

PORT OF HOOD RIVER COMMISSION

Tuesday, May 6, 2014

Marina Center Boardroom

5:00 p.m.

**Ordinance 24 Public Hearing
Budget Hearing
Regular Session Agenda**

1. Call to Order
 - a. Modifications, Additions to Agenda
 - b. Introduction of John Mann, Facilities Supervisor

--Open Public Hearing Regarding Ordinance 24--

--Open Public Hearing Regarding Port of Hood River Approved FY 14-15 Budget--

2. Public Comment (5 minutes per person per subject; 30 minute limit)
 3. Consent Agenda
 - Approve Minutes of April 15, 2014 Regular Session Meeting and April 22, 2014 Budget Meeting
 - Re-Appoint John Everitt to the Budget Committee through June 30, 2017
 - Authorize Amendment No. 1 to the concession agreement with Big Winds for SUP storage for the 2014 summer season
 - Ratify Contract Amendment No. 1 with Flowing Solutions in the Amount of \$1,560 for the Hook Launch Project
 - Authorize Use Agreement with Slingshot for Signage on the Big 7 Building
 4. Reports, Presentations and Discussion Items
 - Certified Work Ready Communities – Robin Cope
 - Ordinance 24 Regarding Conduct on Port Property – Second Reading
 - Public Comment Related to Ordinance 24
 - Close Hearing
 - NBWE Concept Plan
 - Close Budget Hearing
 5. Director's Report/Informational Items
 6. Commissioner, Committee Reports
 - Airport Advisory Committee - Kowell
 7. Action Items
 - a. Authorize Change Order No. 4 to the Contract with LaLonde Electric Not to Exceed \$17,856.66 for a total contract amount of \$491,828.84
 - b. Authorize Change Order No. 1 to the Contract with Even Construction
 - c. Authorize Contract with Century West Engineering for Airport Master Plan Not to Exceed \$203,995, Subject to Legal Counsel Review
 - d. Authorize Contract with Century West Engineering for Airport Engineering Services Subject to Legal Counsel Review
 - e. Approve Resolution No. 2013-14-6 Adopting an Investment Policy
 - f. Approve Joinder of Trust Agreement with Special Districts Insurance Services
 - g. Adopt Ordinance No. 24 Regulating Conduct on Port Property and Repealing Ordinance No. 22
 8. Commission Call
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9. Executive Session under ORS 192.660(2)(e) Real Property

10. Possible Action

11. Adjourn

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

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

**Port of Hood River Commission
Meeting Minutes of April 15, 2014 Regular Session
Marina Center Boardroom
5:00 PM**

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

Present: Commissioners Jon Davies, Fred Duckwall, Brian Shortt and Hoby Streich; Attorney Jerry Jaques; from staff, Michael McElwee, Fred Kowell, Anne Medenbach and Mellissa Halseth

Absent: Commissioner Rich McBride

Media: None

1. CALL TO ORDER: Vice-President Brian Shortt called the meeting to order at 5:01 p.m.

a. Modifications, Additions to Agenda: Move the Oregon State Treasury Discussion to the beginning of Discussion Items.

Vice-President Brian Shortt opened the Ordinance 24 Hearing at 5:02 p.m.

2. PUBLIC COMMENT: Jean Harmon spoke about her concern for available restrooms in the winter months. She stated that when Port restrooms are not opened to the public people will ask to use the museum restrooms.

John Lesco, Owner of Doug's, offered concern about the potential impact on downtown retail businesses if future retail development occurred on the Waterfront. McElwee provided an overview explaining the zoning issue with the Expo lot.

3. CONSENT AGENDA:

- o Approve Minutes of April 1, 2014 Regular Session Meeting
- o Authorize Amendment No. 2 to the License Agreement with the Hood River Juice Company
- o Authorize Addendum No. 1 to the Double Mountain Lease in the Maritime Building
- o Authorize One-Year Lease with Twin Peaks for the Gravel Lot on Tucker Road
- o Ratify Approval of Accounts Payable to City of Portland in the Amount of \$8,000

Motion: Move to Approve Consent Agenda

Move: Duckwall

Second: Streich

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

Absent: McBride

MOTION CARRIED

4. REPORTS, PRESENTATIONS AND DISCUSSION ITEMS:

- Oregon State Treasury Board Recommendations – Fred Kowell, Finance Manager explained that all government agencies in Oregon are required to submit an investment policy. The Oregon Short Term Fund Board reviewed the policy on March 10. The board approved it and provided recommendations. Kowell went over the recommendations with the Commission. Consensus was to prepare the investment policy for Commission adoption.
- Ordinance 24 Regarding Conduct on Port Property – McElwee explained two public meetings were required and then a Commission vote to adopt the ordinance. The ordinance will go into effect 30 days after it has been adopted. The Commission provided suggested changes. The following motions were made:

Motion: Move to Incorporate Recommended Revisions to Ordinance 24
Move: Davies
Second: Duckwall
Vote: **Aye:** Davies, Duckwall, Shortt and Streich
Absent: McBride

MOTION CARRIED

Motion: Move to Authorize the Reading of Ordinance 24 by Title Only
Move: Duckwall
Second: Streich
Vote: **Aye:** Davies, Duckwall, Shortt and Streich
Absent: McBride

MOTION CARRIED

Commissioner Shortt read the ordinance by title only.

5. DIRECTOR'S REPORT: McElwee highlighted the following areas:

- Staff & Administration – John Mann, new Maintenance Supervisor starts work on May 1. McElwee will introduce him at the May 6 meeting. The Columbia Gorge Commission is holding a brown bag workshop April 16.
- Waterfront Development – Full Sail has offered a tour. Commissioners can contact Laurie Borton if they are interested.
- Waterfront Recreation – The final Nichols Basin West Edge committee meeting will be April 16. A draft vision plan and phase one plan will be presented to the committee.
- Bridge/Transportation – HNTB is preparing a bridge work plan which continues to be a moving piece. This work plan will be incorporated into the proposed budget. ODOT is looking at a better method for coordinating current and future transportation issues and projects in Region 1. McElwee was asked to serve on the Technical Committee but has declined due to time constraints and the role of the committee.

6. Commissioner, Committee Reports:

- Marina Ad-hoc Committee – Commissioner Davies reported on the April 8 meeting. There was much discussion of the financial future of the Marina. Committee consensus was for the Marina to become revenue neutral. The Hood River Yacht Club presented a proposal for discussion at the meeting in May. There was discussion about the old boathouse docks and how they could be re-used. Due to cost committee consensus was to allow the contractor to remove the old docks and dispose of them.
- Urban Renewal – Commissioner Shortt reported on the April 14 meeting where the budget committee elected officers and approved the budget.

7. ACTION ITEMS:

a) Authorize Art Installation Agreement with Art of Community Not to Exceed \$1,500 Subject to Legal Counsel Review: The Port will sponsor one art installation on the Waterfront for one-year.

Motion: Move to Authorize Art Installation Agreement with Art of Community Not to Exceed \$1,500 Subject to Legal Counsel Review
Move: Streich
Second: Davies
Vote: **Aye:** Davies, Duckwall, Shortt and Streich
Absent: McBride

MOTION CARRIED

b) Authorize License Agreement with Art of Community for Art Installation on the Waterfront Subject to Legal Counsel Review: The agreement would allow the installation of 4 concrete pads on Port property. The agreement is for one-year with no renewal provisions. Staff was directed to add verbiage to the agreement to work closely with Port staff to identify exact locations and that there is an understanding that locations may be temporary.

Motion: Move to Authorize License Agreement with Art of Community for Art Installation on the Waterfront Subject to Legal Counsel Review

Move: Streich

Second: Davies

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

Absent: McBride

MOTION CARRIED

c) Approve Contract Amendment No. 1 with Berger ABAM Not to Exceed \$5,000 for Planning Services: Staff is moving forward under the DDA with Key Development to rezone the Expo. Berger ABAM will continue this effort in getting the rezoning paperwork filed with the City. Key Development will be paying one-half of the costs.

Motion: Move to Approve Contract Amendment No. 1 with Berger ABAM Not to Exceed \$5,000 for Planning Services

Move: Davies

Second: Streich

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

Absent: McBride

MOTION CARRIED

8. COMMISSION CALL: None.

9. EXECUTIVE SESSION: Regular Session was recessed at 6:30 p.m. and the Commission was called into Executive Session under ORS 192.660(2)(e) Real Property. The Commission was called back into Regular Session at 7:47 p.m. There was no action as a result of Executive Session.

10. ADJOURN: Vice-President Shortt adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

Rich McBride, President, Port Commission

Hoby Streich, Secretary, Port Commission

**Port of Hood River Commission
Meeting Minutes of April 22, 2014 Budget Committee Meeting
Marina Center Boardroom
5:00 PM**

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

Present: Commissioners Fred Duckwall, Rich McBride, Brian Shortt and Hoby Streich; Budget Committee Members John Benton, Larry Brown, Jeff Nicol and Rich Truax; from staff, Michael McElwee, Anne Medenbach, Fred Kowell and Mellissa Halseth

Absent: Commissioner Jon Davies; Budget Committee Member John Everitt

Media: None

1. CALL TO ORDER: President Rich McBride called the meeting to order at 5:13 p.m.

2. ELECTION OF OFFICERS:

Motion: Move to elect John Benton as Chair

Move: Duckwall

Second: Brown

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to elect Jeff Nicol as Secretary

Move: Benton

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Jeff Nicol requested staff to keep minutes. McBride turned the meeting over to Benton. Benton called on Michael McElwee, Executive Director as Budget Officer.

3. BUDGET MESSAGE: McElwee presented the budget message. Highlights included and overview of the three funds the Port uses, Financial Policies, Asset Areas, Bridge/Transportation, Recreation/Marina, Airport, Administration and Maintenance.

4. PUBLIC COMMENT: None.

5. BUDGET DELIBERATIONS: Fred Kowell, Finance Manager, reviewed and discussed the budget with the Budget Committee and Commission. The following items were highlighted:

- o Lease Vacancies: There will be vacancies in the Big 7 Building as well as the Wasco Building. McElwee anticipates them being vacant for a while. The Big 7 space has restrictions and will require a special tenant to fill the space.
- o Maritime Building Tenant Improvements: Improvements that were in the proposed budget include lighting upgrades and building improvements.
- o Personnel Costs: The proposed budget shows an increase of 7.1% which equates to approximately \$122,000.
- o General Fund: The property taxes collected are approximately \$59,000 annually.
- o Revenue Fund:
 - o Bridge Tolls – BreezeBy and ticket discounts are proposed to decrease January 2015 based upon the CPI that has occurred since the last toll increase. There was discussion of removing the ticket option entirely due to cost of printing and staff time related to the internal controls to monitor tickets. There was discussion to look at the customers who use the bridge the most and have an alternative option. Staff has historically looked at alternative solutions that would replace tickets in the long term.
 - o Marina – Staff to research Cruise Ship schedules and potential funding opportunities.

- o Debt Service: All debt service is dedicated to all revenue streams. When asked if the reserves could be used to meet the debt coverage ratio the answer was no. Commissioner Shortt requested an annual aggregate of all grants received and a possible staff member to go after more grant opportunities.
- o Recreation Costs: McElwee explained that there was a new maintenance assessment for all green open space on the Waterfront for land/ building sales sold by the Port. There was a suggestion to include the assessment in future leases and renewals as well.
- o Internship: It was suggested to add funding for an intern that could assist on some of the smaller projects or studies that the Port has in their current budget.
- o A placeholder will be set aside for purposes of providing funding for a project that will result in value added benefit to the community.

6. ACTION ITEMS:

Motion: Move to Add Line Item for an Intern for a 6 month duration in the Amount of \$1,500 a month or \$9,000.

Move: Nicol

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to Add Line Item for Value Added Funding Benefiting the Community in the Amount of \$30,000

Move: McBride

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to Approve a Property Tax Levy at the Rate of \$.0332 Per Thousand of Assessed Value for the FY 2014-15 Period

Move: Duckwall

Second: Shortt

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

Motion: Move to Approve the FY 2014-2015 Budget as Amended

Move: Nicol

Second: Duckwall

Vote: **Aye:** Benton, Brown, Nicol and Truax; Duckwall, McBride, Shortt and Streich

MOTION CARRIED

7. ADJOURN: Benton then turned the meeting back over to McBride. President McBride adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Mellissa Halseth

ATTEST:

John Benton, Chair, Budget Committee

Rich McBride, President, Port Commission

Jeff Nicol, Secretary, Budget Committee

Hoby Streich, Secretary, Port Commission

Commission Memo

To: Commissioners
From: Fred Kowell
Date: May 6, 2014
Re: Budget Committee Membership

John Everitt was appointed to the Budget Committee to fill a vacancy for a term that will expire on June 30, 2014. Everitt has indicated he would like to continue his participation on the Committee for a three-year term.

Everitt has been a valuable asset to the Budget Committee and staff would recommend that he be re-appointed for an additional term that would expire June 30, 2017. However, the Commission may determine that this Committee position should be advertised. If so, Everitt would be eligible to re-submit his application.

Unexpired terms include Jeff Nicol (2015), Rich Truax (2015), John Benton (2016), and Larry Brown (2016).

RECOMMENDATION: Re-appoint John Everitt to the Port of Hood River Budget Committee for a three-year term expiring June 30, 2017.

