Add Urban Renewal report to the Commissioner Committee Reports section.

2. PUBLIC COMMENT

- a. None.

3. CONSENT AGENDA:

- a. Approve Minutes from the March 5 Budget Committee Meeting and Regular Session.
- b. Approve Amendment No. 1 to Lease with Aletta Wilson in the Chamber Building.
- c. Approve Addendum No. 1 to Lease with Columbia River Acupuncture LLC.
- d. Approve Amendment No. 1 to Contract with DKS Associates for Waterfront Transportation Study.
- e. Approve License Agreement with Carter & Company at the Barman Property Approve Accounts Payable to Jaques Sharp in the Amount of \$15,955

Motion: Move to Approve Consent Agenda

Move: Streich

Second: Sheppard

Discussion: None

Vote: Unanimous

4. PRESENTATION AND DISCUSSION ITEMS:

a. Legislative Advocacy Report – Dan Bates, Thorn Run Partners and Brad Boswell, Boswell Consulting. Kevin Greenwood introduced Brad Boswell, the Port’s lobbyist in Washington state. Brad Boswell noted the Washington short session did make it through March, and legislation was able to allocate funding for the COVID-19 situation. Boswell stated that like Oregon, Washington state is facing a budget hold and discussions for a special session in the future. Boswell reported the short session identified approximately 5 million dollars from another project in Yakima for a series of off-ramps that were line

items for this area, but yet not explicitly identified within the transportation budget. Boswell highlighted the transportation department's loss of revenues. Boswell also informed the Commission that Washington state has been working toward building on a transportation infrastructure package but sees the coalitions will start to form even within the COVID-19 situation, but firmly believes efforts for economic recovery would involve a transportation package in the 20-21 session. Greenwood commended Boswell and Bates for their work and advocating for funding.

Kevin Greenwood introduced Dan Bates of Thorn Run Partners, the Port's lobbyist in Salem. Mr. Bates reported that the short legislative session this year ended up in an unusual state regarding funding and highlighted how COVID-19 changed the course. Bates noted the Governor presented direction to agencies to prepare for a 17% budget cut within the present biennium and noted the State's Economic Forecast, upon which funding decisions are based, showing expectations of a loss of revenue in the billions. Bates noted that the COVID-19 Committee, formed of members of the Senate and the House, has presented a series of potential recommendations for legislation to take up in a special session. Bates also highlighted a series of events such as the Governor's executive orders under her Emergency Authority and Administrative Authority and the Emergency Board allocations for emergency relief. Bates noted that a combination of all the proposals mentioned might result in a special session, possibly in September. Bates said they are presently monitoring for opportunities where the Port and its constituencies and partners might seek relief. Bates said that, ultimately, a turn into an economic recovery, in which the Port falls in with current projects, would fit in an economic stimulus recovery package. Bates also mentioned they are continuing to monitor the already secure funding for the specific projects that remain protected. Bates highlighted the path to take is to protect the investments already made and more importantly to build a case for future projects like the Bridge Replacement project.

b. Recreational Providers Efficiency Study Report – Terry Moore and Mike Gleason, Portland State University

McElwee introduced consultants Terry Moore and Mike Gleason from Portland State University and reiterated the contract to carry out a study of recreational facilities potential efficiencies, looking at Port and Hood River Valley Parks & Rec District operations. Moore reported on the methods and results of the study, highlighting the critical findings. He said the essential elements to the report are the scale of the collaboration framework, the workflow, and the collaboration levels. Gleason reported the findings of the work identified the Port already has efficient Operations and Maintenance department. Gleason noted the importance of efficiency and effectiveness within an organization and also noted the difficulties of different cultures within an organization. Gleason said the Port opportunities were more considerable scaling as they displayed characteristics of being well funded, well organized, and well designed in capital operations. Gleason noted the most straightforward implementations, what it would yield, and the differences in regards to the benefits to the agencies involved. Gleason identified the significant opportunity the Port in working with an agency like the Hood River Parks and Recs. Moore lastly identified the next steps to the collaboration between both agencies. Hickock from Parks and Rec noted the agency's capital plans had been stopped due to the current situation and recognized and noted agreement to the report's finding in regards to the administration level. Gleason and Moore reiterated the possible collaboration between agencies at a manageable scale would only bring more opportunities. McElwee thanked Moore and Gleason for their work and highlighted the report was very informational and valuable for the Port to move forward.

c. Recreational Facilities Reopening Discussion

McElwee lead a discussion on the reopening of waterfront recreational facilities, noting the conditions and the present status at each major facility. McElwee said the Port is facing the question and growing pressure to open those areas still closed. McElwee stated he is pleased thus far with the public's effort to maintain the recommended social distancing restrictions. McElwee noted the coming holiday and warmer weather presents an increase of public activity at the Event Site and staff is seeking Commission's input on reopening. McElwee introduced Lynn Burditt, supervisor for the Forest Service Department and the Columbia Gorge National Scenic Area for her input. McElwee put forward the question of whether to reopen the Event Site area during the Memorial Day weekend. McElwee highlighted the Port's needed preparation due to the current high water conditions and associated risks. Burditt thanked the Commission for the opportunity to engage in a discussion for the reopening. Burditt highlighted the collaboration between agencies in and around Hood River County has put forward a strategy for a phased approach that would first identify day-use areas open by or around May 27, 2020. Burditt said coordination continues with Oregon and Washington for general alignment, highlighting the input received from numerous counties, agencies, cities, and Mayors. Burditt shared her thoughts on the Port's recreational environment, what the public is likely to do, what the public health situation is in Hood River County, and the other safety issues that may arise if the Port decides to ease restriction. Burditt also noted other agencies that are underway with reopening and what they were facing after the reopening. Commissioner Meriwether sought from McElwee clarification regarding the launch site for kiteboarding. Commissioner Sheppard commented and sought input on how the Port would enforce compliance with social distancing and other restrictions/guidance, and how/if policing would take place after reopening. There was discussion about the restrooms and best practices for maintenance and signage. Commission consensus to keep the Event Site closed for Memorial Day weekend, and to revisit the issue in the week after. Scholl recommended that the Commission identify a date certain for opening to give staff time to develop and install necessary signage and other needed notifications. Commission consensus to have plan for reopening developed at the staff level.

5. REPORTS:

a. Bridge Replacement Update – accepted without changes.

6. Directors Report- Michael McElwee noted the significant increase in the volume of customer service work the frontline staff are handling due to the Bridge activities and thanked the team for their hard work. McElwee thanked the Commission for the decision to maintain the compensation policy as is. McElwee reported ex-Commissioner Bob Nicholson passed away on May 8, 2020. McElwee noted the attached report in the packet about the Port office COVID-19 safety policies and practices intended for Commission information. McElwee noted efforts to seek reimbursement for any direct COVID-19 related costs. McElwee noted Anne Medenbach is continuously meeting with the Gorge Resilience team, as well as Port tenants to monitor impacts and assist in relief efforts. McElwee stated that Stafford reported dogs off-leash continue to be a problem at the Marina park and that American Cruise Line continues to discuss their activities in the Gorge. Medenbach reported on the projects underway at the airport and provided an update on the FAA grant. McElwee noted an update to the Bridge weight limit report. Kowell reported the All-Electronic Tolling system is live, the first set of invoices mailed, and reported the capability to have toll collector present at the booth is available as soon as June 1, 2020. Commission consensus to have toll

collectors back to bridge collection on June 1, 2020. Kowell also reported traffic is slowly coming up and the loss of revenue in connections to run-throughs.

7. COMMISSIONER, COMMITTEE REPORTS:

Urban Renewal Agency:

Commissioner Streich reported on the May 13, 2020 URA meeting and noted the new Chairman's election. Streich stated that there were no amendments to the budget and the committee moved to approve the 2020-2021 Budget. Streich said the second motion was regarding ORS 457.455.

Meriwether reported on the Emergency Operations Center activities and noted the County was approved by the Governor and Health Authority to enter Phase I in the COVID-19 recovery plan. Meriwether highlighted the migrant farm labor workers that will be coming into the area and announced the efforts from various agencies and public health authorities to protect migrant workers and the requests for funding.

8. ACTION ITEMS:

a. Authorize Partnership with Gorge Grown Food Network and Letter of Commitment for a Grant Application Associated with a Local Food Enterprise Center.

Motion: Authorize Partnership with Gorge Grown Food Network and Letter of Commitment for a Grant Application Associated with a Local Food Enterprise Center.

Move: Streich
 Second: Meriwether
 Discussion: None
 Vote: Unanimous

b. Approve Resolution 2019-20-7 for the Renewal of Workers' Compensation Insurance for FY 2020-21

Motion: Approve Resolution 2019-20-7 for the Renewal of Workers' Compensation Insurance for FY 2020-21

Move: Meriwether
 Second: Streich
 Discussion: None.
 Vote: Unanimous

8. COMMISSION CALL:

None

9. EXECUTIVE SESSION: President John Everitt recessed Regular Session at 7:45 pm to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations, ORS 192.660(2)(h) Consultation with legal counsel regarding current litigation or litigation likely to be filed.

10. POSSIBLE ACTION: None.

11. ADJOURN 8:37 pm.

Motion:

Motion to adjourn the meeting

Vote: Unanimous

MOTION CARRIED

The meeting adjourned at 6:37 pm.

Respectfully submitted,

Maria Diaz

ATTEST:

John Everitt, President

David Meriwether, Secretary

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*Port of Hood River Commission
 Meeting Minutes of June 2, 2020 Regular Session
 Via Remote Videoconference and Marina Center Boardroom
 5:00 p.m.*

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

**5:00 pm.
 Regular Session**

Present: Commissioners John Everitt, Hoby Streich, David Meriwether, Kristi Chapman and Ben Sheppard; Legal counsel Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Kevin Greenwood, Genevieve Scholl, Anne Medenbach, Daryl Stafford and Maria Diaz.

Absent: None
Media: None

- 1. CALL TO ORDER:** President John Everitt called the regular session to order at 5:02 pm.
 - a. Modifications to agenda:
 1. Correct verbiage in Action Item C to read: Accept and Approve Executive Director of Execution of Grant Agreement with the FAA for N. Apron and Rehabilitation Project.
 2. Correct contract document with Tapani, Inc. was sent to the Commission separately from the meeting packet.
 3. Commissioner Streight suggested moving Consent Agenda item a. to Actions Items/
 - b. Public Comment- None

2. President Everitt opened the Public Hearing on the Approved Budget for Fiscal Year 2020-2021.

3. ACTION ITEMS:

a. Approve Amendment No.1 to Resolution No 2019-20-8 Clarifying Collection Amounts and Collection Procedures for Non-BreezeBy Tolls Utilizing a License Plate Recognition System.

Motion: Approve Amendment No.1 to Resolution No 2019-20-8 Clarifying Collection Amounts and Collection Procedures for Non-BreezeBy Tolls Utilizing a License Plate Recognition System.

Move: Meriwether
 Second: Chapman
 Discussion: None
 Vote: Unanimous

b. Approve Amendment No. 3 to Goods and Serves Agreement with Professional Account Management, LLC for All Electronic Tolling System.

Motion: Approve Amendment No. 3 to Goods and Serves Agreement with Professional Account Management, LLC for All Electronic Tolling System.

Move: Meriwether
 Second: Sheppard
 Discussion: None
 Vote: Unanimous

c. Accept and Approve Executive Director Execution of Grant Agreement with the FAA for N. Apron and Rehabilitation Project.

Motion: Accept and Approve Executive Director Execution of Grant Agreement with the FAA for N. Apron and Rehabilitation Project.

Move: Meriwether
 Second: Sheppard
 Discussion: None
 Vote: Unanimous

d. Approve Public Works Contract with Tapani, Inc for N. Apron Rehabilitation Project at the Airport

Motion: Approve Public Works Contract with Tapani, Inc for N. Apron Rehabilitation Project at the Airport.

Move: Streich
 Second: Meriwether
 Discussion: None
 Vote: Unanimous

e. Approve Contract with Century West Engineering for construction management associated with N. Apron Rehabilitation Project not to exceed \$205,546.85.

Motion: Approve Contract with Century West Engineering for construction management Associated with N. Apron Rehabilitation Project not to exceed \$205,546.85.

Move: Chapman
 Second: Sheppard
 Discussion: None
 Vote: Unanimous

f. Approve T-Hangar Lease with Benton Aero, LLC and Incorporate lease terms in the Standard Lease Template, as amended.

Motion: Move to Approve Consent Agenda
Move: Streich
Second: Chapman
Discussion: Commissioner Streich asked about the lease template document approval process versus this particular lease; and recommended the prohibition of parking vehicles inside the hangar be further clarified to allow parking while flying.
Vote: Unanimous

5. EXECUTIVE SESSION: President John Everitt recessed Regular Session at 5:28 pm to call the Commission into Executive Session under ORS 192.660(2)(e) Real Estate Negotiations, ORS 192.660(2)(h) Consultation with legal counsel regarding current litigation or litigation likely to be filed.

6. REGULAR SESSION: President John Everitt closed Executive Session at 5:55 pm to call Commission back into Regular Session.

7. President Everitt Closed the Public Hearing on the Approved Budget for Fiscal Year 2020-2021.

a. Approve Budget for Fiscal Year 2021

Motion: Approve Budget for Fiscal Year with the following additional appropriations:

1. \$15,000 for waterfront signage project
2. \$15,00 for Marina management software.
3. \$35,000 Placeholder for Marina Rip Rap

Move: Chapman
Second: Meriwether
Discussion: None
Vote: Unanimous

b. Approve additional appropriation of \$200,000 discretionary funding related to COVID-19 pandemic impacts.

Motion: Approve additional appropriation of \$200,000 discretionary funding related to COVID-19 pandemic impacts.

Move: Meriwether
Second: Chapman
Discussion: General discussion
Vote: **Yay 3 – Everitt, Chapman, Meriwether**
Nay 1 – Streich
No Vote – Sheppard Commissioner Sheppard has presented with difficulties with an internet connection was not able to vote.
Motion Carries.

c. Approve Lease Amendment No. 4 with Pfriem Brewing for COVID-19 Rent Relief

Motion: Approve Lease Amendment No. 4 with Pfriem Brewing for COVID-19 Rent Relief

Move: Chapman
Second: Meriwether
Discussion:
Vote: Unanimous

8. PRESENTATION AND DISCUSSION ITEMS:

- a. Federal Advocacy Report Hal Hiemstra, Summit Strategies – Tabled to a later date.
- b. Hood River Chamber of Commerce Update, Kate Schroeder, Executive Director- Tabled to a later date.
- c. Bridge Replacement Project Update - Greenwood reported that Steve Siegel presented the Bi-State Compact as the most likely long-term governance to the bi-state working group. Greenwood reported that Siegal will formulate and work through a series of memos of understanding between the six agencies.

9. Directors Report – Tabled to a later date.

10. COMMISSIONER, COMMITTEE REPORTS: None

11. COMMISSION CALL:

None

12. POSSIBLE ACTION: None.

13. ADJOURN 6:03 pm.

Motion:

Motion to adjourn the meeting

Vote: Unanimous

MOTION CARRIED

The meeting adjourned at 6:03 pm.

Respectfully submitted,

Maria Diaz

ATTEST:

John Everitt, President

David Meriwether, Secretary

Commission Memo

Prepared by: Kevin Greenwood
Date: June 16, 2020
Re: Boswell Consulting Personal Services
Contract



Boswell Consulting has provided government affairs services in Olympia, Washington for the last few years. The current personal services contract expires at the end of June 2020. The attached FY20-21 contract of \$63,000 is included in the Port's FY20-21 budget.

RECOMMENDATION: Approve the Personal Services Contract with Boswell Consulting for government affairs services in an amount not to exceed \$63,000.

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

This is a service agreement ("Agreement") effective as of July 1, 2020 (the "Effective Date") by and between, Boswell Consulting, Inc. ("BCI") and Port of Hood River ("POHR").

- 1. Term and Termination.** This Agreement shall commence on the Effective Date and shall continue until June 30, 2021. Either party may terminate this Agreement with or without cause with 30 days written notice.
- 2. Scope of Services ("Services").** BCI will assist POHR in the coordination and interaction with legislative bodies, state agency personnel and ally groups. BCI will provide verbal and written reports as needed and mutually agreed upon outlining status of current activities on behalf of POHR. Exhibit A describes the Scope of Work for this Personal Services Contract.

3. Pricing and Payment.

BCI and POHR have mutually agreed upon the pricing for Services and POHR shall pay BCI \$5,000.00 per month, plus reasonable expenses including but not limited to meals, mileage and hotel expenses with Legislators and Staff in the course of POHR activities, not to exceed \$3,000 during the term of this Agreement.

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

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

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

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

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

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

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

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

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

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

POHR

BCI

By: _____
Michael McElwee, Executive Director

By: _____
Brad Boswell, President

Date: _____

Date: _____

Exhibit A - Tier 1 Scope of Services

Legislative Lobbying

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

14th Legislative Districts (King, Correy, Mosbrucker)

CRC Crossing Legislative Districts (49,17,18)

Governor’s Office/State Agency

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

Stakeholder Interaction

Monitoring all relevant stakeholders and ally groups associated with port policy objectives. Specifically focus on the engaging port personnel with the CRC replacement work group and relevant tolling policy bodies including the DOT and Washington State Transportation Commission. Monitor bi-state authority conversations and governance structures.

Public Affairs Strategy

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

Billing

Monthly Retainer: 5000.00/month

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

Annual expense estimate: \$3,000

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Commission Memo

Prepared by: Kevin Greenwood
Date: June 16, 2020
Re: Thorn Run Partners Personal Services
Contract



Thorn Run Partners has provided government affairs services in Salem, Oregon for several years. The current personal services contract expires at the end of June 2020. The attached contract of \$51,000 is included in the Port's FY20-21 budget.

RECOMMENDATION: Approve the Personal Services Contract with Thorn Run Partners for government affairs services, not to exceed \$51,000.

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THORN RUN PARTNERS

610 SW Alder
Suite 1008
Portland, Oregon, 97205
800.944.2167
www.thornrun.com

April 13, 2020

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

Port of Hood River
Michael McElwee, Executive Director
1000 E. Port Marina Drive,
Hood River, OR 97031

RE: Contract with Thorn Run Partners

Dear Mr. McElwee:

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

Description of Services

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

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

- Advocate for any needed legislation in the 2021 Oregon Legislative session, assist the Port in investigating legislative concepts prior to the 2021 and 2022 session, and coordinating with its stakeholders prior to and during the 2021 session.
- Investigate and report to client on legislative proposals/initiatives advanced by policymakers that may affect the Hood River Replacement Bridge project prior to and during the 2021 session.
- Advise client on government relations approaches on matters related to implementation of HB 2750 (2017) and expenditure of the \$5 million allocated to bridge replacement in HB 2017 (2017). Such matters may include ODOT/Port



tolling enforcement Agreements, Innovative Partnership Implementation Rules and legislative reporting.

- Advise client on strategy with regard to the State of Oregon’s involvement in the Bridge Replacement project and strategic opportunities in future legislative sessions
- Advise client on infrastructure funding opportunities that exist with the State of Oregon and may emerge during the 2021 Legislative session

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

General Considerations

This agreement shall be considered active from July 1, 2020 and remain in effect through June 30, 2021. In consideration of described services rendered, Client will pay Consultant a monthly retainer of **\$4,250**. Client shall make payment within seven days of receipt of monthly invoice.

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

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

By:
 Name: Daniel Bates
 Organization: Thorn Run Partners
 Date: April 13, 2019

By:
 Name: Michael S. McElwee
 Organization: Port of Hood River
 Date:

Commission Memo

Prepared by: Michael McElwee
Date: June 16, 2020
Re: Walker/Macy – Steve Gates Memorial



The landscape architecture firm of Walker Macy (“W/M”) was retained by the Port to prepare concept plans to support a local group working to build a feature near the Nichols Basin in honor of renowned community leader, business owner, and waterman Steve Gates.

The Port entered into a contract with W/M and subsequently amended it for a total contract of \$10,000. W/M’s concept plans were received well by the local group and approved by the Commission on April 21.

As the project moves ahead into the next phase of work (more detailed design drawings to secure a building permit and then project bidding), there is a need for communication and coordination between W/M and the local group, particularly about construction details and materials specifications. For this to occur, a small contract amendment is warranted. The \$2,000 cost would be reimbursed to the Port from the group’s fundraising efforts.