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: May 6, 2014
Re: SUP Storage at Slackwater Beach

Port staff approached the three school concessionaires who provide SUP services to submit a proposal for how they would provide a SUP storage service for the public. The Port received three submittals and had a review committee (Anne Medenbach, Adam Lapierre, and Lori Stirn) rate the proposals. All three reviewers chose Big Winds as their first choice. They liked Steve Gate's proposal because of the self-serve nature of the rack system and the price point (see attached). Steve is excited about the opportunity and anticipates he will fill the 24 spaces quickly. The area for the containers will be at Slackwater Beach just to the south of the new gravel path from the Event Site.

RECOMMENDATION: Authorize Amendment No. 1 to the concession agreement with Big Winds for SUP storage for the 2014 summer season.



207 Front Street • Hood River, OR 97031 • phone: 541-386-6086 • fax: 541-386-3713

To: Liz Whitmore, Port of Hood River
From: Steve Gates, Big Winds
Re: SUP Board Storage Proposal

March 24, 2014

Hi Liz,

Thanks for the opportunity to submit a proposal for SUP Board Storage at Slackwater Beach for the 2014 summer season.

Big Winds is widely recognized as an industry leader in Stand Up Paddleboarding. We have been very involved in the sport for the past eight years, since it first appeared in North America. In that time we have sponsored and produced two SUP Race series and continue to produce the Columbia Gorge Paddle Challenge, one of only two 5-Star rated events in North America.

We have also developed one of the most complete and successful SUP Lesson Programs on the west coast, teaching hundreds of folks the basics of SUP, advanced paddling techniques, SUP racing skills, and downwind/rough water skills. We are very proud of our Big Winds Junior SUP Race Team, which has exploded in popularity the past few years and has earned widespread recognition for excellence and success.

For the past five years, we have rented and demoed SUP boards from our concession location at the Event Site, along with our lesson program, and have seen first hand the challenges of handling SUP equipment in our windy area. We have extensive experience in helping people handle their boards to and from the water in a safe manner. We believe offering SUP Board Storage near water's edge at Slackwater Beach will be very well received by those for whom transporting the large boards is a challenge, as well as for those just looking for the added convenience it will offer. Hence, we are pleased to present our concept for the Big Winds SUP Board Storage Lockers.

Because the area encompassing Slackwater Beach is in the process of being evaluated for development, we feel at this time it is most appropriate to propose something that will just be there for this summer and not something to be placed there permanently. Therefore, we propose placing portable storage units similar to those currently used by several of the Event Site Concessionaires (including Big Winds) at the northwest corner of Slackwater Beach, up against the embankment, having minimal impact on others using the area. These storage units have the advantage of being easily moved and relatively cost effective. We have extensive experience in outfitting the inside of these storage units for SUP board storage to maximize their efficiency.



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Since we anticipate many of those utilizing this service will be wanting to paddle at varying times, including early morning and late evening, we propose to make the Big Winds SUP Board Storage Lockers self serve. We have a large full time staff that works at our Big Winds Event Site Center and will assist our storage customers as necessary during our open hours (approx. 9-6 everyday), but for the most part the customers will be able to come and go on their own schedule. In order to set these units up for easy self-use, we will construct a frame inside the storage units that will allow the renter to slide the board in and out horizontally. There will be a 12 board per unit capacity and we propose to provide two storage units creating a 24 board total capacity. If there is sufficient demand, we could add an additional unit.

Each renter will be given a key to open the storage unit that houses their board and another key that will unlock their board from its individual cable tether. The cable tether will thread through a simple metal system, which fits into the fin box and is secured to the frame inside the storage unit. We have already fabricated the fin box lock parts. The renter will then re-lock the storage unit while they use their paddleboard. Providing the renter the flexibility to come and go as they please is, I think, important for the operation to work well for most people.

We will have the units ready for operation no later than June 1 and keep them on site till the end of September, taking advantage of the prime paddling months. The fee for the storage will be \$35/month, with the requirement that the spaces be rented for the season. This compares favorably to the prices of similar storage in Portland, which range from a low of \$30/month to a high of \$60/month.

We have the storage units reserved for this service and are ready to move forward with the implementation of our plan. The only thing we ask of the Port is to grade the area at Slackwater where the storage units will be placed. Other than that we are prepared to absorb all the costs and work involved in setup, management, and removal. We believe that with our extensive experience and commitment to SUP we are the logical choice to be chosen to provide this service.

We appreciate your consideration.

Steve Gates
President
Big Winds

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: May 6, 2014
Re: Hook Launch – Flowing Solutions Additional Services

Staff authorized additional engineering services in the amount of \$1,560 for Andy Jansky of Flowing Solutions beyond the original contract amount of \$9,500. The services provided were associated with information received from the City of Hood River requiring mitigation at the launch site. Mitigation will include an area (1500sf) of shoreline that will be re-vegetated with drought tolerant native plants. Flowing Solutions is currently developing construction bid documents for the launch that will be included in the City of Hood River bid set for the outfall relocation project.

RECOMMENDATION: Ratify Contract Amendment No. 1 with Flowing Solutions in the amount of \$1,560.

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: May 6, 2014
Re: Slingshot Sports, LLC-Sign Placement Agreement

Slingshot Sports, LLC has been a tenant of the Port in the Big 7 Building since 2009. The Port allowed them to hang a large sign on the NE side of the building. The sign can be seen from I-84, portions of the Waterfront and Downtown.

Slingshot's lease was up as of March, 2014. As part of the move out process we asked them to remove the sign. They requested to leave it up for advertising.

Staff negotiated a mutually agreeable term of \$200/month on a month to month basis. The Port can terminate the agreement with 24 hour notice. Slingshot is responsible for maintenance, repair and ultimate removal of the sign.

RECOMMENDATION: Authorize Use Agreement with Slingshot Sports LLC for sign placement on the Big 7 Building.

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: May 6, 2014
Re: Ordinance No. 24

The Board of Commissioners and the public had an opportunity to comment on the proposed changes to Ordinance No. 24 at the first public hearing on April 15, 2014.

Staff and legal counsel have made revisions to the new draft Ordinance No. 24 in response to those comments. Staff now believes that all necessary changes have been made and Ordinance 24 is ready for Commission adoption.

If further changes are made by the Commission, an additional public hearing will be required. If approved by the Commission Ordinance No. 24 would take effect on June 6, 2014.

RECOMMENDATION: Adopt Ordinance No. 24 Regulating Conduct on Port Property and Repealing Ordinance No. 22.

ORDINANCE NO. 24

AN ORDINANCE REGULATING CONDUCT ON PORT PROPERTY AND REPEALING ORDINANCE NO. 22

The Port of Hood River ordains as follows:

SECTION 1. Scope of Ordinance. This ordinance regulates conduct on Port land, Port waterways and Port structures.

SECTION 2. Definitions. Unless the context requires otherwise, for purposes of this ordinance the following definitions apply:

“Board” means Port of Hood River Board of Commissioners.

“Boat Launch” means the concrete ramp on the east side of the Marina Boat Basin.

“Camp” means erecting a tent or shelter, arranging bedding or occupying a parked vehicle, trailer or camper for purposes of, or in such a way as will permit, sleeping or remaining overnight.

“Commercial Activity” means any activity directed to the general public or between two or more persons or entities undertaken for profit or personal gain.

“Dock” means a wharf or platform for loading or unloading people or materials.

“Event Site” means Port Property which includes an improved vehicular parking area and beach access to the Columbia River, located north of Portway Avenue, west of the Nichols Basin inlet, south of the Columbia River, and east of the Jensen building.

“Executive Director” means the person the Board has appointed to act as the general manager of all Port operations.

“Hook” means Port Property which includes a peninsula located east of Wells Island, north of Interstate 84, and south of the Columbia River.

“Interstate Bridge” means the bridge owned by the Port which crosses the Columbia River from Hood River, Oregon to Washington.

“Kiteboarding” means pumping/drying kites, carrying inflated kites, rigging or attaching lines, launching and landing.

“Lot 1” means the undeveloped lot east of Second Street, south of Portway Avenue, and west and south of a road leading from the north end of Portway Avenue south to Second Street.

“Marina Beach” means Port Property located east of the Hood River and north of the Marina Park.

“Marina Boat Basin” means the water inlet located north of the Marina Green and east of the Marina Park, used for launching and moorage of boats and pontoon airplanes, with access to the Columbia River.

“Marina Boat Basin Area” means Port Property located west of the Interstate Bridge approach road, south of the Marina Beach, east of the Hood River and north of Interstate 84.

“Marina Green” means Port Property which includes a grass recreation field located south of the Marina Boat Basin and north of Interstate 84.

- “Marina Park” means the park setting and picnic shelter located east of the Hood River and west of the Marina Boat Basin.
- “Nichols Basin” means the water inlet north of Interstate 84, which runs south to north along the western boundary of the Spit, with access to the Columbia River.
- “Official Sign” means all signs, signals, markings, devices and placards placed, erected or provided by the Port for the purpose of guiding, directing, warning or regulating vehicular or boat traffic or personal conduct.
- “Overnight” means between 10:00 p.m. and 6:00 a.m.
- “Peace Officer” means a peace officer appointed by the Board pursuant to ORS 777.190, or a peace officer as defined in ORS 161.015.
- “Pedestrian Bridge” means the bridge owned by the Port of Hood River intended for pedestrian use which crosses the Hood River from the Marina Boat Basin Area to the Spit.
- “Port” means Port of Hood River. Any action attributed to the Port by this Ordinance shall be an action by a Port employee, the Board, or their designee.
- “Port Employee” means a Port employee paid a salary by the Port, or a Port employee in a full year, full time position paid wages by the Port when working for the Port, but does not include a person employed by the Port part time or on a seasonal basis. A Port employee shall have authority to carry out acts contemplated by this ordinance, and for purposes of regulating activities on Port Property shall be a “person in charge” as defined in ORS 164.205(5).
- “Port Property” means all real property in Hood River County, Oregon owned or controlled by the Port, and the Interstate Bridge.
- “Sandbar” means the area, north and west of the Spit, created by the outflow of the 2006 winter storm plus any additional accretion, and owned by the Department of State Lands.
- “Spit” means Port Property which is a peninsula located north of Interstate 84, west of the Hood River, east of the Nichols Basin and south from the Columbia River including exposed land in the Columbia River which is occasionally submerged.
- “Transient Dock” means Port Property located west of the Boat Launch and used for temporary tie-up and limited overnight moorage.
- “Vehicle” means every motorized device intended to carry people.

GENERALLY APPLICABLE REGULATIONS

SECTION 3. Commercial Activity. No person shall engage in any Commercial Activity on Port Property without the prior approval of, and under the terms and conditions prescribed by the Port.

SECTION 4. Littering. No person shall litter on Port Property. For purposes of this section littering is defined as the dumping, throwing, placing, depositing or leaving, or causing to be dumped, thrown, deposited or left any refuse of any kind or any object or substance which tends to pollute, mar or deface.

SECTION 5. Vegetation. No person shall remove vegetation on Port Property without written permission from the Port.

SECTION 6. Fireworks. No person shall ignite fireworks or similar incendiary devices of any kind on Port Property, whether legally allowed in Oregon or not.

SECTION 7. Animal Control. No person shall bring an animal onto Port Property, or allow an animal to be on Port Property, except when the animal is leashed and under the control of an adult. However, at the Hook and Spit dogs are allowed off leash one hour before and after sunrise and one hour before and after sunset, provided the person with the dog is in compliance with the provisions of the Hood River County dog control ordinance.

SECTION 8. Animal Waste. No person shall allow the feces of an animal in that person's care to remain anywhere on Port Property other than in a garbage or sanitary sewer receptacle.

SECTION 9. Launching Boats. No person shall launch a motorized watercraft from Port Property except at the Marina Boat Basin.

SECTION 10. Camping. No person shall camp on Port Property between the hours of 10:00 p.m. and 6:00 a.m.

SECTION 11. Hunting. No person shall discharge firearms, hunt, or attempt to trap animals on Port Property.

SECTION 12. Fires. No person shall build or attempt to build a fire on Port Property.

SECTION 13. Kiteboarding.

Location Restrictions:

No person shall launch or operate a kiteboard or training kite from Port Property other than at the following locations:

- a. An area where the activity is permitted by an Official sign.
- b. Marina Green, Lot 1 and Marina Beach, except when prohibited by an Official Sign.

Safety Restrictions:

No person shall launch or operate a kiteboard or training kite from Port Property, including where permitted under subsection a. of this Section 13, after a Port employee requests the person not do so if the Port Employee has reasonable grounds to believe that activity may conflict with or impair other permitted uses on Port Property or may pose a hazard to others.

SECTION 14. Vehicle Parking and Passes.

- a. *Parking:* No person shall park or store a vehicle on Port Property in violation of an Official Sign or request of a Port employee. No person shall park a vehicle overnight anywhere on Port Property unless expressly authorized by the Port. Parking is not permitted in areas where curbs are painted red. Vehicles of violators may be towed at the vehicle owner's expense.

- b. *Event Site Parking Passes*: No person shall park at the Event Site without a pass issued by the Port when a person the Port has hired is staffing the booth. Annual parking passes must be affixed to the windshield; daily/weekly passes must be visible on dashboard.

SECTION 15. Vehicle Speed. No person shall operate a vehicle at a speed in excess of 15 miles per hour in the Marina Boat Basin Area or at the Hook, or in excess of 25 miles per hour on other Port Property, unless an Official Sign is posted in an area of Port Property authorizing a different maximum speed, in which event the speed designated on the Official Sign shall be the maximum speed allowed.

SECTION 16. Vehicles on Paths or Off Roads. No person shall operate a vehicle on any pedestrian path located on Port Property, with the exception of motorized wheelchairs and devices used to improve mobility for disabled persons, Port maintenance vehicles, and emergency vehicles. No person shall drive or park a vehicle on Port Property off of designated roads or parking areas.

SECTION 17. Official Signs. No person shall engage in any conduct in violation of instructions or prohibitions appearing on an Official Sign on Port Property.

SECTION 18. Use of Port Utilities. No person shall connect an electrical device of any kind to a Port electrical power outlet or in any other manner use or interfere with electricity or water supplied to or by the Port on Port Property.

SECTION 19. Fees. No person shall refuse nor neglect to pay a fee or charge established by the Board or Executive Director for use of Port Property, Port facilities or Port services, when due.

SECTION 20. Port Permission. No person may violate this ordinance unless the person is given express permission to do so at a specific time or for a specific purpose by the Board or a Port employee, or an activity is allowed by an Official Sign. Such permission shall apply only to the expressly stated particular time, event, or activity.

SITE-SPECIFIC REGULATIONS

SECTION 21. Boat Launch and Transient Dock.

- a. No person shall park a vehicle in the Boat Launch parking lot overnight.
- b. No person shall dock a boat under 26 feet long to the Transient Dock for more than three consecutive nights.
- c. No person shall dock a boat 26 feet or longer to the Transient Dock for more than ten consecutive nights in a 30 day period.

SECTION 22. Marina Boat Basin. All Marina Boat Basin tenants shall comply with the conditions of their moorage agreement with the Port. Unless otherwise allowed or prohibited by an Official Sign, the following activities are prohibited in the Marina Boat Basin or Marina Boat Basin Area:

- a. No person shall jump or dive into, swim in, windsurf, or kiteboard in the Marina Boat Basin.
- b. No person shall operate a boat, an airplane or any other type of watercraft in the Marina Boat Basin at a speed in a manner which causes a wake.
- c. No person shall clean fish in the Marina Boat Basin or Marina Boat Basin Area.
- d. No person shall stay overnight on a boat or boathouse moored in the Marina Boat Basin or park a vehicle at the Marina Boat Basin parking lot for more than three consecutive nights.
- e. No parent, guardian, or person having custody or control of a child under the age of 16 years shall allow the child to be in a moored boat or boathouse in the Marina Boat Basin unaccompanied by an adult.

SECTION 23. Marina Park.

- a. No person except a Marina Boat Basin tenant or their guest shall operate or park a vehicle at the Marina Park between the hours of 10:00 p.m. and 6:00 a.m.
- b. No person shall park a vehicle on Marina Green.

SECTION 24. Marina Beach. No person shall recreate or otherwise use the Marina Beach in violation of an Official Sign or request of the Port.

SECTION 25. Pedestrian Bridge. The following activities are prohibited on the Pedestrian Bridge.

- a. No person shall jump or dive from the Pedestrian Bridge.
- b. No person shall drive a vehicle on the Pedestrian Bridge with the exception of a motorized wheelchair or device used to improve mobility for disabled persons, and Port maintenance vehicles.
- c. No person shall ride a bike on the Pedestrian Bridge.

SECTION 26. Spit. No person shall drive or park a vehicle on the Spit north of the designated parking area.

SECTION 27. Event Site. No person shall engage in activities related to kiteboarding and windsurfing at the Event Site except at times and in areas designated by an Official Sign.

SECTION 28. Event Site Docks.

- a. No person shall jump or dive from an Event Site dock.
- b. No person shall use a dock owned by the Port located at the Event Site or in the Nichols Basin without Port permission.

SECTION 29. Hook. No person shall operate or park a vehicle at the Hook between the hours of 10:00 p.m. and 6:00 a.m., or when the Hook roadway entrance gate is closed.

SECTION 30. Interstate Bridge. The following activities are prohibited on the Interstate Bridge:

- a. No person shall ride a bicycle or other self-propelled device on the Interstate Bridge.
- b. No person shall walk onto or jump from the Interstate Bridge.
- c. No person shall drive a vehicle in excess of 25 miles per hour on the Interstate Bridge, unless a different speed is posted at an entrance to the Interstate Bridge, in which event the driver shall obey the posted speed. Emergency vehicles are the exception from this requirement in cases of an emergency.
- d. No person driving a vehicle shall pass another vehicle traveling in the same direction, or pass a vehicle in the same lane of travel which is stopped on the Interstate Bridge.
- e. No person shall stop, park, or leave a vehicle unattended on the Interstate Bridge.

ENFORCEMENT

SECTION 31. Severability. This ordinance shall be liberally constructed to effectuate the purposes of this ordinance. Each section, subsection or other portion of this ordinance shall be severable; the invalidity of any section, subsection, or other portion shall not invalidate the remainder.

SECTION 32. Enforcement of Ordinance.

- a. Port employees shall have authority to carry out the provisions of this ordinance, to cause citations for ordinance violations to be issued by a Peace Officer, and if the employee is a Peace Officer to issue citations.
- b. All peace officers of the city, the county, the state and those appointed by the Board shall have the authority to enforce the provisions of this ordinance and to issue citations for the violation of any section of this ordinance.
- c. Any person who is issued a citation for the violation of any section of this ordinance must appear in the Municipal Court of the City of Hood River or in such other court in Hood River County with jurisdiction over the matter as stated on the citation.

SECTION 33. Penalties. A person who receives a citation for violation(s) of this ordinance shall be subject to a fine(s). Each violation of a separate section of this ordinance shall constitute a separate offense. Each time a separate violation of this ordinance occurs shall constitute a separate offense. Each offense shall be subject to a fine not to exceed \$250.00.

SECTION 34. Right of Removal.

- a. No person shall remain on Port Property after being asked to leave Port Property by a Peace Officer or by a Port employee who has reasonable grounds to believe the person has violated a provision of this ordinance or of the Oregon Criminal Code, or the person has threatened to do so.
- b. No person shall cause or allow their personal property to remain at a location on Port Property after a Peace Officer or a Port employee has asked the person to remove or relocate the personal property.

SECTION 35. Ordinances Repealed. Port Ordinance No. 22, An Ordinance Regulating Conduct on Port Property, dated May 20, 2003, is hereby repealed.

First Reading: 15th day of April, 2014, by the Port of Hood River Board of Commissioners.

Second Reading: 6th day of May, 2014, by the Port of Hood River Board of Commissioners.

Adopted: ____ day of _____, 2014, by the Port of Hood River Board of Commissioners.

Effective Date: 30 days after date of adoption, the ____ day of _____, 2014.

PORT OF HOOD RIVER
1000. E. Port Marina Drive
Hood River, OR 97031

Rich McBride, President

Mellissa Halseth, Recording Secretary

Executive Director's Report

May 6, 2014

Staff & Administrative

- I expect to introduce John Mann, the Port's new Facilities Supervisor at the May 6 meeting. John started work on May 1.
- I continue to work with the other 5 Gorge ports to craft the concept for an Economic Development Advocacy Coalition. Currently, all ports are in general agreement to participate with less enthusiasm from the Port of Klickitat. We are working to prepare a brief presentation at the upcoming bi-state meeting of state legislators scheduled for May 16. I hope to have more detail about that meeting soon and will forward it to the Commission.
- Attached is a proposed letter of thanks to Senator Chuck Thomsen for his help in securing approval of SB-1534. It would be appropriate for all Commissioners to sign this letter.
- The PNWA Mid-Year meeting will be held in Coeur d'Alene, Idaho on June 23 24 and 25. If any Commissioner is interested in attending, please discuss with Commissioner McBride.
- For my upcoming performance review, I suggest the following schedule: Review Materials distributed to the Commission—June 3; Materials turned in to Jerry—June 12; Evaluation discussion in Executive Session—June 17; Contract negotiations (if necessary)—June 19. If you have suggested changes to the review process, please discuss with Commissioner McBride and Jerry Jaques.

Recreation

- The work of the Project Advisory Committee meeting for the Nichols Basin West Edge Project is complete for now. The May 6 meeting will be a chance for additional discussion and input from the Commission. The LGGP and Connect V applications are currently being reviewed by their respective committees. A presentation to the LGGP Review Committee will be made on June 3. We expect to have some idea of grant success by early June. One question for the Commission will be whether to begin design development work prior to grant award.
- Engineer Andy Jansky has been working closely with Marc Even Construction as shop drawings are prepared. It appears key technical issues have been resolved.
- Over the next three weeks schools will be setting up at the Cruise Ship Dock and the kitchens for the Sandbar Café and Local Grind will be craned in. Big Winds will also be installing containers for SUP storage near Slackwater Beach.
- Discounted Event Site parking passes are now on sale through May 21. The Event Site booth will be open starting May 23, the Friday before Memorial Day Weekend.

- See the attached informational memo by Liz Whitmore regarding restroom use around the Marina Green. In part, this is in response to public testimony at the last Commission meeting.
- In the last week we have been contacted about using the Hook as a photo shoot location for Harley Davidson and the Airport for an Oregon Lottery commercial.

Development

- We submitted zone change applications for the Expo property on April 24. Exhibits that show the proposed zone change areas are attached. Key Development has also submitted their application for a minor partition.
- Negotiations have been suspended with HRJCO on the waterfront project. We have initiated discussions about other possible sites.
- Anne Medenbach has implemented a marketing plan for the upcoming Big 7 vacancy (currently occupied by Insitu). She met with two potential tenants, but the space was not suitable for either business.

Airport

- An Airport Advisory Committee (AAC) meeting occurred on May 2.
- The first full mowing of the Airport will be done the week of May 5.
- The terms for two AAC members—Messrs. Benton and Veatch-- will end on June 30. Both have indicated a willingness to serve another term.

Bridge/Transportation

- Based on the recent lift span inspection, Anne is preparing a work plan to complete the recommended repairs and upgrades. Many of them can be carried out by Port crews or by a local electrician.
- April 30 was the last day of deck welding. All known areas of deck cracks have been repaired. We will work with HNTB engineer Matt Deml on a proactive approach to monitor and repair future deck cracks.
- Final engineering for the approach resurfacing is expected to be complete May 16. The expected schedule is to bid the project at the end of May and start the project in late July. One schedule objective is to do the majority of the work before harvest.
- The hole in the concrete on the south approach ramp is expected to be repaired the week of May 5. At least four hours of one lane closure will be required.



Port of
Hood River

Providing for the region's economic future.

INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA

1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • www.portofhoodriver.com • Email: porthr@gorge.net

May 6, 2014

Senator Chuck Thomsen
900 Court Street NE, S-316
Salem OR 97301

Re: SB-1534

Dear Senator Thomsen:

All of us at the Port of Hood River extend heartfelt thanks for your work in the recent 2014 legislative session.

We particularly appreciate your efforts to restore the reciprocity agreement between Oregon and Washington related to interstate bridges included in SB-1534. Without that legislation our port would have had significantly diminished capacity to attract private investment and support economic development in our region.

We know that passing any legislation in a short session is challenging and that you were instrumental in this success. Thank you.

Respectfully,

Rich McBride
President

Brian Shortt
Vice President

Hoby Streich
Secretary

Jon Davies
Treasurer

Fred Duckwall
Commissioner

cc: Michael S. McElwee, Executive Director

DRAFT

Commission Memo

To: Commissioners
From: Liz Whitmore
Date: May 6, 2014
Re: Spring Restroom at Marina Green

In response to public testimony at the April 15 Commission meeting from Jean Harmon of the Hood River County History Museum, staff has investigated options for a public restroom during the spring for Youth Lacrosse at the Marina Green. Youth lacrosse starts the first week of March, but Marina restrooms don't open until April 15. The Port will locate one of its porta-potties (we own four) at the Marina Green from March 1 through the end of May. This will give lacrosse players a restroom option and will avoid requests to use the museum bathrooms.

With the increased use of the waterfront trail during the off-season the Port may want to consider providing porta-potties at key locations along the waterfront.

RECOMMENDATION: For information.

TERRA SURVEYING
EXHIBIT B

for
THE PORT OF HOOD RIVER
REZONE C-2 TO L-1

LOCATION OF SURVEY:
A PORTION OF THE SOUTHWEST QUARTER OF
SECTION 25, TOWNSHIP 3 NORTH, RANGE 10
EAST, WILLAMETTE MERIDIAN, HOOD RIVER
COUNTY, OREGON.