RECOMMENDATION: Approve Amendment No. 2 to the contract with Walker/Macy for the Steve Gates Remembrance Project not to exceed \$2,000.

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**AMENDMENT NO. 2
TO PERSONAL SERVICES CONTRACT**

This Amendment No. 2 to the Personal Services Contract for Walker Macy (“Contract”) is entered into by and between Michael Zilis, Walker Macy (“Contractor”) and the Port of Hood River (“Port”).

RECITALS:

WHEREAS, Contractor and Port entered into a Personal Services Contract dated December 10, 2019 for conceptual design services for the Steve Gates Remembrance Project at Nichols Basin located on the Waterfront in Hood River, Oregon (“Project”) for an amount not to exceed \$3,000 (“Original Contract Price”); and

WHEREAS, Contractor’s Scope of Work will increase to include additional consulting and design recommendations for the Project for one location resulting in an addition to the Original Contract Price; now, therefore

WHEREAS, Contractor’s Scope of Work will increase to include direct consultation with the volunteer group that is now leading the project and an addition to the Original Contract Price is warranted; now, therefore

Port and Contractor agree that Contractor shall provide additional work including recommendations on final layout, materials and design details for an amount not to exceed **\$2,000.00** resulting in a total Contract Price not to exceed **\$12,000**.

Port and Contractor further agree that the term of the contract shall be extended through September 30, 2020.

Except as changed by this Amendment No. 2, all terms of the Contract remain unchanged and in effect.

Walker Macy

PORT OF HOOD RIVER

Michael Zilis, Principal

Michael S. McElwee, Executive Director

Date: _____

Date: _____

111 SW Oak St, Suite 200
Portland, OR 97204
(503) 328-2994
mzilis@walkermacy.com
EIN: 93-0733883

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Hood River OR 97031
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porthr@gorge.net

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Commission Memo



Prepared by: Fred Kowell
Date: June 16, 2020
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$19,765.00
---------------------	--------------------

Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	\$19,765.00
--	--------------------

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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

CREDIT CARDS ACCEPTED

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

Page: 1
 June 04, 2020
 Account No: PORTOHAM

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
MISCELLANEOUS MATTERS						
JJ	2,935.00	825.00	0.00	0.00	-2,935.00	\$825.00
PROPERTY PURCHASE	100.00	0.00	0.00	0.00	-100.00	\$0.00
LEASE (Columbia River Acupuncture)	0.00	200.00	0.00	0.00	0.00	\$200.00
AIRPORT T-HANGER LEASE FORMS (2012-2013)	0.00	1,850.00	0.00	0.00	0.00	\$1,850.00
LEASE (PFriem Brewing)	150.00	825.00	0.00	0.00	-150.00	\$825.00
TOLLING SYSTEM UPGRADE (Kapsch Traffic Com Corp)	975.00	2,100.00	0.00	0.00	-975.00	\$2,100.00
BRIDGE TOLL ENFORCEMENT	4,650.00	1,475.00	0.00	0.00	-4,650.00	\$1,475.00
STORM LINE SINK HOLE (Hood River Distillers area)	650.00	0.00	0.00	0.00	-650.00	\$0.00
ODOT IGA - I-84 BRIDGE REPLACEMENT	0.00	25.00	0.00	0.00	0.00	\$25.00
PROPERTY	1,200.00	2,425.00	0.00	0.00	-1,200.00	\$2,425.00

HOOD RIVER, PORT OF

Account No:

June
PORTOHaM

Previous Balance	Fees	Expenses	Advances	Payments	Balance
T-HANGAR LEASE DEFAULTS 1,790.00	525.00	0.00	0.00	-1,790.00	\$525.00
VIRUS ISSUES 275.00	0.00	0.00	0.00	-275.00	\$0.00
ARON FAEGRE PERSONAL SERVICES CONTRACT 340.00	0.00	0.00	0.00	-340.00	\$0.00
AIRPORT/NORTH APRON REHABILITATION PROJECT 2,815.00	400.00	0.00	0.00	-2,815.00	\$400.00
ENGINEERS BRIDGE INSPECTION-(Coffman Engineers) 0.00	200.00	0.00	0.00	0.00	\$200.00
EMPLOYEE MATTERS 0.00	7,965.00	0.00	0.00	0.00	\$7,965.00
LEASE (HR Chamber of Commerce) 0.00	450.00	0.00	0.00	0.00	\$450.00
PROPERTY PURCHASE 75.00	500.00	0.00	0.00	-75.00	\$500.00
<u>15,955.00</u>	<u>19,765.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-15,955.00</u>	<u>\$19,765.00</u>

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

Commission Memo



Prepared by: Kevin Greenwood
Date: June 16, 2020
Re: Federal Advocacy Report

Hal Hiemstra, principal partner at Summit Strategies, has been the Port's federal government affairs contractor for many years. His experience, wide range of contacts and knowledge of federal funding programs and legislative processes have been valuable to the Port.

Summit is currently retained on an annual contract coinciding with the Port's fiscal year. The current year contract identified the following major tasks:

1. General Representation including position papers and congressional monitoring
2. Monitoring Federal Discretionary Funding opportunities
3. Bridge Replacement Services including periodic updates with key congressional and agency staff.
4. Coordinate Water Resources Development Act (WRDS) Requests
5. Facilitating BUILD/INFRA letters of support and congressional updates.

Earlier this year, Hal coordinated and hosted the Port's annual trip to Washington DC. The Port applied for two large federal grants this year and Hal facilitated generating bi-partisan, bi-state letters of support for the applications. Hal successfully included the restoration of the mouth of the Hood River in the Water Resources Development Act (WRDA) currently moving through Congress. Finally, Hal monitored the fast-moving COVID-19 legislation and worked with Port staff to obtain first-hand summaries of tenant needs to demonstrate the importance of federal assistance.

The coming 117th congress will have several unknowns. Congressman Greg Walden is stepping down after more than 20 years representing Oregon's 2nd District. With uncertainty in the upcoming November general election, Hal's experience will be helpful in educating and informing our new representative and keeping important issues in front of their staff in D.C. and the Oregon field offices. Additionally, Hal will be continuing to monitor legislation that will benefit the bridge replacement project and other issues of importance to the Port.

Hal will join the meeting via Zoom to recap the past year, discuss the strategy for next year, and answer any questions that the Commission may have.

RECOMMENDATION: Information and discussion.

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Commission Memo

Prepared by: Anne Medenbach
Date: June 16, 2020
Re: Hood River County Chamber of
Commerce



During the May 5th meeting, the Commission approved a COVID-19 rent relief request submitted by the Hood River County Chamber of Commerce for their lease in the Chamber Building. Since that date, the Chamber Board has decided to cancel the major events that provide most of their annual revenue due to the virus.

Meanwhile, the Chamber has been working hard to develop and provide new business services in response to the crisis by creating a new online marketplace for local goods and services; participating in EOC and JIC calls and coordination activities as representatives of the business community; performing advocacy and assistance for economic relief for local businesses; and continuing to provide important safety information to visitors to the area and tourism-based businesses and facilities.

Ms. Schroeder will attend the meeting to discuss the effects of the crisis on the local business community, the Chamber's efforts on behalf of their member businesses, and other impacts to Chamber operations.

RECOMMENDATION: Discussion.

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Commission Memo

Prepared by: Michael McElwee
Date: June 16, 2020
Re: Waterfront Traffic Study - Final Report



At the January 14 regular meeting the Commission authorized a contract with DKS Associates (“DKS”) to prepare an updated traffic model for the Waterfront. This was intended to understand the impact of future development on the existing transportation system and when off-site transportation facility improvements would be triggered. At the April 15 regular meeting the Commission was briefed on the progress of DKS’ efforts.

DKS has now completed the traffic study. Project manager Garth Appanaitis will join the meeting via Zoom to provide a summary of findings using the attached project materials for Commissioner information and feedback.

RECOMMENDATION: Information.

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HOOD RIVER WATERFRONT AREA

ASSESSING VEHICLE CAPACITY AND GROWTH POTENTIAL: PART 2

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TRANSPORTATION EXPERIENCE™
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AGENDA

- 1 / BACKGROUND / RECAP OF APRIL PRESENTATION**
- 2 / DEVELOPMENT SCENARIOS**
- 3 / SCENARIO TESTING**
- 4 / FINDINGS + FUTURE STEPS**



BACKGROUND

REVIEW OF PRIOR PLANS

- Work performed from 2007 to 2011
- Transportation System Plan (TSP)
 - > Long range (20 year) plan for the City's transportation network
 - > Includes 2010 base year model and 2031 future year model
- Interchange Area Management Plan (IAMP)
 - > Interchange-specific plan to address operational and capacity issues
 - > Includes a timeline for when interchange-related improvements may be needed

IAMP TRIGGERS FOR FUTURE PROJECTS

Table 8: I-84 Exit 63 and Exit 64 Interchange Area Transportation Improvement Project Phasing Guide

Estimated Year of Need	Location	Project Needed	Critical Movement	Weekday PM Peak Hour Volume
Near-Term	2 nd Street/ Oak Street	Signalize intersection with no geometric improvements.	Southbound Approach	600
2020	2 nd Street/ I-84 WB Ramps*	Construct second westbound left turn lane (200' storage) and extend right turn storage lane down ramp (125' storage). This will include bridge widening that will add an additional southbound through lane from this intersection to the 2 nd Street/ Oak Street intersection where the additional southbound lane will drop as southbound right turn lane.	Westbound Left Turn	400
	2 nd Street/ I-84 EB Ramps	Extend off-ramp a minimum of 200 feet and extend right turn lane further down ramp (250' storage).	Eastbound Right Turn	125
2025	OR 35/ State Street	Signalize intersection and reconfigure geometry to include a through/right shared lane with a separate left turn lane for the northbound and westbound approaches (250' storage for northbound left, 75' storage for westbound left). For the southbound and eastbound approaches, the lane configuration should include a left turn lane, through lane, and a separate right turn lane (125' storage for southbound left, 150' storage for eastbound through). The eastbound right turn lane may continue to be a channelized right that flows into an add lane that merges further south of the intersection.	Northbound Through/Left	400
2030	2 nd Street/ Riverside Drive	Mitigate failing operations in a manner that supports safe and efficient operation of the I-84 Exit 63 interchange through a project to be approved by ODOT and the City of Hood River. This assumes 1 st Street is still in place between Portway Avenue and Riverside Drive. If 1 st Street is removed, this project will be needed sooner.	Northbound Through/Right	500

TRAFFIC VOLUME TRIGGERS ARE PROVIDED FOR KEY INTERSECTION MOVEMENTS

TWO LOCATIONS DIRECTLY TIED TO WATERFRONT ACTIVITY

* Recommended interim improvement including queue detection on the I-84 Exit 63 westbound off-ramp and surveillance cameras may be implemented prior to the 2nd Street/ I westbound ramp improvements if needed.

SOURCE: I-84 EXIT 63 & 64 INTERCHANGE AREA MANAGEMENT PLAN, 2011

CURRENT WORK RECAP

- Objective
 - > What is the status of the IAMP triggers?
 - > What is the growth potential for the waterfront area?
- Recent Work (Covered in April)
 - > Collect new data
 - > Update models
- Today's Focus
 - > Analyze a few development scenarios
 - > How does potential development impact the IAMP improvements?



DEVELOPMENT SCENARIOS

DEVELOPMENT SCENARIOS

1. Hotel on Barman property
2. Lot #1 development
3. Maritime building redevelopment



HOTEL SCENARIO

- Located next to 2nd St/Riverside Dr
- Similar size/nature to existing Hampton Inn (85 rooms + meeting, breakfast)
- Access on 1st St
- Mix of employee and guest trips
 - > During the PM peak: 51% trips in, 49% trips out



LOT #1 SCENARIO

- Bounded by Riverside Dr, Portway Ave, 1st St, and 2nd St
- Assumes 50% of Lot 1 Development Plan - Option A (Walker Macy, 2015)
- Access on Anchor Way extension, Portway Ave, and 1st St
- Majority industrial/office trips (~10% retail)
 - > During the PM peak: 70% trips out



MARITIME SCENARIO

- North of Portway Ave
- Assumes 2018 Maritime Site Development Plan (Option 2)
- Access on Portway Ave
- All office trips
 - > During the PM peak: 85% trips out



TRIP GENERATION SUMMARY

- Approximate added trips for each scenario in PM peak
 - > Based on trip rate in Hood River model
- Trips IN – Potential to impact 2nd/Riverside
- Trips OUT – Potential to impact 2nd/Oak

Year	PM Trips In	PM Trips Out	Total PM Trips
Hotel (85 rooms)	26	25	51
Lot #1 (50%)	25	53	78
Maritime Site	11	63	74



3

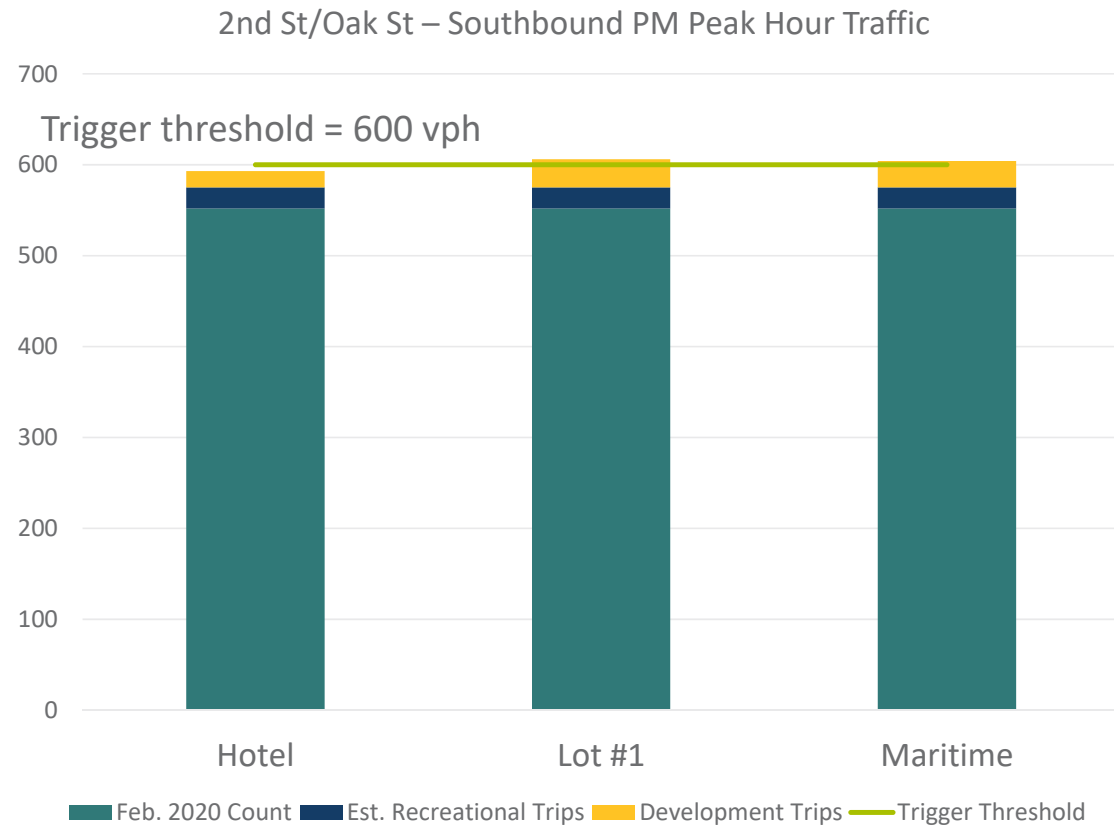
SCENARIO RESULTS

ANALYSIS METHODOLOGY

- Identify key movements and trigger threshold for IAMP
 - > 2nd St/Oak St trigger: 600 vehicles on southbound approach
 - > 2nd St/Riverside Dr trigger: 500 vehicles northbound through + right
- Estimate trips contributing to IAMP Triggers
 - > February 2020 trips
 - > Estimated recreational trips (adjust from Feb to June)
 - > Development scenario trips
 - > Other potential background growth trips
- Review status of each IAMP location

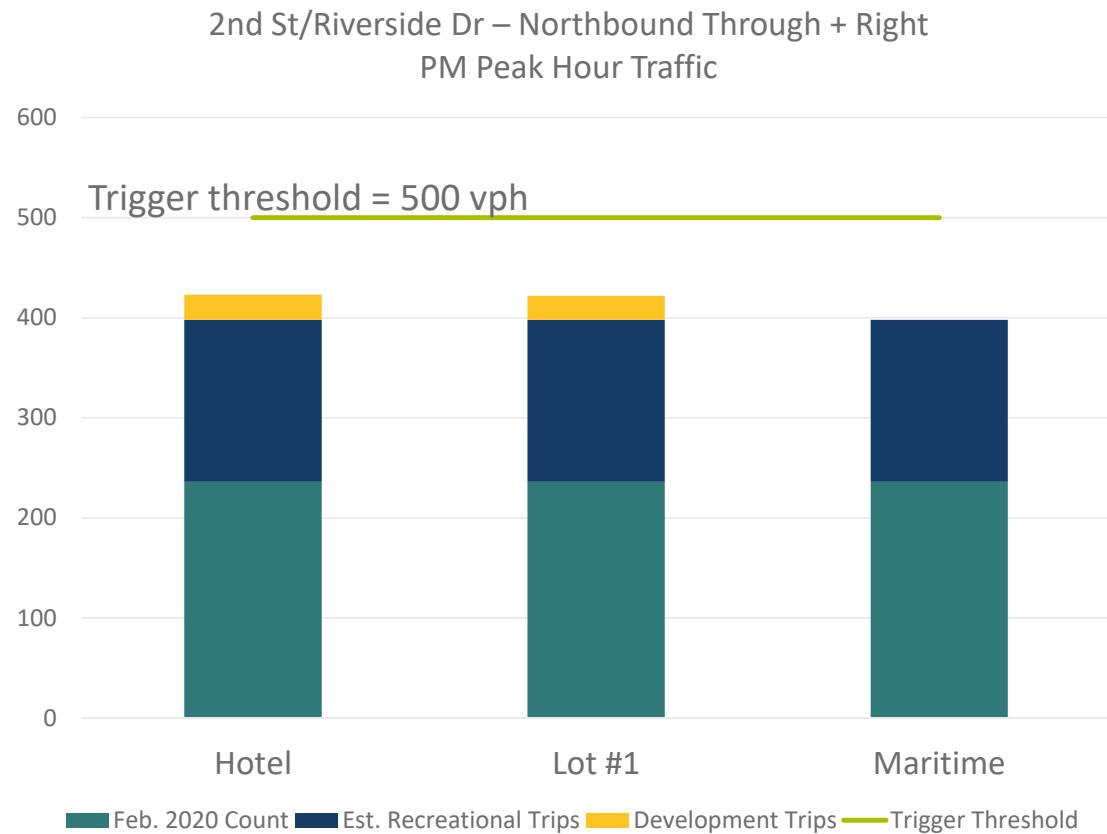
2ND ST/OAK ST

- Most waterfront traffic not using I-84 will go here
- Current status
 - > Estimated to be within 5% of trigger
- Each scenario may trigger
- Next steps:
 - > coordinate with ODOT and City