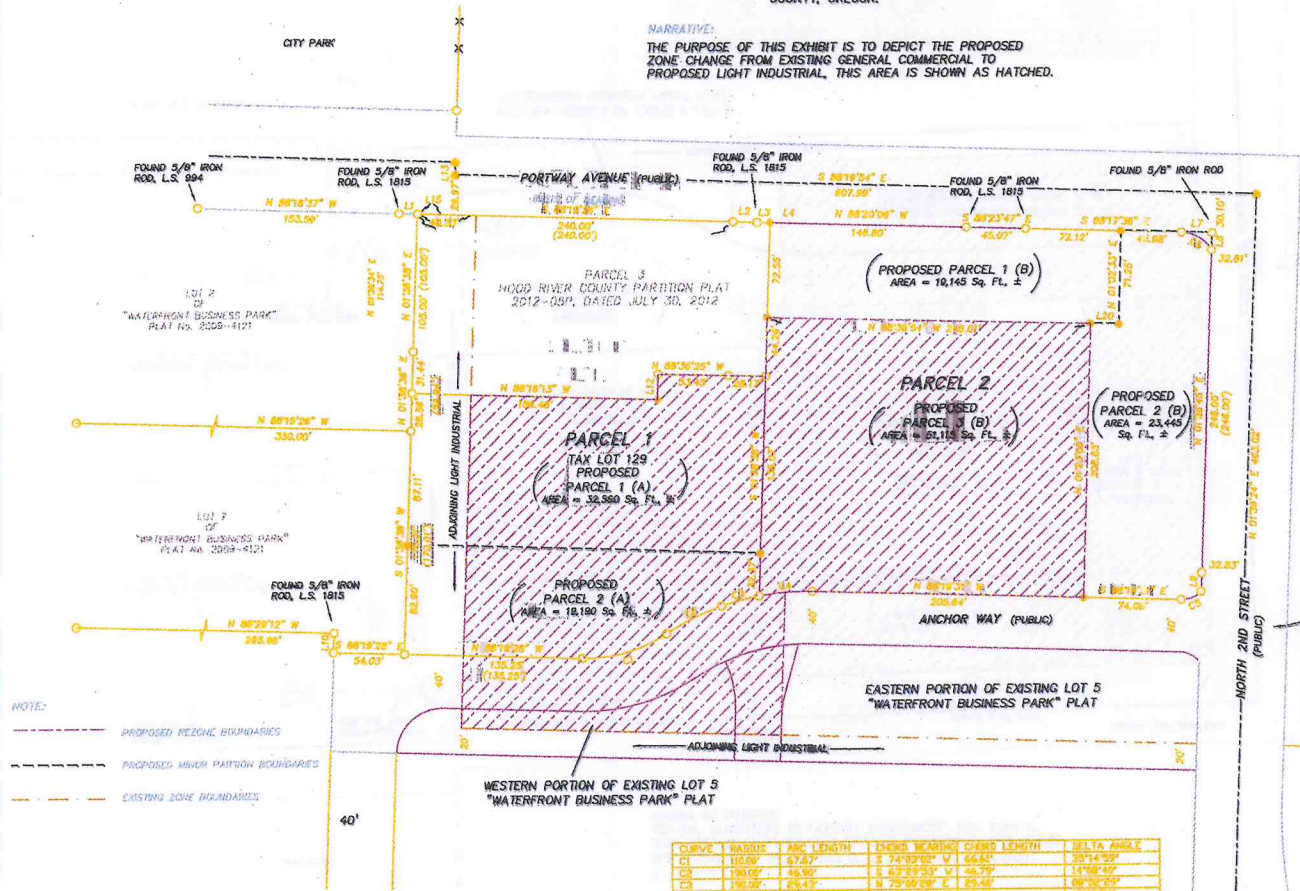
- REFERENCES:
- HOOD RIVER COUNTY SURVEY No. 80031
 - HOOD RIVER COUNTY SURVEY No. 95084
 - HOOD RIVER COUNTY SURVEY No. 95010
 - HOOD RIVER COUNTY SURVEY No. 2000-089
 - HOOD RIVER COUNTY SURVEY No. 2008-038
 - HOOD RIVER COUNTY SURVEY No. 2008-012
 - HOOD RIVER COUNTY SURVEY No. 2008-012
 - HOOD RIVER COUNTY SURVEY No. 2008-035 (PLAT No. 2008-4121)
 - HOOD RIVER COUNTY SURVEY No. 2012-031 (PLAT No. 2012-05P)

OWNER:
PORT OF HOOD RIVER
1000 E. PORT MARINA DRIVE
HOOD RIVER, OREGON 97031

OWNER:
JEFF FICHARDT
501 PORTWAY AVE., SUITE 310
HOOD RIVER, OREGON
97031

ZONING:
PROPOSED ZONE CHANGE FROM
(C-2) GENERAL COMMERCIAL
TO (L1) LIGHT INDUSTRIAL.

NARRATIVE:
THE PURPOSE OF THIS EXHIBIT IS TO DEPICT THE PROPOSED
ZONE CHANGE FROM EXISTING GENERAL COMMERCIAL TO
PROPOSED LIGHT INDUSTRIAL. THIS AREA IS SHOWN AS HATCHED.



- NOTE:
- PROPOSED REZONE BOUNDARIES
 - PROPOSED MOVER PARTITION BOUNDARIES
 - EXISTING ZONE BOUNDARIES

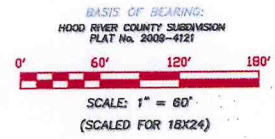
- LEGEND:
- SET 5/8" IRON ROD WITH CAP, L.S. 72309
 - FOUND SCREW WITH BRASS WASHER, L.S. 72308
 - FOUND MONUMENT 5/8" IRON ROD WITH CAP, L.S. 72308 UNLESS NOTE OTHERWISE
 - FOUND 1/2" ALUMINUM CAP MARKED L.S. 72306
 - FOUND 1" SURVEY NAIL
 - CALCULATED, NOT FOUND OR SET

HATCH KEY:
PROPOSED ZONE CHANGE AREA

TOTAL ZONE CHANGE AREA
CONTAINS
2.56 ACRES, MORE OR LESS

CHUCK	SADDLE	ARC LENGTH	CHUCK BEARING	CHUCK LENGTH	DELTA ANGLE
CH	10.00'	57.27'	S 74°07'00" W	64.43'	35°14'59"
CH	19.00'	46.80'	S 47°23'30" W	46.79'	14°08'49"
CH	10.00'	23.25'	S 75°00'00" E	23.24'	18°00'00"
CH	10.00'	18.87'	S 47°23'30" E	18.86'	48°00'00"
CH	30.00'	57.17'	S 59°50'00" E	57.17'	50°27'46"

LINK BEARING	DISTANCE	LINK BEARING	DISTANCE
L1 S 88°20'00" E	13.67'	L10 S 88°20'00" E	13.67'
L2 S 88°20'00" E	13.67'	L11 S 88°20'00" E	13.67'
L3 S 88°20'00" E	13.67'	L12 S 88°20'00" E	13.67'
L4 S 88°20'00" E	13.67'	L13 S 88°20'00" E	13.67'
L5 S 88°20'00" E	13.67'	L14 S 88°20'00" E	13.67'
L6 S 88°20'00" E	13.67'	L15 S 88°20'00" E	13.67'
L7 S 88°20'00" E	13.67'	L16 S 88°20'00" E	13.67'
L8 S 88°20'00" E	13.67'	L17 S 88°20'00" E	13.67'
L9 S 88°20'00" E	13.67'	L18 S 88°20'00" E	13.67'
L19 S 88°20'00" E	13.67'	L19 S 88°20'00" E	13.67'



2ND STREET A VARIABLE WIDTH
RIGHT OF WAY IS DEDICATED TO
THE PUBLIC ON THE PLAT OF
WATERFRONT BUSINESS PARK.

REGISTERED
PROFESSIONAL
LAND SURVEYOR
FOR REVIEW
OREGON
CHAPTER 36, 2005
ENR. V. CALSON
72501
Expires: December, 2015

TERRA SURVEYING

DATE: APRIL 23, 2014
SCALE: 1" = 60'
PROJECT: 14012REZONE
ASSESSORS MAP, IN 10E 23
P.O. BOX 017
HOOD RIVER, OREGON 97031
PHONE: (541) 388-4931
terra@terra.net
www.terrasurveying.com

TERRA SURVEYING

EXHIBIT B

for

THE PORT OF HOOD RIVER

REZONE C-2 "EXPO CENTER" CONDITION TO C-2

LOCATION OF SURVEY:

A PORTION OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 3 NORTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, HOOD RIVER COUNTY, OREGON.

NARRATIVE:

THE PURPOSE OF THIS EXHIBIT IS TO DEPICT THE PROPOSED ZONE CHANGE FROM EXISTING GENERAL COMMERCIAL WITH "EXPO CENTER" CONDITIONS TO GENERAL COMMERCIAL. THIS AREA IS SHOWN AS HATCHED.

REFERENCES:

- HOOD RIVER COUNTY SURVEY No. 60031
- HOOD RIVER COUNTY SURVEY No. 28884
- HOOD RIVER COUNTY SURVEY No. 28510
- HOOD RIVER COUNTY SURVEY No. 2000-059
- HOOD RIVER COUNTY SURVEY No. 2000-035
- HOOD RIVER COUNTY SURVEY No. 2000-012
- HOOD RIVER COUNTY SURVEY No. 2000-055 (PLAT No. 2000-412)
- HOOD RIVER COUNTY SURVEY No. 2012-031 (PLAT No. 2012-059)

OWNER:

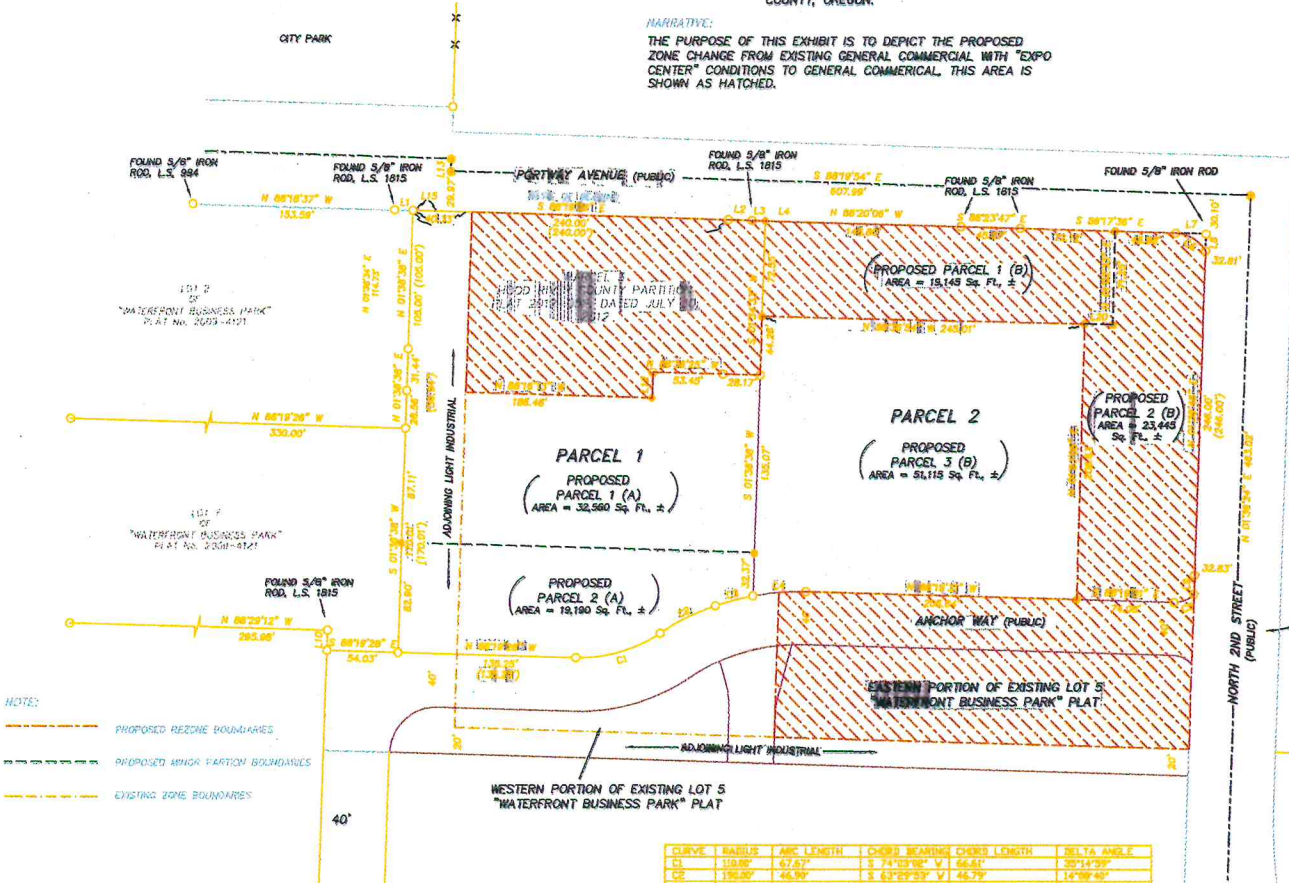
PORT OF HOOD RIVER
1000 E. PORT MARINA DRIVE
HOOD RIVER, OREGON 97031

OWNER:

JEFF RICHARDT
501 PORTWAY AVE., SUITE 310
HOOD RIVER, OREGON
97031

ZONING:

PROPOSED ZONE CHANGE FROM
GENERAL COMMERCIAL WITH
CONDITIONS TO GENERAL
COMMERCIAL.



- NOTE:
- PROPOSED REZONE BOUNDARIES
 - - - - - PROPOSED MINOR PARTITION BOUNDARIES
 - EXISTING ZONE BOUNDARIES

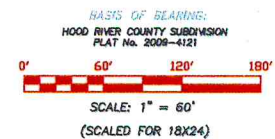
- LEGEND:
- SET 5/8" IRON ROD WITH CAP L.S. 72306
 - FOUND SCREEN WITH BRASS WASHER, L.S. 72305
 - FOUND WOODEN 5/8" IRON ROD WITH CAP L.S. 72308 UNLESS NOTE OTHERWISE.
 - FOUND 1 1/2" ALUMINUM CAP MARKED L.S. 72302
 - FOUND 1" SURVEY NAIL
 - CALCULATED, NOT FOUND OR SET

HATCH KEY:
PROPOSED ZONE CHANGE AREA

TOTAL ZONE CHANGE AREA
CONTAINS
2.44 ACRES, MORE OR LESS

CURVE	BEARING	ARC LENGTH	CHORD BEARING	CHORD LENGTH	SIGMA ANGLE
C1	S 88°18'37" W	47.47'	S 74°32'58" E	66.41'	20°14'22"
C2	S 88°18'37" W	44.30'	S 82°23'29" E	64.79'	14°09'40"
C3	S 88°18'37" W	25.42'	N 75°09'08" E	29.40'	10°20'20"
C4	S 88°18'37" W	11.90'	N 82°23'29" E	14.72'	10°12'00"
C5	S 88°18'37" W	27.47'	S 82°23'29" E	38.57'	20°14'22"

LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
L1	S 88°18'37" W	12.93'	L11	S 82°23'29" E	12.93'
L2	S 88°18'37" W	18.07'	L12	S 82°23'29" E	18.07'
L3	S 88°18'37" W	9.89'	L13	S 82°23'29" E	9.89'
L4	S 88°18'37" W	23.50'	L14	S 82°23'29" E	23.50'
L5	S 88°18'37" W	24.70'	L15	S 82°23'29" E	24.70'
L6	S 88°18'37" W	19.27'	L16	S 82°23'29" E	19.27'
L7	S 88°18'37" W	23.14'	L17	S 82°23'29" E	23.14'
L8	S 88°18'37" W	12.94'	L18	S 82°23'29" E	12.94'
L9	S 88°18'37" W	14.54'	L19	S 82°23'29" E	14.54'
L10	N 01°02'29" E	15.58'	L20	S 82°23'29" E	15.58'



REGISTERED
PROFESSIONAL
LAND SURVEYOR
FOR REVIEW

OREGON
TERRA SURVEYING, INC.
ERIK J. CARLSON
Expire: December 2015

TERRA SURVEYING

DATE: APRIL 23, 2014
SCALE: 1" = 60'
PROJECT: PARKS/RECREATION
ASSISTANT: MRP, JH, YOC 25
P.O. BOX 617
HOOD RIVER, OREGON 97031
PHONE: (541) 386-4531
terra@terra.net
www.terrasurveying.com

6 | DEED OR PLAT GALE

Commission Calendar

May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																		
				1 John Mann starts Event Site Pre-Season sales through May 21 Gorge Coalition, 3pm (MM) Food trailers craned in	2 Airport Advisory Com 10am, FBO (MM, FK, Duckwall, Streich)	3 OR Rally Group-Lot 1																																																																																		
4 OR Rally Group-Lot 1	5	6 Commission Mtg 5pm w/Budget Hearing & 2nd reading of Ordinance 24	7	8	9	10																																																																																		
11	12 URA-Streich, Shortt	13 Marina Ad-hoc, 8am	14	15	16	17 Gorge Cup Race ES Partial Use																																																																																		
18	19 KIHR Radio, 8am	20 Commission Mtg 5pm	21 Pre-season sales end	22	23 Event Site booth opens	24																																																																																		
25	26 Memorial Day OFFICE CLOSED	27	28	29	30	31 Gorge Cup Race ES Partial Use Hood 2 River Marina Green																																																																																		
Staff out of office: Anne: May 13-14 Fred: May 19-21 Jean: May 19-20 Laurie: May 22-27 Michael: May 7, 12-13, 23, 30 + partial days		April 2014 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				June 2014 <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>Th</td><td>F</td><td>Sa</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						Notes: HR Youth Lacrosse continues in May Marina Green
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THE SECRETARY OF TRANSPORTATION
WASHINGTON, DC 20590

April 29, 2014

The Honorable John A. Boehner
Speaker of the House of Representatives
Washington, DC 20515

Dear Mr. Speaker:

Before the end of the summer, the Highway Trust Fund is projected to become insolvent. This situation, in addition to the upcoming expiration just weeks later of the authorities that fund our Federal surface transportation programs, is forcing many States and communities to put on hold crucial transportation projects because they do not have the funding certainty to build and repair the roads, bridges, and other critical transportation projects that the Nation depends upon to move people, energy, and freight.

The Administration encourages serious, bipartisan efforts in Congress to address this near-term crisis. But we should also use the opportunity of reauthorization to invest in modernizing our aging infrastructure to grow our economy and to empower American communities to meet the transportation needs of a growing population that will increase by 100 million in the coming decades.

The only way we will be able to address these urgent challenges is if everyone puts their ideas on the table and has an open-minded, honest conversation in an effort to find common ground and forge a path forward. I am encouraged that members from both parties have already started such a discussion and are working together to find a solution.

As part of this critically important discussion, the U.S. Department of Transportation is pleased to provide to you, for introduction and referral to the appropriate committees, a bill --

To authorize highway infrastructure and safety, transit, motor carrier, rail, and other surface transportation programs, and for other purposes.

The Generating Renewal, Opportunity, and Work with Accelerated Mobility, Efficiency, and Rebuilding of Infrastructure and Communities throughout America Act, or the GROW AMERICA Act, shares some important goals with the bipartisan work already underway in Congress, especially our emphasis on a multi-year reauthorization. The GROW AMERICA Act proposes to reauthorize the surface transportation programs, over a 4-year period, that will improve the operation, condition, and safety of the Nation's surface transportation system by implementing policies that advance the President's goals to support job creation and economic activity, expedite the project approval and permitting processes, create ladders of opportunity to the middle class, and ensure taxpayer dollars are spent as efficiently as possible.

Specifically, the Administration's legislative proposal to reauthorize the Nation's surface transportation programs will accomplish the following objectives:

Provide States, Local Governments, and Construction Workers with Multi-Year Funding Certainty. The Administration proposes a \$302 billion, 4-year transportation reauthorization that will allow State and local governments to effectively plan and execute transformative transportation projects that improve the Nation's global competitiveness, and in the process, support millions of well-paying jobs. Importantly, this proposal will prevent the insolvency of the Highway Trust Fund during the authorization period, and provide for an \$87 billion increase over current spending from the Highway Trust Fund.

Maintain the World's Safest Transportation System. The Administration continues to place safety at the forefront of the Department's activities. Despite encouraging progress in recent years at reducing fatality rates on the Nation's roadways, 33,561 people died in 2012. While this number is down from 42,196 in 2001, it highlights both the tremendous progress as well as the ongoing work that remains in further reducing preventable deaths.

This reauthorization proposal builds on recent progress to improve the safety of the Nation's roadways and bridges, public transit systems, passenger and intercity rail systems, and motor carrier operations by investing \$36.5 billion in the Federal Highway Administration's (FHWA) safety programs, \$210 million in the Federal Transit Administration's (FTA) Public Transportation Safety program, and \$2.35 billion for the Federal Railroad Administration's (FRA) Positive Train Control (PTC) program, as well as funding the efforts in the National Highway Traffic Safety Administration (NHTSA) and the Federal Motor Carrier Safety Administration (FMCSA). This funding will be used to increase seatbelt usage, reduce the dangers caused by distracted and drunk driving, and to ensure the safety of all users of every mode of transportation.

In addition, transportation associated with our Nation's growing energy production requires greater oversight and investment. The Administration's proposal will fund the safety programs of the Pipeline and Hazardous Materials Safety Administration (PHMSA) and enhance its authority and ability to improve safety oversight over the movement of hazardous materials, including crude oil traveling over the national freight rail network.

Reduce Timelines to Deliver Infrastructure Projects. This proposal will continue efforts by the Administration to modernize the Federal infrastructure permitting process by reducing permitting and approval timelines and creating incentives that will produce better outcomes for communities and the environment. The proposal will improve interagency coordination by instituting concurrent, rather than consecutive, project review and will increase transparency and accountability of project reviews and timelines. The Administration believes job creation and infrastructure development go hand-in-hand with environmental protection and community involvement, and opposes any legislation that would undermine bedrock environmental laws and protections.

Invest in Freight Networks and Improve Goods Movement. The Administration's proposal includes a dedicated freight funding program that will foster economic growth and improve the efficiency and reliability of freight movement in the United States. This proposal provides \$10 billion over 4 years for a new multimodal freight grant program for projects—including those for railways, highways, and ports—that address the greatest needs for the efficient movement of goods across the country. The proposal includes significant incentive grant opportunities, as well as competitive discretionary grants, to encourage coordinated investment in freight infrastructure. Shippers, representatives from truck, rail, and other industries, and representatives from associated labor organizations will have meaningful seats at the table in directing these investments.

Reform and Strengthen Local Transportation Investment Decisionmaking. This proposal will create incentives that will allow Metropolitan Planning Organizations to better align and coordinate their planning and investment decisions in order to serve regional economic and community needs in a more effective way. The proposal also strengthens local decisionmaking in allocating Federal funding to foster investment in projects that meet the needs of vibrant and expanding economic regions, including regions that cross State or local geographic boundaries.

Improve Access to Jobs and Education. The Administration is dedicated to improving opportunities for all Americans—urban, suburban, and rural—by investing in transportation projects that more effectively connect communities to centers of employment, education, and services. This proposal will greatly expand transit and help to create ladders of opportunity for transit-dependent populations. It includes an average of \$550 million per year for a new transit deployment program for rapidly growing regions.

Invest in the Nation's Workforce. The proposal includes a 4-year investment of \$245 million in a new workforce development program that will work in partnership with the U.S. Department of Labor, States, and other key stakeholders to support and enhance the size, diversity, and skills of our Nation's construction workforce. It also provides incentive grants for States that use their workforce development funds for high-quality, on-the-job training.

Meet Growing Market Demand in Passenger Rail. In the coming decades, the national transportation system must be prepared to handle substantial increases in the movement of people and goods. Given the existing capacity constraints on other modes, rail will play an increasingly vital role in accommodating this growth. These investments will result in other public benefits as well, such as reduced reliance on foreign oil, reduced air pollution, and increased safety. The GROW AMERICA Act creates grant programs and establishes policy frameworks to allow for market-based investments to improve passenger rail corridors, mitigate the impact of rail operations in local communities, and develop the Nation's rail workforce.

Finance the Bill Through Pro-Growth Business Tax Reform. The \$302 billion authorization in this proposal for new mandatory spending is subject to the Statutory Pay-As-You-Go (PAYGO) Act. As shown in the President's 2015 Budget, the PAYGO costs of this proposal would be \$70.1 billion over the 10-year period from 2015 through 2024. To pay for this proposal, the Administration proposes to supplement current revenues to the new Transportation

Page 4

The Honorable John A. Boehner

Trust Fund with the one-time savings generated from transitioning to a new business tax system that is simpler and more efficient.

The Administration believes that a comprehensive approach to reforming our business tax code can help create jobs and spur investment, while ensuring a fairer and more equitable tax system that eliminates current loopholes that reward companies for moving profits overseas and allow them to avoid paying their fair share. While revenue neutral over the long-run, the transition to this system will generate temporary revenue, for example, by taking into account the \$1 to \$2 trillion of untaxed foreign earnings that U.S. companies have accumulated overseas, repealing the LIFO inventory method, and reforming accelerated depreciation. The President's Fiscal Year 2015 Budget includes a \$150 billion allowance for these one-time savings, which we propose to use to fill the Trust Fund shortfall and fully offset the costs of this 4-year transportation reauthorization proposal.

We look forward to working with you and our public and private sector stakeholders to enact a robust 4-year surface transportation bill before the expiration of current transportation programs on September 30, 2014.

The Office of Management and Budget advises that the enactment of this legislative proposal would be consistent with the President's program.

I have sent a similar letter to the President of the Senate.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anthony R. Foxx". The signature is fluid and cursive, with the first name "Anthony" being the most prominent part.

Anthony R. Foxx

Enclosures

Commission Memo

To: Commissioners
From: Mellissa Halseth
Date: May 6, 2014
Re: Marina Electrical Upgrade - Change Order #4

Installation of the new Marina electrical system was carried out by La Londe Electric, LLC based on a contract approved by the Commission on May 7, 2013. That contract included work to install the primary wiring that serve the Boathouses and that work is complete. At Port staff request, La Londe has now submitted the attached Proposed Change Orders (PCO's) for three construction items related to project completion. Together, these constitute Change Order #4 to their existing construction contract and are summarized as follows:

- **PCO #9: Additional Cable for Boathouses and Pedestals with Lights**

\$ 15,890.84

Six new pedestals with lights would be installed on the new boathouse dock. 940' of cable would be purchased for each boathouse to allow individual power hook up by Boathouse tenants.

- **PCO #11: Demo of Existing Boathouse Power** \$ 1,078.45

The existing wiring to each boathouse must be removed and disposed of.

- **PCO #12: Pedestal Damage from Boat Incident** \$ 887.37

This damage occurred when a boat hit the pedestal. The tenant would be paying for the labor and the Port would pay the remainder. This would allow an extra pedestal on hand for any future incidents.

If approved, these PCO's would constitute Change Order #4 and add \$17,856.66 to the contract with La Londe Electric, LLC. The overall contract would be increased to \$491,828.84 (Note: \$523.52 of these changes will be charged to the tenant that caused the pedestal damage.)

RECOMMENDATION: Authorize Change Order No. 4 to the contract with La Londe Electric, LLC not to exceed \$17,856.66 for a total contract amount of \$491,828.84.



Hood River Marina Electrical Upgrades

La Londe # 9

Date: 3/31/14

(503) 630-5571

PROPOSAL

To:	Port of Hood River	Architect:	
	1000 E. Port Marina Drive	Drawings Dated:	
	Hood River, OR 97031	Addendum No.	
Attention:	Michael McElwee		
Project:	Marina Electrical Upgrades	Area of Work:	
Location:	Portland, OR		
Contact:	Michael Gross	Fax:	
Phone :	503.701.3564	Email:	Michael@LaLondeElectric.com

La Londe Electric proposes to furnish all materials and labor required for application of the following (hereinafter designated as "the work").