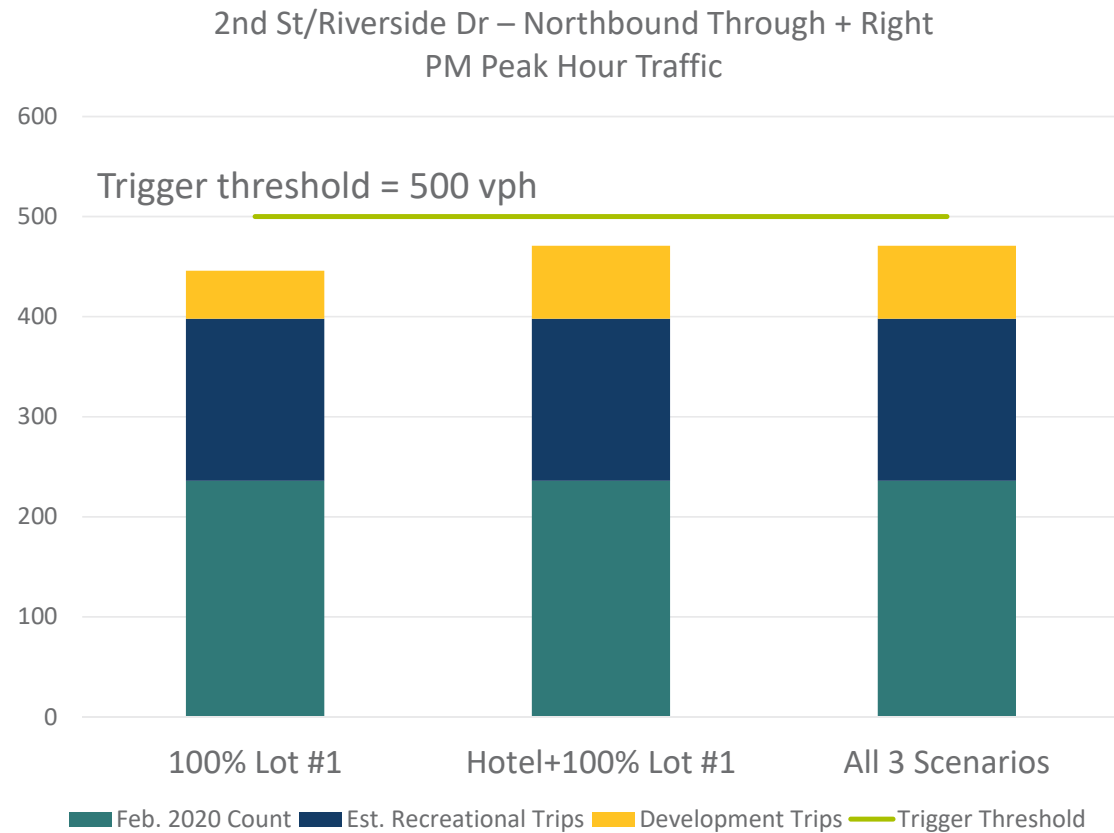
2ND ST/RIVERSIDE DR

- Routing varies by scenario
 - > Most inbound waterfront traffic will impact this location
 - > Maritime traffic mostly turns left, limited impact
- Current status
 - > Estimated to have 100 trips remaining before threshold
- With development
 - > ~30% of 2031 growth potential remaining



2ND ST/RIVERSIDE DR

- Additional sensitivity tests
 - > 100% Lot #1
 - > 100% Lot #1 + hotel
 - > 100% Lot #1 + hotel + Maritime
- With all three developments
 - > ~15% of 2031 growth potential remaining
- Next steps:
 - > not critical location, but continued coordination needed





FINDINGS AND FUTURE STEPS

FINDINGS

- Preliminary analysis was based on many assumptions and estimates (e.g. adjustment of off-season counts)
- Two IAMP improvement intersections are most directly tied to waterfront traffic and activity
- 2nd St / Oak St appears to be on fringe of triggering improvement
- 2nd St / Riverside Dr improvements not likely to be immediately triggered with scenarios considered

POTENTIAL FUTURE STEPS

- Collect traffic counts with representative recreational activity (when possible)
- Coordinate with ODOT regarding IAMP trigger status and formal determination
 - > 2nd St/Oak St – most pressing
 - > 2nd St/Riverside Dr – still room for growth for a few years
- City TSP update and full model update

THANK YOU

QUESTIONS?

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Commission Memo



Prepared by: Fred Kowell
 Date: June 16, 2020
 Re: Financial Review for the Ten Months
 Ended April 30, 2020

Attached please find the following financial reports.

- Bridge Traffic and Revenue Report
- Schedule of Expenditures by Cost Center by Fund
- Schedule of Revenues by Cost Center by Fund
- Statement of Operating Revenues, Expenditures and Other Sources and Uses

Bridge Traffic and Revenue Report

The Bridge Traffic and Revenue report shows traffic is down year-to-date by 5.2% as compared to FY 2018-19, but for the month of April, 31.7%. Revenues are also down by \$620,288 year-to-date or 12.9% from last year, due largely to the waiving of tolls during April. The last quarter of the year is expected to rebound but will be lower than last year due to the Covid-19 impact on traveling outside of the home. Although travel restrictions are slowly being lifted, the impact on travel is significant and it will take more time before traffic reaches prior year levels. As you can see from May's activity, traffic is still well below prior year levels, but June is experiencing higher traffic volumes but still short of prior year levels. That said, the increases in traffic volumes from April is a positive sign and should bode well for FY 2020-21.

Schedule of Expenditures by Cost Center by Fund

Personnel services is right on budget for this time of year. Some asset centers are running very close to budget but with less overtime being forecasted for the 4th quarter, the budget for personnel services should be fine.

Materials & Services is tracking well below budget overall, with just four asset centers which will overspend their Materials & Services by year end. Primarily, utility costs are ahead of budget for the Halyard, and Port buildings. In this case, the budget didn't anticipate the additional usage from production (Halyard) and staffing (Port-East Wing) that has occurred this year. You will see additional reimbursement revenues from the Halyard building by year end. With regard to the Marina Office building, additional maintenance costs related to electrical damage is causing their budget to be impacted more than anticipated. The Facilities (Maintenance) group is incurring more costs related to the additional work that was done during the summer and the stocking of supplies for the winter season.

Capital Outlay is tracking well below budget as most of the capital projects are now moving forward as the winter season has ended. However, with the coronavirus, some of these projects are being deferred into next year. The Airport construction projects will see a short

delay as the CARES Act allows for the Port's match to be covered, but this delay will fall in June and next fiscal year.

Schedule of Revenues

Toll revenues are well below budget and will be for the rest of the fiscal year due to the coronavirus impact to travel and business. It is anticipated that as summer travel kicks into gear, this deficit will slowly be eroded, but will still be lower than budgeted revenues.

Our leased properties are on target budget for the ten months ended, however, as tenants come forward requesting lease deferment, the year-end forecast is that lease revenues will be impacted (est. \$80k) but not to the degree initially anticipated, due to the CARES act. The federal funding has made an impact for small businesses which make up most of our tenants and has provided liquidity such that they can weather the Covid-19 storm.

Waterfront parking will under-perform for this year due to the budget based upon a forecast instead of actual data. For future years this will be adjusted. The headwinds for the Waterfront were the delay in opening due to the Covid-19 issues, as well as the major events being cancelled. Waterfront did receive a grant for \$17,955 for Lot 1 analysis that was more than the budget of \$16,500.

Waterfront Recreation will be well under budget due to the cancelling of events related to the coronavirus and the deferred opening of the waterfront. It looks like Waterfront Recreation will be down by 30% for the year.

The Marina and Airport revenues are on target for the year as annual lease billings went out for marina and airport T-hangar tenants in January. The Marina is slightly higher than budget due to differences in numbers used during the budget process.

Statement of Operating Revenues, Expenditures and Other Sources and Uses

Overall, the actual expenditures are tracking according to the activities we have incurred during the ten months of the fiscal year. We will need to pay particular attention to our bridge traffic over the coming months as this is a key indicator of how well our communities rebound from the impact of Covid-19. The Port's well-being is directly tied to how well our business community fares during this crisis and how well they come back from it.

Some asset centers will need to focus on their spending for the rest of the year in the Materials & Services cost category. Overall, the Port is doing fine for the ten months ended April 30, 2020, with no material exceptions.

Accounts Receivables Update – The Port has been working with Soniq Aerospace over the last 6 months and was hopeful that it was able to get back on track with regard to their payments. However, during the last two months it looks like they have dropped off in their ability to stay current and to make up for their prior outstanding balance. As of today, they have an outstanding receivable of \$20,393.

RECOMMENDATION: Discussion.

PORT OF HOOD RIVER
Bridge Traffic and Revenue Report
For the Ten Months Ended April 30, 2020 and Four Prior Years

	2015-16		2016-17		2017-18		2018-19		2019-20		Change from Prior year	
	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue	Traffic	Revenue
JUL	399,634	\$ 382,921	423,744	\$ 402,074	442,251	\$ 399,618	437,364	\$ 608,941	433,624	\$ 606,062	0.99	1.00
AUG	391,499	\$ 376,690	425,567	\$ 407,839	435,364	\$ 401,815	428,907	\$ 608,085	432,968	\$ 616,279	1.01	1.01
SEPT	364,125	\$ 350,020	387,860	\$ 372,099	412,452	\$ 332,996	396,517	\$ 558,537	389,473	\$ 550,380	0.98	0.99
OCT	353,313	\$ 339,194	357,180	\$ 337,294	389,210	\$ 361,315	390,814	\$ 527,573	387,460	\$ 525,481	0.99	1.00
NOV	312,731	\$ 297,037	330,795	\$ 313,529	341,147	\$ 312,337	340,044	\$ 452,602	334,390	\$ 442,364	0.98	0.98
DEC	289,296	\$ 269,344	285,209	\$ 260,625	324,278	\$ 298,530	395,038	\$ 408,966	327,627	\$ 416,540	0.83	1.02
Calendar Year Total	4,063,317	\$3,814,690	4,280,160	\$4,028,417	4,377,500	\$ 4,038,137	4,546,163	\$ 5,969,681	4,328,694	\$ 5,896,268	0.95	0.99
JAN	291,674	\$ 272,828	245,670	\$ 238,709	327,522	\$ 293,677	323,461	\$ 428,669	313,603	\$ 360,066	0.97	0.84
FEB	305,800	\$ 286,071	266,202	\$ 244,472	296,977	\$ 387,737	241,313	\$ 302,296	325,895	\$ 395,221	1.35	1.31
MAR	342,162	\$ 317,959	350,470	\$ 324,146	357,160	\$ 501,543	345,915	\$ 437,390	274,160	\$ 255,792	0.79	0.58
APR	365,654	\$ 338,556	362,559	\$ 334,362	362,150	\$ 491,217	346,668	\$ 459,806	236,700	\$ 4,393	0.68	0.01
MAY	381,248	\$ 357,119	399,271	\$ 368,296	407,141	\$ 564,038	370,757	\$ 523,822	288,565		0.78	0.00
JUN	383,267	\$ 362,425	408,626	\$ 421,541	406,529	\$ 566,765	395,038	\$ 587,179			0.00	0.00
Fiscal Year Total	4,180,403	\$3,960,164	4,243,153	\$4,024,985	4,502,181	\$ 4,911,588	4,411,836	\$ 5,903,866	3,744,465		0.98	1.22

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PORT OF HOOD RIVER
 SCHEDULE OF EXPENDITURES BY COST CENTER BY FUND
 BUDGET AND ACTUAL - 83% THROUGH THE BUDGET
 FOR THE TEN MONTHS ENDED APRIL 30, 2020

EXPENDITURES	Personal Services				Materials & Services				Capital Outlay					Debt Service				Total Appropriation		
	Budget	Actual	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Total	Unspent	%	Budget	Actual	Unspent	%	Budget	Actual	Unspent
<i>Toll Bridge</i>	1,135,900	869,181	266,719	77%	972,100	617,377	354,723	64%	321,500	113,906	113,906	207,594	35%	-	-	-		2,429,500	1,600,464	829,036
<i>Industrial Facilities</i>																				
Big 7	56,200	44,962	11,238	80%	169,400	134,776	34,624	80%	336,000	25,138	25,138	310,862	7%	-	-	-		561,600	204,876	356,724
Jensen Property	64,300	53,016	11,284	82%	222,000	168,439	53,561	76%	262,000	61,465	61,465	200,535	23%	1,980,000	120,785	1,859,215	6%	2,528,300	403,704	2,124,596
Maritime Building	40,400	33,407	6,993	83%	88,500	47,382	41,118	54%	15,000	-	-	15,000	0%	-	-	-		143,900	80,789	63,111
Halyard Building	62,500	51,989	10,511	83%	282,300	256,037	26,263	91%	28,000	8,815	8,815	19,185	31%	-	-	-		372,800	316,841	55,959
Timber Incubator Building	29,000	23,775	5,225	82%	35,400	28,812	6,588	81%	15,000	-	-	15,000		-	-	-		79,400	52,587	26,813
Wasco Building	50,800	42,192	8,608	83%	98,800	77,192	21,608	78%	95,000	78,065	78,065	16,935		-	-	-		244,600	197,449	47,151
Hanel Site	36,500	29,784	6,716	82%	24,900	8,665	16,235	35%	290,000	119,092	119,092	170,908	41%	-	-	-	###	351,400	157,541	193,859
	339,700	279,125	60,575	82%	921,300	721,302	199,998	78%	1,041,000	292,574	292,574	748,426	28%	1,980,000	120,785	1,859,215	6%	4,282,000	1,413,787	2,674,354
<i>Commercial Facilities</i>																				
State Office (DMV) Building	24,600	20,105	4,495	82%	47,500	32,765	14,735	69%	10,000	3,866	3,866	6,134	39%	-	-	-		82,100	56,735	25,365
Marina Office Building	39,200	32,481	6,719	83%	51,700	42,502	9,198	82%	13,000	7,091	7,091	5,909	55%	-	-	-		103,900	82,074	21,826
Port Office Building	37,800	30,355	7,445	80%	32,400	31,306	1,094	97%	165,000	53,128	53,128	111,872	32%	-	-	-		235,200	114,789	120,411
	101,600	82,940	18,660	82%	131,600	106,573	25,027	81%	188,000	64,085	64,085	123,915	34%	-	-	-		421,200	253,598	167,602
<i>Waterfront Industrial Land</i>																				
	81,500	58,026	32,936	71%	263,500	95,450	168,050	36%	12,000,000	62,668	62,668	11,937,332	1%	477,750	-	477,750	0%	12,822,750	216,145	12,606,605
<i>Waterfront Recreation</i>																				
Eventsite	122,700	84,992	37,708	69%	55,000	42,041	12,959	76%	90,000	19,446	19,446	70,554	22%	-	-	-		267,700	146,480	121,220
Hook/Spit/Nichols	52,200	39,768	36,841	76%	48,000	27,997	20,003	58%	113,000	22,572	22,572	90,429	20%	-	-	-		213,200	90,336	122,864
Marina Park	176,000	128,776	119,039	73%	71,500	33,628	37,872	47%	65,000	1,015	1,015	63,985	2%	-	-	-		312,500	163,419	149,081
	350,900	253,536	193,588	72%	174,500	103,666	70,834	59%	268,000	43,033	43,033	224,967	16%	-	-	-		793,400	400,235	393,165
<i>Marina</i>																				
	154,900	123,224	31,676	80%	132,100	65,148	66,952	49%	50,000	7,768	7,768	42,232	16%	92,500	78,499	14,001	85%	429,500	274,639	154,861
<i>Airport</i>																				
	153,100	123,719	29,381	81%	156,000	101,520	104,680	65%	3,599,900	182,559	182,559	3,417,341	5%	-	-	-		3,909,000	407,798	3,501,202
<i>Administration</i>																				
	46,300	-	46,300	0%	281,000	115,172	165,828	41%	103,600	-	-	103,600	0%	-	-	-		430,900	115,172	315,728
<i>Maintenance</i>																				
	30,000	-	30,000		137,200	115,003	22,197	84%	105,500	80,416	118,049	(12,549)	76%	-	-	-		272,700	195,419	77,281
<i>Total Expenditures</i>	2,393,900	1,789,751	709,835	75%	3,169,300	2,041,212	1,178,289	64%	17,677,500	847,009	884,642	16,792,858	5%	2,550,250	199,284	2,350,966	8%	25,790,950	4,877,256	20,719,835
<i>Bridge Repair & Replacement Fund</i>																				
	276,400	225,626	50,774	82%	2,030,700	1,079,395	951,305	53%	488,000	219,841	219,841	268,159	45%	-	-	-	###	2,795,100	1,524,862	1,270,238
<i>General Fund</i>																				
	185,200	136,022	49,178	73%	577,850	314,616	263,234	54%										763,050	450,638	312,412

Unfavorable Variance - Expenditures

Personnel Services is on track with the budget 83% through the budget year. A few asset categories that are close to budget but should be able to come in under budget.

Materials & Services overall will be under budget for the year, however the Halyard and Port buildings will be over budget due to utilities being more than what was budgeted.

Maintenance is spending slightly ahead of budget for this time of year. Due to the inactivity from the coronavirus, the last quarter should bring the actuals close to the budget.

PORT OF HOOD RIVER
Schedule of Revenues by Cost Center By Fund
Budget to Actuals - 83% Through Budget
For the Ten Months Ended April 30, 2020

	REVENUES				
	Budget	Actual	Total	Variance	%
REVENUE FUND					
<i>Toll Bridge</i>					
Bridge Tolls	6,260,000	4,163,792	4,163,792	(2,096,208)	67%
Cable Crossing Leases	12,500	12,000	12,000	(500)	96%
Other	71,000	62,655	62,655	(8,345)	88%
6,343,500	4,238,447	4,238,447	(2,105,053)		67%
<i>Industrial Facilities</i>					
Big 7					
Lease Revenues	295,800	247,807	247,807	(47,993)	84%
Reimbursements/Other	100,000	77,926	77,926	(22,074)	78%
Jensen Property					
Lease Revenues	362,900	337,275	337,275	(25,625)	93%
Reimbursements/Other	145,800	85,194	85,194	(60,606)	58%
Financing Source	1,835,000				
Maritime Building					
Lease Revenues	152,400	312,792	312,792	160,392	205%
Reimbursements/Other	48,500	1,964	1,964	(46,536)	4%
Hayward Building					
Lease Revenues	242,100	200,850	200,850	(41,250)	83%
Reimbursements/Other	237,800	190,980	190,980	(46,820)	80%
Timberline Incubator Building					
Lease Revenues	78,300	66,721	66,721	(11,579)	85%
Reimbursements	17,300	12,494	12,494	(4,806)	72%
Masco Building					
Lease Revenues	168,700	198,500	198,500	29,800	118%
Reimbursements	55,900	4,758	4,758	(51,142)	9%
Hanel					
Reimbursements	1,129,000	-	-	-	0%
Sale of Property	4,869,500	1,737,261	1,737,261	(1,297,239)	36%
1,129,000	-	-	(1,129,000)		0%
<i>Commercial Facilities</i>					
State Office (DMV) Building					
Lease Revenues	46,100	32,111	32,111	(13,989)	70%
Reimbursements	-	926	926	926	#DIV/0!
Marina Office Building					
Lease Revenues	75,300	59,059	59,059	(16,241)	78%
Reimbursements	24,100	16,741	16,741	(7,359)	69%
Port Office Building					
Lease Revenues	48,550	40,458	40,458	(8,092)	83%
Reimbursements	1,000	-	-	(1,000)	0%
195,050	149,295	149,295	(45,755)		77%
<i>Waterfront Industrial Land</i>					
Lease Revenues	900	3,669	3,669	2,769	408%
Land Sale					
Parking	180,000	87,741	87,741	(92,259)	49%
Other Income	16,500	17,955	17,955	1,455	109%
Financing Source	12,500,000			(12,500,000)	
12,697,400	109,365	109,365	(12,588,035)		1%
<i>Waterfront Recreation</i>					
Eventsite, Hook and Spit					
Eventsite - Passes/Permits and Concessions	182,200	96,323	96,323	(85,877)	53%
Hook/Spit/Nichols	12,800	4,839	4,839	(7,961)	38%
Marina Park					
Sailing Schools, Showers and Events	11,700	7,550	7,550	(4,150)	65%
Lease Revenues	6,800	6,071	6,071	(730)	89%
Reimbursements	2,100	901	901	(1,199)	43%
215,600	115,684	115,684	(99,916)		54%
<i>Marina</i>					
Lease Revenues	214,900	228,102	228,102	13,202	106%
Moorage Assessment	84,900	84,671	84,671	(229)	100%
Reimbursements/Other	50,450	42,971	42,971	(7,479)	85%
Grant	7,050	7,000	7,000	(50)	99%
357,300	362,744	362,744	5,444		102%
<i>Airport</i>					
Lease Revenues	195,900	187,889	187,889	(8,011)	96%
Reimbursements	34,700	15,424	15,424	(19,276)	44%
Grants	2,464,800	225,558	225,558	(2,239,242)	9%
Other Financing Sources					
2,695,400	428,870	428,870	(2,266,530)		16%
Budget to Actual Revenues	27,373,750	7,141,667	7,032,302	(5,809,048)	26%
Revenues less Other financing sources	9,437,900	6,846,454	6,737,089	10,067,589	73%
GENERAL FUND					
Property taxes	71,800	74,195	74,195	2,395	103%
Grants	3,500				
Transfers from other funds	687,750	376,794	376,794	(310,956)	55%
\$ 763,050	\$ 450,989	\$ 450,989	\$ (308,561)		59%
BRIDGE REPAIR & REPLACEMENT FUND					
Grants	2,060,800	848,915	848,915	(1,211,885)	41%
Transfers from other funds	\$ 2,715,300	\$ 2,536,480	2,536,480	(178,820)	93%

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

	REVENUE FUND							GENERAL FUND	BRIDGE REPAIR & REPLACEMENT FUND	TOTAL	
	Bridge	Industrial Buildings	Commercial Buildings	Waterfront Land	Waterfront Recreation	Marina	Airport				Administration Maintenance
OPERATING REVENUES											
Tolls	\$ 4,238,447									\$ 4,238,447	
Leases		\$ 1,363,945	\$ 131,629	\$ 3,669	\$ 6,071	\$ 312,773	\$ 187,889			2,005,975	
Reimbursements		373,317	17,667	87,741	901	42,971	15,424			538,020	
Fees, Events, Passes and Concessions					108,713					108,713	
Property taxes								74,195		74,195	
Total Operating Revenues	4,238,447	1,737,261	149,295	91,410	115,684	355,744	203,313	-	74,195	-	6,965,349
Operating Expenses											
Personnel Services	869,181	279,125	82,940	58,026	253,536	123,224	123,719	-	136,022	225,626	2,151,400
Materials & Services	617,377	721,302	106,573	95,450	103,666	65,148	101,520	230,175	314,616	1,079,395	3,435,222
Total Operating Expenses	1,486,558	1,000,428	189,513	153,477	357,202	188,372	225,239	230,175	450,638	1,305,021	5,586,622
Operating income/(Loss)	2,751,889	736,834	(40,218)	(62,067)	(241,518)	167,372	(21,926)	(230,175)	(376,443)	(1,305,021)	1,378,727
Other Resources											
Income from other sources	-	-	-	17,955	-	-	-	134,291	6,392	38,714	197,351
Grants	-	-	-	-	-	7,000	225,558	-	-	848,915	1,081,473
Sale of land	-	-	-	-	-	-	-	-	-	-	-
Note receivables	-	-	-	-	-	-	-	-	-	-	-
Total Other Resources	-	-	-	17,955	-	7,000	225,558	134,291	6,392	887,629	1,278,823
Other (Uses)											
Capital projects	(113,906)	(292,574)	(64,085)	(62,668)	(43,033)	(7,768)	(182,559)	(118,049)	-	(219,841)	(1,104,483)
Debt service	-	(120,785)	-	-	-	(78,499)	-	-	-	-	(199,284)
Total Other (Uses)	(113,906)	(413,359)	(64,085)	(62,668)	(43,033)	(86,267)	(182,559)	(118,049)	-	(219,841)	(1,303,766)
Transfers In/(Out)	(2,536,480)							(376,794)	376,794	2,536,480	-
Net Cashflow	\$ 101,503	\$ 323,475	\$ (104,303)	\$ (106,780)	\$ (284,550)	\$ 88,105	\$ 21,073	\$ (590,727)	\$ 6,742	\$ 1,899,247	\$ 1,353,784
BUDGET VS ACTUAL PERFORMANCE											
FY 2016-17 Budget											
Operating revenues - Budget	\$ 6,272,500	\$ 1,905,500	\$ 195,050	\$ 197,400	\$ 215,600	\$ 350,250	\$ 230,600	\$ -	\$ 71,800	\$ -	\$ 9,438,700
Operating revenues - Actuals	4,238,447	1,737,261	149,295	91,410	115,684	355,744	203,313	-	74,195	-	6,965,349
Actuals greater/(Less) than budget	(2,034,053)	(168,239)	(45,755)	(105,990)	(99,916)	5,494	(27,287)	-	2,395	-	(2,473,351)
	68%	91%	77%	46%	54%	102%	88%		103%	#DIV/0!	74%
Operating expenses - Budget	2,108,000	1,261,000	233,200	345,000	525,400	287,000	309,100	494,500	763,050	2,307,100	8,633,350
Operating expenses - Actuals	1,486,558	1,000,428	189,513	153,477	357,202	188,372	225,239	230,175	450,638	1,305,021	5,586,622
Actuals (greater)/Less than budget	621,442	260,572	43,687	191,523	168,198	98,628	83,861	264,325	312,412	1,002,079	3,046,728
	71%	79%	81%	44%	68%	66%	73%		59%	57%	65%
Other Resources - Budget	71,000	\$ 2,964,000	-	12,500,000		7,050	2,464,800	156,000	6,300	2,078,800	20,247,950
Other Resources - Actuals	62,655	-	-	17,955	-	7,000	225,558	134,291	6,392	923,592	1,377,442
Actuals greater/(Less) than budget	(8,345)	(2,964,000)	-	(12,482,045)	-	(50)	(2,239,242)	(21,710)	92	(1,155,208)	(18,870,508)
Other (Uses) - Budget	321,500	3,021,000	188,000	12,477,750	268,000	142,500	3,599,900	209,100	-	488,000	\$ 20,715,750
Other (Uses) - Actuals	113,906	413,359	64,085	62,668	43,033	86,267	182,559	118,049	-	219,841	\$ 1,303,766
Actuals (greater)/Less than budget	207,594	2,607,641	123,915	12,415,082	224,967	56,233	3,417,341	91,051	-	268,159	19,411,984
	35%	14%	34%	1%	16%	61%	5%	56%	#DIV/0!	45%	6%
Net Position - Budget vs Actuals	\$ (1,213,362)	\$ (264,025)	\$ 121,847	\$ 18,570	\$ 293,250	\$ 160,305	\$ 1,234,673	\$ 333,667	\$ 314,898	\$ 115,030	\$ 1,114,852

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Hood River – White Salmon

BRIDGE REPLACEMENT PROJECT

Project Director Report

June 16, 2020

The following summarizes Bridge Replacement Project activities from May 30-June 12, 2020:

BSWG PRESENTATION AND UPDATE

There has been some interest from the Commission in receiving more detail about the Bi State Working Group (WG) effort. The WG has met five times and Steve Siegel has been working with the group on developing a long-term strategy for regional management of the new bridge. The WG has generally been meeting twice a month. Siegel has been presenting once a month to the WG and then the WG meets about two weeks after to review progress with minimal staff involvement. These check-in meetings have provided staff good direction to ensure that Steve's time is being used efficiently.

Originally, Siegel was to present various governance criteria (i.e., credit-worthiness, legal requirements), explain their importance, and discuss the governance types. There was some concern after the April 20th meeting that the effort would be too academic and take too long to come to a conclusion. Staff received direction at the following check-in meeting to offer up the most likely option and lay out a plan to start working toward that goal. The May 29th presentation showed the steps to get that started.

Staff will give a brief presentation of Siegel's May 29th WG slide show during the meeting. The presentation focuses on how a bi-state compact is the most likely governance structure, the development of an all-agency Memo of Understanding (MOU) for the interim, and the development of a work plan for moving the effort forward.

The WG will have met on Friday, June 12 to review Siegel's approach and a verbal update will be given on that meeting as well.

The administration of the WG is provided for by the administrative line item from the \$5M HB2017 appropriation. In addition, the WG work plan that Siegel is helping to develop includes most of the non-NEPA items already included in the \$5M HB2017 budget. Those include: Governance Evaluation, Engineering Analysis, Design RFP, Toll Policy Evaluation and Financial Strategy. Those non-NEPA, HB2017-eligible tasks total about \$230,000. These budget items are included through the FY20-21 budget. Additional grant and funding requests do include administrative line items for managing this effort past June of 2021.

WSP CONTINGENCY USAGE

Last month, WSP submitted a list of activities that will likely require the use of our contract contingency. After further review and negotiations between staff and WSP, only one activity requires a contingency release in June. The rest of the items can be evaluated as part of the Cost to Complete (C2C) analysis currently being developed. The current contingency request is for \$44,000 and focuses on the Level 2 archaeological work on a parcel in White Salmon.

The Level 2 Testing Plan, Property Report and Comment Log were sent by email to the following archaeology reviewers last Thursday:

- Oregon State Historic Preservation Office
- Washington State Department of Archaeology and Historic Preservation
- Washington State Department of Transportation, Southwest Region
- Bureau of Indian Affairs, Northwest Regional Office
- Confederated Tribes of the Grand Ronde Community of Oregon
- Confederated Tribes of Siletz Indians
- Confederated Tribes of the Umatilla Indian Reservation
- Confederated Tribes of the Warm Springs Reservation of Oregon
- Confederated Tribes and Bands of the Yakama Nation
- Nez Perce Tribe
- Cowlitz Indian Tribe

The Port's contract with WSP states that any movement of funds between tasks takes approval by the Executive Director. The attached approval document will move \$44k from Task 9 (Contingency) and into Task 5 (Environmental). WSP has submitted a summary memo, detailed scope and budget and updated project budget adjustment.

No action is required by the Commission. Project Director will recommend that the Exec. Director approve the intra-fund transfer.

NATIONAL ENVIRONMENTAL PROTECTION ACT PROGRESS. WSP has produced a key milestone memo attached to this report. In spite of COVID and agency delays, the FEIS/ROD is still scheduled for completion during Summer 2021.

COST TO COMPLETE. WSP, Otak and the Port ("Parties") are starting the last Cost To Complete (C2C) analysis for the project. WSP will be submitting an updated scope and a draft budget resolution on July 10, Port and Otak will review materials on July 16, Parties hold a half-day meeting to review materials on July 17, WSP finalizes C2C documents and submits to Port on July 24, Parties present findings to Port Commission on August 4.

GEOTECHNICAL BORINGS. As part of the C2C, the Project Team will have a better sense of the remaining contingency. As noted in past reports, WSP had obtained a cost estimate of \$700k for the 14 in-water geotechnical borings. Though there will not be enough remaining contingency to complete all 14 bores, the analysis from those borings will greatly benefit the

bid process for 15% engineering. Kirk Ellison, bridge engineer from Arup Design, noted that the project owner for the Tappan Zee Bridge Project conducted geo-tech work prior to issuing the design RFP. There are questions that will need to be answered before considering how to proceed:

- Can the borings be conducted outside the In-Water Work Window (IWWW)? The typical IWWW for Hood River is November 1 – February 15.
- How much contingency will remain after NEPA is completed?
- What is the availability of boring/barge contractors?
- What is the effect of not having borings completed on design cost/schedule?

Staff will work with WSP and Otak to provide answers to these as part of the C2C process.

OTHER ITEMS

The Port and WSP have decided to forgo the monthly progress team meetings and replace those with Monday morning check-in phone calls between the Port's Project Director and WSP's Project Manager.

The Economic Development Administration (EDA) has released a notice of funding opportunity for the Public Works and Economic Adjustment Assistance Program (PWEAA). Staff will be reaching out to the Oregon EDA Director to learn more about the program. The Mid-Columbia Economic Development District (MCEDD) released its Comprehensive Economic Development Strategy (CEDS) last year and bridge replacement was the number 1 project. EDA is likely to show interest in projects that are included in the community's CEDS.

MEETING SCHEDULE

- BSWG Meeting, June 12
- WSP Weekly Check In, June 15
- Project Director Paid Time Off, June 22-26
- WSP Weekly Check In, June 22
- NEPA Coordination Meeting, June 25
- Cultural Resource Meeting, June 26
- WSP Weekly Check In, June 29
- BSWG Meeting, July 2 or 3
- WSP Weekly Check In, July 6
- NEPA Coordination Meeting, July 9
- WSP Submits C2C Proposal, July 10
- WSP Weekly Check In, July 13

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**MEMO**

TO: Kevin Greenwood, Hood River Bridge Replacement Project Director, Port of Hood River
FROM: Angela Findley, Project Manager, WSP
SUBJECT: Hood River Bridge Replacement Environmental Studies, Design and Permit Assistance Professional Services Contract – Contingency Task Authorization Request
DATE: June 9, 2020

WSP is requesting partial release of the contract contingency to provide budget for additional archaeological survey work to be completed under Task 5.6 Cultural/National Historic Preservation Act (NHPA) Section 106 Compliance'

The scope and budget reallocation for this additional work is included in Attachments 1 and 2, respectively. This survey work is expected to begin in mid-July, which will occur prior to the annual cost-to-complete effort scheduled for Summer 2020. Thus, a reallocation is requested at this time.

The cost estimate for this work is \$44,218 and is the amount requested to be released from the contract contingency (Task 9) With the reallocation of contingency funding to Task 5.6, the result is a net-zero change in the total contract budget amount.

REQUEST: Authorize WSP USA, Inc to transfer \$44,218 from Contingency Task 9 to Task 5.6.

Approved by Port of Hood River:

Michael McElwee, Executive Director

Date



ATTACHMENT 1. DETAIL ON ADDITIONAL SCOPE AND BUDGET

TASK 5.6 CULTURAL/NATIONAL HISTORIC PRESERVATION ACT (NHPA) SECTION 106 COMPLIANCE

Task 5.6.4 Cultural Resource Survey

- WSP will conduct test excavations at 45KL688 following the terms of an approved testing plan. As currently defined, the testing plan would consist of a series of up to 40 constant volume probes (CVP). Up to two 1x1-meter test units would also be excavated if evidence of intact features or intact buried deposits is encountered. All excavated sediments would be screened through ¼-inch mesh hardware cloth, with a 25% sample from each unit screened through ⅛-inch mesh. All artifacts other than demonstrably modern debris would be collected.
- WSP will conduct systematic analyses of all artifacts and faunal and botanical specimens recovered in the excavations. The analyses would focus on providing the data for addressing the research questions. All materials would be prepared for curation at the Burke Museum at the University of Washington.
- WSP will prepare a technical report that presents the results of the research and fieldwork. The report would include recommendations on the National Register eligibility of 45KL688, as well as any additional actions to address state and federal requirements. The report would be prepared to state, federal, and professional standards

Assumptions:

The projected costs for the tasks defined above are \$44,218 and assumes the following:

1. The proposed testing plan as outlined for Task 1 will be approved, and no more than 40 CVPs or two 1x1-meter units will be excavated.
2. A maximum of 400 artifacts and faunal and botanical specimens will be recovered and analyzed.
3. Up to two charcoal samples will be submitted for radiocarbon dating and five obsidian artifacts submitted for sourcing.
4. Field crew members will be commuting each day from Portland and each will be driving separately to meet current COVID-19 requirements. Field crew would be reimbursed for mileage at the GSA rate and for travel time.

Schedule:

The fieldwork will be scheduled upon approval of the testing plan, authorization by the Port, and arranging access with Mr. Cameron. The fieldwork is projected to require one week. WSP will provide a preliminary assessment of site significance upon completion of the fieldwork; however, a more formal evaluation would be made following completion of artifact analyses and review of the field data. The draft technical report would be provided within 25 business days of completion of the fieldwork. The final technical report would be provided within 10 business days of receipt of all review comments on the draft report.



ATTACHMENT 2. BUDGET REALLOCATION

Please note that this budget reallocation is limited to the scope noted in Attachment 1. The remainder of the active tasks will undergo a cost-to-complete in Summer 2020.

Hood River Bridge Replacement Project

		Amendment 2 plus 3/11 and 5/29 reallocations	Spent thru 4/30/20	Budget Remaining	Cost to Complete Contracted Tasks	New work added	Revised Contract Budget	Budget Change
		(a)	(b)	c = (a-b)	(d)	(e)	f = (b+d+e)	(f-a)
0	Direct Expenses	\$38,323.82	\$0.00	\$38,323.82	\$38,323.82	\$0.00	\$38,323.82	\$0.00
1	Project Management and Coordination	\$432,561.10	\$0.00	\$432,561.10	\$432,561.10	\$0.00	\$432,561.10	\$0.00
2	Public involvement	\$256,595.91	\$0.00	\$256,595.91	\$256,595.91	\$0.00	\$256,595.91	\$0.00
3	Project Delivery Coordination	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
4	Tolling/Revenue Coordination	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
5	Environmental	\$1,357,257.17	\$122,613.04	\$1,234,644.13	\$1,234,644.13	\$44,218.00	\$1,401,475.17	\$44,218.00
5.1	Environmental Study Plan and Coordination	\$71,938.97		\$71,938.97	\$71,938.97	\$0.00	\$71,938.97	\$0.00
5.2	Agency Coordination	\$120,305.24		\$120,305.24	\$120,305.24	\$0.00	\$120,305.24	\$0.00
5.3	Methodology Memoranda	\$27,931.63		\$27,931.63	\$27,931.63	\$0.00	\$27,931.63	\$0.00
5.4	Technical Report, Technical Memorandum, and Study Updates	\$356,870.93	\$0.00	\$356,870.93	\$356,870.93	\$0.00	\$356,870.93	\$0.00
5.4.1	Air Quality	\$16,620.72		\$16,620.72	\$16,620.72	\$0.00	\$16,620.72	\$0.00
5.4.2	Energy and Greenhouse Gases	\$15,285.45		\$15,285.45	\$15,285.45	\$0.00	\$15,285.45	\$0.00
5.4.3	Fish and Wildlife Technical Report	\$19,884.89		\$19,884.89	\$19,884.89	\$0.00	\$19,884.89	\$0.00
5.4.4	Geology and Soils	\$10,187.12		\$10,187.12	\$10,187.12	\$0.00	\$10,187.12	\$0.00
5.4.5	Hazardous Materials	\$21,433.60		\$21,433.60	\$21,433.60	\$0.00	\$21,433.60	\$0.00
5.4.6	Land Use	\$36,190.33		\$36,190.33	\$36,190.33	\$0.00	\$36,190.33	\$0.00
5.4.7	Noise	\$29,316.59		\$29,316.59	\$29,316.59	\$0.00	\$29,316.59	\$0.00
5.4.8	Social/Economic/ EJ and Parks/Recreation	\$61,691.81		\$61,691.81	\$61,691.81	\$0.00	\$61,691.81	\$0.00
5.4.9	Traffic	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.4.10	Vegetation and Wetlands	\$42,569.72		\$42,569.72	\$42,569.72	\$0.00	\$42,569.72	\$0.00
5.4.11	Visual	\$50,090.66		\$50,090.66	\$50,090.66	\$0.00	\$50,090.66	\$0.00
5.4.12	Waterways and Water Quality	\$14,380.11		\$14,380.11	\$14,380.11	\$0.00	\$14,380.11	\$0.00
5.4.13	Cumulative Impacts Technical Report	\$39,219.93		\$39,219.93	\$39,219.93	\$0.00	\$39,219.93	\$0.00
5.5	ESA Section 7 Compliance	\$121,492.05	\$0.00	\$121,492.05	\$121,492.05	\$0.00	\$121,492.05	\$0.00
5.5.1	ESA Section 7 Compliance	\$37,567.72		\$37,567.72	\$37,567.72	\$0.00	\$37,567.72	\$0.00
5.5.2	Prepare Additional Draft Biological Assessment	\$40,000.00		\$40,000.00	\$40,000.00	\$0.00	\$40,000.00	\$0.00
5.5.3	Respond to an Additional Round of Review Comments	\$15,000.00		\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00
5.5.4	Conduct 5 Technical Work Sessions	\$20,000.00		\$20,000.00	\$20,000.00	\$0.00	\$20,000.00	\$0.00
5.5.5	Provide Higher Level of Coordination During Consultation	\$8,924.33		\$8,924.33	\$8,924.33	\$0.00	\$8,924.33	\$0.00
5.6	Cultural / NHPA Section 106 Compliance	\$185,804.57	\$122,613.04	\$63,191.53	\$63,191.53	\$44,218.00	\$230,022.57	\$44,218.00
5.6.1.AT	Background Research and Baseline Scan	\$14,854.07	\$14,854.07	\$0.00	\$0.00	\$0.00	\$14,854.07	\$0.00
5.6.2.AT	Establish APE/Tribal Coordination	\$2,322.37	\$2,322.37	\$0.00	\$0.00	\$0.00	\$2,322.37	\$0.00
5.6.3.AT	Methodology Memo	\$10,100.97	\$10,100.97	\$0.00	\$0.00	\$0.00	\$10,100.97	\$0.00
5.6.4.AT	Cultural Resource Survey (arch survey #1 & hist survey #1)	\$25,381.70	\$25,381.70	\$0.00	\$0.00	\$0.00	\$25,381.70	\$0.00
5.6.4.AECOM	Cultural Resource Survey (hist survey #2)	\$7,000.00	\$7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$0.00
5.6.4.WCRA	Cultural Resource Survey (arch survey #2)	\$3,927.98		\$3,927.98	\$3,927.98	\$44,218.00	\$48,145.98	\$44,218.00
5.6.5.AT	Resource Forms (draft HPI table, draft bridge DOE)	\$11,237.01	\$11,237.01	\$0.00	\$0.00	\$0.00	\$11,237.01	\$0.00
5.6.5.AT	Resource Forms (final HPI table, final bridge DOE)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.6.5.AECOM	Resource Forms (d/f bridge FOE, HR Loops DOE/FOE, other arch hist DOEs/FOEs)	\$29,937.00	\$271.52	\$29,665.48	\$29,665.48	\$0.00	\$29,937.00	\$0.00
5.6.5.WCRA	Resource Forms (arch and TCP DOEs/FOEs)	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5.6.6.AT	Report (draft/final)	\$31,000.00	\$26,000.00	\$5,000.00	\$5,000.00	\$0.00	\$31,000.00	\$0.00
5.6.6.AECOM	Report (revised draft/final for historic resources)	\$12,000.00		\$12,000.00	\$12,000.00	\$0.00	\$12,000.00	\$0.00
5.6.6.WCRA	Report (revised draft/final for arch resources) [See Note A]	\$6,294.44	\$1,104.76	\$5,189.68	\$5,189.68	\$0.00	\$6,294.44	\$0.00
5.6.WSP	Task oversight, coordination, QC	\$22,665.81	\$24,340.64	(\$1,674.83)	(\$1,674.83)	\$0.00	\$22,665.81	\$0.00
5.6.Extra	Inadvertent extra budget accumulated	\$9,083.22		\$9,083.22	\$9,083.22	\$0.00	\$9,083.22	\$0.00
5.7	Section 4(f) and Section 6(f)	\$29,852.80		\$29,852.80	\$29,852.80	\$0.00	\$29,852.80	\$0.00
5.8	Draft EIS Re-Evaluation	\$38,095.30		\$38,095.30	\$38,095.30	\$0.00	\$38,095.30	\$0.00
5.9	Supplemental Draft EIS	\$175,092.68		\$175,092.68	\$175,092.68	\$0.00	\$175,092.68	\$0.00
5.10	Responses to Comments on the 2003 Draft EIS and Supplemental DEIS	\$75,653.00		\$75,653.00	\$75,653.00	\$0.00	\$75,653.00	\$0.00
5.11	Mitigation Plan	\$25,845.00		\$25,845.00	\$25,845.00	\$0.00	\$25,845.00	\$0.00
5.12	Final EIS	\$92,497.00		\$92,497.00	\$92,497.00	\$0.00	\$92,497.00	\$0.00
5.13	Record of Decision, Notice of Availability, and Statute of Limitations	\$29,562.00		\$29,562.00	\$29,562.00	\$0.00	\$29,562.00	\$0.00
5.14	Administrative Record	\$6,316.00		\$6,316.00	\$6,316.00	\$0.00	\$6,316.00	\$0.00
6	Engineering	\$496,229.60	\$0.00	\$496,229.60		\$0.00	\$496,229.60	\$0.00
7	Transportation	\$129,277.02	\$0.00	\$129,277.02		\$0.00	\$129,277.02	\$0.00
8	Permit Assistance	\$152,690.70	\$0.00	\$152,690.70		\$0.00	\$152,690.70	\$0.00
9	Contract Contingency	\$285,064.68	\$0.00	\$285,064.68		(\$44,218.00)	\$240,846.68	(\$44,218.00)
9.1	2019 Contingency	\$387,989.00	\$0.00	\$387,989.00	\$387,989.00	\$0.00	\$387,989.00	\$0.00
9.2	2020-03-11 Contingency Release Request	(\$102,924.32)	\$0.00	(\$102,924.32)	(\$102,924.32)	\$0.00	(\$102,924.32)	\$0.00
9.3	2020-06-09 Contingency Release Request	\$0.00		\$0.00		(\$44,218.00)	(\$44,218.00)	(\$44,218.00)
	Task Totals	\$3,148,000.00	\$122,613.04	\$3,025,386.96		\$0.00	\$3,148,000.00	\$0.00