Scope

This proposal is at the request of the Port to provide and install 6 new Pedestals with lights on the new dock for the house boats. Also a quote to provide 940' of cable for the individual house boats.

Pedestals with Lights (6) - Material \$7,262.00, Labor \$4,126.00, Total \$11,388.00 Bond Change \$341.64

Cable for House Boats (940') – Material \$4,040.00 Bond Change \$121.20

Grand Total Lump Sum

\$15,890.84

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date: it is subject to all terms and conditions outlined.

Approved By:		Prepared By:	Michael Gross
Title:		Title:	Project Manager
Date:		Date:	3/31/14



Hood River Marina Electrical Upgrades

La Londe # 11

Date: 3/31/14

(503) 630-5571

PROPOSAL

To:	Port of Hood River	Architect:	
	1000 E. Port Marina Drive	Drawings Dated:	
	Hood River, OR 97031	Addendum No.	
Attention:	Michael McElwee		
Project:	Marina Electrical Upgrades	Area of Work:	
Location:	Portland, OR		
Contact:	Michael Gross	Fax:	
Phone :	503.701.3564	Email:	Michael@LaLondeElectric.com

La Londe Electric proposes to furnish all materials and labor required for application of the following (hereinafter designated as "the work").

Scope

This proposal is at the request of the Port to demo the power to the existing house boats in order to remove the existing dock.

Labor - \$1,047.04

Bond Change - \$31.41

Grand Total Lump Sum

\$1,078.45

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date; it is subject to all terms and conditions outlined.

Approved By:		Prepared By:	Michael Gross
Title:		Title:	Project Manager
Date:		Date:	3/31/14



Hood River Marina Electrical Upgrades

La Londe # 12
Date: 4/8/14

(503) 630-5571

PROPOSAL

To:	Port of Hood River	Architect:	
	1000 E. Port Marina Drive	Drawings Dated:	
	Hood River, OR 97031	Addendum No.	
Attention:	Michael McElwee		
Project:	Marina Electrical Upgrades	Area of Work:	
Location:	Portland, OR		
Contact:	Michael Gross	Fax:	
Phone :	503.701.3564	Email:	Michael@LaLondeElectric.com

La Londe Electric proposes to furnish all materials and labor required for application of the following (hereinafter designated as "the work").

Scope

This proposal is at the request of the Port to replace a damaged pedestal that was hit by a boat.

Labor - \$523.52

Material - \$338.00

Bond Change - \$25.85

Grand Total Lump Sum

\$887.37

This proposal is subject to change and may be withdrawn if not accepted within 30 days of the above date: it is subject to all terms and conditions outlined.

Approved By:	Prepared By:	Michael Gross
Title:	Title:	Project Manager
Date:	Date:	4/8/14

Commission Memo

To: Commissioners
From: Michael McElwee
Date: May 6, 2014
Re: Boathouse Dock

Shop drawings have been prepared for the Boathouse Dock project and are under review by the project engineer Andy Jansky.

Staff is expecting a Change Order Proposal (COP) from Even Construction to modify the coating of internal re-bar and add whalers to maintain a wider walking surface.

Staff expects the COP to be provided prior to the May 6 meeting and will prepare a Change Order and recommendation for Commission consideration.

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: May 6, 2014
Re: Airport Master Plan Contract-Century West Engineering

Based on discussion at the March 20th Commission meeting, staff has negotiated a draft contract with Century West Engineering for an Airport Master Plan update.

An Airport Master Plan is required to be completed every 10 years by the FAA. As the last Master Plan was completed in 2004, the Ken Jernstedt Airfield Master Plan is due to be updated. This project is eligible for FAA AIP grant funding with a total cost of \$203,995. The grant application will be sent to the FAA once the Master Plan contract is in place. It has been confirmed by Century West that the AIP funds are available for this coming fiscal year. The estimated Port match for the work is \$20,400.

The contract includes a detailed Scope of Work with 14 major work elements.

The proposed fee statement is attached.

RECOMMENDATION: Authorize a Contract with Century West Engineering for Airport Master Plan Services Not to Exceed \$203,995, Subject to Legal Counsel Review.

FEE ESTIMATE
KEN JERNSTEDT AIRFIELD
AIRPORT MASTER PLAN
 April 6, 2014

Port of Hood River		Century West Engineering Corp.											
KEN JERNSTEDT AIRFIELD - AIRPORT MASTER PLAN		Principal In Charge	Project Manager	Senior Airport Planner	Airport Engineer	Assistant Planner	CADD Technician	Admin. Support	Hours	Total Labor	Subconsultant	Total	
Charge Rates		\$195.00	\$160.00	\$140.00	\$120.00	\$95.00	\$85.00	\$65.00					
Task	Task Description												
Element 1	STUDY INITIATION, MANAGEMENT, AND PUBLIC PARTICIPATION												
1.1	Refine Scope of Work, Budget and Schedule	1	2	4	0	0	0	1	8	\$1,140.00	\$0	\$1,140.00	
1.2	Coordination and Control/Project Administration	4	28	0	0	0	0	16	48	\$6,300.00	\$0	\$6,300.00	
	Task Budget:	5	30	4	0	0	0	17	56	\$7,440.00	\$0	\$7,440.00	
Element 2	Inventory Existing Conditions												
2.1	Evaluate Existing Documents	0	1	8	0	4	0	4	17	\$1,920.00	\$0	\$1,920.00	
2.2	Aerial Photography	0	1	0	0	0	2	0	3	\$330.00	\$0	\$330.00	
2.3	Airport Facilities Inventory	0	1	16	0	0	12	0	29	\$3,420.00	\$0	\$3,420.00	
2.4	Inventory Existing Utilities and Site Conditions	0	1	4	0	0	4	0	9	\$1,060.00	\$5,000	\$6,060.00	
2.5	Airports Inventory/Define Airport Service Area	0	1	2	0	0	4	0	7	\$780.00	\$0	\$780.00	
2.6	Airspace and NAVAIDS Inventory	0	1	2	0	4	0	0	7	\$820.00	\$0	\$820.00	
2.7	Airport Activity Summary	0	1	4	0	4	0	0	9	\$1,100.00	\$0	\$1,100.00	
2.8	Financial Inventory	0	1	2	0	4	0	0	7	\$820.00	\$0	\$820.00	
2.9	Socioeconomic Data	0	1	2	0	4	0	0	7	\$820.00	\$0	\$820.00	
2.10	Land Use Controls	0	1	1	0	2	0	0	2	\$450.00	\$2,400	\$2,850.00	
2.11	Prepare Inventory Working Paper	1	2	8	0	16	8	4	39	\$4,095.00	\$0	\$4,095.00	
	Task Budget:	1	12	49	0	38	30	8	136	\$16,656.00	\$7,400	\$23,056.00	
Element 3	Forecast of Aviation Activity												
3.1	Collect & Evaluate Existing Operational Data & Identify Aircraft	0	1	4	0	8	0	0	13	\$1,480.00	\$0	\$1,480.00	
3.2	Prepare Aviation Activity Forecasts	0	1	28	0	20	0	0	49	\$5,960.00	\$0	\$5,960.00	
3.3	Prepare 50-Year Aviation Activity Forecasts	0	0	6	0	0	0	0	6	\$840.00	\$0	\$840.00	
3.4	Develop Forecast Working Paper	1	1	20	0	8	0	4	34	\$4,175.00	\$0	\$4,175.00	
3.5	Forecast Approval	0	0	2	0	0	0	0	2	\$280.00	\$0	\$280.00	
	Task Budget:	1	3	60	0	36	0	4	104	\$12,756.00	\$0	\$12,756.00	
Element 4	FACILITY REQUIREMENTS												
4.1	Determine Aircraft Operational Requirements	0	1	8	0	0	0	0	9	\$1,260.00	\$0	\$1,260.00	
4.2	Airport Service Area Facility Analysis	0	1	12	0	8	4	0	25	\$2,940.00	\$0	\$2,940.00	
4.3	Design Standards & FAR Part 77 Airspace Standards Review/Evaluation	0	1	16	0	4	56	0	77	\$7,540.00	\$0	\$7,540.00	
4.4	Define Airside Facilities Requirements	0	1	12	0	4	24	0	41	\$4,260.00	\$0	\$4,260.00	
4.5	Define Landside Facilities Requirements	0	1	12	0	4	24	0	41	\$4,260.00	\$0	\$4,260.00	
4.6	Develop Facility Requirements Working Paper	2	1	24	0	8	4	4	43	\$5,270.00	\$0	\$5,270.00	
	Task Budget:	2	6	84	0	28	112	4	236	\$25,560.00	\$0	\$25,560.00	
Element 5	SUMMARY OF ENVIRONMENTAL STATUS												
5.1	Environmental Conditions Inventory												
5.1.1	Part 1 - Existing Conditions	0	1	2	0	0	2	0	5	\$610.00	\$6,240	\$6,850.00	
5.1.2	Part 2 - Evaluation of Proposed Development	0	1	4	0	0	2	0	7	\$880.00	\$3,240	\$4,130.00	
5.2	Prepare Environmental Working Paper	1	1	4	0	0	2	2	10	\$1,215.00	\$0	\$1,215.00	
	Task Budget:	1	3	10	0	0	6	2	22	\$2,715.00	\$9,480	\$12,195.00	
Element 6	ALTERNATIVES ANALYSIS												
6.1	Goals Development	0	1	4	0	0	0	0	5	\$720.00	\$0	\$720.00	
6.2	Prepare Preliminary Development Alternatives	0	2	40	0	12	72	0	126	\$13,180.00	\$0	\$13,180.00	
6.3	Environmental Review of Alternatives	0	1	2	0	0	0	0	3	\$440.00	\$0	\$440.00	
6.4	Prepare Development Alternatives Working Paper	2	1	12	0	0	8	2	25	\$3,040.00	\$0	\$3,040.00	
6.5	Select Preferred Development Alternative	0	1	2	0	0	10	0	13	\$1,290.00	\$0	\$1,290.00	
	Task Budget:	2	6	60	0	12	90	2	172	\$18,670.00	\$0	\$18,670.00	
Element 7	AIRPORT LAYOUT AND TERMINAL AREAS PLANS												
7.1	Airport Layout Plan	1	2	12	0	8	48	0	71	\$7,035.00	\$0	\$7,035.00	
7.2	On-Airport Individual Area Plans (shown on ALP)	0	2	4	0	0	8	0	14	\$1,560.00	\$0	\$1,560.00	
7.3	Airport Airspace Drawing (FAR Part 77)	0	1	12	0	8	20	0	41	\$4,300.00	\$0	\$4,300.00	
7.4	Runway Protection Zone/Inner Approach Plan & Profile Drawings	0	1	6	0	4	24	0	35	\$3,420.00	\$0	\$3,420.00	
7.5	Approach Plan and Profile For Each Runway End	0	1	6	0	4	20	0	31	\$3,080.00	\$0	\$3,080.00	
7.6	Threshold Siting Surface for Each R/W End (shown on sheet 7.5)	0	1	2	0	2	4	0	9	\$970.00	\$0	\$970.00	
7.7	On-Airport Land Use Plan	0	1	4	0	4	8	0	17	\$1,780.00	\$0	\$1,780.00	
7.8	Off-Airport Land Use Plan	0	1	4	0	4	16	0	25	\$2,460.00	\$0	\$2,460.00	
7.9	Exhibit "A" Airport Property Map	0	1	4	0	8	8	0	21	\$2,160.00	\$0	\$2,160.00	
	Task Budget:	1	11	54	0	42	166	0	264	\$26,765.00	\$0	\$26,765.00	
Element 8	COMPATIBLE LAND USE PLANNING IN THE VICINITY OF AIRPORTS												
8.1	Evaluate land uses in the vicinity of the airport	0	1	2	0	0	4	0	7	\$780.00	\$1,200	\$1,980.00	
8.2	Develop Land Use Working Paper	0	1	2	0	0	4	1	8	\$845.00	\$720	\$1,565.00	
	Task Budget:	0	2	4	0	0	8	1	15	\$1,625.00	\$1,920	\$3,545.00	
Element 9	CAPITAL IMPROVEMENT PROGRAM AND COST ESTIMATES												
9.1	Capital Improvement Program	0	1	8	16	8	8	0	41	\$4,640.00	\$0	\$4,640.00	
9.2	Prepare Capital Improvement Program Working Paper	1	1	2	0	4	0	4	12	\$1,275.00	\$0	\$1,275.00	
	Task Budget:	1	2	10	16	12	8	4	53	\$5,915.00	\$0	\$5,915.00	
Element 10	AIRPORT FINANCIAL PLAN												
10.1	Financial Plan	0	1	16	0	0	0	0	17	\$2,400.00	\$0	\$2,400.00	
10.2	Financial Plan Working Paper	1	1	4	0	0	0	4	10	\$1,175.00	\$0	\$1,175.00	
	Task Budget:	1	2	20	0	0	0	4	27	\$3,575.00	\$0	\$3,575.00	