Red italics Tasks that are not included in the contract (Amendment 2).
 Gray shading Tasks that have not had a budget analysis performed at this time; deferred to Spring/Summer 2020.
 Note A: Task 5.6.6.WCRA is only partially funded at this time to write small sections of the report.



MEMO

TO: Kevin Greenwood, Hood River Bridge Replacement Project Director, Port of Hood River
FROM: Angela Findley, WSP
SUBJECT: Status of Critical Path Activities and Projected Work through June 15
DATE: June 9, 2020

CRITICAL PATH ACTIVITIES

Progress and challenges to completing critical path activities are described below.

1. AGENCY/TRIBE INVITATION LETTERS – COMPLETE

2. AGENCY/TRIBE REVIEW OF METHODOLOGY MEMORANDA – COMPLETE

3. ENDANGERED SPECIES ACT (ESA) COMPLIANCE

PROGRESS:

- Agreement on the construction duration has been obtained.
- Draft 2 of the Biological Assessment will be submitted for FHWA, ODOT and NMFS liaison review on June 19.

CHALLENGES:

- Prior challenges resolved.

SCHEDULE RISKS:

- **Moderate risk** associated with meeting expectations of multiple agencies within the overall EIS schedule.

SCHEDULED COMPLETION DATE: ~~1/5/2021~~ **1/12/2021**

- No change to completion date from May memo.
- Successor task: Final EIS (final review draft)



4. COMPLIANCE WITH SECTION 106 OF THE NATIONAL HISTORIC PRESERVATION ACT

PROGRESS:

- Finding of effect (FOE) form for the Hood River Bridge was finalized. FOE for the “Hood River Loops” segment of the Historic Columbia River Highway is nearly final, confirming revisions with ODOT is underway.
- Eligibility forms are being prepared for the residential properties; draft forms to be submitted to ODOT and Port for review on June 12.
- A fieldwork plan (research design and testing plan) is being finalized for the next round of archaeological survey; this plan is expected to be sent to tribes on June 10.
- Ethnographic study results were received by all three tribes who were contracted to perform this work.

CHALLENGES:

- Consulting individually and collectively with four Tribes with treaty fishing rights on the Columbia River to discuss potential impacts to the White Salmon Treaty Access Fishing Site and treaty fishing rights is requiring more time than anticipated. ODOT has contacted all four treaty tribes and has met with (Umatilla) or will schedule (Yakama, Warm Springs and Nez Perce) individual meetings. This effort has slowed down as a result of COVID-19; ODOT is reaching out to tribes to determine if tribes will hold meetings via video-conference (e.g., Zoom). The Port is identifying opportunities to engage tribal fishers at local events.

SCHEDULE RISKS:

- **High risk:** Obtaining responses from the tribes and scheduling meetings has also delayed the schedule. Past delay and any continued delay have a high risk of further delaying the SDEIS production schedule.

SCHEDULED COMPLETION DATE: ~~4/16/2021~~ ~~5/17/2021~~ 5/4/2021

- Adjustment made to schedule for the archaeological technical report based on subconsultant defined scope and schedule for this task. This adjustment accelerated completion of Section 106 by approximately 2 weeks.
- Successor task: Final EIS (final review draft)

5. SUPPLEMENTAL DRAFT EIS PUBLICATION DATE

PROGRESS:

- Two administrative drafts of the SDEIS were prepared in the summer/fall of 2019. The current state of the SDEIS is roughly 60 percent complete; the remaining 40 percent includes incorporating the Biological Assessment, Section 106, and tribal consultation.
- Work on the SDEIS was restarted in late May to begin incorporating the following:
 - Biological Assessment is substantially meeting FHWA, ODOT and NMFS liaisons’ acceptance. **Expect review comments from agencies by early July.**
 - Historic property are completed and findings are documented and approved by ODOT. **Expect resolution by end of June.**
 - Archaeological surveys (Round 2). **Expect completion by end of July.**
 - Section 4(f) Technical Report is prepared and approved by ODOT. Report will be developed concurrently with historic property work. Request to unlink the Section 4(f) review by FHWA



from their review of the SDEIS will be requested; if accepted, this will avoid additional delay in the SDEIS. **FHWA approved unlinking the reviews of the Section 4(f) and SDEIS.**

- Tribal consultation on cultural resources and treaty fishing rights/Treaty Fishing Access Site have advanced to a point where resources are identified and associated impacts are analyzed. **Expect tribal consultation to restart in June.**
- Three tribes are conducting ethnographic studies that will inform the cultural resources analysis and will be incorporated into the SDEIS. Draft results received from all tribes. **Expect final results in June, although dependent on tribes' resumption of activities after COVID risks are lowered.**

CHALLENGES:

See challenges identified in Milestones 3 and 4.

SCHEDULE RISKS:

- **High risk:** SDEIS restart was delayed approximately two weeks, and an additional review of select sections was added (Lines 374-375 on the schedule dated 6/9/2020). Schedule recovery was addressed in shortened production time to preserve the target completion date.

SCHEDULED COMPLETION DATE: **11/13/2020**

- No change to completion date from May memo.
- Successor tasks: Public Review Period, Final EIS Footprint Set, and Final EIS/Record of Decision

6. CONFIRM NAVIGATION CLEARANCE – COMPLETE

7. FINAL EIS FOOTPRINT SET

Not started, successor task to the SDEIS publication.

SCHEDULED COMPLETION DATE: **1/28/2021**

- No change to completion date from May memo.
- Successor tasks: Final EIS/Record of Decision

8. PUBLISH FINAL EIS/RECORD OF DECISION

Not started, successor to SDEIS publication and FEIS footprint set.

SCHEDULED COMPLETION DATE: **7/22/2021**

- No change to completion date from May memo.
- Successor tasks: Close out EIS project



PROJECTED WORK FOR NEXT 30 DAYS

The following work is projected to occur from June 15 through July 15.

TASK 1. PROJECT MANAGEMENT

- Coordination with Port, Consultant Team and other agencies
- Invoice for May activities
- Update schedule and critical path status
- Prepare and submit draft 2020 cost-to-complete budget for Port review.

TASK 2. PUBLIC INVOLVEMENT

- Prepare monthly update for August issue.

TASK 5. ENVIRONMENTAL

- Coordinate with ODOT, WSDOT and FHWA on technical reviews, cultural resources, tribal coordination and all other facets of NEPA compliance
- Submit draft biological assessment (BA) for FHWA, NMFS, ODOT and Port review; begin incorporating review comments.
- Finalize plan for additional archaeological fieldwork based on tribes' review.
- Prepare final Determination of Eligibility/Intensive Level Survey Forms and the draft Findings of Effect for the residential properties with views of the bridge.
- Submit the Administrative Draft #2 Supplemental Draft EIS for FHWA review.

TASK 6. ENGINEERING

- Support the Supplemental Draft EIS production by addressing Requests for Information regarding design.
- Shoot baseline photos and begin a new photo-simulation from the Treaty Fishing Access Site (dependent on BIA's access approval associated with COVID conditions).

TASK 7. TRANSPORTATION (TASK COMPLETE)

TASK 8. PERMIT ASSISTANCE

- US Army Corps of Engineers issued permit for in-water work associated with geotechnical exploration on six borings; address requests for information needed for the additional six borings.



EIS UPDATE

BRIDGE REPLACEMENT PROJECT

JULY 2020

In December 2003, a draft environmental impact statement (EIS) was published as part of a bi-state collaborative effort. This draft EIS was the first step in complying with the National Environmental Policy Act (NEPA). Currently, the Port of Hood River (Port) is advancing the project to complete the EIS effort and position the project for future funding and construction.

What's new on the project?

- Advancing the draft Supplemental Draft EIS with updated historic, cultural, tribal, and biological information gained during the past few months.
- Submitting an archaeological fieldwork plan to Native American tribes for additional investigations that supplement the work conducted in Fall 2019. The tribes have a 30-day review period, and then the archaeological survey will be conducted.
- Preparing a revised biological assessment for technical review by the Federal Highway Administration (FHWA), Oregon Department of Transportation (ODOT), and liaisons to the National Marine Fisheries Service. The biological assessment documents Project impacts to threatened and endangered species and habitat and associated proposed conservation measures.
- Due to the coronavirus pandemic, consultations with the Native American tribes are on hold.

What are the next steps?

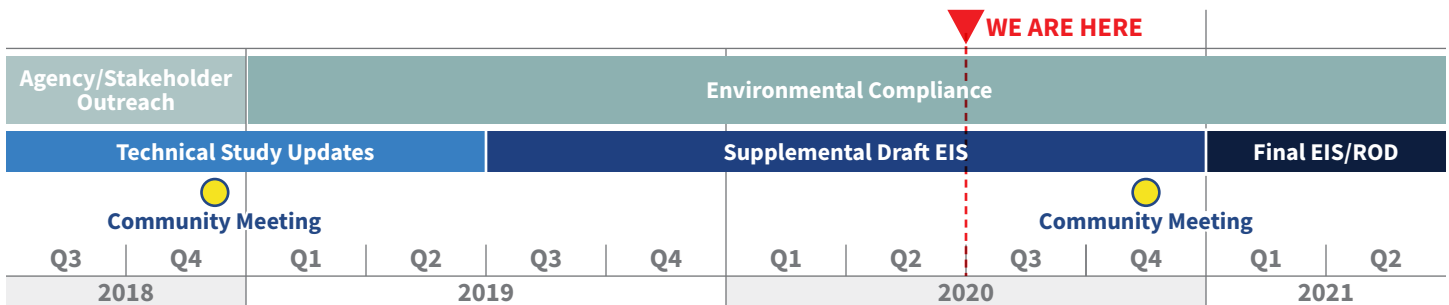
- Complete an internal review of revised draft Supplemental Draft EIS by ODOT and FHWA.
- Conduct additional archaeological investigations in areas where more information is needed.
- Complete the analysis of the historic properties within the project area and begin preparing the Historic Resources Technical Report.
- Consult with Native American tribes on cultural resources, access to the Columbia River, fishing activities, treaty rights, and any other interests identified by the tribes that relate to the Project.
- Prepare a photo simulation with a view from the Washington shoreline toward the Hood River Bridge.



How would bridge replacement benefit the Columbia River Gorge communities?

The Hood River Bridge provides a critical connection for residents and visitors to the Columbia River Gorge National Scenic Area. One of only three bridges spanning the Columbia in this region, the bridge is a critical rural freight network facility for agriculture, forestry, heavy industry and high-tech companies with freight originating throughout the northwest. The existing bridge is nearing the end of its serviceable life and is obsolete for modern vehicles with height, width, and weight restrictions and is also a navigational hazard for marine freight vessels. The bridge has no sidewalks or bicycle lanes for non-motorized travel and would likely not withstand a large earthquake.

If project funding is secured, the new bridge would provide a safe and reliable way for everyone to cross or navigate the Columbia River—by car, truck, bus, bicycle, on foot, or on the water. A new bridge would support a thriving economy and livable communities.



To learn more about the project, please visit us at:
www.portofhoodriver.com/bridge

PROJECT CONTACT

Kevin Greenwood, Project Director
 ☎ 541-436-0797
 @ kgreenwood@portofhoodriver.com

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Executive Director's Report

June 16, 2020

Administrative

- It is nearly time for my annual performance review. Following is the expected schedule:
 - ED self-evaluation and annotated annual work plan submitted to General Counsel during the week of June 22nd.
 - Jerry will provide each Commissioner with my materials along with an evaluation form by June 26th.
 - Completed evaluation forms returned to Jerry by July 9.
- The following are current issues relevant to the COVID-19 pandemic:
 - Hood River County requested permission from the State to enter Phase II on June 12.
 - The Toll Booth returned to normal operations on June 1 with PPE and other protective measures in place.
 - Waterfront:
 - Event Site—Booth manned with two new employees. High water conditions meant that the Flight Deck remains open.
 - City of Hood River expected to open Waterfront Park with Phase II approval.
 - Parking enforcement now underway.
 - The new Marine Deputy has been selected. However, he is likely to leave this summer. Patrols will be filled by Wasco Co. under mutual aid. The Port and Sheriff's Department plan to move forward with the annual fuel agreement and Marine Deputy Coverage agreement.
 - Changes the Paycheck Protection Program (PPP) have been signed into law extending the time period for loan forgiveness to year-end and percentage that may be used on non-payroll to 40% instead of the original 25%.
- Due to staff shortage in the Facilities Dept., two summer employees have been hired. Only one intern is expected to be hired to evaluate the Port's Wasco County property.
- The OneGorge Advocacy group held a Zoom meeting May 27 that featured a robust discussion with Oregon and Washington legislative representatives and agencies on COVID-19 pandemic response and economic impacts in the Gorge.
- Lead Joint Information Center (JIC) duties will be assumed by Barb Ayers and Belinda Ballah at the County, replacing officer Joel Ives who has been called back to regular duties. Genevieve continues to participate in the weekly calls and coordinated activities.

Recreation/Marina

- American Cruise Lines seeks to begin landing in Hood River on June 24. Nate Stice coordinated meeting of all ports-of-call on the Columbia on June 10. I requested input from the City. ACL has provided an extensive Covid-19 Operations Plan. See attached.
- Five concessions have decided to open for operations with tentative start-up dates of June 15th. Six concessions remain undecided and two have chosen not to open for this season.
- All large events have been cancelled.
- The Marina Park picnic shelter remains closed due to Covid-19 issues.
- The Steve Gates Remembrance project has moved into the fundraising phase.
- The Nichols Basin dock ramp is ready for installation. Port staff is coordinating with a professional diver from Portland to help with the in-water preparation.

Development/Property

- Jensen Building environmental review - Catch basin sediment test results came back with no hazardous waste found and the material that is present can be disposed of through normal methods. The next step is environmental report from Jill Betts, then DEQ review.
- Plans and specifications for the re-roof of the Big 7 Building are complete. The bid package is expected to be advertised the week of June 15. This will be an FY 2021 project with a likely contract approval on July 14th.
- Staff continues to work with new potential tenants and is seeing interest in property purchase at the Lower Mill.
- Staff continues to check in with Tenants to understand status and impacts.
- Facilities crew have completed a grading and clean up project at Lot #5. See photo to right.



Airport

- COVI Project: Tapani working steadily ahead. Project is about 40% complete. Staff is in contact with neighbors and airport tenants regarding interruptions and closures. The

project is making significant changes to the north side and Commissioners are encouraged to visit the site.

- North Apron Rehabilitation Project: Pre-construction meeting held on June 4, work begins June 10.
- The south-facing B hangars to the north apron will be blocked June 15 through June 29. Alternate parking spaces will need to be found for these dates as the taxiway will not be accessible from the ramp. The remainder of the north Hangars (All of A, the north side of B and all large hangars) will not be able to access the north apron from June 29 through July 9.
- There has been an uptick in interest in building hangars at the airport for private use.
- AAC members are reviewing applicants for the two upcoming committee vacancies. Staff will bring their recommendations and applicant list to the Commission at the July 14th meeting. Minutes from the May 21 AAC meeting are attached.
- Staff will move forward with a crack seal project on Air Museum Drive and the north side T-Hangars in July, to repair some cracked asphalt.

Bridge/Transportation

- It appears now that the INFRA grant application will not be successful. The remaining federal grant request is through the Build America program and successful applications are expected to be announced by September.
- Chairman DeFazio has introduced his surface transportation reauthorization bill, the Investing in a New Vision for the Environment and Surface Transportation “INVEST” in America Act. This transformative bill would invest nearly \$500 billion into surface transportation over the coming five years. It does not appear that our request for changes to the TIFIA loan program for rural projects made it into the legislation. Note that there is no “Pay For” in the legislation and its prospects in the Senate are uncertain.
- AET implementation continues to be a very significant burden on office staff. Hundreds of the contacts result from the I-84 closure on May 14 which diverted several thousand of drivers across the Bridge. Fred Kowell will provide an update on All Electronic Tolling (AET) and traffic volumes.
- We are experiencing issues with bridge lift controls. The control log is showing lifts that were never performed and we have system alerts coming on when the control panel has been shut down.
- We received a \$5,270 quote to re-paint the curbs on 1st Street and the Event Site. This work will be done in June.

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American Cruise Lines, Inc.
COVID-19 Operating Policies and Risk Mitigation Plan
Working Version 1.2

Appendix 1

DRAFT COVID-19 Operating Policy

Passengers and Crew Travel Cycle

1. Pre-Cruise Communication for Passengers

- 1.1. COVID-19 Operating Protocols are available on the American Cruise Lines web page
<https://www.americancruiselines.com/about-us/covid-19-operating-protocol>
- 1.2. Seven (7) days prior, passengers to self-quarantine for 7 days prior to departure;
- 1.3. General information for passengers on COVID-19 is updated on web page;
- 1.4. Passengers pre-departure screening complete
- 1.5. 4 days prior, Strongly recommend that passengers take PCR-test and report results to American

[Section under further development as home testing capabilities become commercially available for required pre-cruise testing.]

- 1.6. Surplus prescription medication reminders should they get detained beyond their end of cruise date due to isolation or quarantine requirements
- 1.7. Recommend medical evacuation insurance coverage for travelers
- 1.8. Advisory to passengers about suspension of physical greetings (i.e. handshakes)
- 1.9. Provide passengers and crew with a PPE Travel kit (masks, gloves, and hand sanitizer). Good handwashing practices with soap and water are essential.
- 1.10. Require passengers to wear masks and follow social distancing requirement if they need to leave their home during their 7 day home self-quarantine period and practice strict healthy hygiene practices
- 1.11. Require passengers to wear masks while traveling to and from the ship
- 1.12. Provide information about what to expect when you arrive and what new health and safety measures will be implemented on board

2. Pre-Cruise Testing

- 2.1. Request passengers, crew and Medical Officer to obtain a COVID-19 PCR swab test performed by their local health authority or primary care physician 4 days before departure.
- 2.2. All PCR test results will be required to be reported to ACL prior to departure via a secure process;
- 2.3 The passenger and crew will be instructed to self-quarantine until they have their test results. If the test is positive, they must not travel and will need to follow-up with their local health authority and primary care physician.
 - If the test is negative, they should continue self-quarantine until they depart for their cruise. They will be instructed to follow strict, healthy travel instructions which will include wearing a mask, wash their hands frequently, carry hand sanitizer, and practice social distancing wherever possible. Good handwashing practices are essential.
- 2.4 If obtaining a COVID-19 PCR test at the passenger, crew or Medical Officer's local community

May 26, 2020 3:00 PM

American Cruise Lines, Inc.
COVID-19 Operating Policies and Risk Mitigation Plan
Working Version 1.2

is not possible and the person does not have any other COVID-19 symptoms the following two options (cruise departure port PCR Test or Antibody test) may be considered:

2.5 Local Departure Port PCR Test:

Where possible, ACL to establish an arrangement with the ship's departure port local health authority or lab for the passenger, crew and Medical Officer to receive a COVID-19 PCR test prior to boarding the vessel. Some tests may take up to two days to receive results. A PCR test is the only way to diagnose if someone has an active infection.

- Option 1: Passenger, crew and Medical Officer to arrive at the departure port 2-4 days early and will self-quarantine in a pre-arranged hotel until the PCR results are available.
- Option 2: Passengers and crew board the vessel and go directly into quarantine on board the ship until the test results are available. (Follow *Quarantine Plan* outlined below)
- The Medical Officer must comply with Option 1 and obtain a PCR test and test results prior to boarding the vessel, if they are not able to obtain a PCR test at home.

2.6. Rapid Antibody Testing:

- Prior to boarding the vessel, the ship Medical Officer will perform a point of care Rapid Antibody test on the passenger or crew who were not able to obtain a PCR test prior to boarding the vessel. This requires a simple finger poke for a sample of blood which produces results in minutes.
- It is important to note this test will not diagnose an active COVID infection. A PCR test is the only test to diagnose COVID. The antibody test only tells us who had a past infection and who should be immune to the virus. It is not currently being used for detection of an active infection because it takes some time for the body to make the antibodies.
- If the test is positive for IgM only, this indicates the person had a recent infection and has not built up any immunity yet. This person should be denied boarding and sent for a PCR test to confirm if they have an active infection or not.
 - If their PCR test is positive, they will be denied boarding the vessel.
 - If their PCR test is negative, they should be allowed to board the vessel.
 - If there is no PCR testing available, they should be denied boarding or consideration to board in quarantine. If they remain asymptomatic for 14 days, have a negative PCR test or develop IgG antibodies, they do not require to remain in quarantine.
- If the test shows a positive IgM & IgG this indicates a recent infection and they are starting to build antibodies. If the test is only positive for IgG this indicates the person had the virus and may now be building immunity and may be protected from the virus. They should be allowed to board under normal boarding procedures.
 - If the test shows it was a valid test, but they are negative for any antibodies, then this person either has not been exposed to the virus or they have been exposed to the virus, but it is too early in their exposure for their body to develop antibodies. This person should be re-tested in a couple of days to see if any antibodies develop.

3. Pre-boarding Health Questionnaire

May 26, 2020 3:00 PM

American Cruise Lines, Inc.
COVID-19 Operating Policies and Risk Mitigation Plan
Working Version 1.2

- 3.1 Prior to entering the ship, all persons (crew, visitors, and essential workers) shall complete a pre-boarding health questionnaire.
- 3.2 Health questionnaires shall be filled out and reviewed on shore or prior to boarding the vessel to maintain screening and social distancing practices.
- 3.3 All persons boarding the ship will complete an in-person health screening with the medical officer, prior to boarding;
- 3.4 If any questions on the health questionnaire are answered "Yes", an advanced medical evaluation shall be made in a private area and the Medical Officer will consult with the Captain and Hotel General Manager, before they will be allowed to enter the vessel.
- 3.5 Completed health questionnaires should be retained on board for a minimum of 90 days and then shredded unless otherwise advised by health authorities.

4. Pre-Boarding Health Surveillance

- 4.1 All persons prior to entering the ship shall have their temperature and oxygen saturation taken.
- 4.2 Where practical, temperature checks shall be conducted in the medical evaluation tent located on shore.

5. Deny Boarding for Anyone with the Following:

- 5.1 Temperature over 100.4°F (38.0°C)
- 5.2 Oxygen saturation less than 90%
- 5.3 Any reasonable "YES" to health questionnaire questions (eg. cough, sore throat, travel threat or recent contact with someone who is COVID-19 positive).
- 5.4 In the event a person is denied boarding, they will be sent to the local health care clinic or hospital for further evaluation and direction. Arrangements for shore side care and isolation are pre-arranged prior to the start of each cruise.

6. Pre-Boarding

- 6.1 Discard masks used during travel in the appropriate trash/waste receptacle.
- 6.2 All staff going shore side must wear PPE and terminals are to be sanitized after embarkation Procedures complete.
- 6.3 Luggage shall be sanitized and sprayed per ship protocol prior to being delivered on board the ship
- 6.4 Shore side personnel to distribute a new mask and access to touch free hand sanitizer for each embarking passenger or crew to don prior to boarding
- 6.4 Assure spacious area for passenger and crew to wait for embarkation to enable 6 feet social distancing

7. Quarantine Boarding Process: (For those who meet the quarantine requirement above)

- 7.1 Any passenger or crew who are required to go into immediate quarantine based on guidelines above will have no direct contact with other passengers or crew except for designated medical staff or designated crew where medical staff are unavailable.

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- 7.2 Single stateroom assigned for crew.
- 7.3 Joining passenger or crew member must be escorted straight to stateroom by designated person.
- 7.4 Passenger or crew member must wear a new mask and gloves upon boarding and in transit to their stateroom.
- 7.5 Passenger or crew member to change out of travelling clothes, shower, and clothes to be bagged in a specific disposable bag and washed immediately in separate wash
- 7.6 Cleaning team to sanitize route and high touch areas from entry point on the ship to the designated stateroom.

8. Quarantine:

- 8.1 Crew shall not be permitted to work during this period, but will receive extensive training regarding ACL efforts to provide a safe, healthy cruise for passengers.
- 8.2 During this period, passenger and crew shall not be allowed to leave their assigned stateroom for any reason.
- 8.3 They shall receive room service crew meals, dropped and collected outside their stateroom door, a minimum of 3 times per day.
- 8.4 Disposable utensils will be used where possible, all used utensils should be placed in a red biohazard bag and placed outside the stateroom door for collection, once daily.
- 8.5 Additional linen to be placed in the room and not replaced until end of quarantine period. Used linen to be placed in red bags at the end of the quarantine to be collected by the Cleaning team upon sanitizing the room.
- 8.6 Food waste and other trash should be collected and bagged by the quarantined passenger or crew member and placed outside the stateroom during designated times for transport to the waste management center for incineration or off-loading.
- 8.7 Staterooms housing quarantined passenger or crew should not be cleaned by crew members. Supplies such as paper towels, cleaners, and disinfectants, and extra linens can be provided to isolated or quarantined persons so they can clean their stateroom as necessary.
- 8.8 Designated medical staff or other personnel should wear proper personal protective equipment (PPE) per CDC guidance when in proximity to quarantined crew members.
- 8.9 Passenger or crew members in quarantine are to have their temperature checked twice daily by the Medical Officer.
- 8.10 The Medical Officer must conduct twice daily checks using non-contact thermometers and wearing appropriate PPE.
- 8.11 Quarantined crew members should have no direct contact with other crew except for designated medical staff.
- 8.12 Release from quarantine shall be authorized by the Medical Officer in consultation with Vikand Medical Director.
- 8.13 Once a passenger or crew member has completed the required quarantine period whether their PCR test is negative, completed 14 days without any symptoms or have developed IgG antibodies they may be released from quarantine and standard arrangements apply.
- 8.14 Stateroom to be deep cleaned post quarantine by trained task force wearing required PPE.

9. Shore Excursions and Going Ashore

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- 9.1 Practice proper social distancing and use of PPE on all organized Shore Excursions and when going ashore
- 9.2 Provide passengers with masks, gloves, hand sanitizer and tissues upon request while on ships excursions or going ashore.
- 9.3 Limited offerings on shore
- 9.4 Group sizes on all shore excursions will be reduced by 50% or lower, if required by local mandate
- 9.5 Dispatch of tours will be conducted from ship, in small groups directed to the gangway by a specifically assigned team member.
- 9.6 Dispatch of passengers going ashore independently, in small groups directed to the gangway by a specifically assigned team.
- 9.7 Tour Operators will follow all policies and implement additional safety and sanitation protocols for their operation
- 9.8 All departures from ship will be staggered to enable additional personal distancing.
- 9.9 Coaches and private cars to be sanitized before each excursion or transfer.
- 9.10 Venue screening and reduction to allow for additional distancing ashore.
- 9.11 Additional sanitizing's stations for our passengers and employees when returning onboard for suite keys and phones.

10. Crew Protocols

- 10.1 Nine (9) days before cruise – Crew member begins 9 day quarantine period at home. Crew member sent sealed PPE travel kit that includes a mask, gloves and sanitizer with instructions for proper use and travel safe instructions per CDC guidelines.
- 10.2 Nine (9) days before cruise - COVID fit to travel form completed. This form will be reviewed by a nurse and permission to travel is given.
- 10.3 Eight (8) days before cruise - Crew members travel to the vessel using PPE travel kit per CDC guidelines.
- 10.4 Upon arrival at vessel but before boarding - Each crew member will be evaluated by medical officer prior to boarding. This includes completing a medical questionnaire (see *Appendix I*), temperature, pulse, respiration and oxygen saturation. Any potential crew member that does not successfully complete this step will be sent to a shore side hotel and will be required to shelter in place. Hotels will be arranged in the following turn-around ports
 - Juneau, AK
 - Portland, OR
 - Richland, WA
 - Clarkston, WA
 - New Orleans, LA
 - Baton Rouge, LA
 - Memphis, TN
- 10.5 Immediately upon boarding – Crew members will be assigned to their quarters. They will change out of their travel clothes. This clothing will be placed in a plastic bag and sealed. Crew members will shower and change into their work uniform. No tours of the vessel or other

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functions will take place until they are showered and changed. Clothing worn during travel will be laundered separately from other clothes as soon as possible.

- 10.6 Seven (7) days before cruise - Crew members begin 7 day onboard quarantine period. They will be monitored daily by the Medical Officer to ensure no symptoms present. If there is a symptomatic crew member they will be immediately isolated in a room designated for that purpose. As soon as possible, that crew member will be sent to the shelter in place hotel. During this 7 day time period crew members will receive extensive training regarding ACL efforts to provide a safe, healthy cruise for passengers.
- 10.7 Personal Protective Equipment (PPE) information definition - The definition of Personal Protective Equipment As quoted by the Occupational Safety and Health Administration "Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses." In the healthcare setting and during a pandemic like Covid-19, the following PPE is used to prevent contact with the infectious agent and body fluids that may contain the infectious agent. While these forms of PPE are generally used for this purpose in a health care setting, current recommendations do exist for the use in general public.
- 10.8 Personal Protective Equipment (PPE) information – The American College of Emergency Physicians Health Care Guidelines for Cruise ship Medical Facilities does not currently address the specific minimum requirement of personal protective equipment, needed for regular sailing or a pandemic situation. It stands to reason that ACEP would have no guidelines for small passenger vessels either. The specific medical needs of a small passenger vessel are dependent on variables. These factors will modify the applicability of these guidelines especially with regards to staffing, medical equipment and the ship's formulary.
- 10.9 Recommended PPE Stockpile Levels - Based on the current guidance the following items of PPE should be maintained, as a minimum, this supply should be separate from regular medical inventory and stored, clearly marked in a secured separate storage space onboard the vessel, with a one step process for immediate shipment. During recent outbreaks, PPE supplies were depleted quickly due to poor control of appropriate PPE. To ensure control and appropriate use of PPE, all items should be clearly marked with purpose of the PPE. On each ship the Hotel General Manager or Mate holds the responsibility to manage, track and distribute the outbreak supplies to the appropriate departments.
- N95 Masks (for authorized personnel)
 - Surgical Masks
 - Goggles/Face Shields
 - Gloves
 - Fluid Resistant Gowns/Tyvek Coveralls
- 10.10 One (1) day before cruise – All crew members will meet with the Medical Officer and go through the medical questionnaire again as a last check before passengers arrive. Cleaning and sanitization of the vessel is covered in a separate document.
- 10.11 Standby Crewmembers will be available to relieved shipboard crew. Standby crew will have met the quarantine and testing requirements as described herein.

11. Passenger Protocols

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- 11.1 Seven (7) days before cruise - Pre-screening individual health assessment. Authorization that person is fit to travel in the USA
- 11.2 Four (4) days before cruise - Passengers receive pre-cruise preventative travel care package of PPE including disposable masks, gloves, and hand sanitizer as well as CDC guidelines on traveling safely in USA. PCR test complete.
- 11.3 One (1) day before cruise - Passengers travel to turn around ports taking proper travel precautions and make use of PPE provided by ACL. Passengers follow social distancing recommendations of the CDC during travel to the vessel
- 11.4 Embarkation day of the cruise - Private transportation from hotel or airport directly to ship. Embarkation tents allow screening before boarding adhering to social distancing protocols. Required screening includes pulse, respirations, oxygen, and temperature check. COVID-19 testing is available. Boarding is denied for symptomatic persons. Touch-free boarding process (except as required by medical personnel)
- 11.5 Medications – Passengers should travel with medication equal to the number of days of their itinerary, as well as an additional 2-week supply of all prescribed and PRN (as needed) medications in the unlikely event they need to be quarantined.

12. Identification of Person Under Investigation (PUI)

12.1 Actions

- Any person exhibiting symptoms related to Covid-19 shall be given a respiratory mask and placed in an isolated examination room for triage. During the triage, the patient is considered a Person Under Investigation (PUI) until confirmed otherwise.
- Isolate persons exhibiting symptoms immediately and quarantine all close contacts as soon as possible according to the Company procedures.
- As long as Personal Protective Equipment (PPE) is available and healthcare resources allow, the Company will apply the same protocols to quarantine as are required for isolation.
- Initiate meeting with Shipboard Management team and Ship's Medical Officer to activate the company's outbreak prevention response plan (OPRP). The officer in charge of the ship should immediately notify the Coast Guard Designated station and local health authority at the next port of call regarding the suspect case, to determine if the necessary capacity for transportation, isolation, laboratory diagnosis and care of the suspect case/cluster of cases of COVID-19 is available at the port. The ship may be asked to proceed to another port in close proximity if this capacity is not available, or if warranted by the medical status of the suspect case/cluster of cases of COVID-19. It is important that all arrangements are conducted as quickly as is feasible to minimize the stay of symptomatic suspect case/cases on board the ship.
- Capture special medical and dietary requirements of patients in isolation/quarantine. Within the first 6 hours of identifying a PUI: Distribute an electronic or paper questionnaire to obtain essential information that will help manage extended quarantine support, including:
 - Symptoms
 - Dietary requirements
 - Medicine and special medical requirements
 - Stateroom numbers of family members traveling together

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- Other special requirements such as smoking etc.
- Travel history for past 15 days
- Provide persons in Isolation & Quarantine disposable thermometers for them to perform their daily temperature checks. Temperature checks of persons in Isolation & Quarantine to be performed two times daily.

12.2 Testing

- The disembarkation and transfer of the suspected PUI to an onshore healthcare facility for further assessment and laboratory testing should be arranged as soon as possible following approval from, and in cooperation with, cognizant health authorities.
- A person meeting only the clinical criteria for a PUI is to be tested for Influenza A and B and others as appropriate:

RESULTS	ACTION
Positive for Influenza A or B, or other illnesses causing similar symptoms	Follow normal protocols for treatment and isolation.
Negative for Influenza A or B or other illnesses causing similar symptoms	Isolate and PCR test symptomatic person COVID-19. Release from isolation to be considered if alternative diagnosis is established or laboratory COVID-19 testing is returned negative. This takes into account that COVID-19 PCR testing will be conducted ashore and affirms the person tested will remain in isolation until test results are confirmed.

- If close contacts develop illness, they should be PCR tested for COVID-19.
 - If PCR test results for close contacts return positive, they should be treated as a presumptive confirmed case and seek shore side transfer as soon as possible; they should be isolated in specially designated onshore facilities, typically pre-arranged hotel identified for isolation, and following approval of, and in coordination with, cognizant health authorities.
 - If test results are negative for COVID-19, isolation procedures may be discontinued following approval from cognizant health authorities.

12.3 Contact tracing

- Contact tracing should begin immediately after a person under investigation is identified on board, without waiting for testing results.
- All travelers who fulfil the definition of a close contact should be asked to complete the Passenger/Crew Locator Form (PLF) and, consistent with available shore side capacity, should remain at a specially designated onshore facility in accordance with instructions received from the port-based health authorities.
- Persons on board should be assessed and classified as close contacts or low risks based on their exposure level and the Passenger/Crew Locator Forms (PLF). All persons who have had high-risk exposures to the patients should undergo self-monitored isolation under the supervision of ship Medical Officer.
- All persons on board are to be assessed for their risk of exposure and classified as high, medium, low or unidentifiable risk of exposure, per CDC risk assessment guidance. Risk assessments will

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inform decision-making about disembarkation and for use in consultation with cognizant health officials if subsequent tracking is required.

- To protect the patient privacy, contacts are only informed that they may have been exposed to a patient with the infection. They are not told the identity of the patient who may have exposed them.
- A person is considered to have had a high-risk exposure if they meet one of the following criteria:
 - They stayed in the same stateroom as a suspected or confirmed COVID-19 case.
 - They had close contact (e.g. within 3 to 6 feet) for a prolonged period of time or were in a closed environment with a suspected or confirmed COVID-19 case.
 - For passengers, this may include participating in common activities on board the ship or while ashore, being a member of a group travelling together, or dining at the same table.
 - For crew members, this includes the activities described above, as applicable, as well as working in the same area of the ship as the suspected or confirmed COVID-19 case (e.g., stateroom stewards who cleaned the stateroom, or wait staff at dining locations or those who delivered food to the stateroom, as well as gym staff who provided direct close attention to the suspect case).
 - A healthcare worker or another person who provided care for a suspected or confirmed COVID-19 case while not wearing appropriate PPE.
- Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Per CDC guidelines contacts are encouraged to stay home and maintain social distance from others (at least 6 feet) until 14 days after their last exposure, in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath. To the extent possible, public health staff should check in with contacts to make sure they are self-monitoring and have not developed symptoms. Contacts who develop symptoms should promptly isolate themselves and notify public health staff. They should be promptly evaluated for infection and for the need for medical care.