FEE ESTIMATE
KEN JERNSTEDT AIRFIELD
AIRPORT MASTER PLAN
April 6, 2014

KEN JERNSTEDT AIRFIELD - AIRPORT MASTER PLAN		Principal In Charge	Project Manager	Senior Airport Planner	Airport Engineer	Assistant Planner	CADD Technician	Admin. Support				
Charge Rates		\$195.00	\$160.00	\$140.00	\$120.00	\$95.00	\$85.00	\$65.00	Hours	Total Labor	Subconsultant	Total
Element 11	AGENCY COORDINATION											
11.1	Agency Coordination/Prepare List of Agency Stakeholders	0	2	4	0	0	0	0	6	\$880.00	\$0	\$880.00
	Task Budget:	0	2	4	0	0	0	0	6	\$880.00	\$0	\$880.00
Element 12	PUBLIC PARTICIPATION AND INFORMATION PROCESS											
12.1	Identify Project Stakeholders	0	1	0	0	0	0	0	1	\$160.00	\$0	\$160.00
12.1.1	Define Roles and Responsibilities	0	1	0	0	0	0	0	1	\$160.00	\$0	\$160.00
12.1.2	Planning Advisory Committee (PAC) (4 meetings)	0	20	20	0	0	8	8	56	\$7,200.00	\$0	\$7,200.00
12.1.3	Public Informational Meetings (2 meetings)	0	6	6	0	0	4	6	22	\$2,530.00	\$0	\$2,530.00
12.1.4	Project Kickoff Workshop (1 meeting)	0	2	4	0	0	2	2	10	\$1,180.00	\$0	\$1,180.00
12.1.5	Joint Planning Conference (1 meeting)	0	2	4	0	0	2	2	10	\$1,180.00	\$0	\$1,180.00
12.2	Public Information Program	0	2	4	0	0	4	8	18	\$1,740.00	\$0	\$1,740.00
12.2.1	Project Stakeholder List	0	1	0	0	0	0	0	1	\$160.00	\$0	\$160.00
12.2.2	Public Meeting Notices/Press Releases	0	4	5	0	0	0	0	9	\$1,340.00	\$0	\$1,340.00
12.2.3	Website Content for Project Website	0	2	2	0	0	0	4	8	\$660.00	\$0	\$660.00
12.2.4	Public Meeting and Online Questionnaires	0	1	4	0	0	0	0	5	\$720.00	\$0	\$720.00
12.2.5	Public Meeting Notes and Comment List	0	12	0	0	0	0	8	20	\$2,440.00	\$0	\$2,440.00
	Task Budget:	0	54	49	0	0	20	38	161	\$19,670.00	\$0	\$19,670.00
Element 13	PLANNING FOR COMPLIANCE & RECYCLING PLAN											
13.1	Planning for Compliance	1	2	12	0	16	6	1	38	\$4,290.00	\$0	\$4,290.00
13.2	Recycling and Solid Waste Management Plan	2	10	16	16	24	2	4	74	\$8,860.00	\$0	\$8,860.00
	Task Budget:	3	12	28	16	40	8	5	112	\$13,150.00	\$0	\$13,150.00
Element 14	Reports and Documentation											
14.1	"Preliminary" Draft ALP Set	1	1	4	0	4	4	0	14	\$1,635.00	\$0	\$1,635.00
14.2	Draft Airport Master Plan Report & Draft ALP Drawing Set	1	1	4	0	4	8	24	42	\$3,535.00	\$0	\$3,535.00
14.3	Final Report and ALP Drawing Set	1	1	4	0	4	8	16	34	\$3,015.00	\$0	\$3,015.00
14.4	Summary of Products to FAA	0	0	0	0	0	0	0	0	\$0.00	\$0	\$0.00
14.5	Summary of Products to Port	0	0	0	0	0	0	0	0	\$0.00	\$0	\$0.00
	Task Budget:	3	3	12	0	12	20	40	90	\$8,185.00	\$0	\$8,185.00
	Totals	21	148	448	32	220	458	129	1454	\$ 162,550	\$18,800	\$ 181,350
Century West - Additional Expenses (travel, communication, postage, etc.)												
In-House Plots & Report Printing - Draft & Final Plan Sets & Reports										\$ 12,445.00		
CWEK Travel - 5 Trips (@ 360 RT Miles ea @ \$0.50)										\$ 900.00		
CWEK Travel - 6 Trips (Rental Car, gas, etc)										\$ 750.00		
Subconsultant Expenses (travel, miscellaneous)										\$ 1,000.00		
Per Diem - 10 Person Days @ \$125 per Day										\$ 1,250.00		
Expenses (Flight Aware Data, Aerial Photography etc.)										\$ 5,500.00		
Other expenses (communication, postage, etc.)										\$ 800.00		
Total CWEK Reimbursable Expenses										\$ 22,645.00		
Total Project Estimate \$ 203,995												

Commission Memo

To: Commissioners
From: Anne Medenbach
Date: May 6, 2014
Re: Airport Engineering Services Contract - Century West Engineering

Per the March 20th direction of the Commissioners, staff has moved forward with negotiations for an Airport Engineering Contract with Century West Engineering.

The Airport Engineering Contract will be effective for 5 years, expiring April 30, 2019. The Contract covers any engineering tasks and related services to be performed separate from the Master Plan update. Each task will be individually ordered and billed out based on the provided fee schedule.

The proposed fee schedule is attached. Additional review may be required by Port General Counsel Jerry Jaques.

RECOMMENDATION: Authorize a 5-year Airport Engineering Contract with Century West Engineering subject to legal counsel review and modification.

**Personal Services Contract
Exhibit C**

**Century West Fee Schedule
For Planning and Related Services**

The compensation for work done on the basis of personnel services shall be as described in paragraph A below. Other incurred expenses will be established using the rates as set forth below in paragraphs B and C.

A. Personnel Services

Hourly rate not to exceed (NTE) rates for personnel services related to this contract shall be as follows:

<u>Classification</u>	<u>Maximum Hourly NTE Rate</u>
Principal/Principal Engineer	\$220
Sr. Associate/Sr. Associate Engineer	\$190
Senior Project Manager	\$170
Associate/Associate Engineer	\$160
Project Manager	\$140
Senior Aviation Planner	\$140
Aviation Planner	\$120
Senior Project Engineer	\$120
Intermediate Project Engineer	\$115
Project Engineer	\$110
Staff Engineer	\$100
Resident Engineer	\$100
Design Engineer	\$90
Senior Cad Designer	\$90
Senior Cad Technician	\$85
Intermediate Cad Technician	\$80
Cad Technician	\$70
Clerical	\$55

Note: Invoiced costs may be less than the rate shown per classification, but shall not exceed the NTE rate.

B. Outside Expenses

Any outside expenses including subconsultant and subcontractor services incurred for the project by Century West Engineering will be charged at the actual cost of the expense plus 10%.

C. In-House Expenses

1. Equipment Expenses:

Telephone	Cost plus 10%
Personal Vehicle Mileage	Current IRS rate
Fax machine	\$1.00/page
Lodging/Meals	Cost plus 10%
Rental Car	Cost plus 10%

2. Drafting Supplies and Reproduction Costs:

Plots (22 x34, Vellum)	\$8.00/each
Plots (22x34, Mylar)	\$10.00/each
Plots (11x17)	\$2.00/each
Photocopy	\$0.10/copy

Commission Memo

To: Commissioners
From: Fred Kowell
Date: May 6, 2014
Re: Investment Policy – Resolution No. 2013-14-6

As reviewed with the Commission at the April 15 meeting, all government agencies in Oregon are required to submit an Investment Policy. The Oregon Short Term Fund Board reviewed the Port's policy in March and approved it and provided recommendations, which have been incorporated into the attached.

RECOMMENDATION: Approve Resolution No. 2013-14-6 Adopting an Investment Policy.

**PORT OF HOOD RIVER
Resolution No. 2013-14-6**

RESOLUTION ADOPTING AN INVESTMENT POLICY

PURPOSE

WHEREAS, the Port is permitted under State of Oregon law to invest its funds in various classes of securities including but not limited to: United States Government or United States Agency securities; time deposits and bankers' acceptances of financial institutions located within Oregon; corporate bonds; repurchase agreements; and in the Local Government Investment Pool; and

WHEREAS, the primary objective of the Investment Policy is to establish a conservative set of investment criteria that will prudently protect the Port's assets and enable the Port to generate a market rate of return; and

WHEREAS, the Executive Director and Finance Manager have developed a formal Investment Policy after seeking the advice of the State Treasurer's Office; and

WHEREAS, ORS 294.135 requires the Port to adopt an Investment Policy; and

WHEREAS, when material changes are made to the Investment Policy, the Port is required pursuant to ORS 294.135 to submit the Investment Policy to the State of Oregon Short-Term Fund Board for review;

POLICY

NOW, THEREFORE, BE IT RESOLVED by the Port of Hood River Board of Commissioners of Hood River, Oregon that:

1. The Investment Policy, attached hereto as Exhibit A, fulfills all State of Oregon requirements, and is hereby adopted as the Port of Hood River's Investment Policy.
2. The Finance Manager shall be responsible for the implementation of the Investment Policy, working closely with the Executive Director.
3. Amendments to the Investment Policy must be approved by the Port Board of Commissioners.
4. This resolution shall remain in effect from the date of adoption unless a change is directed by the Board of Commissioners.

BE IT FURTHER RESOLVED that the Port of Hood River Board of Commissioner's directs staff to implement the Investment Policy as a binding Port Policy.

ADOPTED BY THE BOARD OF COMMISSIONERS this 6th day of May 2014.

Jon Davies

Brian Shortt

Fred Duckwall

Hoby Streich

Rich McBride

INVESTMENT POLICY

PORT OF HOOD RIVER, OREGON

I. SCOPE AND OBJECTIVES

This Investment Policy ("Policy") sets forth current criteria for the operation of the Port of Hood River's investment activities. As economic conditions change, the Policy may need to be amended to reflect new trends and opportunities within the framework of this Policy. The primary objectives of the Policy shall be to establish a conservative set of investment criteria that will, in priority order, (1) prudently protect the Port's principal sums and ensure the preservation of capital, (2) provide ample liquidity to meet the Port's reasonably anticipated operating needs and daily cash requirements, and (3) enable the Port to generate a market rate of return from its investment activities.

This Policy applies to the investment of all funds on deposit at the Port of Hood River bank and investment accounts. All trust or custodial funds shall be invested and administered at the direction of the Finance Manager. Funds held by a Trustee or Fiscal Agents are excluded, if the Port does not have control. Deferred Compensation funds are governed by separate rules and are not covered within this Policy. The estimated average balance of investments covered herein range from \$500,000 to \$10 million.

Bond proceeds are included in the Port's portfolio, factored into its structure and managed to meet cash-flow requirements. Specific investments may on occasion be established to recognize the long-term nature of some funds (e.g. capital projects) and conform to legal restrictions (e.g. bond covenants). Securities may be sold prior to their maturity and reinvested in instruments with a lower yield.

II. RESPONSIBILITIES, GOVERNING AUTHORITY, STANDARDS OF CARE, INDEMNIFICATION, CONFLICT OF INTEREST AND ETHICS

The Finance Manager will be responsible for the implementation of this Policy, working closely with the Executive Director in performance of his investment duties.

All investment activities shall be conducted in conformance with Oregon Revised Statutes and applicable Federal Law. Specifically, this Policy is written in conformance with ORS 294.035; 294.040; 294.052; 294.135; 294.145; and 294.810. All funds within the scope of this Policy are subject to regulations established by the State of Oregon. Any revisions or extensions of these sections of ORS shall be assumed to be part of this Policy immediately upon being enacted.

All persons performing investment duties ("investment officers") shall do so applying the "prudent person" standard in managing all funds for which the Port has investment responsibility. Investment officers acting in accordance with written procedures in conjunction with this Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported and appropriate action is taken to control adverse developments within a timely fashion.

The "prudent person" standard states: "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence

exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Investment officers shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Investment officers shall disclose any material interests in financial institutions with which they conduct business, any personal financial/investment positions that could be related to the performance of the investment portfolio, and shall refrain from undertaking personal investment transactions with the same individuals with whom business is conducted on behalf of the Port.

The Port Board of Commissioners will retain ultimate fiduciary responsibility for invested funds. The Board will receive an annual report depicting the activity and values of such investments as reported in section VIII of this policy and make any necessary adjustments to the policy based upon performance or other factors on an annual basis.

Investment officers shall, at all times, comply with the State of Oregon Government Standards and Practices code of ethics set forth in ORS Chapter 244, and where applicable, any Port Code, policies and administrative rules, which include, but are not limited to, the Port’s Personnel Policy on its Code of Conduct.

Any amendments to this Policy must be approved by the Board of Commissioners after seeking the advice from the Executive Director (or designee), the Finance Manager, and possibly the Investment Advisor.

III. TYPES OF INVESTMENT AND DIVERSIFICATION

The following types of investments will be permitted in the Port’s investment portfolio:

A. United States Treasury Debt Obligations

- Maximum Percent of Portfolio 100%
- Maximum Maturity 10 Years
- (US Treasury Inflation Indexed Securities) 10 Years
- Securities held for safekeeping at the Port’s custodian financial institution.

B. United States Agency Debt Obligations

- Maximum Percent of Portfolio 100%
- Maximum Percent of Portfolio Per Issuer 35%
- Maximum Maturity 10 Years
- Securities held for safekeeping at the Port’s custodian financial institution.

C. Repurchase Agreements Secured by United States Treasury Debt Obligations

- Maximum Percent of Portfolio 25%
- Maximum Maturity 120 Days
- Only Primary Government Securities Dealers reporting to the Federal Reserve Bank of New York may be counterparties.
- Repurchase agreements cannot exceed 2% of counterparty’s liabilities.
- A signed repurchase agreement will be obtained in advance of the initial execution of an investment.

- Securities which serve as collateral for repurchase agreements must be delivered to the Port's custodian financial institution on a delivery versus payment basis.
- Collateral for repurchase agreements may be US Treasury securities or US Agency Discount Notes or Coupon securities only. Maximum maturity for acceptable collateral is three years.
- The price paid by the Port for United States Treasury Securities in the repurchase agreement shall not exceed amounts or percentages prescribed by written policy of the Oregon Investment Council or the Oregon Short-Term Fund Board created by ORS 294.885.