13. Sanitation

- 13.1 Ensure ship is fully disinfected and terminal disinfection done in the patients' staterooms and their movement areas. Prepare for full sanitation barrier to be completed after all guests disembark.
- 13.2 Linens from the staterooms of suspect cases and close contacts are to be washed in dedicated machines at highest temperature settings (i.e., a minimum of 160° F / 71° C), or disposed of in accordance with infection control measures
- 13.3 Perform full ship sanitation barrier after isolation and/or when PUI is relocated, whichever comes first. Cleaning of the isolated stateroom should be done only 24h after it is empty.
- 13.4 Considerations for crewmembers:
- Closure of social crew venues or total crew curfew (11 pm – 6am), except for essential crew as identified.
 - Temperature checks for all crewmembers, performed by trained supervisors twice daily.

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- Pulse oximetry checks for all crewmembers, performed by trained supervisors twice daily.

13.5 Report updates to authorities and corporate support.

13.6 Precautions if there is a suspected PUI

- Continue operations with heightened awareness for a minimum of 72 hours and/or until the suspected PUI, case is defined:
- Allow guests who are not in isolation/quarantine to move freely throughout ship with the following protocols in place:
 - Consider closing public venues, including (but not limited to), gym, theatres, lounges and minimizing large group activities.
 - Discontinue self-service in food venues.
 - Restaurant rooms are to remain open.
 - Consider guest and crewmember restrictions on shore visits
- Report updates to authorities and corporate support.

14. Isolation Protocol

14.1 General procedures

14.2 Isolation is one of the mechanisms that we have in order to prevent individuals from passing a contagious illness to other people on the ship.

14.3 In all cases, isolation means that the individual (PUI) must be in one stateroom alone, in cases where a spouse or partner is required to stay with the isolated person, the Medical Officer will review the need or the request and approve or decline accordingly. Only essential contact with other individuals is allowed and it is limited to the Medical Officer and stateroom steward who will be attending the stateroom, and any other personnel that must interact with the PUI with imperative priority, such as a customs or border patrol agent. The Medical Officer, while caring for the individual in isolation, must wear PPE as described above.

14.4 Personal Protective Equipment (PPE)

- For all purposes, any individual in contact or even attempting to have a conversation with a PUI must wear Personal Protective Equipment (PPE), including medical and non-medical personnel. All persons must be properly trained by the Medical Officer on how to dress, wear, undress and use all the provided equipment. PPE for COVID-19 shall include:
 - N-95 mask
 - Fluid resistant gowns – (Medical Officer)
 - Eye protection (goggles or face shield)
 - Gloves (latex/nitrile)

14.5 Sequence for step by step picture illustration for proper removal of PPE. Sequence for donning and doffing personal protective equipment (PPE):

- Perform hand hygiene
- Put on shoe covers
- Put on gown/coverall
- Put on mask/respirator
- Put on eye protection
- Put on gloves

14.6 When visiting multiple persons in isolation, the Medical Officers should either disinfect

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or change PPE before entering multiple rooms in order to prevent cross contamination.

14.7 Placing the PUI in isolation

- Isolation and isolation information must be provided after the patient's symptoms have been evaluated by the Medical Officer, the patient has undergone a complete medical history, provided travel history and close contact information in addition to the usual questions addressed in the past medical histories; tests have been performed and the Medical Officer in collaboration with the Vikand Medical Director has confirmation that the patient meets the criteria to be considered a PUI.
- Once the decision is made:
 - Inform about the need for isolation and explain the protocol. Review what the person is allowed and not allowed to do. Note: It is important that the patient understands that any form of in-person social interaction is strictly prohibited.
 - The patient, passenger or crew, must be informed of the disciplinary actions, in case of failure to comply with the isolation policy as follows:
 - Crew faces the possibility of a written warning.
 - Passengers may be debarked and / or placed on no sailing lists.
 - Inform of the estimated isolation end date and hour. Explain the conditions that may affect isolation.
 - Inform about what they can expect in case there is an emergency on the ship while they are isolated. The medical center will be their new muster station. If an evacuation signal is announced, please refer to the emergency plan for isolated patients below.
 - Inform there will be no charge for room service items ordered.
 - Prepare isolation room for PUI with toiletries, amenities, waste bags, extra bed linen, cleaning equipment as applicable.
 - The Captain, Hotel General Manager and Medical Officer must be immediately notified of the PUI isolation and the stateroom number where the person will be isolated.
 - The patient must be taken by the Medical Officer to their isolation stateroom wearing PPE.

14.8 Isolation Maintenance

- Patient must be visited at least twice a day by the designated Medical Officer.
- To minimize the risk of cross contamination, limit the individuals who visit the isolation staterooms, the medical staff will deliver meals while conducting the periodic health check.
- There needs to be at least one phone call a day from the Medical Officer to follow up on the PUI whether crewmember or passenger. There should be at least one call a day from the Reception to follow up on a passenger.
- If there is a PUI who is not willing to follow isolation rules, security will be called, and the situation should be reported to the Staff Captain. A security guard may be left on the outside hallway to guard the isolation stateroom(s).
- PPE must be worn by all individuals visiting these staterooms. The same PPE cannot be worn when visiting other patients.

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- If capable, PUI should self-manage cleaning of stateroom and change of linen in order to minimize cross contamination.
- Waste in isolation rooms must be collected in biohazard bags, disposed as medical wastes, which should be incinerated on board if possible; or collected and handed over to shore for special treatment as required by the authority of the next port of call.
- All entries and exits to isolation staterooms must be logged with date, time, and name of person entering and reason for entry.

14.9 Emergency Plan for Isolated Patients

- Since the Medical Officer has already informed the ship leadership about the individuals that are in isolation, it is expected that the evacuation process will consider special measures for these individuals.
- In case of emergency, all isolated patients will remain in their isolated rooms until the Medical Officer provides instructions.
- The muster station for all medically isolated individuals will be the medical triage exam room.
- The Medical Officer will call the pilot house to remind the pilot house team that they have a PUI in isolation.
- The bridge will inform the Medical Officer of the specific Survival Craft that will be used to evacuate the PUI. Family members of PUI may choose to evacuate in the same survival craft. PPE to be provided by the Medical Officer.
- Quarantined patients and those patients who represent no public health risk to others will be handled as regular passengers, via their muster stations and muster station personnel.
- The Medical Officer will be assigned to a survival craft based on the status of the patients being evacuated. This process should be decided by the Master following the overall ship safety management plan.
- The Medical Officer will attempt to collect essential medications for the management of isolated individuals.

14.10 Disembarking Isolated Patients

- The purpose of getting the patients off the ship is to get them from the ship to a medical facility for further care and treatment or to shore side location for isolation. This should be the main objective throughout this process following relevant shore side authority guidelines.
- If in port, ships should contact the local agency or their company representatives to arrange for the patients' disembarkation and medical transportation and ask the company to provide relevant shore-based assistance. Crew members on board should refrain themselves from being involved in the movement and transportation of patients;
- If under way, the ship's Medical Officers shall evaluate the patient's condition. If the condition is stable, the patient can be arranged to the local hospital for examination and treatment after the ship arrives at the port; if the patient's condition is acute, the shore side emergency response 911 system must be activated and the patient should be sent ashore for treatment as fast as possible.

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- All the individuals who will be interacting with the patient(s) must wear full body (PPE) which must include disposable coverall, gloves, face shield and an N-95 respirator mask that is well fit. Patient must also be provided with a face mask.
- Person(s) must be informed of where they can obtain the PPE.
- Captain, Hotel General Manager, Medical Officer, and local health authority port services must communicate and coordinate the relocation of an individual with a suspected or confirmed COVID case from the ship. During this meeting, the following must be determined and clearly described:
 - Task and outline how it will be executed, including time and location
 - Designate responsible person(s) for each task
 - Identify materials needed for the task
 - Identify the required documentation
 - Tasks will include (at a minimum):
 - Determination of the port of disembarkation
 - Contact with local authorities to coordinate disembarkation to include:
 - 1) Point of contact and contact info (i.e. phone number).
 - 2) Specific pick-up location of the patient(s).
 - 3) Method of transportation (i.e. wheelchair to ambulance).
 - 4) Determination of where the patient(s) will be transported.
 - 5) Confirmation of arrangements in the receiving location.
 - Ensure complete isolation of the pathway where the patient(s) will exit the ship and assignment of crewmembers with PPE. This will limit potential contact with other passengers or crew.
 - Assignment of person(s) to escort/wheel the patient(s) to the point of contact/pick-up location at the terminal.
 - Assignment of a team of crewmembers who will sanitize the pathway where the patient exits the ship, including the terminal. Sanitation must be done using approved chemicals or E.S.S (Electrostatic Sprayer).
 - Determine process for removing close contacts and personal belongings
 - The process must be coordinated in conjunction with the local health authorities
- Once the plan is drafted, a conference call is to be held with the shore side Health Authorities, in order to review and confirm the plan
- Once the process is completed, a confirmation and summary by the Hotel General Manager is to be sent to the Shipboard Management, Medical Officer and Company Leadership.
- A vacated isolation stateroom where a PUI has stayed must be left unattended for 24 hours before cleaning and disinfection is done. This is to allow any remaining droplets to settle.

14.11 Additional considerations

- Corporate communications, passenger experience and marketing teams to be ready to respond to questions, media, etc.
- Protocols for sanitation, if there is suspected case onboard.

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- If an individual present with symptoms and/or is suspected to have COVID-19, then all areas where this person has been on the ship need to be cleaned and disinfected.

15. Quarantine Protocol

15.1 General

- Quarantine is a form of separation that applies to those asymptomatic individuals who have a strong travel history or contact history with a known positive case of COVID-19. By separating these individuals from others, we prevent the spread of infection. In general terms, these are not PUI, they are not ill, and they should have no symptoms at all. Their physical examination is well within normal limits.
- One person may spread a virus to multiple individuals. For the COVID-19, it is estimated that an average of 3 to 4 people are infected by a single vector or spreader.
- Logically, the number of individuals that may need to be quarantined should be close to 4 individuals depending on the social interactions of the PUI. If we consider 0.5% as the number of staterooms that will be blocked for isolated patients, we may need to quarantine about 2.5% of the ship's population; a generous five times fold. A large ship can expect to have about 50 people quarantined for every ten (10) people isolated.
- Contrary to what occurs in isolation, a quarantined individual may remain in a stateroom with other family or close contacts who share the same exposure history. Therefore, 50 individuals may occupy 25 staterooms. In both cases, only essential contact with other individuals is allowed and it is limited to the Medical Officer, the stateroom host who will be attending the stateroom, and any other 'priority' personnel that must interact with the index case, such as a customs or border patrol agent.

15.2 Personal Protective Equipment (PPE)

- Any individual attempting to have a conversation with a quarantined person must wear protective personal equipment. As emphasized with the isolation protocol, education is essential and must be carried out by medical personnel. Only those individuals who have been properly trained in the use of PPE, will be allowed to serve isolation and quarantine staterooms.
- Medical personnel caring for the individual in quarantine must wear PPE from head to toes. This includes a body disposable suit made of a waterproof material, gloves (latex/nitrile), facial shield or mask N-95 grade.

15.3 Designation of an Individual to be quarantined

- Close contact definitions usually use two dimensions, distance and time. For certain conditions, it is determined that a close contact is someone who interacted with a PUI for a defined period. For example, some conditions require a person to be less than three feet of distance for a period of 5 minutes. For COVID-19, some suggest an interpersonal interaction that lasts at least 15 minutes at less than two meters. Any asymptomatic close contact of a PUI must be quarantined.
- Another factor to take into consideration is travel history. It is very important that in all cases, the Medical Officer performs a very detailed medical history indicating the relationship to the close contact or travel history. This part of the medical record must include itineraries, airline flight numbers, hotels, and all activities prior to boarding the ship.

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- Since we are actively asking individuals to report if they have any symptoms, and to provide their travel history, the clinicians must investigate the way that this person managed to board the ship in order to determine how this occurred so that corrective actions can be taken.

15.4 Quarantine Process

- A complete medical record must be created for each person to be quarantined. This medical history will be characterized by an extensive and detailed travel and close contact history. The physical examination must be complete, and tests can be ordered based on the Medical Officer in collaboration with the Vikand Medical Director decisions.
- Inform the person about the need for quarantine, explaining the protocol and reviewing what actions are allowed and not allowed to perform.
- Inform the estimated quarantine end date and hour. Explain the conditions that may affect the length of the quarantine period (e.g. a runny nose or fever during this period).
- It is important that the person understands that any form of in-person social interaction is not permitted.
- Inform about what can be expected in the event of an emergency on the ship while the person is quarantined. There should be no change to the muster station location and identification if an evacuation signal is announced.
- The quarantined persons should be allowed to order meals from room service menu as needed without charges.
- The Captain and Hotel General Manager must be immediately notified of the person to be quarantined and the stateroom number where the person will be lodged.
- The person must be taken by the Medical Officer to the quarantine stateroom.
- The person needs to be informed that there may be a security camera or a guard watching the door to assure compliance.
- On-demand entertainment for general audiences will be available at no cost to the persons in quarantine.
- The Passenger or Crew in quarantine must be informed of the disciplinary actions that may be taken in case of failure to comply with the quarantine protocol as follows:
 - Crew faces the possibility of a written warning.
 - Passengers may be debarked and / or placed on no-sailing lists.

15.5 Maintenance of Quarantine

- The quarantined person must be visited at least twice by the Medical Officer.
- A note on the medical record must be made, recording the subjective part of the interaction and the subjective findings must include vital signs.
- Food will never be hand delivered to any individuals undergoing isolation or quarantine. Instead, the Food Delivery Team will knock on the door and leave the tray at the entrance. The food will be served in disposable dining-ware. When meal is finished, the isolated or quarantined individuals must place the used disposable items in the red bag and tie a knot and then the bag must be left outside the stateroom when ready to be picked up. The crew will wear PPE to go to the staterooms in the isolation zone or the yellow zone (quarantined individuals) and pick up the trash bags.

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- If a person is not willing to follow quarantine rules, security will be called, and the situation reported to the Captain. A watch guard may be posted outside in the hallway to guard the quarantine stateroom(s).
- PPE must be worn by all individuals visiting these staterooms. A new set of PPE must be worn for each patient. The same PPE cannot be shared when visiting other staterooms. This measure may increase risk of contamination if the PPE user does not follow instructions.
- PPE training must be reinforced.

15.6 End of Quarantine

- Quarantine can be ended due to two reasons:
 - The PUI PCR tests being negative to CoVid-19 but positive to some other confirmed illness (e.g. Influenza A or B, Strep Positive) OR
 - The quarantined individual does not present with any signs or symptoms of the illness beyond the determined incubation period.

15.7 Emergency Plan for Quarantined Patients

- Quarantined individuals may be distributed throughout the ship. For this reason, it is impractical to expect to summon them to one muster station and evacuate them from the vessel. Instead, during an abandon ship signal these individuals must proceed to their regular muster station and proceed with the emergency instructions being provided by the ship's crew. Quarantined crew do not need to attend any safety drills but are not exempted from their emergency duties.

15.8 Full Ship Quarantine

- Shore side Disease Committee to immediately deploy key support teams:
 - Provisions as defined by each division's tasks.
 - Consider dispatching additional medical staff.
 - Consider dispatching Hotel Operations shore side personnel to assist.
 - Consider deploying on site teams.
 - Involve Corporate Communications support.
- Shipboard Management to implement centralized on board communication center to coordinate the implementation of quarantine processes and procedures
- Establish communication with shore side Company Leadership Team
- Establish shipboard crisis management team
- Create guest communications team supported by guest experience and corporate communications teams to ensure frequent updates to guests on board
- Organize extra manpower and crew to address operational needs (where applicable)
- Establish internal meeting and communication schedules
- Expand phone operators to handle increase in call volume for medical, room service and general guest services, and communicate extensions to guests
- More administrative staff should be assigned to assist the medical center staff
- Create crew communications team supported by Human Resources to ensure frequent updates to educate crew and manage potential fear
- Maintain enhanced protocols, including frequent sanitation of all crew areas
- Limit social gathering venues for crewmembers/guests

16. Isolation Management

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- 16.1 Once the ship is quarantined, 0.5% of staterooms will be used as designated Isolation staterooms.
- 16.2 The corridor outside of the RED isolation staterooms will be declared as a Decontamination Corridor.
- 16.3 Captain to establish a decontamination corridor outside the isolation staterooms.
- 16.4 Housekeeping:
- On a daily basis, towels and sanitation supplies to be provided to each stateroom
 - Collect linen and trash using enhanced protocols
 - All trash to be collected in biohazard trash liners for waste preparation from each stateroom collection daily.
- 16.5 Food and beverage:
- Provide up to three hot meals of choice delivered to stateroom through runners (knock-and-snatch technique) using disposables, such as those used for takeaway meals.
 - Adjust to dietary requirements of guests as informed by questionnaire (food allergies, diabetics, kosher, etc.)
- 16.6 In-room entertainment:
- Provide complimentary internet and increase bandwidth.
 - Provide complimentary in-room entertainment, including movies, enhanced TV programming and live channels.
 - Consider those guests traveling with children (i.e. toys, snacks, games, etc.)
- 16.7 Crew preparations:
- Ongoing communication via Public Address system, Company recorded videos and daily announcements.
 - Assign specific duties, confirm protocols and distribute all necessary PPE.
 - Provide training for specific sanitation and quarantine processes.
- 16.8 Guest Services communication center guidance:
- A call center should be established with extra lines set up on board. This service should be manned accordingly to assist guests and crew with any questions, concerns and requests.
 - This service should be managed by guest services, with additional help from the cruise section if and when needed.
- 16.9 Guest Services guidance:
- Will ensure that the designated isolation staterooms are ready for any such cases.
 - A review of guest stateroom assignments would be carried out and outside staterooms utilized as best possible – limiting the number of inside staterooms being used and maximizing the use of vacant outside staterooms for guests in confinement.
- 16.10 Public areas and public restrooms guidance:
- In addition to the enhanced protocols, all public areas – including theater, lounges or other location where there have been high traffic or people or congregations are to be fogged using Electrostatic Sprayers. There will be no spraying where guests are present.
 - After all guests have been confined to their staterooms, all areas must be isolated and closed/cordoned off.
- 16.11 Inventory guidance:
- Captain and Hotel General Manager will ensure that the ship has adequate stock of PPE.

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- A station should be set up for distributing PPE to the relevant teams.
- Items that are described in this plan and are not available onboard should be sourced as part of the preparation.

16.12 Food and Beverage guidance:

- Full sanitation barrier must be implemented as soon as all persons have been confined to their staterooms, including both guest and crewmember areas.
- Strict enforcement of hand washing and hand sanitizer distribution to be activated for all crew working during this period.
- Food will be delivered to each stateroom as efficiently as possible – deck by deck, taking individual dietary needs and allergies into consideration.
- The delivery team should be primarily made up of dining room crew, each assigned a specific deck/area delivering to the same staterooms on an on-going basis.
- Training should initially take place outlining proper delivery methods.
- Strict adherence to all OPRP sanitation protocols in all galleys, food preparation areas and while food service is taken place.
- Food is to be delivered using designated elevators separated from dirty items.
- Use an alternative designated galley section for the return of used dishes/food waste.
- The culinary team preparing non-cooked items (vegetables, salads etc.) should wear masks.
- Rooms with PUI will be considered for additional precautions (i.e. using disposable items that can be incinerated).
- A team should be assigned for the delivery of food to quarantined crew.
- The crew mess room should be available for crew who remain on duty during this period.

16.13 Personnel (HR) guidance:

- After 48-hours of confinement and with no further cases reported, crew may be allowed to visit the crew areas in staggered groups maintaining a distance of 6 feet from other persons.

16.14 Security guidance:

- Security to prepare for responding to any confirmed cases of guests or crew leaving their rooms.

17. Isolation Protocols and Psychological Assessment

17.1 Medical personnel should determine which person in isolation meets the medical criteria to be confined. People with “psychiatric conditions” should not be confined in a stateroom for a period beyond 24 hours. All individuals need to go out of room once a day.

17.2 Medical staff should be monitoring and pay close attention to the following person in isolation:

Condition	Attention
Insulin and non-insulin diabetics	Are prone to hypoglycemic shock if deprived of timely meal service, which will be very difficult for limited food-service personnel to deliver to guests and crew quarantined in their staterooms.
Smokers	Subject to “Nicotine Withdrawal Syndrome” if they are unable to smoke, with symptoms that range from anxiety to tremors to seizure activity.
Alcohol-dependency	At risk of suffering delirium tremens, including seizures, if deprived of their accommodated alcohol consumption.

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Anxiety and/or depression	Likely to experience an exacerbation due to both the act of confinement and deprivation of their medication, since they will be confined to their staterooms and served by an overburdened medical staff with limited supplies
Claustrophobia	Will experience agitation, as they are unaccustomed to confinement.
Acute psychiatric disorders	May exhibit disruptive behavior when subject to confinement.
Persons prone to suicidal ideation or suicidal behavior	May exhibit agitated behavior; resist diagnosis and treatment due to their confinement where they will not be observable by trained medical staff.

17.3 In addition, individuals with the below “medical condition” must be quarantined or isolated by the close supervision of a medical officer.

17.4 Persons with a variety of known medical Conditions requiring proprietary medication, which include such chronic illnesses as hypertension, coronary artery disease, epilepsy, asthma and chronic obstructive pulmonary disease.

17.5 These persons face the risk of medication deprivation and acute life-threatening exacerbation of their conditions due to the inability of the medical staff to provide known proprietary medications, which are unavailable on board.

17.6 In the event of individual-specific medical or social/psychological needs (e.g., alcohol dependency; anxiety), these can be handled on a case-by-case basis to ensure close monitoring and management with support from the Vikand Medical Operations team for any specific resource needs.

18. Summary of Minimum Required Outbreak Supplies On-board

18.1 Supplies must be able to supply full complement of Passengers and Crew for at least 14 days while ship makes a turn back to nearest port. Re-supply of items must be immediately initiated when plan is activated. [Quantities under development by Vikand]

ITEM	Remarks	QTY	
		SSG/SSQ*	TPA/CT
PPE			
3-ply Surgical Face Mask	For all crew and guests (if requested)		
N95 Respirator	For staff in contact with infected persons		
Disposable Gloves (Latex)			
Goggle	For medical, maintenance and housekeeping		
Face Shield	For medical, maintenance and housekeeping		
Disposable Gown Size S	Non-surgical fluid resistant		
Disposable Gown Size M	Non-surgical fluid resistant		
Disposable Gown Size L	Non-surgical fluid resistant		
Disposal Apron			

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Disposable Coverall Size S	For medical, maintenance and housekeeping		
Disposable Coverall Size M	For medical, maintenance and housekeeping		
Disposable Coverall Size L	For medical, maintenance and housekeeping		
Disposable Head Cover			
Disposable Boot Cover			
EQUIPMENT / CONSUMABLES			
Red Bio Hazard Bags			
Linen Bag Red			
Dissolvable Linen Bag			
Disposable Plastic Bed Linens	Two for each isolation rooms		
Reusable Clean Towels			
Disposable Paper Towels			
Sharps Container	One for each isolation and ward		
Medical Disinfectant (5L)	EPA approved or equivalent		
75% Alcohol Liquid (1L)			
Hand Sanitizer (500ml)			
Alcohol Cotton Ball			
Alcohol Pad			
Cotton Swabs			
TEST KITS			
Influenza A and B			
Covid-19			
Norovirus			

*Items should be adjusted according to ship:

GDR/WDR	EDR	SPC	CY / CS
100%	+35%	-25%	-25%

18. Post Disembarkation Contact Tracing

18.1 When a suspected or confirmed Covid-19 case is identified following the completion of a voyage, whether the person remains onboard or has returned home, it may be necessary to complete contact tracing both onboard and ashore. Follow up of guests and crew with potential exposure as well as reporting to responsible health authorities may be necessary and would remain the responsibility of the cruise operator in conjunction with the designated contact tracing personnel onboard the vessel.

- Once close contacts previously disembarked from the vessel are identified, the cruise operator should notify these exposed individuals (contacts) of their potential exposure as rapidly and sensitively as possible.

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- To protect patient privacy, contacts should only be informed that they may have been exposed to a patient with the infection. They are not to be told the identity of the patient who may have exposed them.
- Where possible, close contacts should be directed to follow up with their regular doctor to be provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.
- Additionally, close contacts should be encouraged to report their health status and recent exposure to their local health department.
- Contacts should be encouraged to stay home and maintain social distance from others (at least 6 feet) for 14 days after their last exposure or as otherwise advised by their regular doctor, in case they also become ill.
- They may wish to monitor themselves by checking their temperature twice daily and watching for cough or shortness of breath.
- To the extent possible, the cruise line operator may designate someone to regularly contact affected guests during the 14-day period.
- Contacts who develop symptoms should promptly isolate themselves and notify their doctor who will determine the need for evaluation and further medical care.
- If a crew member who is no longer on board be considered a close contact will need to be followed by the cruise line operator as well as their crew manning agency if applicable.

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Port of Hood River, Airport Advisory Committee Monthly Meeting
21 May 2020
4:00 PM- 5:30 PM
Virtual Meeting
MINUTES

PRESENT: See Zoom meeting roster for full list of attendees.

REGRETS: See Zoom meeting responses for list of regrets.

ABSENT: None

CALL TO ORDER/OPENING REMARKS

- The meeting was called to order at 4:00 PM. This meeting was recorded.

APPROVAL OF THE MINUTES FROM LAST MONTH

- No meeting minutes were provided from the last monthly meeting. Moving forward, meeting minutes will be sent out to all Airport Advisory Committee (AAC) members for corrections and additions.

ADDITIONS TO THE AGENDA

- No additional items were added to the agenda.

APPROVAL OF THE AGENDA

- Agenda was approved with no additions.

BUSINESS ARISING OUT OF THE PREVIOUS MEETING

- N/A

ITEMS DISCUSSED

- 2 AAC positions will be available in June. Interested individuals should apply through the port.
- AAC monthly meetings will continue to be conducted via Zoom in a virtual environment until further notice. As the county continues to open up, we will re-evaluate the potential for in person meetings.

Construction Report (Anne)

- Connect 6 construction has been completed off of Tucker Road. This was the only road closure. The rest of the project will be conducted on port property.
- Tapani has been working quickly with no unanticipated delays and is on schedule.
- North ramp is closed for aircraft parking. North ramp aircraft are currently parked in the gravel South of the runway between the TA maintenance and operations hangars. Barricades are currently in place to inform pilots of closed areas. Pilots can still get to WAAAM and the North hangars. Access points will change as the construction proceeds. Barricades will be used to manage flow.
- Waiting on the FAA for final word on the North apron paving project grant. The grant has been approved from the CARES act. Port is currently waiting to hear from the FAA the final amount of the grant as well as the date for funds.
- Port is making a point to focus on communicating construction related information in advance to North hangar tenants.

Fly Friendly

- Prior to the Oregon Stay-At-Home order, a plan was made to have a meeting with 3 AAC members and 3 community members to have a round table discussion regarding noise. This needs to be an ongoing effort with information flowing back to the port board. This round table is best conducted in person vice virtually via Zoom. The next port board meeting is in June which is too soon for the AAC to conduct a round table. The plan is to wait for the county to

Port of Hood River

Providing for the region's economic fu

continue opening up before scheduling an in-person meeting. The following individuals are proposed to make up the first round table:

- o Dave
- o Ken
- o Stan (or other HRS representative)
- o Chris
- o Heather
- o Cindy

WAAAM (Judy)

- WAAAM has been busy working on catching up on administrative and housekeeping items. They are hoping to open once people start returning to Hood River. Approximately 85% of WAAAM visitors are out of town guests. Planning to open under Phase II of the State Reopening plan. Museums are in a gray area right now and it is unclear if they will be included in Phase II.
- No financial hardship at this time.
- Fly-In is not looking like it will happen at this time. No official cancellation notice.
- Traffic Jam has been cancelled. May explore the possibility of a driving Traffic Jam.

Ad Hoc

- Ken brought up the concern that some hangar tenants see port communications as harsh and somewhat authoritarian. Would like to think about ways to change this perception and discuss at the next monthly meeting.
- Anne mentioned that the port has been exploring spec hangars on the North ramp and plans for East end Box Hangars.

ACTION ITEMS

- Review T-Hangar lease and be ready to discuss how communications to tenants can be more professional.

ADJOURNMENT

- Meeting was adjourned at 4:45

NEXT MEETING DATE

- The next meeting is scheduled for 18 June 2020 at 4:00 PM. Location will be virtual via Zoom. The agenda and meeting link will be provided one week prior to the meeting.

Commission Memo



Prepared by: Fred Kowell
Date: June 16, 2020
Re: Budget Resolution Transfer for FY 2019-
2020 Budget

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 original 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 (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 appropriation 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 2019-20, I used the most current information at that time, however circumstances change during the year.

We are only moving appropriation between Cost categories due to differences that occurred during the year that the original budget did not contemplate completely. The primary changes in this Budget Resolution Transfer are as follows:

- Increase Big 7 Materials & Services by \$3,000 from Capital Outlay due to higher utility and maintenance costs than originally budgeted.
- Increase Halyard Materials & Services by \$30,000 from Big 7 Capital Outlay. The Big 7 roof repair was deferred until next year. Utilities continue to be much higher in the Halyard building than originally budgeted. Although utilities are reimbursed by the tenant in the Halyard building the expenditure appropriation is being increased in this situation.
- Increase Timber Incubator Materials & Services by \$3,000 from its Capital Outlay. This transfer is to provide an added cushion in appropriation, just in case utilities and maintenance occur before the end of the year that was more than originally planned.
- Increase the Marina Office building Materials & Services by \$4,000 from the Port Office Capital Outlay. This transfer is due to maintenance costs than originally budgeted.
- Increase the Port Office Building Materials & Services by \$9,000 from Capital Outlay due to higher utility and maintenance costs related to more traffic in the east wing of

the building. The Image Review operations are housed in the east wing and additional furniture was necessary to make it operational.

- Increase Maintenance Materials & Services by \$9,000 from Administration's Materials & Services budget. This is mostly due to higher than expected Maintenance activity during the year than budgeted.
- Increase Bridge Repair & Replacement Personnel Services by \$3,000 from Materials & Services to allow for any year end costs that have not been anticipated in the original 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 Resolution No. 2019-20-9 Adopting the FY 2019-20 Budget Transfer.

Resolution No. 2019-20-9

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, 2020 as presented below and discussed before the Board.

**Transfer of Appropriations between Cost
Categories**

<u>General Fund</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Change Increase (Decrease)</u>
<u>Appropriations</u>			
Personnel Services	\$ 185,200	\$ 185,200	\$ -
Materials & Services	577,850	577,850	-
<i>Total</i>	\$ 763,050	\$ 763,050	\$ -
<u>Revenue Fund</u>			
<u>Appropriations</u>			
Personnel Services	\$ 2,393,900	\$ 2,393,900	\$ -
Materials & Services	3,169,300	3,218,300	49,000
Capital Outlay	17,677,500	17,628,500	(49,000)
Debt Service	2,550,250	2,550,250	-
Transfers	3,403,050	3,403,050	-
Contingency	500,000	500,000	-
<i>Total</i>	\$ 29,694,000	\$ 29,694,000	\$ -
<u>Bridge Repair & Replacement Fund</u>			
Personnel Services	276,400	279,400	\$ 3,000
Materials & Services	2,030,700	2,027,700	(3,000)
Capital Outlay	488,000	488,000	-
Debt Service	-	-	-
Contingency	500,000	500,000	-
<i>Total</i>	3,295,100	3,295,100	\$ -
<u>Appropriations</u>			
Personnel Services	\$ 2,855,500	\$ 2,858,500	\$ 3,000
Materials & Services	5,777,850	5,823,850	46,000
Capital Outlay	18,165,500	18,116,500	(49,000)
Debt Service	2,550,250	2,550,250	-
Transfers	3,403,050	3,403,050	-
Contingency	1,000,000	1,000,000	-
<i>Total</i>	\$ 33,752,150	\$ 33,752,150	\$ -
<u>Total Appropriations</u>	\$ 33,752,150	\$ 33,752,150	\$ -

ADOPTED BY THE BOARD OF COMMISSIONERS this 16th day of June, 2020.

John Everitt, President

Kristi Chapman, Treasurer

Ben Sheppard, Vice President

Dave Meriwether, Secretary

Hoby Streich

**PORT OF HOOD RIVER
BUDGET ADJUSTMENTS BETWEEN MAJOR COST OBJECTS
SCHEDULE OF EXPENDITURES AND CHANGES TO APPROPRIATION
FOR THE FY 2019-20**

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	1,135,900	1,135,900	869,181	972,100	972,100	617,377	321,500	321,500	113,906	-	-	-	-	
<i>Industrial Facilities</i>															
Big 7	200/205	56,200	56,200	44,962	169,400	172,400	134,776	336,000	303,000	25,138	-	-	-	30,000	1, 2
Jensen Property	302	64,300	64,300	53,016	222,000	222,000	168,439	262,000	262,000	61,465	1,980,000	1,980,000	120,785	-	
Maritime Building	303	40,400	40,400	33,407	88,500	88,500	47,382	15,000	15,000	-	-	-	-	-	
Halyard Building	307	62,500	62,500	51,989	282,300	312,300	256,037	28,000	28,000	8,815	-	-	-	(30,000)	1
Timber Incubator Bldg	702	29,000	29,000	23,775	35,400	38,400	28,812	15,000	12,000	-	-	-	-	-	3
Wasco Bldg	800	50,800	50,800	42,192	98,800	98,800	77,192	95,000	95,000	78,065	-	-	-	-	
Hanel Lower Mill		36,500	36,500	29,784	24,900	24,900	8,665	290,000	290,000	119,092	-	-	-	-	
	+	339,700	339,700	279,125	921,300	957,300	721,302	1,041,000	1,005,000	292,574	1,980,000	1,980,000	120,785	-	
<i>Commercial Facilities</i>															
State (DMV) Office Bldg.	501	24,600	24,600	20,105	47,500	47,500	32,765	10,000	10,000	3,866	-	-	-	-	
Marina Office Building	506	39,200	39,200	32,481	51,700	55,700	42,502	13,000	13,000	7,091	-	-	-	(4,000)	4
Port Office Building	502	37,800	37,800	30,355	32,400	41,400	31,306	165,000	152,000	53,128	-	-	-	4,000	4, 5
		101,600	101,600	82,940	131,600	144,600	106,573	188,000	175,000	64,085	-	-	-	-	
<i>Waterfront Industrial Land</i>	300/301	81,500	81,500	58,026	263,500	263,500	95,450	12,000,000	12,000,000	62,668	477,750	477,750	-	-	
<i>Waterfront Recreation</i>															
Eventsite	402	122,700	122,700	84,992	55,000	55,000	42,041	90,000	90,000	19,446	-	-	-	-	
Hook and Spit	306/505	52,200	52,200	39,768	48,000	48,000	27,997	113,000	113,000	22,572	-	-	-	-	
Marina Park	504	176,000	176,000	128,776	71,500	71,500	33,628	65,000	65,000	1,015	-	-	-	-	
		350,900	350,900	253,536	174,500	174,500	103,666	268,000	268,000	43,033	-	-	-	-	
<i>Marina</i>	503	154,900	154,900	123,224	132,100	132,100	65,148	50,000	50,000	7,768	92,500	92,500	78,499	-	
<i>Airport</i>	600	153,100	153,100	123,719	156,000	156,000	101,520	3,599,900	3,599,900	182,559	-	-	-	-	
Administration		46,300	46,300	-	281,000	272,000	115,172	103,600	103,600	-	-	-	-	9,000	6
Maintenance		30,000	30,000	-	137,200	146,200	115,003	105,500	105,500	118,049	-	-	-	(9,000)	6
		2,393,900	2,393,900	1,789,751	3,169,300	3,218,300	2,041,212	17,677,500	17,628,500	884,642	2,550,250	2,550,250	199,284	-	
<i>Increase/(Decrease) in Appropriation</i>						49,000			(49,000)						
<i>Bridge Repair & Replacement Fund</i>		276,400	279,400	225,626	2,030,700	2,027,700	1,079,395	488,000	488,000	219,841	-	-	-	-	7
<i>General Fund</i>		185,200	185,200	136,022	577,850	577,850	314,616	-	-	-	-	-	-	-	

Notes to Budget Adjustments:

Changes to appropriations to Cost Center

- Transfer \$30,000 from Big 7 CIP to Halyard M&S to cover utilities which are reimbursed by tenant.
- Transfer \$3,000 from Big 7 CIP to M&S for cushion for any unforeseen end of year expenditures.
- Transfer \$3,000 from Timber Incubator Bldg CIP to M&S for extra cushion for any unforeseen end of year expenditures.
- Transfer \$4,000 from Port Office CIP to Marina Office M&S for additional maintenance done than budgeted.
- Transfer \$9,000 from Port Office CIP to M&S due to higher utilities and maintenance than budgeted.
- Transfer \$9,000 from Administration M&S to Maintenance M&S due to higher than expected expenses in Maintenance for the year.
- Transfer \$3,000 from Bridge Repair and Replacement M&S to Personnel Services for extra cushion for any unforeseen end of year costs.

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Commission Memo



Prepared by: Fred Kowell
Date: June 16, 2020
Re: Adoption of the FY 2020-21 Budget

The attached Resolution No. 2019-20-10 represents the adoption of the Approved budget for FY 2020-21. There are two formal actions needed:

Adoption of the tax rate

Adoption of the budget itself

RECOMMENDATION: BE IT RESOLVED that the Board of Commissioners for the Port of Hood River hereby adopts the budget for fiscal year 2020-21 in the total of \$40,755,700 and hereby imposes the taxes provided for in the adopted budget at the rate of \$0.0332 per \$1,000 of assessed value of all taxable property within the district.

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Resolution No. 2019-20-10

ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Commissioners of the Port of Hood River hereby adopts the budget for fiscal year 2019-20 in the total of **\$42,506,000** now on file at the Port office, 1000 E Port Marina Drive, Hood River Oregon.

MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2020, and for the purposes shown below are hereby appropriated.

General Fund		Revenue Fund	
Personnel Services.....	\$ 189,600	Personnel Services.....	\$ 2,538,500
Materials & Services.....	\$ 548,150	Materials & Services.....	\$ 3,867,900
Capital Outlay.....	\$ -	Capital Outlay.....	\$ 12,646,900
Transfers	\$ -	Debt Servcie.....	\$ 2,392,100
Contingency.....	\$ -	Transfers	\$ 2,732,150
Total	\$ 737,750	Contingency.....	\$ 500,000
		Total	\$ 24,677,550
Bridge Repair & Replacement Fund		All Funds	
Personnel Services.....	\$ 290,100	Personnel Services.....	\$ 3,018,200
Materials & Services.....	\$ 1,435,700	Materials & Services.....	\$ 5,851,750
Capital Outlay.....	\$ 4,090,000	Capital Outlay.....	\$ 16,736,900
Debt Servcie.....	\$ 109,100	Debt Servcie.....	\$ 2,501,200
Transfers	\$ -	Transfers	\$ 2,732,150
Contingency.....	\$ 500,000	Contingency.....	\$ 1,000,000
Total	\$ 6,424,900	Total	\$ 31,840,200
		Total Appropriations, All Funds	\$ 31,840,200
		Unappropriated and Reserve Amounts, All Funds	\$ 8,915,500
		TOTAL ADOPTED BUDGET	\$ 40,755,700

IMPOSING THE TAX

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

(1) at the rate of \$.0332 per \$1000 of assessed value for operations and that these taxes are hereby imposed and categorized for tax year 2020-21 upon the assessed value of all taxable property within the district as follows:

CATEGORIZING THE TAX

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

The above resolution statements were approved and declared adopted on this 16th day of June 2020.

X _____
 John Everitt

X _____
 Kristi Chapman

X _____
 Dave Meriwether

X _____
 Ben Sheppard

X _____
 Hoby Streich

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