D. Interest-Bearing Deposits (Time Deposits, Interest-Bearing Deposits, or Certificates of Deposit) in Financial Institutions in Compliance with the Provisions of ORS Chapter 295.

- Maximum Percent of Portfolio 50%
- Maximum Percent of Portfolio Per Issuer 25%
- Maximum Maturity 5 Year
- Deposits placed in financial institutions which do not participate in the Oregon State Treasurer's Public Funds Collateralization Program (PFCP) shall be limited to amounts insured by the Federal Deposit Insurance Corporation (FDIC) and the National Credit Union Administration (NCUA), as applicable.
- Securities held for safekeeping in the Port's vault.

E. Bankers' Acceptance Issued by Financial Institutions in Compliance With the Provisions of ORS 294.035

- Maximum Percent of Portfolio 5%
- Maximum Percent of Portfolio Per Issuer 5%
- Maximum Maturity 6 Months
- Securities held for safekeeping at the Port's custodian financial institution.

F. Corporate Indebtedness (Corporate Bonds) Issued by United States Corporations in Compliance With the Provisions of ORS 294.035

Corporate Indebtedness: Maximum Percent of Portfolio: 10%
 Maximum Percent of Portfolio Per Issuer: 5%

F. Corporate Bonds

- Minimum Ratings: Short-Term (ST) or Long-Term (LT) bond ratings of AA- or Aa3 (or better), equivalent to the security's maturity, by at least two Nationally Recognized Statistical Rating Organizations (NRSROs) of the Securities and Exchange Commission (SEC) at the time of purchase. In the event of a split rating (one higher/one lower), the lowest rating will be used to evaluate investment compliance.

- When the corporate indebtedness is issued by an Oregon entity, the rating must be A- or A3 (or better), equivalent to the security's maturity, at the time of purchase. In the event of a split rating (one higher/one lower), the lowest rating will be used to evaluate investment compliance.
- Maximum Maturity 5 Years
- Securities to be held for safekeeping at the Port's custodian financial institution.

G. Corporate Debt Obligations Guaranteed by the United States Government, the Federal Deposit Insurance Corporation (FDIC), or any other United States Government Agency that Sponsors Commercial Deposit or Credit Default Protection Insurance.

- Maximum Percent of Portfolio 35%
- Maximum Percent of Portfolio Per Issuer 10%
- Maximum Maturity 10 Years
- Includes Corporate Debt Obligations backed by an explicit guarantee (payment of principal and interest) of the full faith and credit of the United States Government, the Federal Deposit Insurance Corporation (FDIC), or any other United States Government Agency that provides federally backed commercial deposit or credit default protection insurance.
- The explicit guarantee of payment of principal and interest must be maintained throughout the full term of the debt obligation.
- Securities held for safekeeping at the Port's custodian financial institution.

H. Municipal Bonds. Taxable and Tax-Exempt Municipal Bonds Issued by state or local governments and their agencies and authorities, not to include conduit revenue bonds issued on behalf of a non-governmental entity.

- Minimum Ratings: ST: A-1/SP-1 or better. LT: Aa/Aa2 or better. Only one rating from a Nationally Recognized Statistical Rating Organization (NRSRO) of the Securities and Exchange Commission (SEC) at the time of purchase is required. In the event of a split rating (one higher/one lower), the lowest rating will be used to evaluate investment compliance.
- Maximum Percent per Portfolio 50%
- Maximum Percent of Portfolio Per Issuer 15%
- Maximum Maturity 10 Years
- Securities held for safekeeping at the Port's designated safekeeping financial institution.

I. State of Oregon Local Government Investment Pool(s)

- The permitted maximum(s) as prescribed by ORS 294.805 to 294.895 and all other applicable Oregon Revised Statutes.

IV. POLICY COMPLIANCE

Portfolio diversification requirements shall remain consistent with those described within Section III of this policy. Diversification requirements and policy compliance must be met on the settlement date of an investment transaction. If due to unanticipated cash flow requirements or other circumstances beyond the Finance Manager's control, the investment in any security type or financial issuer exceeds the limitations of this policy, the Finance Manager is responsible for bringing the investment portfolio back into compliance as soon as is practical. Portfolio compliance is detailed in the Investment Report, which is produced annually by the Port's Finance Manager.

Investments of bond proceeds are restricted under bond covenants that may be more restrictive than the investment parameters included in this policy. Bond proceeds shall be invested in accordance with the parameters of this policy and applicable bond covenants and tax laws.

Funds from bond proceeds and amounts held in a bond debt service reserve may be invested pursuant to ORS 294.052. Investments of bond proceeds are typically not invested for resale but are matched with outflows related to capital improvement projects and related engineering and construction schedules. In the case of a current or advanced refunding, the trustee will invest any proceeds tied to the defeasance schedule of such a refunding.

V. DISTRIBUTION OF PORTFOLIO MATURITIES

Distribution, by maturity, of the investments is illustrated below:

<u>Maturity</u>	<u>Percentage of Funds</u>
0-5 Years	50-100%
5-10 Years	0- 50%

This maturity structure applies to the Finance Manager's best projection as to the lowest cash balance the portfolio will reach during the ensuing five to ten year period. In a rising interest rate environment, the Finance Manager will need to weigh the above allocation. This projection shall be based in part upon historical balances and projected net cash flows. If, for example, the projected lowest cash balance is \$5 million then up to \$5 million may be invested in the five to ten year maturity range. All other funds must be invested in less than five-year maturities and must meet the Port's cash flow requirements. The maximum percent of callable securities in the portfolio shall be 40%. The portfolio's weighted average maturity shall not exceed thirty-six (36) months with no security having more than a 10 year maturity.

VI. QUALIFIED FINANCIAL DEPOSITORIES AND BROKER/DEALER COUNTERPARTIES

The Executive Director and Finance Manager will assist in determining the maximum deposit level with each Oregon qualified financial depository and the criteria for determining which broker/dealer firms and affiliated registered representatives shall be eligible to conduct investment transactions with the Port. The Finance Manager will maintain a current list of all broker/dealer firms and affiliated registered representatives that have been approved to conduct investment transactions with the Port. The Finance Manager shall conduct an annual

review of each approved financial institution to determine whether it should remain on the approved list.

Broker/dealer firms must meet the following minimum criteria. Additional criteria may also be required:

1. Must be registered with the Securities and Exchange Commission (SEC);
2. Must be registered with the Financial Industry Regulatory Authority (FINRA);
3. Must provide most recent audited financial statements;
4. Must provide FINRA Focus Report filings.

Approved broker/dealer employees who execute transactions must meet the following minimum criteria. Additional criteria may also be required:

1. Must be a registered representative with the Financial Industry Regulatory Authority (FINRA);
2. Must be licensed by the state of Oregon;
3. Certification (in writing) of having read, understood and agreed to comply with the most current version of this Policy.

If an Independent Investment Advisor is used they must disclose their association with a broker/dealer firm and must address conflicts of interest with regard to investment transactions that might occur with the Port by agreeing not to provide the Port with any investment advisory service related to such a broker/dealer firm.

Investment officers will strive for best execution of trades, and shall strive to solicit competitive bids or offers for all investable assets. Investment officers will also verify that the rates being offered to the Port are rates comparable to those available for similar investments within the national market. The allocation of brokerage business will be based upon which brokerage firm offers the best price to the Port on each particular transaction. Where two or more brokers have offered the same best price, allocation will go to the investment firm that has provided the best service to the Port.

VII. METHOD OF ACCOUNTING

The Port shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including, but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

VIII. REPORTING REQUIREMENTS

An Investment Report which provides a detailed review of the Port's investments will be produced annually and reviewed by the Board of Commissioners. The report will provide a review of the investment portfolio including, but not limited to:

1. List of portfolio holdings.
2. Current yields and distributions.
3. Amortized cost, market value and realized and unrealized gains/losses.
4. List of transactions.

5. Diversification analysis.
6. Demonstration of the investment portfolio's compliance with this Investment Policy.
7. The Board will make any adjustments to the Investment Policy on an annual basis based upon the performance and other facts that require such a change.

IX. INTERNAL CONTROLS

The internal controls of the Port are reviewed and tested by the Port's financial auditor.

All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in the Port's designated safekeeping institution prior to the release of funds. All deliverable securities will be held by the Port's designated custodian for safekeeping. All securities will be evidenced by safekeeping receipts in the Port's name. Upon request, the safekeeping institutions shall make available a copy of its Statement on Standards for Attestation Engagements (SSAE) No. 16.

X. PERFORMANCE EVALUATION

The Port's investment performance shall be reviewed by the Finance Manager. Performance evaluations within the investment industry are commonly referred to as benchmarking. The benchmark used in the Investment Report is a comparative yield analysis which looks at the U.S. Treasury securities, US Government Agency obligations and the State of Oregon's Local Government Investment Pool yield.

XI. ANALYSIS OF INVESTMENT RISKS

In analyzing the Port's Investment Portfolio, there are three areas of risk exposure that the Port confronts through its investment activities. The first risk confronting the Port is interest rate risk. This risk is the uncertainty of the size of future incomes from securities caused by fluctuations in the general level of interest rates in the capital markets.

Interest rates are subject to dramatic fluctuations and, therefore, the Port's Investment Policy is designed to minimize interest rate risk. This is accomplished by limiting investments to a maximum maturity of ten years, a weighted average maturity of the portfolio that does not exceed thirty-six (36) months, and by investing to meet the Port's cash flow requirements. Weighted average maturity is calculated using the final maturity of all callable and variable rate securities. No commitments to buy or sell securities may be made more than 14 days prior to the anticipated settlement date, or receive a fee other than interest for future deliveries. The second area of risk exposure confronting the Port can be termed purchasing power risk. It is predominantly the risk associated with inflation. This risk can be defined as the uncertainty of the purchasing power of interest and principal to be received in the future. It can be easily recognized that if the amount of income from a security in current dollars remains unchanged over a period of time while inflation is rising, then the amount of income in constant dollars declines and the constant value of the principal to be received also declines. The Port's Investment Policy is designed to mitigate this risk through the short-term nature of the portfolio maturity requirements as well as the ability to invest in US Treasury Inflation Indexed Securities or the Corporate credit markets.

The final risk is credit risk or the financial risk of not receiving principal and interest when due from an issuer. The types of investments permitted by the Investment Policy seek to minimize this risk by the conservative nature of the permissible investments and by establishing safe limits on the level of investments with Oregon financial institutions and issuers of corporate indebtedness and monitoring their credit quality on an ongoing basis. A portfolio policy stressing a relatively short maturity serves to additionally minimize credit risk.

Therefore, it is the conclusion that the shorter the portfolio is in terms of maturity, the less risk exposure the Port faces with regard to the all three major areas of risks confronting the Port's investment activities. The policy of maintaining 100% of the funds in securities maturing in ten years or less, and keeping the portfolio's weighted average maturity at no more than thirty-six (36) months, provide ample flexibility to earn capital gains on the Port's investments by extending funds out to longer maturities when interest rates are falling, yet avoids the extreme amount of exposure to interest rate risk and purchasing power risk that exist in longer-term portfolios.

Commission Memo

To: Commissioners
From: Fred Kowell
Date: May 6, 2014
Re: Special Districts Insurance Services Trust (SDIS)

The original SDIS Declaration of Trust has never been comprehensively amended to take into account changes to federal tax and state laws over the past 28 years. In addition, for many years our insurance provider (SDIS), collected membership dues for SDAO via the insurance premium. The membership dues were embedded in the insurance premium. The SDAO membership fees were then transferred to SDAO from SDIS (self-insured insurance pool). This occurred after the premium was paid by the Port. In the future they will be billed separately.

After review of the original Declaration of Trust, the SDIS Trustees and their legal counsel, decided to draft a new document which would incorporate these tax and legal changes.

Now that a new SDIS Trust Agreement has been approved by the SDIS Board of Trustees, it is necessary that all Trust members join the Trust by having each Special District Board adopt the Joinder of Trust Agreement that is attached. By doing so, the Port agrees to become a party to, and is bound by, the First Restatement of Declaration of Trust of the Special Districts Insurance Trust effective as of April 1, 2014.

RECOMMENDATION: Approve Joinder of Trust Agreement with Special Districts Insurance Services.

EXHIBIT A
FORM OF
JOINDER TO TRUST AGREEMENT
FOR INITIAL MEMBERS

By execution of this Joinder, the undersigned public body hereby agrees to become a party to, and is bound by, the First Restatement of Declaration of Trust of the Special Districts Insurance Trust effective as of April 1, 2014 (and as the same may be amended, supplemented or otherwise modified from time to time, the "Agreement"), by and among the Trustees and the Members, in the same manner as if the undersigned were an original signatory to such Agreement.

The undersigned represents and warrants that (i) the undersigned has received a copy of, and has reviewed the terms of, the Agreement and all related or relevant documents and agreements, (ii) undertakes to become a Member of the Special Districts Insurance Trust with all the rights and obligations thereof, and (iii) such undertaking has been duly authorized as an intergovernmental agreement to create a program of self-insurance pursuant to ORS 30.282.

Capitalized terms used but not defined in this Joinder shall have the meanings set forth in the Agreement.

IN WITNESS WHEREOF, the undersigned has executed this Joinder as of this ____ day of _____, 2014.

[Name of District]

By: _____

Name: _____

Title: _____

Address for Notices:

With copies to:

