



PORT OF HOOD RIVER COMMISSION

AGENDA

Tuesday, April 19, 2022

Port Conference Room

1000 E. Port Marina Drive, Hood River

Regular Session

5:00 p.m.

1. Call to Order
 - a. Modifications, Additions to Agenda
 - b. Public Comment (5 minutes per person per subject; 30-minute limit)

2. Consent Agenda
 - a. Approve Minutes from the April 5, 2022 Spring Planning Work Session and Regular Session (*Patty Rosas, Page 3*)
 - b. Authorize Office Manager/Finance Specialist Position with May 1, 2022 Start Date (*Personnel Committee, Page 13*)
 - c. Approve Contract with Advanced Security & Electrical Technology (ASET) for Port Office & Toll Booth Security Package Not to Exceed \$15,432 (*Greg Hagbery, Page 21*)
 - d. Approve Contract with Advanced Security & Electrical Technology (ASET) for Marina Security Package Not to Exceed \$16,832 (*Greg Hagbery, Page 21*)
 - e. Approve Second Extension to Utility Easement Agreement with Northwest Pipeline, LLC (*Michael McElwee, Page 29*)
 - f. Approve Second Extension to Utility Easement Agreement with Spectrum Pacific West, LLC. (*Michael McElwee, Page 29*)
 - g. Approve Second Extension to Utility Easement with United Telephone Company of the Northwest, DBA Century Link Corporation. (*Michael McElwee, Page 29*)
 - h. Approve Amendment No 1 to Lease with Wolf Ceramics in the Big 7 Building (*Greg Hagbery, Page 37*)
 - i. Approve Termination Agreement with Servpro in the Jensen Building (*Greg Hagbery, Page 41*)
 - j. Approve Event Permit with CGW2 and Associated Fee Waiver Request (*Daryl Stafford, Page 45*)
 - k. Approve Accounts Payable to Jaques Sharp in the Amount of \$15,994 (*Genevieve Scholl, Page 53*)

3. Informational Reports
 - a. Bridge Replacement Project Update (*Kevin Greenwood, Page 57*)

4. Presentations & Discussion Items
 - a. Bridge Weight Limit Analysis Next Steps (*Mark Libby, HDR Engineering, Page 69*)

5. Executive Director Report (*Michael McElwee, Page 79*)

6. Commissioner, Committee Reports

7. Action Items – None.

8. Commission Call

9. Confirmation of Commission Directives to Staff

10. Executive Session under ORS 192.660(2)(e) real estate negotiations.

11. Possible Action

12. 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
Spring Planning Work Session
April 5, 2022
Marina Center Boardroom with Remote Video Conference option available
12:00 p.m.

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

Spring Planning Work Session

Present: Commissioners: Ben Sheppard, Kristi Chapman, Mike Fox, Hoby Streich and Heather Gehring. Legal Counsel: Anna Cavaleri, Joyce Brake. From Staff: Michael McElwee, Kevin Greenwood, Greg Hagbery, Daryl Stafford, Genevieve Scholl, and Patty Rosas. Guests: Lorraine Arvin, Judy Newman, John Benton, Linda Maddox, Brian Shortt and Larry Brown.

Absent: None

Media: Noah Noteboom

I. Welcome & Introductions - President Ben Sheppard called the Fall Planning Work Session to order at 12:00 p.m. Everyone attending the meeting provided a brief introduction.

II. Overview/Objectives – Michael McElwee provided a brief overview of the purpose of meeting. McElwee commented that this meeting was to focus on the Ports annual budget preparation. Staff is seeking feedback and direction on matters that affect the preparation of the budget. The Port will be using a 10-year Model (Model) that allows for projecting ahead and seeing the consequences of near-term actions from a long-term standpoint.

III. Financial Overview:

Port Financial Policies and Current/Projected Financial Conditions – McElwee noted that he will be providing the financial overview in absence of Fred Kowell, Chief Financial Officer (CFO). McElwee discussed three key financial policies: Reserves, Debt Coverage Ratio, and Return of Investment. McElwee highlighted the importance of maintaining sufficient reserves to preserve the Port’s credit rating, and to use in case of emergency or a large capital need. The Port has a formal policy that strives to keep reserves to a level of 10% of the net depreciable assets. McElwee noted that the debt coverage ratio is set at 2.0 that provides a bookend to the Port in holding down operating expenses in line with revenues. Return on investment looks at revenues less operating costs to come to net cash operating income. McElwee referenced a chart that shows ratios by group of assets and noted that the occupancy levels in Port buildings have remained about the same and have had a very stout occupancy rate for several years. There is also a low level of tenants in arrears.

McElwee reported that they are expecting a Consumer Price Index (CPI) increase of 6.2% this year and a 4% CPI increase next year. McElwee noted that the Port is currently in a very difficult and changing labor environment and it’s important to retain current employees. The Port can expect a 5% increase in medical insurance premiums. Commissioner Fox asked if the Port was in alignment with the city of Hood River in terms of wage rates and other benefits. McElwee replied that he did not know and would follow up on that. McElwee added that their comparison is with the pool of Special Districts Association of Oregon (SDAO).

Orientation to Organization 10-Year Financial Model – McElwee provided a brief overview of the organization of the Model. The Model is comprised of 20 separate but inter-connected spreadsheets that are based on assumptions. The Model helps frame issues associated with preparation of the annual budget. Commissioner Fox asked what the impact was on the Model due to the current CPI increase compared to last year’s Model. McElwee replied that to his knowledge Fred Kowell does not reconcile the Model with the previous year.

- IV. **Long-Term Fiscal Sustainability** – McElwee introduced Lorraine Arvin from Arvin Resources LLC, for a brief presentation on financial sustainability. Arvin’s presentation began with noting the importance of discussing issues underlying financial sustainability and having a shared understanding amongst different levels of leadership about assumptions and plans. Arvin commented that several actions have been taken in recent years to increase non-bridge revenues, but other strategies must be considered to address long-term financial sustainability without toll revenues. Adjustments were made to certain assumptions to help project a likely gap, but further discussion is needed to review asset center activities and refine assumptions about future actions.

Arvin noted that it was essential to develop a tool that could be used to track progress once a plan is set and agreed upon. Arvin added that it was important to be able to analyze numbers and what has changed in terms of assumptions. A base level of capital expenditures was used for the Model, without major projects, and without assuming third-party grant funds. Some of the adjustments that were made to the Model were limiting expense increases to CPI increases, and the reduction in general fund lobbying expenditures when the new bridge opens.

Arvin presented a chart demonstrating the Net Operating Income (NOI) with and without the bridge. A projection was made of about a \$1.1 million deficit in 2031 (based on 2031-dollar value, not present value). Arvin provided a breakdown of NOI by asset centers. The airport includes the assumption about the commercial hangar and without that assumption the airport could be closer to breakeven. Commissioner Fox asked why there was no revenue producing in 2031 General Funds if staff tied to the current bridge would be reduced. Arvin replied that there is an allocation of indirect personnel costs that would continue if they were not somehow reduced. Arvin added that this does not anticipate any actions to reduce staff. Arvin presented a NOI projections timeline and actions in progress and noted that this was hypothetical and based on information she has been able to review. The Commission would need to decide on the order of actions.

Arvin recommended that the Port’s strategic approach should be to help sequence the list of potential future actions to reduce the gap and determine what is the optimal approach. The Port should determine if asset centers which cannot be self-sustaining should be divested, and then evaluate reductions in services and staffing to meet future obligations. Arvin recommends that the next steps should be to refine the assumptions in the Model, develop more specificity about near-term and intermediate-term actions to achieve future financial sustainability, and developing tools to track the progress. Arvin then fielded questions and comments from the Commission.

Commissioner Fox commented that in his opinion, the Model was not aggressive and not tied to being in a position of self-sustaining the Port once the bridge is gone, and that there were no substantial issues in the Model that states their strategy or plan. Fox added that the Board should be asking themselves tough questions such as if the Port is still needed when the bridge is gone, or what they want to do with the airport. Commissioner Fox expressed his concern that there is not enough momentum and now is the time to do something before it is too late. Commissioner Fox referenced the NOI projection chart and suggested setting target goals in terms of how much money the Port wants to make in each asset center and find out what it would take to get there.

Commissioner Sheppard asked why the Recreation asset was difficult to turn positive. McElwee replied that the cost of maintaining the recreational properties is enormous in staffing cost, materials, and services. Recreation produces a limited amount of revenue. McElwee added that the Port could

charge some sort of service fee to help overcome that gap, or another option would be a recreational levy. Commissioner Fox commented that they need to figure out how to generate more revenue from other assets to offset the loss in Recreation.

Arvin noted that the capital assumptions in the Model are not major capital projects, and they don't establish future reserves. McElwee commented that the Commission should consider Lorraine's recommendation of creating a tool that can be used in the future to know how the Port is doing relative to the gap. Commissioner Fox suggested using the current Model as a baseline, and creating a secondary Model called the "Forecast" that is based on current actions to be able to determine if they are making progress or losing ground.

McElwee restated to ensure clarity as a follow up action that the Board's request is to continue with the Model and maintain it as it is, with continually updating assumptions, but then create an alternative or Forecast Model that tests out different scenarios. The alternative would allow to test different visions and see how that affects the future forecast in the coming years. This could be used as a tool that is constantly brought back to the Commission to view different scenarios and the impacts each would have. Commissioner Fox added that when the Commission approves a new approach in the Forecast, it would then need to be changed in the baseline Model as well.

Commissioner Sheppard commented that there is a sense of urgency as far as bridging the gap within the next 8 years, and although staff has been doing that with the Marina and Lot #900, its time to accelerate in other areas. Commissioner Fox commented that although they are still generating funds from the bridge, they need to use that money wisely to help the Port get ready for the future. Genevieve Scholl commented that the current Model is based on the knowns. Scholl asked Commissioner Fox to describe, as an example of how the Port would use the Forecast Model, how the mitigation efforts for the recreational properties impacted by construction of the new bridge might be aggregated to the Forecast. Commissioner Fox replied that it would be a whole new topic entry to the Forecast, as would other such instances and developments.

Commissioner Sheppard commented that the Commission needs to continue with what they are doing which is assuming that the Port in 2028 would want to continue to exist, and that a future Commission would want to offer recreational opportunities. Sheppard added that he would like to see what they can do with the airport and the measures they need to take to get there to be able to decide sooner than later. Greg Hagbery suggested that the Commission decide on a total number for each asset center and then they can analyze the feasibility of bringing that up to support that end goal. McElwee recapped the directive which was to allocate some funds for this effort and build it into the budget for FY 2023. Commissioner Fox suggested focusing on the two key asset centers that make the most money.

V. **10-Year Financial Planning Model:**

Criteria for Identification of Capital Projects - McElwee noted that the criteria for identification of capital spending is a large part of the budget process. The Commission must consider what capital projects to invest in, and why. The priority of criteria to consider when identifying capital projects is Safety, Asset Longevity, Efficiency, Revenue Enhancement, and Livability. Commissioner Fox noted that the list should include Conformance to Priorities, meaning, is the capital improvement leading the Port to its goals.

Organization Participation Payments - McElwee commented that the Port participates in different organizations and some of them with substantial payments. McElwee asked the Commission if there were any specific organizations that the Port should pull back from, or in general pull back on how much the Port participates in other organizations. Commissioner Streich suggested that staff prioritize the organizations by order of importance so that the Board can decide. McElwee replied that one reason the Port contributes to an organization like Energy Trust [meaning Hood River County Energy Council] is that it is part of being a community and helping others that are trying to do good things. The benefit to the Port is minimal but they are always eager to help if there are any questions. Commissioner Fox suggested narrowing down to three organizations and really support them and use the remaining funds for something else like an airport study. Commissioner Sheppard asked for Kevin Greenwood's opinion. Greenwood believes that the Port should keep OPPA. The OPPA is lobbying on all behalf of all Oregon ports to make sure they have good public contracting rules that the Port can take advantage of. Scholl suggested that the Commissioners reach out to their colleagues on the County Commission and the City Council to ask their level of support for the Energy Council and their feeling about the Port potentially reducing their contribution. McElwee recapped the Commissioners request to be mindful of what is being spent on the organizations, and it must be justified and presented to the Commission. Commissioner Chapman noted that she will reach out to the City and County about the Energy Council per Scholl's recommendation.

Staffing - McElwee noted that personnel costs are increasing. Typically, the Commission has authorized a Cost-of-Living Adjustment (COLA) that coincides with the consumer price index for our region. Staff is seeking feedback on whether COLA should be built into the budget this year. McElwee noted that its important, in this environment, to make sure employees are taken care of. The Commission requested Arvin's input on this matter. Arvin noted that it's difficult to attract and retain staff right now. Commissioner Streich asked if there was an attractive format. Arvin replied that the Port has the step system, but then there are employees who have reached the top of the steps and are then only getting the COLA increase. Commissioner Fox asked if staff has done a recent salary evaluation with peers in the industry. Fox suggested that instead of a step system, that the steps be broadened and allow more flexibility to give a larger increase based on performance. The Commission requested that a salary evaluation be conducted before the budget meeting to know where they are in the market before deciding. McElwee replied that it would not be possible to do the evaluation in four weeks. McElwee suggested that the Commission provide direction in terms of the COLA increase as it would be implemented July 1, and then staff could adjust or do a survey of the positions and make sure that they are relative to the market. Commission consensus was to proceed with a COLA increase and conduct a salary evaluation.

Reserve Funds – McElwee noted that prior Commission policies stated if an asset was sold, those funds are reserved and used to develop another asset. McElwee asked the Commission if they would like to continue with this policy. Commission consensus was to keep the current policy as is. McElwee added that the Model assumes that land sales will increase reserves but does not decrease it as it hasn't identified a project to apply it too. McElwee referenced the Model chart and noted that the Port should not go below 10% net depreciable. The excess in net depreciable is set to 10%. The Commission should consider what is an appropriate amount of excess in net depreciable.

McElwee continued with a discussion on the establishment of a new fund for future Bi-State Bridge Authority (BSBA) activities. The BSBA must have reserves and operating funds in the interim time between when they are stood up and the new bridge has toll revenue. The Commission should consider how to build a reserve over time and allow some of that reserve to be used for operating

expenses of the BSBA. The Commission could assume a toll increase in January 2023 to help fund the BSBA reserve. A 13% toll increase could generate about \$750,000 a year. McElwee asked the Commission if they would like to consider a toll increase in FY 2023 and anticipate a toll increase every 2-years after that. Commissioner Fox agrees with the toll increase and suggested that a percentage of the 2018 increase be added into the reserve as well. Commission consensus was to include a toll increase in the budget for FY 2023. Commissioner Fox requested that the reserve be called the Replacement Bridge Reserve Fund. Commissioner Fox also requested a report that demonstrates the Port's contribution to the new bridge. McElwee presented a Capital Projects chart for fiscal year 2023 and noted some of the highlights. Commissioner Fox suggested including a key that explains the things that are happening in the next year or coming years.

VI. Key Issues:

Bridge Outlook and Capital Planning – John Mann commented that staff collaborates with three engineering firms that watch over the bridge. There are three factors in planning the yearly budget. The first factor is requests from the Commission. Second factor is driven by fracture critical reports. Third factor is engineer recommendations for repairs. Near term capital projects include the Approach Overlay project, Lift Span Wire Rope Replacement, and there is ongoing work to reestablish prior load ratings.

Mann has been looking into the installation of solar speed signs to help reduce the speed limit on the current bridge. Staff is also reaching out to different trucking companies to get the message out about the speed limit and how that impacts the bridge. Mann noted that staff would like to start working with Oregon State Police (OSP) to have Oregon Department of Transportation (ODOT) set up jump scales. Staff would like to continue to fund the load rating analysis and developing the plans and specs to return the bridge to its prior weight limits. Mann added that it was important to keep reserve funds for bridge repairs, and to continue with the engineers' recommendations.

Mann noted that if the new bridge does not come to fruition, then there would be \$20-\$60 million in repairs due on the existing bridge. The Commission will need to consider whether the postponement of capital projects is warranted. Continuing to push out these projects could lead to potential consequences. Commissioner Fox requested an engineer evaluation that demonstrates the safety margin and when repairs need to be completed. Mann replied that this is discussed with the engineers on almost all projects every year. Commissioner Fox asked if the bridge repairs recommended by the bridge analysis to raise the weight limit was included in the budget. Mann replied that if the Board chooses to go in that direction, then they certainly can. Mann added that they are still trying to figure out the mechanism with ODOT to be sure that making those changes will change the weight limits on the bridge. McElwee recapped that the assumption in the budget for FY 2023 is that there are funds available for improvements to restore the weight limit - Commission agreed.

Bridge Replacement Project – Greenwood noted that the current Port office building will be impacted by bridge construction. The proposed budget for FY 2023 will include \$50,000 for architectural services related to relocating the Port building. The Board must consider where the new Port building will be located.

Greenwood noted that with the new BSBA there will be a transition period between the Port Commission and BSBA. Reserves will be a significant part in this process. The new BSBA Board is expected to begin July 2023. The BSBA will likely contract with the Port to provide administrative

support for the project until the BSBA receives grants and appropriations on its own to conduct the work. The Commission would need to have a discussion on how they would fund the BSBA operations until the new bridge is operational. Commissioner Fox suggested to continue providing services to the BSBA until year 2027-2028 when construction begins. The Port would then charge time for those services provided. Commissioner Sheppard asked if staff was budgeting for this. Greenwood replied that he believes there is plenty of budget for this effort. Greenwood commented that Commission should also consider how they envision the transition period.

Greenwood commented that the impact on recreational property should be considered by the Board, even though it is not in the budget for FY 2023. If portions of the property are used for construction laydown, then the project may need to identify other lands to convert into recreational use. Commissioner Fox noted that there is at least 4-years to figure this problem out. Commissioner Streich asked if they could request an extension to the 6-month window of impact that is tied to the old grant agreements that funded the creation of those facilities. Greenwood replied that it was not allowed. Commissioner Fox believes there must be a way to get an extension and added that the Replacement Bridge Management Contract (RBMC) could investigate this further.

Lower Mill Redevelopment Strategy – Greg Hagbery noted that the prior Commission directive was to retain one of the four parcels and market the remaining to the private sector. Staff is seeking the Commission’s preferred path moving forward. Hagbery added that the market is starting to pick up and the Port has begun to receive inquiries on Lower Mill property. Commissioner Fox commented that this could be a way to reach their target for commercial and industrial goals. Hagbery replied that sales of properties could provide an immediate flow of funding, or they could consider other strategies such as ground leases, or a mix – all within the context of the long-term sustainability goals. Hagbery added that commercial real estate is at an all-time premium, and there is a limitation in industrial land in this district. Construction costs are not conducive for the Port to develop themselves. Commissioner Sheppard asked if the inquiries were mainly leases or for purchase. Hagbery replied that there is a desire for short-term leases as well as for purchase. There is also a desire for design build with the option for that entity to purchase it back from the Port in the future. Commissioner Sheppard asked for Hagbery’s recommendation. Hagbery replied that market research is going to be invaluable and added that they need to have a target they can strive for, to help inform these decisions. Commissioner Streich commented that he thinks they should sell a few lots and use that capital to develop one lot and have ownership over that development. Hagbery clarified that selling three lots will not fully finance the development of the remaining lot. Commission consensus was to include funding for market research in the budget for FY 2023, to then provide a recommendation to the Board by the end of the year based on the analysis, with the flexibility of changing prior Commission directives.

Airport Development – Hagbery commented that in previous discussions there has been talk about developing the airport and how it can be monetized. The Port recently conducted an analysis at the airport that indicated it was likely too risky to pursue a commercial hangar at this time. Staff consulted with a professional construction estimating firm and determined that the construction costs were even more detrimental. Staff recommends the Port refrain from directly financing construction of the commercial hangar at this time. Hagbery asked if the Port should pursue private sector partnership to construct through a long-term ground lease. Commission consensus was to proceed with the possibility of ground leasing at the airport. Hagbery clarified that the revenue generated at the airport can not be used to subsidize any other asset. Hagbery added that in his opinion, to make the airport

successful, the first thing to do is make it self-sustainable and then consider how it serves the constituents.

Hagbery noted that additional hangar space is highly desired at the Ken Jernstedt Airfield. The Port is pursuing an FAA grant to help fund the construction of a taxi lane to provide access to a target area for future hangar construction. Funding would not be available until 2025. Private sector interest has indicated an eagerness to construct hangar space through ground leasing. Staff recommends pursuing a site feasibility study to provide a better understanding of the overall scope for proposed hangar and/or taxi lane construction projects. Commission consensus was to add a site feasibility study to the budget for FY 2023. John Benton from the budget committee commented that there are several people who would want to get involved in a private public partnership. Judy Newman from the budget committee commented that construction costs are rising, and she believes it will take longer term lease than what the Port would want to give out. Newman suggested Through-the-Fence operations that would expand the size of the airport.

Waterfront Recreation Summer Operations – Daryl Stafford noted that the opportunity for revenue was not great, and they also have labor shortages. The public’s expectations are that the Port provides a high-level service. Staff is seeking feedback from the Commission on the desired levels of service for the Waterfront recreation properties. Commissioner Chapman believes that this summer will be busier than last year and with the rise in homelessness there should be an increase in security. Commissioner Gehring noted that although the Waterfront does not generate revenue it is the face of the Port, and it should be a safe and clean environment. Commissioner Chapman added that the budget committee should scrutinize where they can cut back to make sure they are providing high level service. Commissioner Fox noted that safety should be a priority. Commission consensus was to provide a high level of service at the Waterfront.

John Mann noted the difficulty of filling vacant summer positions, even if they raise the pay rate. Mann added that with the change in his job to Facilities Director, he has increased responsibilities to project management, and his former on-the-ground responsibilities were filled with someone with a lower skill level. Mann believes that the tradeoff was not equal and are now in need of an additional staff member. Mann also recommended reducing the public restroom open hours to only 8 a.m.-6 p.m. to accommodate staffing shortages. Commissioner Fox asked how many staff members are needed to be hired for the summer. Mann replied that in the past he has hired 6 but there has been a flex in budget spending that has allowed him to hire a seventh person or extend the season. Commissioner Fox noted that there are headhunters that will find staff for the Port. Mann replied that with their current approach, they are seeing interest. Commissioner Chapman noted that with the change in positions it seemed as though the operation needed one more person. Commissioner Sheppard asked if an additional staff member was going to be included in the budget. Mann replied that he would like that. Commission consensus was to plus up the budget for FY 2023 for a new position in maintenance and to make sure that they have sufficient hourly rates for the summer to accommodate for a higher level of service. The Commission also agreed to include in the budget a higher level of security. The restroom hours will remain the same if they are fully staffed for the summer.

Employee Satisfaction Survey Results & Next Steps – Genevieve Scholl reported that there was a 100% response rate on the satisfaction survey. The survey generally reflects a high level of satisfaction from staff, with a few distinct areas needing improvement identified. Scholl noted that one area of improvement was in performance recognition. The Port does not give bonuses and there is not any

non-financial recognition, like an Employee of the Month type program for example. The Commission should discuss ideas to improve this practice and understand any constraints that may be present for public agencies. Other areas of improvement noted by some employees was an uneven distribution of workload and internal communications. Commissioner Sheppard noted that employee recognition is important and should be addressed. Commissioner Streich suggested that Scholl wait to speak to the new CFO before implementing a recognition program. Anna Cavaleri from the Ports legal counsel commented that there might be some legal parameters involved and would like to speak to Scholl to further discuss their options. Commissioner Chapman suggested producing an informational handout for employees that illustrates the monetary equivalent of employee benefits to help change employee's perspective of what they are getting. Commission consensus was to support Scholl in speaking with the new CFO and legal counsel regarding employee recognition ideas and bringing that back to the Commission for review.

Waterfront Urban Renewal District – McElwee presented a diagram that shows an outline of the Waterfront district. The Waterfront Urban Renewal Area (WURA) is set to expire in 2023, with no remaining Maximum Indebtedness (MI). The focus of the city council is on the development of a new Westside Urban Renewal District. The statutory limits on how big a district can be within a city is 25% of the total land area. McElwee believes they are trying to get the Westside district as big as possible. One way to help do that is reducing the size of existing districts. McElwee added that the Downtown District might be terminated and the WURA essentially has completed its purpose. McElwee asked the Commission if there was unfinished business for the WURA related to Lot #1 and the West edge of Nichols Basin, and if they were interested in identifying the options that may be available. McElwee recommends a technical analysis to help identify the options with help from Elaine Howard who is part of the Waterfront District. Commission consensus was to include a technical analysis in the budget for FY-2023 to help identify what their options are.

VII. Other – None

President Sheppard adjourned the meeting at 4:40 p.m.

Respectfully submitted,

Patty Rosas

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

4:40 p.m.
Regular Session

Present: Commissioners: Ben Sheppard, Kristi Chapman, Mike Fox, Hoby Streich and Heather Gehring. Legal Counsel: Anna Cavaleri, Joyce Brake. From Staff: Michael McElwee, Kevin Greenwood, Greg Hagbery, Daryl Stafford, Genevieve Scholl, and Patty Rosas. Guests: Lorraine Arvin, Judy Newman, John Benton, Linda Maddox, Brian Shortt, Larry Brown, Fiona Wylde, and Aidan Nicholas.

Absent: None

Media: Noah Noteboom

1. Call to Order: President Ben Sheppard called the meeting to order at 4:40 p.m.

a. Modifications or additions to the agenda: Remove 2(d). Modify 2(a) – to current Design Bid Build versus Design Build terminology per email correction sent to Genevieve Scholl.

b. Public Comment: Daryl Stafford introduced Fiona Wylde from Wylde Wind & Water. Wylde provided a brief overview of her new non-profit youth watersports program. The program includes teaching water safety to all ages and running kids' programs for SUP and Wing Foiling. Wylde is seeking concession space on the waterfront for her program. A proposal has been submitted for the Boards consideration.

2. Consent Agenda:

a. Approve Minutes from the March 15, 2022 Regular Session as corrected

b. Approve Recreational Concession Permit for Wylde Wind & Water

c. Approve Contract with HRK Engineering for Engineering Services Related to Wetland Infill Project at the Lower Mill, Not to Exceed \$21,110.

~~d. Approve Amendment #4 to Task Order #11 with HDR Engineering for Supplemental Weight Rating Engineering Analysis Not to Exceed \$82,976.~~

e. Approve Contract with Arup US, Inc. for Procurement Advising Services Related to Replacement Bridge Management Contract Negotiations Process Not to Exceed \$40,000.

Motion: Approve consent agenda with removal of 2(d) and modification to 2(a).

Move: Kristi Chapman

Second: Mike Fox

Discussion: None

Vote: Unanimous

3. Information Reports: None

4. Presentation & Discussion Items: None

5. Executive Director Report:

a. **Bridge/Transportation** - Michael McElwee turned to John Mann for a brief update on the Lumen situation. Mann commented that Lumen has hired an engineering firm to assess whether the support arms of the bridge will hold the added gear that will keep the cables separated. The work is expected to be done via helicopter.

6. Commissioner, Committee Reports:

- a. **Bi-State Working Group** – Commissioner Fox reported that they had a successful Industry Day last week. Approximately 7-10 contractors attended the event. All Bi-State Working Group (BSWG) members attended the meeting, and each had a speaking part in the discussion. There will be training for the evaluators next week. Bids are expected to be submitted on April 22 and scored the following week.

7. Action Items: None

8. Commission Call: None

9. Confirmation of Commission Directives to Staff: None

10. Executive Session: President Ben Sheppard recessed Regular Session at 4:53 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) real estate negotiations.

11. Possible Action: None

11. Adjourn:

Motion: Adjourn the meeting

Vote: Unanimous

MOTION CARRIED

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Patty Rosas

Commission Memo



Prepared by: Personnel Committee
Date: April 19, 2022
Re: Office Manager Position Authorization

The unforeseen delays in hiring a new Chief Financial Officer presents a new need to fill customer service and toll staff supervisory responsibilities, as well as an opportunity to clarify and improve roles and responsibilities. The proposed new position of Office Manager/Finance Specialist consolidates and increases on-the-job supervision, training, and management of all year-round front line customer service personnel. The position also performs key functions for Accounts Receivable and Collections, including tenant billing, task management, tracking and reconciliation systems. The proposed position would work under the direct supervision of the Deputy Executive Director, with the working relationship with the new CFO to be determined upon onboarding of that new hire. The position is supported by the Lead Toll Collector, who provides ongoing informational exchange, employee performance quality assurance, toll booth supply inventory management, and staff scheduling assistance.

Marcela Diaz has served as Finance Specialist since September of 2022, after serving as Administrative Specialist since 2017. She has performed exceptionally well in each of these positions and is already performing, out of necessity, many of the day-to-day supervisory functions described in the attached Position Description. The Deputy Executive Director met with the Personnel Committee on April 7 to discuss the immediate need for the creation of the position, and the Executive Director's recommendation that Ms. Diaz be promoted to fill the role. The current position of Finance Specialist would be terminated or remain vacant. The attached Interim Organization Chart illustrates the chain of command for this new position.

RECOMMENDATIONS:

Authorize Office Manager/Finance Specialist position with a May 1, 2022 Start Date.

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PORT OF HOOD RIVER
Position Description



JOB TITLE: OFFICE MANAGER/FINANCE SPECIALIST
WORKING TITLE: OFFICE MANAGER
GENERAL EMPLOYEE • REGULAR • FULL TIME
ANNUAL WAGE RANGE: \$54,292 – \$72,756
DRAFT: 4/06/2022

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Administration	Deputy Executive Director	Exempt

JOB SUMMARY:

The Finance Specialist/Office Manager is an accounting and office administration focused professional who works under the supervision of the Deputy Executive Director to carry out multiple finance, customer service and accounting functions. The position has key supervisory responsibilities for the Office Customer Service and the Toll Booth staff. The Finance Specialist/Office Manager works closely with the Chief Financial Officer on many key functions including accounts receivable/collections, billing to tenants, and task management or tracking/reconciliation systems. An employee in this position is able to perform all parts of their assigned function, is expected to exercise initiative in solving routine to unanticipated problems and is able to assume several tasks normally assigned to others in the department. Enhanced knowledge of Port operations, as well as general knowledge of accounting and office procedures is required.

ESSENTIAL DUTIES:

- Accounts Payable: (Priority 1, Requires **10%** of Time)
 - Assists the Finance Manager with a variety of functions including reviews and checks financial documents and reports such as invoices, vouchers, receipts and requisitions for mathematical accuracy, completeness, consistency and approval and posts to computer system, maintenance of CIP and paid/unpaid invoice files, verification of accounting codes assigned to individual transaction documents according to accounts listing, etc.

- Accounts Receivable: (Priority 1, Requires **50%** of Time)
 - Codes or verifies accuracy of accounting codes assigned to individual transaction documents according to accounts listing.
 - Computes, prepares, and processes billings, payments, or disbursements to account for funds due to the Port as well as preparing customer correspondence
 - Inputs customer information data to computer system.
 - Posts invoices and prints/mails billing statements.
 - Responds to customer inquiries.
 - Reviews aging of accounts for referral to Finance Manager.
 - Completes related filing.
 - Reconciles Accounts Receivable to the General Ledger.
 - Prepares month-end postpaid/direct billing.

PORT OF HOOD RIVER

Position Description

- Manage the process to answer, research and respond to customer requests for account information including setting up an account, updating and maintaining an account, balance reconciliation and payment processing.
- Manage the provision of support to customers and Port stakeholders with regard to automated payment processes, ticket sales, seasonal passes, and other duties that are assigned by management.
- Log and maintain Certificates of Insurance on all Port tenants, in collaboration with the Contracts Administrator.
- Reconcile Marina Program (Airport and Marina subsidiary ledgers) to GL at month end.
- Bridge Tolling Activities: (Priority 1, Requires 20% of Time)
 - Reviews and reconciles daily and monthly bridge reports.
 - Reconciles BreezeBy Daily Payment Report.
 - Enters daily cash receipts.
 - Coordinates with Lead Toll Taker on several ongoing tasks related to administration of toll staff including:
 - Preparation of work schedules.
 - Reconciliation of cash receipts and Breeze-By transactions.
 - Feedback to employees on missed shifts, schedule changes, etc.
 - Preparation of annual performance reviews, including meeting with employees.
 - Responding to customer suggestions or complaints and providing feedback to employees including file notes and potential recommendations to Deputy Executive Director and CFO for disciplinary action.
 - Conduct the annual performance reviews of all office customer service personnel in collaboration with the Deputy Executive Director.
 - Conduct the annual performance reviews of all toll staff in collaboration with the Lead Toll Taker and the Deputy Executive Director.
 -
- Other Duties As Assigned: (Priority varies, Requires 20% of Time)
 - Provide training and assist front desk staff with customer service tasks.
 - Maintain adequate office supplies on hand and order new supplies when needed.
 - Response to vendor requests for general and process information, account reconciliation and special payment processing.
 - Ensures, through edit reviews, the accuracy and completeness of data entry for their function or functions.
 - Assist CFO with accumulating and consolidating data for various fiscal and budget reports and projections.
 - Provide information and help solve issues concerning functional area that may include payables, receivables, collections, special projects, and other information needed by internal or external customers, agencies, or vendors.
 - Oversee scheduling and work shifts changes for Seasonal Event Site parking booth staff as well as assist in recruitment process.
 - Daily Reconciliation of Change Fund (Petty Cash)

PORT OF HOOD RIVER

Position Description

- Make deposit and bank run duties as needed.
- Reconcile Transponder inventory
- Maintains building keys catalog.

SUPERVISION:

The Office Manager/Finance Specialist works under general supervision of the Deputy Executive Director who provides the annual performance review in collaboration with the Chief Financial Officer. Many day-to-day work tasks and assignments are carried out under the oversight of the Chief Financial Officer and may vary given workload and business needs of the Finance Dept. New or unusual assignments or situations may occur require guidance from the Chief Financial Officer or Deputy Finance Manager. Guidance is communicated orally and/or in writing, and results are reviewed for accuracy and to assure use of proper methods.

SUPERVISORY RESPONSIBILITIES:

Under the overall direction of the Deputy Executive Director, provide day-to-day support and input to Lead Toll Taker including guidance and input on both on-going staffing, scheduling, communications and operational matters, and annual reviews of individual toll staff and the office customer service staff. Assist Waterfront Manager with supervision of seasonal Event Site parking booth staff, which may include help with training, pass sales, work schedules and shift changes.

MINIMUM QUALIFICATIONS:

- **Education:** Two years degree with coursework in accounting or bookkeeping or may use the current Port work experience as a substitute for work experience if applicable.
- **Experience:** Four years of work experience in an office accounting/financial/administration environment.
- **Approvals:** Bondable.
- **Certifications:** Possess and maintain a valid driver's license with good driving record.
- **Pass pre-employment background check**

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Strong customer service skills, oral and written.
- Ability to effectively communicate with the public, co-workers, supervisors, and subordinates.
- Proficiency and experience in many of the major accounting functions: A/P, A/R, payroll, billings, liens, permits, evictions, bankruptcies, collections, purchasing.
- Demonstrated proficiency in 10-key by touch, computer typing skills of 35 wpm minimum and proficiency with computer accounting software systems (e.g., Great Plains) and spreadsheet programs.
- Cash receipt and reconciliation skills.
- Ability to understand and follow directions, effectively adjust to changing priorities, problem solve and multi-task, be decisive in taking actions and making decisions.
- Ability to maintain a professional and respectful working environment.

WORK ENVIRONMENT:

Typical office environment. Some work outdoors on Port properties and in Toll Booth may be required at times.

PORT OF HOOD RIVER
Position Description

PHYSICAL DEMANDS:

Requires strength and mobility for this setting, including prolonged sitting and use of computer. Corrected vision sufficient for use of computers.

RELATIONSHIP WITH OTHERS:

The Finance Specialist/Office Manager has regular telephone or in-person contact with the Executive Director, CFO, Deputy Executive Director, Finance Manager, Lead Toll Taker, employees of other departments, external agencies, customers, or vendors to exchange information. Contact with external customers typically involves clarifying information, resolving discrepancies, customer web interface front desk functions or explaining Port accounting and other procedures or policies. Communication may be both oral and written.

MANAGER SIGNATURE _____

MANAGER TITLE / DATE _____

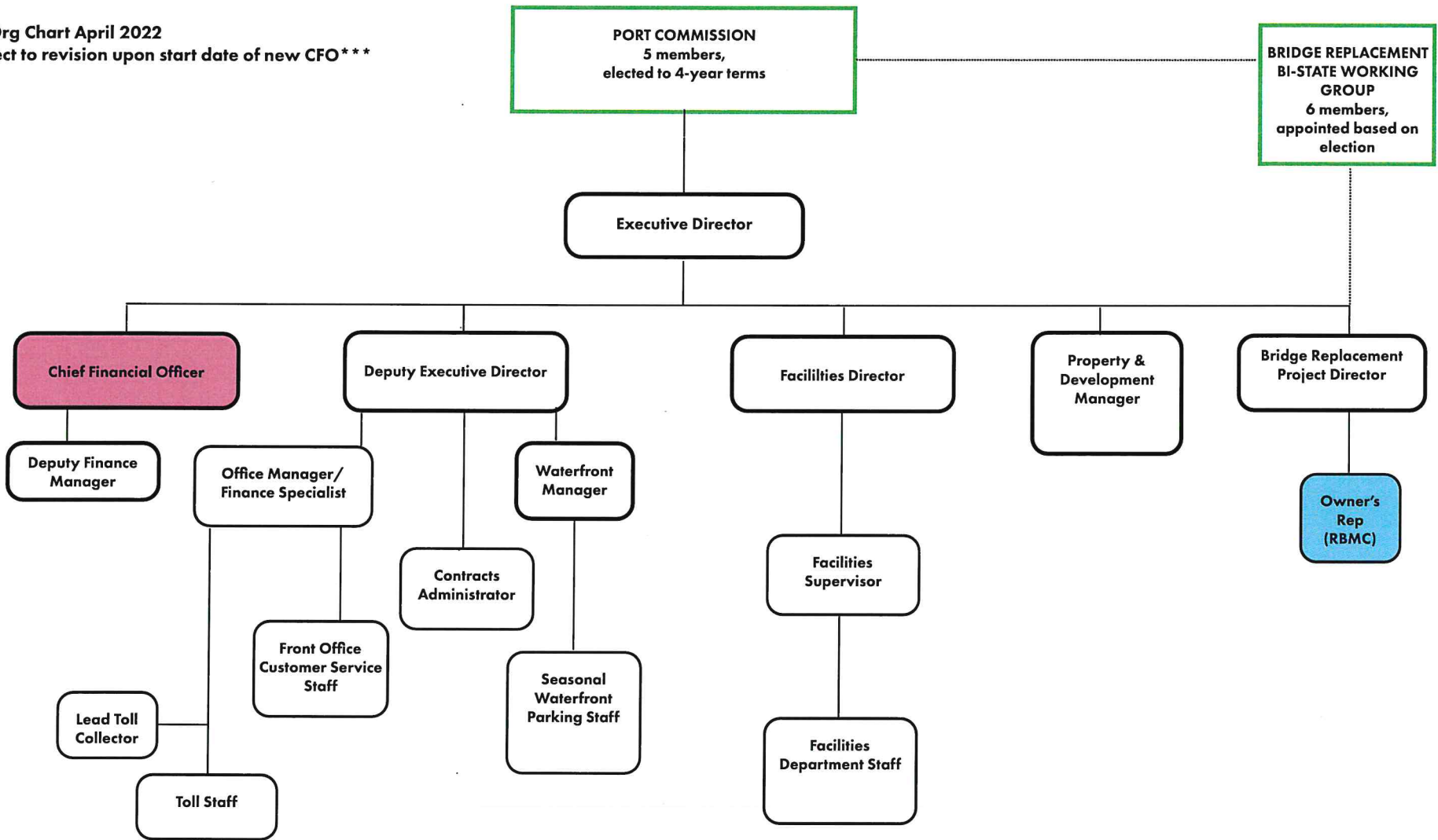
EXECUTIVE DIRECTOR SIGNATURE / DATE _____

EMPLOYEE SIGNATURE _____

EMPLOYEE TITLE / DATE _____

Interim Org Chart April 2022

*** Subject to revision upon start date of new CFO ***



OUTSIDE CONTRACTORS

CURRENTLY VACANT POSITION

Date: 04/06/2022

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Commission Memo



Prepared by: Greg Hagbery
Date: April 19, 2022
Re: Port Office/Toll Booth & Marina
Security Upgrades

The Port of Hood River has always sought to provide a high degree of safety and security for its visitors, its tenants, and its staff. The Port continually assesses its capabilities to provide this desired level of safety and security then takes appropriate actions to address areas where improvement can be achieved.

Port staff recently conducted evaluations of the security systems at the Marina, Toll Booth, and the Port main office. Several areas were noted as candidates for improvement.

Working with Advanced Security & Electrical Technology (ASET), staff was able to develop security packages that would provide enhanced video footage capabilities at strategic locations in and around the Port Office and the Marina and security upgrades to the emergency alarm and panic response systems for the Toll Booth and Port Office.

The security upgrades in each package require a server system capable of managing the large amount of data inherent in video feed capture and storage. The need and therefore the cost for this server system is shared between both packages, respectively. Additionally, the server system provides the capacity for additional video surveillance systems in and around Port assets in the future.

RECOMMENDATIONS:

Approve contract with Advanced Security & Electrical Technology (ASET) for Port Office/Toll Booth Security Package not to exceed \$15,432.

Approve contract with Advanced Security & Electrical Technology (ASET) for Marina Security Package not to exceed \$16,832.

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www.asetinc.com

VIDEO SURVEILLANCE – FIRE – SECURITY – ACCESS CONTROL – TELCO/DATA

ASET ADVANCED SECURITY & ELECTRICAL TECHNOLOGY INC.

P.O. BOX 2269 The Dalles, Oregon 97058 - (541) 298-2738 (888) 299-2738
OR CCB # 175595 WA# ASETAAS9310Q

April 13, 2022
Greg Hagbery
Development Manager
Port of Hood River
1000 E Port Marina Drive
Hood River, OR 97031
541-386-5116

Port of Hood River Security Projects

ASET, Advanced Security & Electrical Technology Inc. is the local independent integrator of security solutions. ASET provides end-to-end Security Services that drive value and mitigate risk through technology solutions and professional services. Our strong reputation for customer service is critical to our success.

It is our focus on surpassing our clients' expectations and facing every job with the professionalism and attention to detail necessary for success.

Our project disciplines, including development and design, project management, site implementation and customer service are the cornerstones of our business. By these values and disciplines, we strive to find that you continue to trust us as your local independent security advisor.

We thank you for the opportunity to provide you our proposal and for shopping locally.

4/13/2022

SCOPE OF WORK

Port Office/Toll Booth Security Package

- **Port Office Wave camera server upgrade**
 - Qty 1- Wave E200W2 server with 48TB storage
 - Qty 11- Wave IP camera licenses
 - System installation
 - 50% split between Package Two

- **Port Office camera additions**
 - Qty 2- Samsung 4mp Camera (lobby/conference)
 - Qty 2- Wave IP camera licenses
 - Qty 1- Public view monitor 27" with mount (power outlet by others)
 - Qty 1- IP camera decoder
 - Qty 1- System cabling and hardware
 - System installation

- **Port Office pole camera upgrade**
 - Qty 1- Samsung PTZ multi-sensor combo dome (22mp)
 - Qty 1- Samsung cap adapter
 - Qty 4- 5mp lens modules
 - Qty 1- Wave IP camera licenses
 - System installation
 - 50% split between Package Two

- **Port Office Duress/Panic Alarm System**
 - Qty 1- DSC Intrusion Alarm Panel
 - Qty 1- DSC LCD Keypad
 - Qty 5- Wireless panic buttons
 - Qty 1- DSC Keypad
 - Qty 1- ADC cellular communicator
 - Qty 1- Accessory kit
 - System installation

- **Toll Plaza Duress/Panic Alarm System**
 - Qty 1- DSC Intrusion Alarm Panel
 - Qty 1- DSC LCD Keypad
 - Qty 2- Wireless panic buttons
 - Qty 1- DSC Keypad
 - Qty 1- ADC cellular communicator
 - System installation

System package total \$15,432

4/13/2022

SCOPE OF WORK

Port Office/Toll Booth Security Package

- Contingency fund to be used in cases where product substitutions are required for timeliness of project scheduling, completion and unforeseen project related circumstances.
- The alarm monitoring fees for both the Toll Plaza and Port Office are not included into the project installation budgets. Pricing will vary depending on the monitoring feature sets required.

- ❖ **Warranty: All items will bear a minimum of a 1 year warranty. Additional manufacturer warranties apply. Extended warranties can be purchased/negotiated additionally. Warranty hours are Monday-Friday, 8am-5pm, excluding holidays.**
- ❖ **Excludes Prevailing Wage rates. Standard hourly rate is \$105hr**
- ❖ **Special fees & services: Any unordinary municipality permits, bonding, taxes, sales taxes and or fees are not included and will be billed separately.**
- ❖ **Exclusions: Excludes engineer stamp. Private locates by others. Abatement/testing of/for hazardous materials. High voltage power source. Patching and painting by others. Fire watch by others.**
- ❖ **Clarifications/exclusions: Electronic O&M's will be submitted upon project completion if requested. System includes design, submittals and records.**
- ❖ **Quote is valid for 45 days from date of issue**
- ❖ **Net 30 terms based upon monthly progressive billings**

=====

ACCEPTANCE OF PROPOSAL

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

Signature of A.S.E.T. Representative

Date

Signature of Customer / Company Representative

Date

4/13/2022

SCOPE OF WORK

Marina Security Package

➤ **Port Office pole camera upgrade**

- Qty 1- Samsung PTZ multi-sensor combo dome (22mp)
- Qty 1- Samsung cap adapter
- Qty 4- 5mp lens modules
- Qty 1- Wave IP camera licenses
- System installation
- 50% split between Package One

➤ **Port Office Wave camera server upgrade**

- Qty 1- Wave E200W2 server with 48TB storage
- Qty 11- Wave IP camera licenses
- System installation
- 50% split between Package One

➤ **Port Park 1 (Chamber) camera addition**

- Qty 2- Samsung 5mp M lens cameras
- Qty 2- Samsung back boxes
- Qty 1- 5 port gigabit PoE switch
- Qty 1- Ethernet radio bridge kit
- Qty 2- Wave IP camera licenses
- Qty 1- 750va UPS
- Qty 1- System cabling
- System installation

➤ **Port Moorage West Gate**

- Qty 2- Samsung 5mp M lens cameras
- Qty 2- Samsung back boxes
- Qty 1- 5 port gigabit PoE switch
- Qty 1- Ethernet radio bridge kit
- Qty 2- Wave IP camera licenses
- Qty 1- 750va UPS
- Qty 1- System cabling
- Conduit repair
- Mast extension by others
- System installation

System package total \$16,832

4/13/2022

SCOPE OF WORK

Marina Security Package

- Contingency fund to be used in cases where product substitutions are required for timeliness of project scheduling, completion and unforeseen project related circumstances.

- ❖ **Warranty: All items will bear a minimum of a 1 year warranty. Additional manufacturer warranties apply. Extended warranties can be purchased/negotiated additionally. Warranty hours are Monday-Friday, 8am-5pm, excluding holidays.**
- ❖ **Excludes Prevailing Wage rates. Standard hourly rate is \$105hr**
- ❖ **Special fees & services: Any unordinary municipality permits, bonding, taxes, sales taxes and or fees are not included and will be billed separately.**
- ❖ **Exclusions: Excludes engineer stamp. Private locates by others. Abatement/testing of/for hazardous materials. High voltage power source. Patching and painting by others. Fire watch by others.**
- ❖ **Clarifications/exclusions: Electronic O&M's will be submitted upon project completion if requested. System includes design, submittals and records.**
- ❖ **Quote is valid for 45 days from date of issue**
- ❖ **Net 30 terms based upon monthly progressive billings**

=====

ACCEPTANCE OF PROPOSAL

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

Signature of A.S.E.T. Representative

Date

Signature of Customer / Company Representative

Date

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Commission Memo



Prepared by: Michael McElwee
Date: April 19, 2022
Re: Bridge Utility License Agreements

Northwest Pipeline, LLC, Spectrum Pacific West, and Century Link Corp. each operate utilities that cross the Hood River Interstate Bridge. Each company's infrastructure is permitted under the terms of a Utility Easement Agreement that runs for a period of nine years.

Staff has been engaged in negotiating renewal terms with each of the three companies for the past eight months. Several key terms needed to be resolved including emergency notification language, coordination requirements when maintenance or repairs are necessary, reimbursement of Port costs and the fee schedule based on market comparables.

At the December 21, 2021 meeting, the Commission authorized amendments that extended the agreements with each utility for an additional four months through April 30, 2022. This timeframe has proven to be insufficient to complete the necessary revisions, identify reasonable market comparables and conduct negotiations.

The attached extension agreements were prepared by the Port's General Counsel and would extend the current terms of each utility agreement through July 31, 2022.

RECOMMENDATIONS:

Approve Second Extension to Utility Easement Agreement with Northwest Pipeline, LLC.

Approve Second Extension to Utility Easement Agreement with Spectrum Pacific West, LLC.

Approve Second Extension to Utility Easement Agreement with United Telephone Company of the Northwest, DBA Century Link Corporation.

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**SECOND EXTENSION OF
UTILITY EASEMENT - INTERSTATE BRIDGE**

This is the second extension of that Utility Easement – Interstate Bridge agreement by and between the PORT OF HOOD RIVER, an Oregon municipal corporation (“Port”), as Grantor, and NORTHWEST PIPELINE, LLC, a Delaware limited liability company, as successor to Northwest Pipeline, GP, a Delaware general partnership, (“NORTHWEST”), as Grantee. The original Utility Easement commenced on January 1, 2013, for a period of nine (9) years. The Utility Easement expired on December 31, 2021. Port and NORTHWEST agreed to temporarily extend the Utility Easement terms through April 30, 2022, during which time the parties intended to negotiate a new long term Utility Easement agreement. Port and NORTHWEST now wish to temporarily extend the Utility Easement terms for an additional period during which the parties intend to negotiate a new long term Utility Easement agreement.

It is therefore agreed:

1. The Utility Easement term is temporarily extended for an additional three (3) months commencing April 30, 2022, at 5:01 p.m. PST, through July 31, 2022, at 5:00 p.m. PST.
2. Consideration for the extension term shall be one thousand seven hundred and fifty dollars (\$1,750.00) which is the equivalent of one-fourth of the annual consideration fee of seven thousand dollars (\$7,000.00) paid by NORTHWEST for 2021, the final year of the Utility Easement term.
3. NORTHWEST will provide payment to the Port in advance, on or before April 30, 2022.
4. Except as modified herein, all terms of the original Utility Easement remain in effect.

Dated as of April ____, 2022.

GRANTOR:
PORT OF HOOD RIVER,
an Oregon special district

GRANTEE:
NORTHWEST PIPELINE, LLC,
a Delaware Limited Liability Company

By: _____
Michael S. McElwee
Executive Director

By: _____
(Print Name)
(Title)

Date: _____

Date: _____

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**SECOND EXTENSION OF
UTILITY EASEMENT - INTERSTATE BRIDGE**

This is the second extension of that Utility Easement – Interstate Bridge agreement by and between the PORT OF HOOD RIVER, an Oregon municipal corporation (“Port”), as Grantor, and SPECTRUM PACIFIC WEST, LLC, a Delaware limited liability company, as successor to Falcon Cablevision, a California limited partnership, (“SPECTRUM”), as Grantee. The original Utility Easement commenced on January 1, 2013, for a period of nine (9) years. The Utility Easement expired on December 31, 2021. Port and SPECTRUM agreed to temporarily extend the Utility Easement terms through April 30, 2022, during which time the parties intended to negotiate a new long term Utility Easement agreement. Port and SPECTRUM now wish to temporarily extend the Utility Easement terms for an additional period during which the parties intend to negotiate a new long term Utility Easement agreement.

It is therefore agreed:

1. The Utility Easement term is temporarily extended for an additional three (3) months commencing April 30, 2022, at 5:01 p.m. PST, through July 31, 2022, at 5:00 p.m. PST.
2. Consideration for the extension term shall be six hundred twenty five dollars (\$625.00) which is the equivalent of one-fourth of the annual consideration fee of two thousand five hundred dollars (\$2,500.00) paid by SPECTRUM for 2021, the final year of the Utility Easement term.
3. SPECTRUM will provide payment to the Port in advance, on or before April 30, 2022.
4. Except as modified herein, all terms of the original Utility Easement remain in effect.

Dated as of April ____, 2022.

GRANTOR:
PORT OF HOOD RIVER,
an Oregon special district

GRANTEE:
SPECTRUM PACIFIC WEST, LLC,
a Delaware Limited Liability Company
By: Charter Communications, Inc.
Its Manager

By: _____
Michael S. McElwee
Executive Director

By: _____
(Print Name)
(Title)

Date: _____

Date: _____

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**SECOND EXTENSION OF
UTILITY EASEMENT - INTERSTATE BRIDGE**

This is the second extension of that Utility Easement – Interstate Bridge agreement by and between the PORT OF HOOD RIVER, an Oregon municipal corporation (“Port”), as Grantor, and UNITED TELEPHONE COMPANY OF THE NORTHWEST DBA CENTURYLINK CORPORATION, an Oregon corporation, (“CENTURYLINK”), as Grantee. The original Utility Easement commenced on January 1, 2013, for a period of nine (9) years. The Utility Easement expired on December 31, 2021. Port and CENTURYLINK agreed to temporarily extend the Utility Easement terms through April 30, 2022 during which time the parties intended to negotiate a new long term Utility Easement agreement. Port and CENTURYLINK now wish to temporarily extend the Utility Easement terms for an additional period during which the parties intend to negotiate a new long term Utility Easement agreement.

It is therefore agreed:

1. The Utility Easement term is temporarily extended for an additional three (3) months commencing April 30, 2022 at 5:01 p.m. PST, through July 31, 2022, at 5:00 p.m. PST.
2. Consideration for the extension term shall be six hundred twenty five dollars (\$625.00) which is the equivalent of one-fourth of the annual consideration fee of two thousand five hundred dollars (\$2,500.00) paid by CENTURYLINK for 2021, the final year of the Utility Easement term.
3. CENTURYLINK will provide payment to the Port in advance, on or before April 30, 2022.
4. Except as modified herein, all terms of the original Utility Easement remain in effect.

Dated as of April ____, 2022.

GRANTOR:
PORT OF HOOD RIVER,
an Oregon special district

GRANTEE:
UNITED TELEPHONE COMPANY OF
THE NORTHWEST DBA CENTURYLINK
CORPORATION, an Oregon corporation

By: _____
Michael S. McElwee
Executive Director

By: _____
(Print Name)
(Title)

Date: _____

Date: _____

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Commission Memo



Prepared by: Greg Hagbery
Date: April 19, 2022
Re: Lease Addendum 1 – Wolf Ceramics LLC

Wolf Ceramics, LLC has leased Suite 404 in the Big 7 since May 15, 2021. They have been an excellent tenant and continues to see continued growth as a handmade ceramics studio which started in 2016 in Portland.

Port staff was informed of the desire to utilize the one (1) year renew option as afforded by their lease. Pursuant to Section 2 of the Lease, Wolf Ceramics LLC has one (1) year renewal option and one (2) year renewal option. This is the first of the two renewal options to be utilized.

RECOMMENDATION: Approve Addendum No.1 to Wolf Ceramics LLC Lease, for Suite 404 in the Big 7 Building.

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ADDENDUM NO. 1 TO LEASE

Whereas, the Port of Hood River ("Lessor") and Wolf Ceramics, LLC ("Lessee") entered into a Lease of Suite 404 in the Big 7 Building ("Building") located at 616 Industrial Street, in Hood River, Oregon effective May 15, 2021 ("Lease"); and,

Whereas, pursuant to Section 2 of the Lease, in 2022 Lessee timely exercised the first option to extend the Lease term for an additional one (1) year term, extending the expiration of the Lease to April 30, 2023;

Therefore, Lessor and Lessee agree as follows:

1. Pursuant to Section 2 of the Lease, the Lease term shall be renewed and extended for an additional one (1) year term and the Lease shall remain in effect through April 30, 2023.

Except as modified by this Addendum No.1 to Lease, all terms and conditions of the Lease shall remain in full force and effect.

DATED THIS _____ DAY OF _____ 2022.

By: _____
Michael S. McElwee, Port of Hood River, Executive Director

By: _____
Sarah Wolf, Wolf Ceramics, LLC., Owner

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Commission Memo



Prepared by: Greg Hagbery
Date: April 19, 2022
Re: SERVPRO – Lease Termination

Joel Olsen Enterprises, LLC (SERVPRO) has leased 5,940 SF in the Jensen Building since 2011. On February 1, 2021, SERVPRO signed a new Lease with a five (5) year term that extends until January 31, 2026. On February 18, 2022, the Port received a letter stating that SERVPRO is seeking to terminate their lease on April 30, 2022.

Port Legal consultation advised the attached Lease Termination Agreement with Joel Olsen Enterprises, LLC.

RECOMMENDATION: Approve Lease Termination Agreement with Joel Olsen Enterprises, LLC.

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LEASE TERMINATION AGREEMENT

This Lease Termination Agreement ("Agreement") is entered into between **The Port of Hood River**, an Oregon municipal corporation ("Lessor") and **Joel Olsen Enterprises, LLC**, ("Lessee"). Lessor or Lessee may hereafter be called a "party" or "parties".

WHEREAS, Lessor and Lessee are parties to a Lease dated January 27, 2021 ("Lease") by which Lessee is leasing 5,940 square feet of space located in Lessor's Jensen Building in Hood River, Oregon ("Leased Premises"); and

WHEREAS, both parties wish to terminate the Lease term prior to the Lease expiration date on terms agreed to hereafter;

NOW, THEREFORE, in consideration of mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

- 1. Lease Termination; Personal Property Removal.** Instead of the Lease terminating on the original Lease expiration date of January 31, 2026, the Lease shall terminate on April 30, 2022 ("Termination Date"). Before May 1, 2022, Lessee shall vacate the Leased Premises and shall return the Leased Premises to Landlord in broom clean condition and shall remove all Lessee's personal property from the Leased Premises. After the Lease termination date Lessee shall remain subject to the provisions of paragraph 12 of the Lease.
- 2. Mutual Release.** In consideration of Lessee satisfying the requirements stated in this Agreement, and subject to the terms of this Agreement, Lessor releases Lessee from any Lease obligations arising on or after May 1, 2022, and Lessee releases Lessor from any Lease obligations arising on or after May 1, 2022. However, if Lessee fails to vacate the Leased Premises and remove Lessee's personal property by the Termination Date, or if Lessee fails to pay monthly Rent owed for the period through April 30, 2022, when due, Lessor may consider Lessee to be a holdover tenant under paragraph 22 of the Lease.
- 3. Final Rental Payments.** Lessee shall be responsible to pay all Lease monthly Rent installments on the first day of each month owed through April 30, 2022.
- 4. Binding upon Successors and Assigns.** This Agreement shall be for the benefit of and be binding upon the parties hereto and their respective successors and assigns
- 5. Final Agreement.** This Agreement shall constitute the final agreement and understanding of the parties on the subject matter hereof. This Agreement may be modified only by a further writing signed by the parties.

- 6. **Attorney Fees.** If any legal action is commenced to enforce or interpret the terms of this Lease Termination Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs prior to trial, at trial or on appeal, in addition to any other relief to which the prevailing party may be entitled.

- 7. **Oregon Law; Illegality.** This Agreement shall be governed by the laws of the State of Oregon. In case any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provisions had not been contained herein.

- 8. **Counterparts.** This Agreement may be executed in counterparts, whether by originals, .pdf electronic copies or facsimiles. The signed Agreement or counterpart copies shall be deemed to be an original, which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the dates stated below.

Lessee:

Lessor:

By: Joel Olsen

By: Michael McElwee

Title: Owner

Title: Executive Director

Date: _____

Date: _____

Commission Memo



Prepared by: Daryl Stafford
Date: April 19, 2022
Re: CGW2 Fee Waiver Request

The Columbia Gorge Wind and Water Association (“CGW2”) is Non-profit 501(c)3 membership organization serving the water sports community. They provide programs for youth and beginner Windsurfing/SUP introduction, instruction, and competition, along with establishing, protecting and supporting safe and abundant access sites.

The CGW2 Gorge Grom Program is a Port Concession that provides low-cost use of beginner equipment and instruction at the Hook for just \$65 for an entire family for the season. This program is funded in part by their annual swap meets that are held on the Port Waterfront.

In years past, the Port has approved a Fee Waiver to donate the use of designated waterfront property for the CGW2 to hold their Swap meets. Lot #1 was used last year, and the event was a success. The CGW2 would like to use the same location for this year’s swap and has requested a fee waiver for the Event. The Port’s Fee Waiver Policy is an attachment to the Permit.

RECOMMENDATION: Approve 2022 Event Permit with CGW2 for the Swap Meets and associated fee waiver request.

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Port of Hood River
 1000 E. Port Marina Drive ♦ Hood River OR 97031
 (541)386-1645 TEL ♦ (541)386-1395 FAX
porthr@gorge.net
www.portofhoodriver.com

2022 EVENT PERMIT: CGW2 SWAP MEETS
Location: Lot #1

Event Name: Columbia Gorge Wind and Water Association (CGW2) Swap Meet
Event Organizer/person signing contract: Mike Stroud, President CGW2
Phone: 541-386-5477
Email: mstroud@charter.net, cgwa1987@gmail.com
Mailing Address: PO Box 182, HR, OR 97031

Port Property to be Used: Lot #1, See Exhibit "A"
Date(s) of Use/ Time: Summer 2022- 6:30am-1pm, Sunday 5/29/22, and Sunday 7/3/22 and Sunday 9/4/22. Storage trailers are allowed to park in Lot #1 the evening prior to each event.
Base Per/Day Rate: \$125 per day (Regular \$250 per day)- fee reduction for partial day and space usage

Expected number of people attending: Estimated up to 200 people
Purpose and type of use: The CGW2 is a Non-profit 501©(3) Organization that provides SUP/Windsurf gear use to the community through their Gorge Groms Youth Program located at the Hook, along with supporting safety and access sites along the Hood River Waterfront. The used gear swap meet proceeds help to support the Gorge Grom Program and access sites on the Hood River Waterfront.

Food Service: No Alcohol Service: No Music: No
Admission: No charge for the public, \$10 admission for sellers.

ITEM	DUE Date	COMMENTS
Site & Parking Plans	attached	See Attachment "A"
Insurance		CGWA Coverage on File
Permits		N/A
Payment in Full		
Rental Fee: 3 days x \$125	\$ 375	Date of Payment
Move-in Charges:	\$	FEES WAIVED by:
Sub Total:	\$ 375	Port Executive Director
Less Reservation Deposit:	\$-	Non-Profit Fundraiser
Balance Due:	\$	
Port Staff ()hrs x \$25:		
Late fees & post-event charges:	\$	
Damage Charges	\$	Final Balance Due:
		ZERO

The Port of Hood River accepts no responsibility for you or your guests/customers. It is the sole responsibility of the Permittee to control the event, protect the people present, maintain required insurance, and comply with all applicable laws and regulations. Permittee shall be responsible to obtain any required local licenses and permits as a condition of granting this Use Agreement, including a City of Hood River Event License (if applicable). As the Renter (Permittee) of the Port's facilities, you are accepting all liability for damage and for the safety of your guests and customers. Port Event Rules and Regulations are part of this Rental Contract and are posted online: <https://portofhoodriver.com/wp-content/uploads/2022/01/Event-and-Picnic-Shelter-Rules-Regs-and-Fees-2022.pdf>

Permittee shall not display any advertising signs without the Port's prior consent. Permittee agrees to be responsible for removal of any debris directly related to this event from Permittee's designated area.

Permittee agrees to pay for and maintain a comprehensive business liability insurance policy with a company or companies satisfactory to the Port with insurance limits of a minimum of **\$1,000,000**, and to name the Port as additional insured.

Permittee agrees to hold the Port, Port Commissioners, officers, employees or agents harmless from and to indemnify the Port against all losses, including expenses and attorneys' fees incurred by the Port before suit, after a lawsuit has been filed, or on appeal, by reason of claims for injury to or death of persons and loss of or damage to property arising out of or in any manner connected with Permittee's negligence associated with this Event Permit or while operating under the terms of this Event Permit, to the extent any such loss if not otherwise covered by Permittee's insurance.

Permittee is responsible for Event garbage and recycling containment, removal, and expenses.

The Port may immediately revoke this permit if Permittee fails to comply with any conditions of the permit, as set forth herein.

The renter (Permittee) also agrees to, and shall inform guests/customers, of the following:

- 1) Sellers may park on the paved area of Lot #1 for free as part of their event entry from 6am-1pm. Regular parking rules apply after 1pm with payment required at kiosks or by having an Event Site Parking Pass.
- 2) Attendees shall pay to park like any other day. Fees payable at the Kiosks or by having Event Site Parking pass for Lot #1. Event Site passes are not valid for street parking.

Fee Waiver Request or reduction will be considered by the Commission or Executive Director if Event meets Port Fee Waiver criteria, Exhibit "B". CGW2 will acknowledge the Port of Hood River in all publicity relating to the event or activity, including Port logos and statements in advertising and promotional materials.

I HAVE READ THE EVENT CONTRACT AND RULES AND REGULATIONS AND AGREE TO ALL CONDITIONS.

Permittee Signature
Mike Stroud, CGW2

Date

Michael McElwee, Executive Director Date
for the Port of Hood River

If an individual is signing on his or her own behalf, that person shall be considered the "Permittee". If a person is signing on behalf of an organization, the organization shall be considered the "Permittee". If a person is signing on behalf of an organization, that person warrants that they have the right to sign for and bind the organization under this Contract. Any person who signs this Contract for an organization without authority to bind the organization shall be considered the "Permittee" and shall be personally liable for the performance of the terms of this Contract.

EXHIBIT "A": Parking and Event Set Up



EXHIBIT "B"- PORT FEE WAIVER POLICY

Port of Hood River FINANCIAL ADMINISTRATIVE POLICIES AND PROCEDURES

DONATIONS AND FEE WAIVERS

Purpose

The Port of Hood River owns open space and event sites used by the public and organized groups for recreational activities and events. The Port assesses user fees to partially offset the cost of management and maintenance of such property. To support recreational activities and events and to achieve Port goals, the Port may waive or reduce its standard user fees. This policy describes the criteria for fee reductions or waivers, and expressly prohibits making cash donations. It also provides an equitable means for event sponsors to apply for fee waivers or reductions and to establish mutually beneficial partnerships between the Port and the community. Current user fees are described in Event Rules, Regulations, Fees and Requirements having a revision date of May 8, 2013.

Responsibility

A fee reduction or waiver must be granted by the Port of Hood River Commission. The Executive Director is authorized to waive fees only for non-profit groups for youth sports activities. The granting of waivers is dependent upon budget and operating impacts and other factors.

1. General Principles:

- There is a limit of one (1) fee waiver/reduction for an event or activity within a twelve-month period.
- A fee waiver/reduction is available for a variety of events including sporting, tourism, cultural, general and major community events and activities.
- Fee waivers/reductions are for facility permit fees only. Direct costs including but not limited to traffic control, staff time, or other Port fees are not eligible for a waiver or reduction under this Policy.
- Due to statutory limits on the use of public funds, the Port will not make cash donations for any purpose. Electronic tolling transponders are considered the same as cash.

2. Fee Reduction:

The Port has the discretion to reduce facility permit fees. Consideration will be given to events that:

- Are sponsored by not-for-profit organizations and non-profit entities that have a documented federal 501(c)(3) status or similar non-profit status under state law.
- Raise the profile of the Port of Hood River through acknowledgment of the Port's support and assistance. Fee reductions totaling more than \$500 per organization per calendar year may be granted if the significance or scale of the event or activity warrants it.
- Fee reductions totaling more than \$500 per organization per calendar year will be subject to conditions, including but not limited to required commercial advertising and promotion of the Port of Hood River and the event or activity.
 1. Expect a high number of attendees.
 2. Address Port priorities as set forth in the Port's Strategic Business Plan.
 3. Involve more than one community group.

3. In-Kind Services:

In-kind services may be authorized at the discretion of the Executive Director so long as the aggregate cost of staff and materials does not exceed \$250 for any single activity.

4. Fee Waivers:

A not-for-profit organization or a not-for-profit entity may have its facility fee reduced, further reduced (*beyond the fee reduction above*), or waived if the organization or entity provides an in-kind or other contribution of goods, services, or programs that will benefit the Port of Hood River or residents. This in-kind contribution may

include, but is not limited to, equipment or materials, free attendance for classes or programs, or service projects to improve or to provide programs at Port facilities. All proposed in-kind contributions must equal or exceed the value of the reduced facility fee or provide a substantial but measurable public benefit.

Other Obligations:

Any reduction or waiver of Port facility permit fees will not affect the applicant's obligation to comply with remaining qualifications, restrictions and criteria of this Policy, to pay other Port costs, or to provide a security deposit or insurance as required.

Applicants that fail to abide by the Port policies and procedures will be ineligible to receive future fee waivers or fee reductions for a period of at least one (1) year.

Events/Activities Not Eligible for Waiver or Reduction:

- For-profit organizations or groups
- Events or activities that are not open to the public, whether or not a fee is charged
- Projects or organizations who have failed to fulfill their obligations during previous events or activities for which Port facility permit fees were waived or reduced
- Events that are partisan

Acknowledgment:

All recipients of a fee waiver or reduction shall acknowledge the Port of Hood River in all publicity relating to the event or activity. Acknowledgment includes Port logos and statements in advertising and promotional material, media releases and in other promotional contexts. Promotional commitments should be described in the event application.

Procedures

Requests for a fee waiver or reduction must be made in writing, using the Application Form attached to this Policy and delivered, along with a copy of the organization's IRS 501(c) determination letter. Complete the application in its entirety; incomplete applications will not be considered. If you need additional space for your justification statement please attach additional pages.

The packet should be emailed to porthr@gorge.net or mailed to Port of Hood River, 1000 E. Port Marina Drive, Hood River OR 97031.

The Executive Director or Port Commission shall determine eligibility and make a decision within 30 days of receipt of the request.

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Commission Memo



Prepared by: Genevieve Scholl
Date: April 19, 2022
Re: Accounts Payable Requiring Commission Approval

Jaques Sharp	\$15,994.00
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Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	\$15,994.00
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JAQUES SHARP

— ATTORNEYS AT LAW —

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

CREDIT CARDS ACCEPTED

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

Page: 1
 April 07, 2022
 Account No: PORTOHaM

	Previous Balance	Fees	Expenses	Advances	Payments	Balance
MISCELLANEOUS MATTERS						
JJ	3,200.00	1,400.00	0.00	0.00	-3,200.00	\$1,400.00
FBO AIRPORT AGREEMENT (Gifford/Classic Wings)	175.00	0.00	0.00	0.00	-175.00	\$0.00
LEASE (SERVPRO Jenson Building/Joel Olsen)	200.00	594.00	0.00	0.00	-200.00	\$594.00
EXPO SITE DEVELOPMENT (Key Development;Pickhardt)	150.00	400.00	0.00	0.00	-150.00	\$400.00
LEASE ODELL BUILDING (Oregon Brineworks, LLC)	0.00	75.00	0.00	0.00	0.00	\$75.00
AGREEMENT (Hood River Soaring)	0.00	775.00	0.00	0.00	0.00	\$775.00
EXECUTIVE DIRECTOR EVALUATION	700.00	0.00	0.00	0.00	-700.00	\$0.00
CONCESSION PERMITS	300.00	0.00	0.00	0.00	-300.00	\$0.00
BRIDGE CABLE EASEMENT (Falcon)	0.00	25.00	0.00	0.00	0.00	\$25.00

HOOD RIVER, PORT OF

Account No:

Previous Balance	Fees	Expenses	Advances	Payments	Balance
ODOT LAND EXCHANGE (BRIDGE AREA)					
0.00	0.00	0.00	0.00	0.00	\$0.00
BISTATE WORKING GROUP					
75.00	100.00	0.00	0.00	-75.00	\$100.00
BARMAN PROPERTY					
1,525.00	1,875.00	0.00	0.00	-1,525.00	\$1,875.00
WAAAM HANGAR LEASE					
650.00	3,225.00	0.00	0.00	-650.00	\$3,225.00
GOVERNANCE					
0.00	50.00	0.00	0.00	0.00	\$50.00
REPLACEMENT BRIDGE MANAGEMENT CONTRACT					
1,450.00	775.00	0.00	0.00	-1,450.00	\$775.00
WASHINGTON BRIDGE FUNDS AGREEMENT (Washington State Department of Transportation/Klickitat Co					
75.00	0.00	0.00	0.00	-75.00	\$0.00
BRIDGE APPROACH WORK - WASHINGTON					
0.00	50.00	0.00	0.00	0.00	\$50.00
PROFESSIONAL SERVICES SOLICITATIONS					
1,525.00	0.00	0.00	0.00	-1,525.00	\$0.00
WATERFRONT SECURITY SERVICES - BEST DEFENSE (Best Defense Training LLC & Michael Ray Martin)					
650.00	0.00	0.00	0.00	-650.00	\$0.00
2022 EMPLOYMENT MATTERS					
4,000.00	6,625.00	0.00	0.00	-4,000.00	\$6,625.00
UTILITY EASEMENT (Sprint)					
0.00	25.00	0.00	0.00	0.00	\$25.00
<u>14,675.00</u>	<u>15,994.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-14,675.00</u>	<u>\$15,994.00</u>

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



Project Director Report
April 19, 2022

The following summarizes Bridge Replacement Project activities from April 1-14, 2022:

PROJECT UPDATES

SECTION 106

- *Almost 60 comments have been received on the Sec. 106 agreement. WSP and ODOT are working through responses. ODOT did receive a promising letter from the Yakama (attached). The letter agrees with the project approach but the agency wants more extensive monitoring during construction which we heard from several tribes during the last Consulting Party meeting. The letter also allows ODOT to work with Yakama Nation (YN) staff to preserve and protect archaeological sites in the construction area; this had been an open question. ODOT can now move forward with a No Adverse Effect determination once mitigation is developed with the YN. Finally, the second to last paragraph in the YN letter states that the agency requests periodic analysis on the effects of the project on tribal fishers. This is a good sign that the YN is ready to proceed with a Treaty Agreement. A schedule of the Sec. 106 process is also included.*

FEDERAL/STATE FUNDING STATUS UPDATES

- *Staff is reviewing federal IJA Bridge Investment Program. This \$12B, four-year IJA program has not released guidance as of April 15th. Project has approximately \$15-20M remaining in softcost expenses (primarily 100% engineering).*
- *No word back on Port's eligibility to apply for IJA funding.*
- *Port received a contract template from ODOT last week for the \$5M Ore. ARPA funding. This will cover project expenses (about \$10k) that were not covered by the Ore. HB 2017 and before the Washington funds were executed. The ARPA funding will cover internal Port costs through the end of Dec. 2024 and project consulting costs (mainly engineering/design) through Dec. 2026. The funds will be disbursed in full to the Port within 7-10 days of the contract being approved by the Commission. Staff will be required to submit quarterly reports similarly to prior funding. This contract will come before the Port Commission at the May 3, 2022 meeting.*
- *Staff met with the Washington State Transportation Committee about the \$1.5M appropriated via SB 5689 for a Level 2 Traffic and Revenue study. This required study would need to be completed by end of June 2023. There appears not to be a connection between the T&R and release of the \$75M appropriation for construction in SB 5975.*

BI STATE WORKING GROUP

- *Bi-State Working Meeting met on April 11th. Meeting notes and agenda are included.*

REPLACEMENT BRIDGE MANAGEMENT CONTRACT

- *Evaluation Committee Training ... April 21*
- *Submittals Received ... April 22*
- *Interviews Begin ... May 9-10*
- *Committee Recommendation ... May 11*
- *Negotiations Begin ... May 18*

NEPA PROCESSES

- *Endangered Species Act (ESA) opinion is in final review by NOAA Fisheries. Schedule has been adjusted to May 31 due to continued delay in issuance of opinion by agency.*
- *Section 106 work continues. Consulting Party #6 follow up included comments from tribal agencies on documents and staff tabulation of comment log. Reaching consensus on mitigation for historic bridge continues to be a risk item. We did receive a letter*
- *Critical Path items and monthly update included. Due to level of effort with Sec. 106 and Tribal agreements the FEIS/ROD has been pushed out to November 2022.*

TREATY MEMO OF AGREEMENT PROGRESS

Treaty MOA Action Items	Approx. Date	Status
Coordination with Tribes to set up initial meetings to discuss compensation: disruption to fishing, exclusion to fishing access. Explain other impacts (noise, fish, cultural resource) will mitigated through commitments in ROD	Jan 2022	Completed for Nez Perce, Umatilla and Yakama. Unable to schedule yet with Warm Springs.
Develop a PPT to explain the purpose of the coordination and the process to get to an MOA	Jan 2022	Completed for Nez Perce 4/12 meeting
Meet with Tribes to explain the process	Feb 2022	Met via Zoom w/ YN, 4/13; next 5/11. Phone conference w/ CTUIR, 4/14; next phone conference 5/5. Left vm/email with WS 4/15; awaiting response.
Ask USACE and CRITFC if any improvements are needed/planned at TFAS	Apr 2022	TBD
Meet with Tribes to establish magnitude of impacts	May-Jun 2022	Presented to NPTEC on 4/12; follow up zoom week of 5/2.
Prepare Draft MOA based on magnitude of impacts and reasonable compensation	June 2022	
Present Draft MOA to Tribes	July 2022	
Negotiation	Aug 2022	
MOA Signatures	Aug 2022	

MEETING SCHEDULE

- *WSP Check In, Apr. 18*
- *BUILD Review, Apr. 18*
- *Inter-fluve, Apr. 19*
- *Port Commission, Apr. 19*
- *Wenaha, Apr. 20*
- *Umatilla, Apr. 21*
- *RBMC Comm. Training, Apr. 21*
- *WSP Check In, Apr. 25*
- *Thorn Run, Apr. 26*
- *NEPA Coordination, Apr. 28*
- *RBMC Selection, Apr. 29*
- *Cult. Resource Sec. 106, Apr. 29*
- *WSP Weekly Check In, May 2*



Confederated Tribes and Bands
of the Yakama Nation

Established by the
Treaty of June 9, 1855

April 11, 2022

Via Email: Roy.WATTERS@odot.oregon.gov

Roy Watters, M.A.
ODOT Archaeologist & Tribal Liaison
4040 Fairview Industrial Drive SE
Salem, OR 97302-1142

Re: Comments to the draft Memorandum of Agreement implementing section 106 of the National Historic Preservation Act for the Hood River-White Salmon Bridge Replacement Project

Dear Mr. Watters

I write on behalf of the Confederated Tribes and Bands of the Yakama Nation (“Yakama Nation”) to submit the following comments regarding the draft Memorandum of Agreement implementing section 106 of the National Historic Preservation Act for the Hood River-White Salmon Bridge Replacement Project (“Project”). Yakama Nation reserves the right submit additional comments as it finds necessary.

I. Background.

The 1885 Treaty between the United States and the Yakamas (“Treaty”) reserved a Reservation “for the exclusive use and benefit” of the Yakama constituent tribes and bands. The Treaty further reserved rights in common with citizens of the United States at all usual and accustomed places within the Treaty Territory. *See Treaty with the Yakamas, U.S. – Yakama Nation, June 9, 1855, 12 Stat. 951, art. II, cl. 3, and art. III, cl. 2.* A federal treaty is considered the supreme Law of the Land under the U.S. Constitution. *See U.S. Const. art. VI, cl. 2.*

Yakama Nation’s Treaty Territory, south of the 1.3 million-acre Yakama Reservation, encompasses usual and accustomed fishing sites, cultural areas, and historical locations of religious worship from the mouth of the Columbia River upstream to beyond the 49th parallel. Yakama Nation’s enrolled membership exceeds 11,000 people who rely on the ceremonial, cultural, and subsistence resources found within the proposed Project Area of Potential Effect (“APE”).

II. Yakama Nation’s Cultural Resource Concerns.

Yakama Nation is concerned there will be impacts from the Project to archaeological sites and Traditional Cultural Properties (“TCP”) that cannot be avoided. Yakama Nation wants to work collaboratively to address these concerns. Yakama Nation requests that its

Cultural Resource Professionals be included in the monitoring of excavation and other ground disturbing activities within the APE.


Yakama Nation considers the Oregon shore segment of the APE to be in an area of high probability for encountering historic properties. The greater area is known as a large principle ancestral village. The Project, as proposed, details that great amounts of fill occur in this section of the Project construction. However, there has not been a significant demonstration of where exactly the fill occurs or the depth of the material above intact or otherwise significant substrate. Therefore, Yakama Nation asks that as the area is excavated it is analyzed in phases to determine where intact soils may occur at individual sections of disturbance. If intact soils are discovered they should be tested by appropriate means to understand if potential cultural materials exist prior to heavy equipment use and excavation of non-fill materials.

Yakama Nation considers the Washington shore segment of the APE to be in an area of high probability for encountering cultural materials. It is known to be associated with ancestral fishing locations, smaller sized villages, and processing areas. The Washington shore has returned evidence of cultural materials through the discovery of an obsidian flake. It is unlikely from our standpoint that this artifact exists in isolation. An obsidian piece of debitage can also be sourced and some cultural practitioners do feel that this demonstrates obsidian flakes could be considered potentially eligible since they can contribute to our understanding. Therefore, we request that this area is also monitored for the presence of cultural resource materials during any sub-surface alteration and also be analyzed in phases.

Yakama Nation is concerned that tribal members will be impacted during the construction of the Project. We request that periodic analysis is exchanged with Yakama Nation related to any potential impacts to tribal membership, including but not limited to access, safety, and other forms of interference resulting from the Project.

It is Yakama Nation's objective to preserve and protect the archaeological sites and TCPs within this proposed Project APE. For further comments or questions please contact the Yakama Nation Archaeologist, Noah Oliver, (509) 865-5121 ext. 4726 or by electronic mail at noah_oliver@yakama.com .

Respectfully,



Delano Saluskin, Chairman
YAKAMA NATION TRIBAL COUNCIL

Section 106 Mini Schedule (as of 2/9/2022)

Task Name/Description	Responsible Party	Start Date	End Date	Status	Notes
Main Schedule: Section 106 - Cultural	All	2/4/19	7/27/22		
Additional Focused Outreach to Tribes		12/2/19	7/27/22		
Port Negotiates Agreements w/Treaty Tribes		11/1/21	5/31/22		
Archaeological Resources Survey Report (Phase 1)		11/5/19	6/24/22		
Final #3		1/31/22	2/14/22	Complete	
Testing Report (Phase 2)		12/16/20	4/25/22		
Request & Receive Smithsonian Numbers from DAHP		1/3/22	1/28/22	Complete	
Final #3		1/31/22	2/14/22	Complete	
Joint Finding of Effect		4/1/22	6/24/22		
Prepare Letter	ODOT	4/1/22	4/15/22		QC by Tobin and Chris
TCP Documentation (See below)					Need TCP Effect resolved before submitting to SHPO/DAHP
Send to SHPO and DAHP	ODOT	5/20/22	5/24/22		
Receive Signatures	SHPO, DAHP	5/24/22	6/24/22		
Memorandum of Agreement		8/10/20	10/14/22		
Revised MOA		11/11/21	7/15/22		
Revise MOA		11/11/21	2/16/22	Complete	Bob H sent materials on 2/17
Consulting Party Review: Revised MOA		2/16/22	3/18/22	Complete	
Mtg #6 w/Consulting Parties: Revised MOA		3/1/22	3/1/22	Complete	
Revise MOA and Monitoring Plan	Kirk, Todd, Roy	3/18/22	4/1/22		
Review revised Monitoring Plan	DAHP, Tribes, etc.	4/4/22	5/4/22		30 Days
TCP Documentation (See below)					
Consulting Party Review: Revised MOA		6/15/22	7/15/22		
Mtg #7 w/Consulting Parties: Revised MOA		6/27/22	6/27/22		
Final MOA		7/15/22	10/14/22		
Finalize MOA		7/15/22	7/22/22		
FHWA Legal Review		7/25/22	8/19/22		30 days. Emily encouraged to put off legal review until MOA is more complete.
Revise MOA		8/22/22	9/2/22		2 weeks.
OR SHPO Review	OR SHPO	9/6/22	9/30/22		30 Days. Jaime French and Jessica Gabriel are the SHPO reviewers
Signatures on Final MOA		10/3/22	10/14/22		2 weeks.
Section 4(f) Historic Bridge Programmatic		10/14/22	10/21/22		
Final Signature	FHWA	10/14/22	10/21/22		
Coordination					
TCP Documentation		3/1/22	6/24/22		
ODOT Coordinates with Yakama & DAHP	ODOT	3/1/22	4/30/22		
Prepare Documentation as needed	ODOT	5/2/22	5/20/22		
Submit Documents to DAHP	ODOT	5/20/22	5/24/22		
DAHP Review	DAHP	5/24/22	6/24/22		
Notification of Adverse Effect to ACHP		4/1/22	5/20/22		
Prepare Letter	WSP and Kirk	4/1/22	4/15/22		See examples that Bob sent on 2/10; likely includes attaching the draft MOA
Send to ACHP	ODOT or FHWA	4/18/22	4/20/22		
ACHP Reviews	ACHP	4/20/22	5/20/22		

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DRAFT AGENDA

Bi-State Bridge Replacement Working Group
 Regular Meeting
 April 11, 2022 / 2:00-4:00p (2 hours)
 1000 E. Port Marina Dr., Hood River, Ore.

Members: Chair, Mike Fox (Commissioner), Port of Hood River; Vice Chair, Jake Anderson (Commissioner), Klickitat County; Catherine Kiewit (Mayor), City of Bingen; Marla Keethler (Mayor), City of White Salmon; Kate McBride (Mayor), City of Hood River; Bob Benton (Commissioner), Hood River County

Alternates: Kristi Chapman (Commissioner), Port of Hood River; Arthur Babitz (Commissioner), Hood River County; Joe Sullivan, City of Bingen; Jason Hartmann (Councilor), City of White Salmon; David Sauter (Commissioner), Klickitat County; Jessica Metta (Councilor), City of Hood River.

Staff/Consultants: Kevin Greenwood (Project Director), Port of Hood River; Michael McElwee (Executive Director), Port of Hood River; Steve Siegel, Siegel Consulting.

1.	Welcome	2:00
2.	March 14 Regular Meeting Minutes	2:01
3.	Bridge Authority Governance Update	2:03
4.	Tolling Policy Discussion	2:18
5.	Project Updates/Other Items	2:30
6.	Next Meeting, May 16, 2022	2:40
7.	Replacement Bridge Management Contract Update	2:41
	A. Selection Process	
	B. Tour Marina 1 building	
	C. Adjourn for Tour	3:00

-###-

Contact Kevin Greenwood, (541) 961-9517 or kgreenwood@portofhoodriver.com,
 for Zoom credentials

SUMMARY OF AGENDA ITEM DISCUSSIONS FROM
BI-STATE WORKING GROUP MEETING
APRIL 11, 2022

- I. WELCOME/MARCH 14TH MINUTES
- II. GOVERNANCE UPDATE

- 1. Brief discussion that there general feeling to have HQ office located in Washington unless there are good reasons for it not to happen.
- 2. Larger discussion on make-up of board. No decisions made or recommended
 - a. 10-member board. 2 state officials (non-voting); 3 positions (voting) appointed by each county after referrals from counties, cities and port.
 - b. Board appointments may be considered by credit agencies
 - c. Most felt having board members with specific backgrounds and skills was important (financing, transportation, etc.)
 - d. At least one elected official from each state.
 - e. County appointments would not have to be residents of counties in order to tap into wider population of appropriate backgrounds.
- 3. Staff/Steve Siegel will work with Comm. Benton to bring forth another version based upon BSWG feedback.

- III. TOLLING POLICY DISCUSSION. Following questions were considered:

- 1. Should a new fund be created for future bridge reserves funded in FY 23 by a series of toll increases in advance of the opening of the new bridge?
- 4. Should consideration be given to a toll increase in January 2023 to accumulate funds for bridge replacement reserves by 2030?
- 5. Should the Port include a bi-annual toll increase in the 10-year model and subsequent budgets to anticipate increases?
- 6. Need for reserves/toll increases:
 - a. Fund operational expenses of BSBA before first tolls on new bridge are collected
 - b. Demonstrates commitment to increase tolls to required levels to secure financing
 - c. Builds operational reserve needed when new bridge is built
 - d. Key to obtaining credit rating—important for lowest possible interest rate on bonded indebtedness, insurance rates, required debt reserves, etc.
- 7. Consensus to establish a stand-alone bridge replacement fund, but further discussion needed on how to fund it.
- 8. Things to be considered/studied:
 - a. Operational changes that can provide cost savings directed to reserve fund
 - b. Further description of how Feb. 2018 increase was used. Make it easy to read.
 - c. Identify all allocated costs of Port toward bridge replacement
 - d. Direct some revenues from Feb. 2018 increase to Reserve Fund
 - e. Describe Port actions to achieve non-bridge fiscal sustainability by 2030, if not sooner

- IV. ADJOURNMENT

-###-



MEMO

TO: Kevin Greenwood, Hood River Bridge Replacement Project Director, Port of Hood River
FROM: Brian Carrico, WSP
SUBJECT: Status of Critical Path Activities and Projected Work through May15th
DATE: April 13, 2022

CRITICAL PATH ACTIVITIES

Progress and challenges to completing critical path activities are described below. Completed actions with no activity are not noted.

1. ENDANGERED SPECIES ACT (ESA) COMPLIANCE

- Opinion is in final review by NOAA Fisheries.

SCHEDULED COMPLETION DATE: **03/23/2022 (MARCH UPDATE)**

SCHEDULE ADJUSTMENT: **05/31/2022**

- Schedule adjusted to reflect continued delay in issuance of opinion by the agency.
- Successor task: Final EIS (final review draft)

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

- Consulting Party Meeting #6 follow up including obtaining comments on documents and developing comment log.
- Coordination meetings.

CHALLENGES:

- Reaching consensus on mitigation for historic bridge impacts and in classification of impacts for certain resources.

SCHEDULE RISKS:

- **High risk:** Obtaining final reviews and addressing comments from agencies and tribes are high risk items as there is much interest by these agencies and the tribes to accurately document archaeological resources and avoid or minimize impacts from the project.

SCHEDULED COMPLETION DATE: **07/08/2022 (FEBRUARY UPDATE)**

SCHEDULE ADJUSTMENT: **10/07/2022**



- Schedule adjusted to reflect longer period of consulting parties review, FHWA and OR SHOP review and ongoing tribal consultation.
- Successor task: Final EIS (final review draft)

3. PUBLISH FINAL EIS/RECORD OF DECISION

PROGRESS

- Obtain FHWA comments on Admin Draft #2 and preparation of updates.
- Attend meetings with tribal representatives regarding agreements. Coordinate with project team on approach.

SCHEDULED COMPLETION DATE: **08/23/2022 (DECEMBER UPDATE)**

SCHEDULE ADJUSTMENT: **11/15/2022**

- Adjusted based on extended time to address Section 106 and complete of tribal agreements.
- Successor tasks: Close out EIS project.

4. ENGINEERING

PROGRESS

- No work completed.

SCHEDULED COMPLETION DATE: **N/A**

- Successor tasks: None

PROJECTED WORK FOR NEXT 30 DAYS

The following key work tasks are projected to occur from April 15 through May 15.

TASK 1. PROJECT MANAGEMENT

- Monthly updates and coordination with Port.
- BUILD grant support.

TASK 5. ENVIRONMENTAL

- Update Admin Draft 2 of the FEIS/ROD based on review comments from FHWA.
- Continued coordination with FHWA and ODOT to complete Section 106 process and FEIS/ROD.
- Update Memorandum of Agreement and other documents resulting from comments from Consulting Parties Meeting #6 for final review by Consulting Parties.
- Support for tribal mitigation agreement including meeting support with tribes, summarizing outreach discussions and coordination with the Port, ODOT and FHWA.

TASK 6. ENGINEERING

- Support as necessary for environmental process.



BRIDGE REPLACEMENT PROJECT UPDATE

MAY 2022 UPDATE



The Hood River-White Salmon Interstate Bridge is a vital transportation link connecting Hood River, Oregon with the communities of White Salmon and Bingen in Washington. Since 2003, the Port of Hood River (Port) has been working to advance the replacement of this bridge that was originally constructed in 1924. Currently, the Port is advancing the design of the replacement bridge, completing environmental review and positioning the project for future funding and construction. A Bi-State Working Group (BSWG) consisting of Mayors and County Commissioners from both Hood River and Klickitat Counties monitors the project and advises the Port on bridge replacement activities.

Current Project Activities:

- Work continues on tasks necessary to finalize the National Environmental Policy Act review. Current activities include:
 - Reaching agreement on tribal compensatory agreements for impacts to treaty fishing activities during construction.
 - Completion of the Endangered Species Act consultation with NOAA Fisheries.
 - Finalizing Section 106 process including meeting with consulting parties and completion of the mitigation agreement for impacts to the historic bridge.
- Port and FHWA continue to work through 2020 BUILD grant agreement.
- Oregon HB 4089-1 was signed by the governor. The legislation is Oregon’s half of the bi-state bridge authority legislation.
- The Request for Proposals for project management services was issued in March. Proposals are due April 22. Review of the submittals will begin immediately and interviews are anticipated in May.
- Advising contract completed for negotiation services with the selected project management firm.
- Bi-State Working Group has begun reviewing sections of the Commission Formation Agreement (CFA) necessary for creating the new local bi-state bridge authority (BSBA). Board member criteria was the first policy element discussed.
- Port received 2021 ARPA grant template for pre-construction tasks. BSWG will review before making recommendation on approval to Port Commission in May.
- Both the Hood River state rep and senator will be leaving office this year. The project team looks forward to working with the region’s newly elected officials in 2023.

How would bridge replacement benefit the Columbia River Gorge communities?

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

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

WE ARE HERE ▼

Agency/ Stakeholder Outreach		Environmental Compliance																	
Technical Study Updates				Supplemental Draft EIS								Final EIS/ROD							
Community Meeting				Community Meeting															
Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3			
2018		2019				2020				2021				2022					

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

PROJECT CONTACT

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

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Commission Memo



Prepared by: Michael McElwee
Date: April 19, 2022
Re: HDR Bridge Supplemental
Load Rating Analysis

On August 24, 2021, the Commission approved Amendment No. 2 to Task Order No. 11 which authorized HDR Engineering, Inc. (“HDR”) to conduct live-load testing and engineering analysis related to restoration of the 64k weight limit on the Hood River Bridge in January 2021. The live-load testing and subsequent engineering analysis was completed and presented to the Commission on March 1, 2022. See attached table.

In order to restore the weight limit, a Supplemental Load Rating Analysis (“SLRA”) is required. ODOT will allow HDR to prepare the SLRA which would take into account the results from the recent live load testing and projects including paving on both approach ramps, lateral bracing on the Oregon approach span and the tension rods on Span 19. In other words, additional, structural work needs to be done and assumed in the engineering calculations that underly the SLRA. The SLRA would then need to be submitted to ODOT for review and approval. See **attached chart and diagram** indicating the remaining areas where analysis and structural work is needed.

The attached T.O. 11, Amendment No. 4 would allow for HDR to conduct additional analytic steps then prepare the SLRA for ODOT approval, then prepare plans and specifications for the various structural upgrades needed to restore the weight limit. If approved and implemented, these efforts would raise the weight limit from thirty-two tons back to forty tons. The total cost of the upgrades is likely to cost at or under \$200,000, not including engineering fees.

This matter is on the agenda as a discussion item because the Commission will need to weigh the relative benefits and costs of various approaches. Bridge engineer Mark Libby, P.E. will participate in the meeting to discuss various approaches as follows:

1. **Do Nothing.** This is not an option. Rationale below.
2. **Strengthen OR Approach Spans.** Lateral bracing in Spans 1 and 2 must be conducted due to HDR analysis of the live load testing conducted by BDI last fall. This necessary work would remove load posting limits on these spans, assuming approved SLRA.
3. **Strengthen OR Approach Spans, Gusset Plates, & WA Approach Spans.** This is the work described in T.O. 4. The revised SLRA and completed work would allow restoration of the 40-ton weight limit.

RECOMMENDATION: Discussion.

Potential Action:

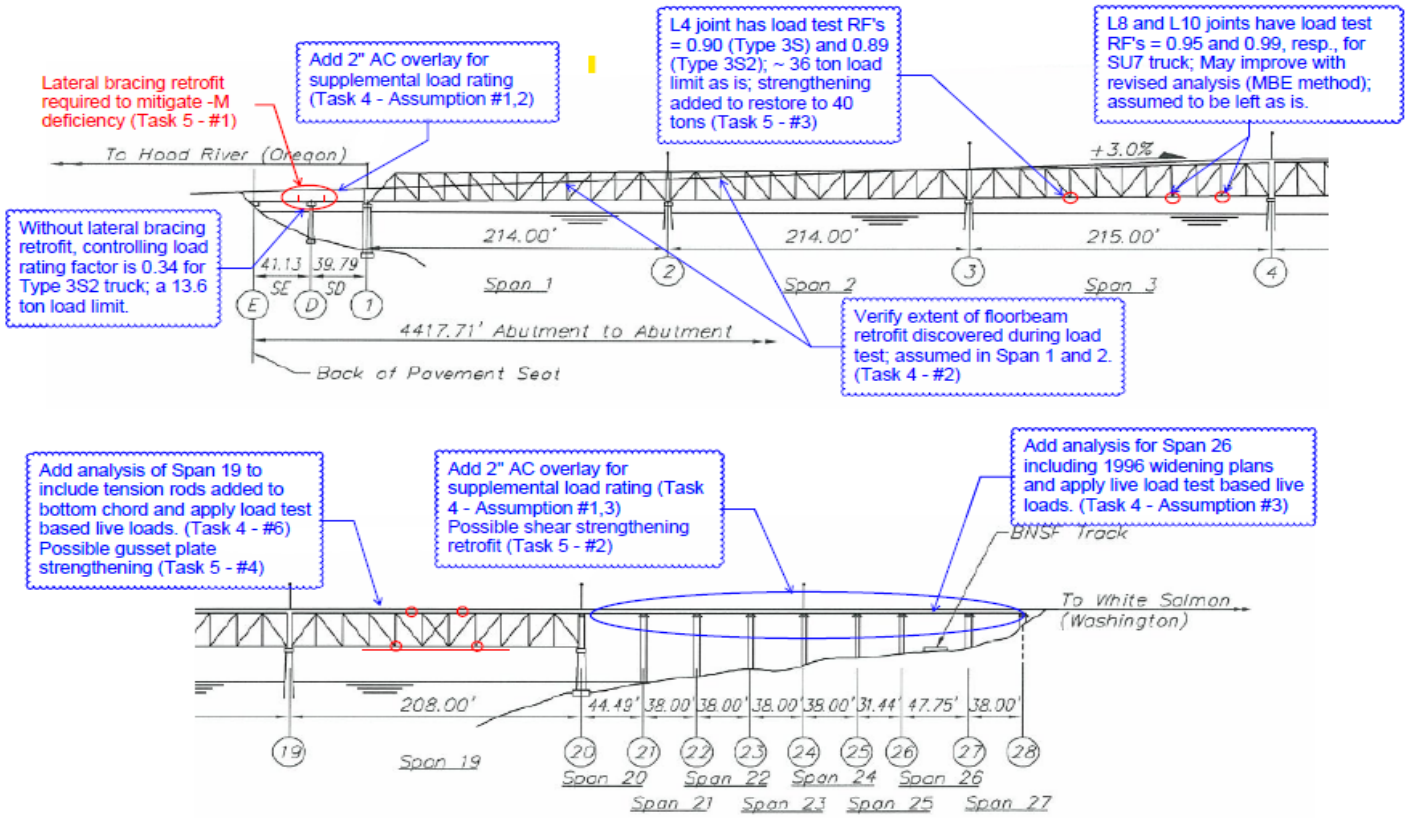
Approve Amendment No. 4 to Task Order 11 of the Master Services Agreement with HDR Engineering, Inc. to prepare a Supplemental Load Rating for the Hood River Bridge not to exceed \$139,920 plus reasonable reimbursable expenses.

Table 1. Load Posting Summary

Legal Vehicles	Unrestricted Weight	New Posted Weight Limit	Potential Revised Posted Limit	Controlled By
Type 3	25 tons	24 tons	25 tons	NA
Type 3S2	40 tons	32 tons	36 tons	Span 3 Gusset Plate L4
Type 3-3	40 tons	32 tons	36 tons	Span 3 Gusset Plate L4
SU4	27 tons	22 tons	27 tons	NA
SU5	31 tons	24 tons	31 tons	NA
SU6	34.75 tons	25 tons	30 tons	Span 3 Gusset Plate L4
SU7	38.75 tons	25 tons	30.3 tons	Span 3 Gusset Plate L4
EV2	28.75 tons	26 tons	28.75 tons	NA
EV3	43 tons	25 tons	31.5 tons	Span 3 Gusset Plate L4

Note: Potential Revised Posted Limits shown assume that the OR approach spans lateral bracing is performed. Rating factors shown are controlled by Span 3 joint L4 gusset plates.

Scope of Work Exhibit



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TASK ORDER 11 – Amendment 4

SCOPE OF SERVICES for Supplemental Load Rating

April 19, 2022

This Task Order pertains to a **Personal Services Master Service Agreement**, (“**Agreement**”) by and between **Port of Hood River**, (“**Port**”), and **HDR Engineering, Inc.** (“**Consultant**”), dated June 17, 2015 (“the Agreement”), Amendment 1 dated July 21, 2017, Amendment 2 dated June 25, 2019, and Amendment 3 dated July 3, 2021. The Port and Consultant agree to extend the services and fee as amended below. Upon execution, this Task Order amendment shall supplement the Agreement as it pertains to the Services described below.

PART 2.0 SCOPE OF SERVICES

Task 1: Project Management & Administration

Continue to provide services as described under this task in original Task Order 11.

Task 2: Structural Analysis of Deficient Sections

This task is completed.

Task 3: Load Testing Program

This task is completed.

Task 4: Supplemental Load Rating (New Task)

Consultant shall:

- Prepare supplemental load rating analysis and documentation for sections of the bridge noted below in this task and load rating vehicles that address load posting limits to be revised based on the load testing program performed. Load rating documentation will include relevant sample capacity calculations, live load input/application from load test data, and output demand results.
- Field verify the presence and size of existing floorbeam strengthening limits within Span 1 and 2 partial through-trusses.
- Span 3 deck truss load rating updates.
- Span 4-10, 12-18 deck truss load rating updates.
- Update gusset plate load rating analysis based on the AASHTO MBE analysis method.
- Modify the Span 4 truss model to analyze the Span 19 deck truss based on the 1996 widening plan details and load testing live load parameters.
- Provide an ODOT load rating summary spreadsheet, stamped by an Oregon registered professional engineer, for selected sections and vehicles.
- Provide a cover letter for ODOT summarizing the load rating analysis and results and the proposed load posting limits.
- Respond to one set of ODOT comments on supplemental load rating submittal.

Assumptions

The following assumptions are made:

- Oregon and Washington approach spans analysis will include dead load for a proposed 2-inch asphalt concrete overlay.
- Oregon approach span analysis will include proposed lateral bracing added to either side of Bent D, at approximate quarter points of spans.
- Washington approach span analysis will include Span 26 to verify results from the load tested span (Span 22) due to the length difference.
- Washington approach span analysis to include shear strengthening, if necessary, due to asphalt overlay or results of the longer Span 26.
- Span 19 model incorporates the tapered deck width and tension rods at bottom chord.
- Span 3 and 19 deck truss load ratings updated to incorporate gusset plate strengthening based on retrofit design.
- All deliverables shall be electronic in MS Word, MS Excel, and/or PDF format.
- Expenses for printing, shipping, and travel mileage for this Task Order are reimbursable at cost. Any specific expenses over \$100 require prior approval.

Deliverables

The following items will be delivered to the Port:

- Stamped supplemental load rating summary spreadsheet and calculations.
- Cover letter for ODOT summarizing results and proposed load posting limits.

Task 5: Rehabilitation Design and Bid Documents (New Task)

Consultant shall:

- Design and detail lateral bracing and connections for Oregon approach spans.
- Design and detail shear strengthening of reinforced concrete deck girders, if needed, for Washington approach spans.
- Design and detail gusset plate strengthening for Span 3 at joint L4 for upstream and downstream trusses.
- Design and detail gusset plate strengthening for Span 19 at joints L4 and L7 for upstream and downstream trusses.
- Provide bid documents for Oregon and Washington approach span rehabilitation designs.
- Provide advertisement and bid review support to Port staff.

Assumptions

The following assumptions are made:

- Washington approach span strengthening to be provided if rating factors with asphalt overlay are below controlling rating factors in the truss spans. Otherwise, this strengthening will be deferred for subsequent consideration.
- Gusset plate strengthening involves partial removal of a truss joint connection. Design analysis to include evaluation of conducting this work under live load and under bridge closure conditions.
- Spans 4 through 18 trusses do not require strengthening based on previous live load test analysis results.
- Span 19 truss results are unknown until analysis is completed. Based on current load rating values, the joints at L7, and L4 by symmetry, are assumed to require strengthening.

- Span 19 top chord compression is assumed to not require strengthening when live load test results are applied.
- Oregon approach span lateral bracing is assumed to be comprised of channel sections connected to angle brackets with high strength bolts.
- ODOT 2021 Standard Specifications will be used for construction.
- Construction support services not included in this amendment.

Deliverables

The following items will be delivered to the Port:

- Draft Plans, Specifications, and Estimate and bid booklet documents for Port review.
- Final Plans, Specifications, and Estimate and bid booklet documents for bid advertisement.

PART 3.0 PORT’S RESPONSIBILITIES:

Port shall provide access to Port properties as needed and be available for mutually agreed upon times for site visits.

PART 4.0 PERIODS OF SERVICE:

All work shall be completed by October 31, 2022.

PART 5.0 PAYMENTS TO CONSULTANT:

The total fees for labor and expenses for this Task Order Amendment shall be a not-to-exceed amount of **\$139,920** (HDR fee of \$116,165; BDI fee of \$23,755) billed monthly based on actual staff hours expended. The new not-to-exceed fee for the Task Order is **\$433,613**. Expenses billable to the project and in conformance with the Agreement will be reimbursed at cost and are included in the total not-to-exceed amount.

PART 6.0 OTHER:

None

This Task Order is executed this _____ day of _____, 2022.

PORT OF HOOD RIVER
 “Port”

BY: _____

NAME: Michael S. McElwee

TITLE: Executive Director

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

HDR ENGINEERING, INC.
 “Consultant”

BY: _____

NAME: Tracy Ellwein

TITLE: Vice President
1050 SW 6th Ave
Suite 1800
Portland, OR 97204

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Attachment 1 - Fee Estimate

Level of Effort	HDR Engineering													BDI					Total Fee (includes sub-consultant mark-up and escalation)		
	Principal-In-Charge	Project Manager	Sr. Bridge Engineer	Bridge Engineer	Bridge EIT	CAD Technician	Project Accountant	Project Admin. Asst	Hours	Labor	Travel and Printing	Total Expenses	HDR Fee	Principal Engineer	Senior Engineer	Project Engineer	Project Administrator	Labor		Expenses	Subconsultant Total
Port of Hood River - POHR TO11 AM#4 Supplemental Load Rating	\$287.65	\$276.15	\$202.55	\$149.39	\$120.92	\$161.81	\$106.91	\$95.58						\$ 246.04	\$ 162.97	\$ 140.60	\$ 92.67				
Billable Rates																					
Task Description																					
Task 001 Project Management & Meetings																					
Project coordination		8		4	2	2	4	4	24	\$ 4,182	\$ 55	\$ 55	\$ 4,237					\$ -		\$ -	\$ 4,237
Project invoicing and reporting		9					12		21	\$ 3,768		\$ -	\$ 3,768					\$ -		\$ -	\$ 3,768
Quality reviews and management	2	4	24				4	4	38	\$ 7,351		\$ -	\$ 7,351					\$ -		\$ -	\$ 7,351
									0	\$ -		\$ -	\$ -					\$ -		\$ -	\$ -
Sub-total	2	21	24	4	2	2	20	8	83	\$ 15,302	\$ 55	\$ 55	\$ 15,357	0	0	0	0	\$ -	\$ -	\$ -	\$ 15,357
Task 004 Supplemental Load Rating																					
OR & WA Approach span load ratings		1		2	2				5	\$ 817	\$ 55	\$ 55	\$ 872	3	14	24	2	\$ 6,579		\$ 6,579	\$ 7,451
Span 1 & 2 floorbeams		6		1	2				9	\$ 2,048	\$ 55	\$ 55	\$ 2,103	1	4	8	1	\$ 2,115		\$ 2,115	\$ 4,219
Span 3 load rating updates		2		2	2				6	\$ 1,093		\$ -	\$ 1,093	1	2	10	1	\$ 2,071		\$ 2,071	\$ 3,164
Span 4-10, 12-18 load rating updates		1		2	2				5	\$ 817		\$ -	\$ 817	1	2	8	1	\$ 1,789		\$ 1,789	\$ 2,606
Gusset plate load rating updates		6		20	48				74	\$ 10,449		\$ -	\$ 10,449	1	2	4	1	\$ 1,227		\$ 1,227	\$ 11,676
Span 19 deck truss load rating		2		4	4				10	\$ 1,634		\$ -	\$ 1,634	4	16	36	1	\$ 8,746		\$ 8,746	\$ 10,379
Respond to ODOT comments		1		2	2				5	\$ 817		\$ -	\$ 817	1	2	4	1	\$ 1,227		\$ 1,227	\$ 2,044
Sub-total	0	19	0	33	62	0	0	0	114	\$ 17,674	\$ 110	\$ 110	\$ 17,784	12	42	94	8	\$ 23,755	\$ -	\$ 23,755	\$ 41,539
Task 005 Rehabilitation Design and Bid Documents																					
Design OR approach lateral bracing		6		16	32				54	\$ 7,917		\$ -	\$ 7,917					\$ -		\$ -	\$ 7,917
Design WA approach shear strengthening		4		16	32				52	\$ 7,364		\$ -	\$ 7,364					\$ -		\$ -	\$ 7,364
Span 3 gusset plate strengthening		8		28	60				96	\$ 13,647		\$ -	\$ 13,647					\$ -		\$ -	\$ 13,647
Span 19 gusset plate strengthening		8		16	32				56	\$ 8,469		\$ -	\$ 8,469					\$ -		\$ -	\$ 8,469
Prepare PS&E and bid package		32		48	88	96			264	\$ 42,182	\$ 100	\$ 100	\$ 42,282					\$ -		\$ -	\$ 42,282
Advertisement and bid support		8		4	4				16	\$ 3,290	\$ 55	\$ 55	\$ 3,345					\$ -		\$ -	\$ 3,345
									0	\$ -		\$ -	\$ -					\$ -		\$ -	\$ -
Sub-total	0	66	0	128	248	96	0	0	538	\$ 82,870	\$ 155	\$ 155	\$ 83,025	0	0	0	0	\$ -	\$ -	\$ -	\$ 83,025
Hours	2	106	24	165	312	98	20	8	735					12	42	94	8				
Fee	\$575	\$29,272	\$4,861	\$24,649	\$37,727	\$15,857	\$2,138	\$765		\$ 115,845	\$ 320	\$ 320	\$ 116,165	\$2,952	\$6,845	\$13,216	\$741	\$ 23,755	\$ -	\$ 23,755	
Escalation										\$ -											
Sub-consultant Budget w/ Mark-up																					\$ 23,755
Total																					\$ 139,920
Total	\$575	\$29,272	\$4,861	\$24,649	\$37,727	\$15,857	\$2,138	\$765	\$0	\$115,845	\$320	\$320	\$116,165	\$2,952	\$6,845	\$13,216	\$741	\$23,755	\$0	\$23,755	\$ 139,920

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Administration

- A big thank you to Commissioners and staff for the time and effort put into the Spring Planning Session held on April 5. Staff has prepared the attached list of key take-a-ways from the meeting, in addition to the meeting minutes.
- The discussion and direction from Spring Planning will be a significant help in preparation of the FY 22/23 Proposed Budget. Fred Kowell returns on April 20 and has agreed to help with budget preparation. That leaves a very short timeframe for the Proposed Budget to be distributed to the Budget Committee on April 29.
- The Budget Committee meeting will take place on May 3 starting at 12:00 p.m. in the Commission Conference Room. The formal public notice of the meeting has been issued as required by statute. A draft agenda is attached.
- Recent steps in the Chief Financial Officer recruitment include completion of a position description and ideal candidate profile based on interviews with Commissioners and several staff members.
- Training on the handheld device used for parking enforcement occurred on April 8. Training is necessary due to hiring of a new daytime parking enforcement officer, the new overnight security firm, and the need for assistance from several other staff members. The 4G upgrade kits for the parking kiosks have arrived and will be installed over the coming weeks. In addition, a meeting with Flowbird personnel (kiosk manufacturer) occurred on April 13 to review potential additional kiosk upgrades, primarily better touch screens and mobility options.
- The CFO has historically served as the supervisor of the Toll Booth staff. Because of Fred Kowell's departure, there is a need to ensure supervisory tasks are properly carried out until a new CFO is hired. Staff met with the Personnel Committee on April 8 to present a revised management approach. As a result, a recommendation from the Personnel Committee for creation of a new Office Manager position is a Consent Item on the agenda. These changes could also serve well long-term to improve internal communications and relieve some tasks of the CFO.
- Attached is the annual summary of activity in the Hood River County Enterprise Zone as prepared by MCEDD.
- The Parks District Board met on April 14 to discuss funding strategies and what to put on the November Election. Elected officials from the City, County, School District, and Port are invited to a meeting on **April 28th at 6:00 pm** to participate in the discussion. The public notice for the meeting will state that a quorum may be present but no binding decisions will be made. One or two Port Commissioners are encouraged to attend.

- Attached is an opportunity for Commissioners to participate in the SDAO Board Leadership Academy. Participants receive a 2% credit on next year's general liability, auto liability, and property insurance contributions.

Recreation/Marina

- Various required actions that stemmed from the recent visit from a FDA Consumer Safety Officer on March 24 regarding water supply to the Cruise Ship Dock and the Fuel Dock have been completed.
- The new rigging area at the Hook is nearly complete. The existing supply of synthetic surface material (from a prior project) was found to be just less than needed. A larger roll was ordered and arrived on April 8. When installed, the project will be complete.
- A community group is planning a clean-up of the Spit and parts of the Sandbar on April 23 at 9:00 a.m. Daryl is helping facilitate this effort. The Port will provide shovels, gloves, and pick-up bags.
- Staff continues to work on a staffing and operations plan for the waterfront this Summer. The Spring Planning discussion was helpful in setting overall direction. Staff will have a much better idea of Port capabilities when the level of interest for summer employment is known. Newspaper ads, Indeed listings, and other outreach steps seeking summer employees are underway. So far, three interviews have occurred and one new summer employee has been hired.
- The CGW2 Gorge Grom Youth Program located at the Hook and the Gorge Jr. Sailing Program located on the Marina South Basin Dock are both non-profit 501(c)3 organizations that promote youth watersports in Hood River. The Port annually donates the concession areas for these programs. The 2022 permits have been issued with Executive Director approval.
- The FY 2022 budget lists \$10,000 for a collaborative project with the Hood River Outrigger Canoe Club (HROCC) for an art fence that would enhance the Waterfront Trail at their location at Nichols Basin. Unfortunately, the HROCC was not able to find a fence contractor willing to give a bid, so they have postponed the project. They thank the Commission for their consideration and hope that in the future we could try again.
- Staff met this week with waterfront safety expert Kevin Johnston to discuss safety signage along the Port's waterfront property. Mr. Johnston gave several suggestions on how the Port could better sign locations to direct people to a designated swim area (Waterfront Park) and let the public know that the Port waterfront access sites are not designated swim beaches. He also had some great ideas on how to make some of the Port access sites designated swim beaches however this would require permits from the Army Corps/DSL a lengthy process. Staff had previously determined locations for additional safety signage and Mr. Johnston was in agreement with our plan.

Development/Property

- Sheba Person-Whitley, the new Seattle Regional Director for the US Economic Development Administration will be visiting the Central Gorge on April 28. I will be attending a lunch that day with Ms. Person-Whitley and several other administrators and giving a brief tour of the Hood River Waterfront, time permitting. The draft agenda is attached.
- Elaine Howard has been retained under a small Personal Services Contract to prepare an assessment of the current status of the Waterfront Urban Renewal District. When it is complete, I will brief Commissioners Gehring and Chapman, the Port's URA Board representatives, and discuss further outreach in advance of the scheduled URA Board meeting on May 9.
- Staff has completed a lengthy effort to negotiate Amendment No. 9 to the Disposition and Development Agreement associated with the old Expo property. A draft is expected to be submitted for review and possible action to the Commission at an upcoming meeting.
- Staff and legal counsel are also developing a draft MOU with ODOT that would create the direction and framework for joint efforts seeking an equal exchange of properties on the north side of I-84 between Exit # 63 and Exit #64. Such an exchange would solve the unusual existing condition where ODOT has fee ownership of the Marina Park access road and the Port has fee ownership of portions of I-84.

Airport

- The monthly FBO report is attached.
- Annual inspections of the T-Hangars took place on April 7. There were no major infractions. Staff is working on sending out notifications to tenants with minor infractions so they can correct any issues. Staff will revisit the hangars of notified tenants to confirm the corrections were made in the next few weeks.
- Three new AAC members are needed. Public notice has been issued. Commission approval of new members is required per Port By-Laws.
- Soil Solutions was onsite on April 13 to perform additional sampling and excavation work associated with the underground storage tank. The contractor is scheduled to carry out ground water pumping on April 21 and a second round on April 25 followed by sampling on April 26 in hopes of achieving clean test results.

Bridge/Transportation

- On April 7 Facilities Dept. staff repaired potholes on the north end of the bridge, in both concrete potholes and asphalt sections. Single lane closures were required.

- The Hood River-White Salmon Bridge has not historically been included in the Oregon Freight Plan. This past month Oregon Business Development Department invited the Port to apply to include bridge replacement into the plan. Staff submitted language to be included in the 2022 plan which is a five-year document. This inclusion will be helpful as the project applies for various funding opportunities.
- Lumen has finalized a plan for repair of the damaged line over the lift span. Engineers from Lumen and Charter have visited the site. They are working on a plan for the repairs. No date for the repair at this time.
- Bridge Approach rehab project has a bid deadline of 10:00 a.m. on May 3. The Commission will need to make decisions about construction timing and duration. This project will involve a 3-7 day complete bridge closure. Base bid is completion in 7 days with alternates for 5-day completion and 3-day completion. Each option will carry a different price.

Spring Planning Work Session – April 5, 2022

Key Outcomes

DRAFT for Commission Review: 4.15.22

Policy Direction

1. Change in FY 23 CPI assumption: What is the impact of the change from the prior assumptions? How much more did the 6.3% CPI assumption cost the Port and did it also impact revenues? Overall, how did it change our model?
2. Fiscal Sustainability
 - a. Define target NOI for various lines of business and work over time to meet them
 - i. NOI target for Commercial and Industrial property in Year 2031—Commissioner Fox suggests 2.5M
 - ii. NOI target for Airport in 2031—Commissioner Fox suggests 1.5M
 - b. Perform development analysis of each business line to determine how it might be feasible to achieve a target NOI. Prioritize Airport and Commercial & Industrial Property.
 - c. Create an alternative financial model that reflects goals and milestones for increasing revenue under different assumptions and that can be used to evaluate possible actions and test progress over time.
3. Compare our financial forecast assumptions (CPI, etc.) with City of HR and County. Are we in line with theirs?
4. Identify variations of future visions for the airport and potential actions to explore for viability.
5. Create a record of assumptions and timelines for future capital projects. Budget notes didn't seem to be enough, would like a see narrative document that is continually updated.
6. Conduct a salary review of all positions to see determine Port salaries/hourly rates compared to comparable organizations.
7. Identify the total of staff salary and benefits and share with staff.
8. Use criteria to categorize and justify all capital projects – safety, longevity, cost/savings or revenue enhancement, “fit” w/plans
9. Identify total Port funding (allocated staff, lobbying, etc.) being directed to bridge replacement from current tolls. Need a report that shows expenditures for new bridge to be able to show ongoing Port contributions.
10. Resume full services of open restrooms (normal hours), dog stations, trash cans if we are able to hire full staff. Restroom hours to stay open until 9pm as before COVID.

FY 2023 Budget

1. Staffing:
 - a. 6.3% CPI increase for employees

- b. \$10,000 for salary survey - (placeholder)
 - c. Propose financial and non-financial employee performance recognition program - \$10K?
- 2. \$65,000 for Fiscal Sustainability Model development and process to refine asset center assumptions and projections (L. Arvin)
- 3. Establish new Bridge Replacement Reserve Fund (BRRF)
 - a. Implement new Toll increase of about 13% allocated to BRRF—should equate to .25 increase on cash toll and .13 on Breeze-By.
 - b. Note: BRRF would be used only for bridge replacement tasks which may include:
 - i. Reserve fund for future BSBA to help creditworthiness for rating agencies
 - ii. BSBA operations costs when operational
 - iii. POHR local match for BUILD grant (\$1.25 million)
 - iv. Lobbying costs now borne by Port General Fund
 - v. POHR office/shop relocation (ex. Acquisition costs from replacement project)
- 4. Lower Mill- \$50 k for a market study
- 5. Airport-
 - a. OK with \$50k feasibility study for T-Hangar Block
 - b. Budget \$30k for wetland restoration and Yr. 2 monitoring
- 6. Bridge:
 - a. \$50k flex services for Coffman Engineering
 - b. Additional \$50k for HDR work on weight rating analysis (depends on 4/19 discussion).
 - c. Add \$160 k to Bridge Weight Limit upgrade (depends on 4/19 discussion)
- 7. Recreational Facilities- Budget for full service/operations
 - a. Add one FT Facilities Person – Maintenance I @ step two position
 - b. Additional \$10,000 for overnight security
 - c. Assume 6 PT facilities seasonal help – increase wage rate if necessary
- 8. Urban Renewal
 - a. Budget \$40k for further Waterfront URA extension analysis
- 9. E. Anchor Way/N. 1st St. (Lot #1):
 - a. Assume \$5.804 million total project cost on Capital List
 - b. Assume \$500k IOF grant, \$500k AARPA grant, \$450k CAT Grant, \$2.919 million EDA grant, \$1.434 Port funding (from reserves)
 - c. \$1.434 Port funding - split 60% FY23 & 40% FY24.
 - d. Balance split over two years: 60% F24, 40% FY 25
- 10. Hood River County Energy Council – Comms Fox and Chapman will reach out to City of Hood River and County colleagues to understand their financial commitment to the proposal. Full \$20K investment not initially favored by Port Comm.

10-Year Model Update

- 1.** Remove FY22 toll increase
- 2.** Remove debt proceeds from Yr. 27 and Yr. 30 tied to current bridge CIP
- 3.** Add 13% toll increase starting in January 2023. Increase every two years so cash toll rate in 2030 is \$4 and Breeze-By rate is \$2.
- 4.** Create new Bridge Replacement Reserve Fund
- 5.** Remove Commercial Hangar project - \$330k on capital sheet, \$242k of assumed debt service on Third-Part Payments sheet and debt service.
- 6.** Make changes to E. Anchor Way/N. 1st St. project as described above
- 7.** Remove contingency for City Storm Line

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Port of Hood River

BUDGET COMMITTEE MEETING

Tuesday, May 3, 2022
Port of Hood River Conference Room
12:00 pm

D R A F T

1. President of the Board - Call to Order and Open the Budget Committee Meeting
2. Election of Officers - President and Secretary
3. Budget Message - Michael McElwee, Executive Director
4. Budget Review - Fred Kowell, Acting Chief Financial Officer
5. Budget Deliberations
6. Actions Items:
 - a. Move to Approve a property tax levy at the rate of \$.0332 per thousand of assessed value for FY 2022-23.
 - b. Move to approve the FY 2020-21 budget t as amended.
7. Adjourn Budget Committee

Open Regular Session

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April 5, 2022

1000 E Port Marina Dr.

Attn: Executive Director
Port of Hood River

As the Local Zone Manager for the Cascade Locks / Hood River Enterprise Zone, MCEDD is providing this annual summary of enterprise zone activity for the 2021 calendar year to each taxing district within this enterprise zone.

The following enterprise zone exemptions were approved and authorized in 2021; details are shown in the chart below:

Business Name	1st Abatement Tax Year	Full time Jobs Existing / Created	Estimated Value of Investment	Years of Abatement	Location & Map & Tax Lot #
Cardinal IG Company	2023-2024	353/40	\$34,200,000	5	Hood River 18243 2N 1025B 1301, A2, 609046

In addition to the above exemptions, the following enterprise zone exemptions are currently in effect:

Business Name	1st Abatement Tax Year	Full time Jobs Existing / Created	Estimated Value of Investment	Years of Abatement	Location & Map & Tax Lot #
Hood River Distillers	2018-2019	42 / 4	\$1,338,466	5	City of Hood River 2N10E11BB Tax Lot 501
Ferment, LLC	2019-2020	10	\$2,950,000	3	City of Hood River 03N10E25 Tax Lot #27
Native Cider, LLC	2019-2020	0/1	\$117,658	3	City of Cascade Locks 02N08E06500
Orbital UAV USA, LLC	2019-2020	0/12	\$6,550,000	5	City of Hood River 3N10E26CA02502
PFriem Brewing Company, LLC	2019-2020	31/5	\$6,250,000	3	Hood River 03N10E2500124

PFriem Brewing Company, LLC	2020-2021	29/4	\$4,100,000	3	Cascade Locks 02N 08E 0500 304
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For additional information on the Cascade Locks/Hood River Enterprise Zone program you may go on-line to www.mcedd.org/about/our-area/hood-river-county/hood-river-enterprise-zone. You are also encouraged to communicate directly with Mid-Columbia Economic Development District (MCEDD) should you have any questions. Please contact Ami Beaver at MCEDD at 541- 296-2266 x1004 or ami@mcedd.org.

The Cascade Locks / Hood River Enterprise Zone was originally designated on December 15, 1999 and is sponsored by the City of Cascade Locks, the City of Hood River and Hood River County. MCEDD is currently the local zone manager.

Please contact me if you have any questions or if you need to update contact information for your organization.

Sincerely,



Ami Beaver

From: eNews@sdao.com
To: [Michael McElwee](#)
Subject: Board Education Program: Enroll for Insurance Credit
Date: Friday, April 15, 2022 11:06:36 AM

If this e-mail does not display properly or if you have difficulty opening any links, click here to open the [online version](#).

[sdis-header-630.jpg](#)



Did you know that if **two or more board members** from your district **enroll** in the SDAO Board Leadership Academy or SDAO/OFDDA Fire District Directors Academy (for fire districts only), your district can receive a 2% credit on next year's general liability, auto liability, and property insurance contributions?

That's right! All it takes is two or more board members to simply **enroll** in one of these **no cost** programs to receive credit, nothing more! **There is no requirement to finish.** Once two board members have signed up, your district has completed credit category 5 of the Best Practices Program, and it can be checked off on your survey.

What if you or someone at your district would like to take it a step further and complete the program? That's fantastic! If board members are interested in receiving a bronze-level certificate, they have **three years** to do so. There is no time limit on silver and gold.

So, what are you waiting for? It is free to sign up and once enrolled, you're helping your district to earn a discount on insurance contributions AND you're furthering your education as a special district board member. It's a win-win!

Enrollment Forms

- [Enroll in the Fire District Directors Academy](#) (for fire district directors)
- [Enroll in the Board Leadership Academy](#) (for all special district board members)

If you have any questions about Best Practices or the survey, please contact Jaime Keeling at jkeeling@sdao.com or 800-285-5461 ext. 122. For questions about academy enrollment, please contact SDAO Member Services at memberservices@sdao.com.

To ensure you receive emails from us, please add the domain @sdao.com to your white list.

SDAO PO Box 12613 Salem, OR 97309-0613 800-285-5461 Contact SDAO

Click [here](#) to unsubscribe from Notifications

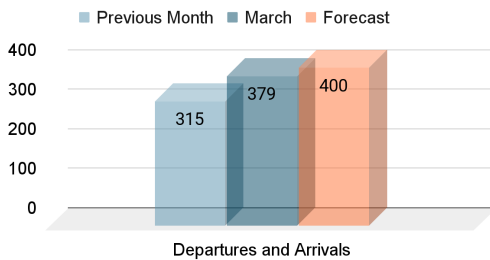
[Manage my email preferences](#)

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Airport Activity:

Airport activity started slow in March and peaked well above last year's numbers by mid-month due to very favorable flying conditions. Overall operations for March in line with what we saw last year. April will show an overall increase in operations as we enter into Spring.

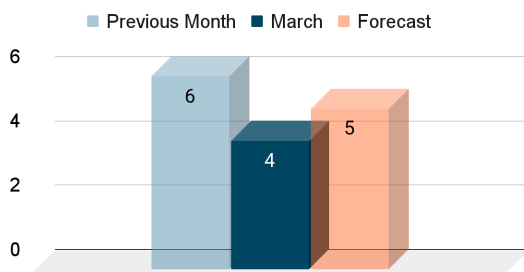
Aircraft Operations



Night Flights:

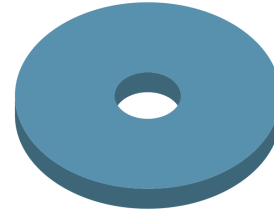
No exercises or large events were scheduled in March. Local technology R&D flights flown throughout the month. No large events scheduled for next month. Fire season is fast approaching which will naturally cause an increase in night operations. Currently looking to potentially base out of KDLS.

Night Events



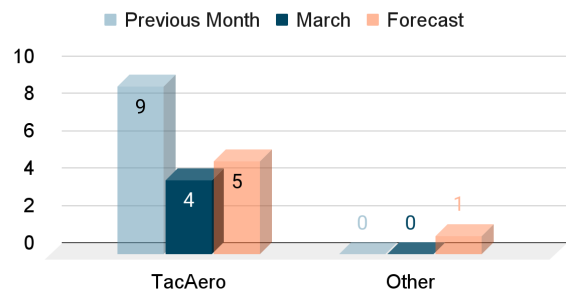
Night Flight Type

● R and D



Flight Training: 4 training flights were conducted at 4S2 in March. These events are all advanced training events requiring minimal pattern work and loiter time.

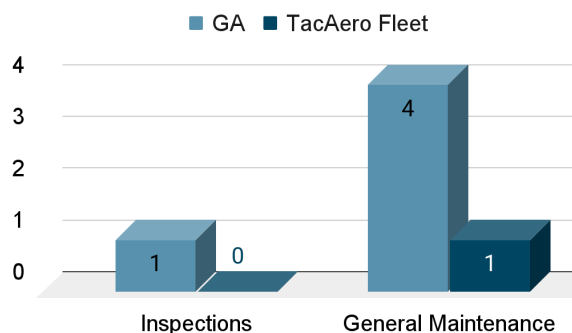
Flight Training Events



Maintenance Activity:

GA maintenance was mostly conducted on transient aircraft. 1 Inspection completed on a fleet asset.

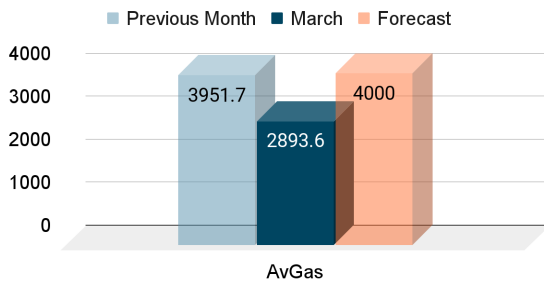
Maintenance Operations



Fuel Sales:

March fuel sales did not correlate with the increase in aircraft activity. Anticipate an increase in fuel sales as we enter the Spring months. Fuel tank is still delayed. No expected due date. Fuel supplier inspected the FBO with no major findings. Fuel hose is being replaced due to excessive wear.

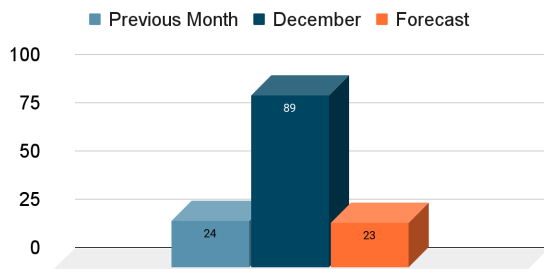
Fuel Sales (Gallons)



Fuel Flowage Fees:

New fuel tank has been delayed at the factory. No anticipated delivery date given. Fuel flowage fee schedule will go into effect at that time. This section will be dedicated to the communication of flowage fees when they are established. The following graphic contains fictitious data but is representative of the information that will be provided.

Flowage Fees

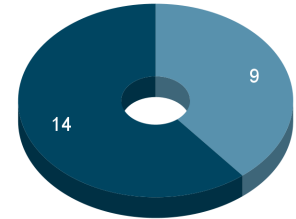


Tie Down Activity:

- 23 total spots.
- 61% utilization for March.
- \$365 collected in March.

Tie Down Utilization

- Available Tie Downs
- Rented Tie Downs Long Term



Noise Feedback:

No noise complaints taken by the FBO in November.

Pilot Feedback:

No pilot feedback supplied to the FBO in November.

Airport Surfaces:

	Condition	Notes.
Rwy 7/25		
Grass Strip		
N. Ramp		
S. Ramp		
S. Gravel		
Taxiways		

Facilities:

	Condition	Notes.
N. Hangars		
S. Hangars		Building rust bu roof drain.
FBO		Fire extinguishers

		need to be recertified. Fire Dog scheduled in early April.
MX Hangar		Fire extinguishers need to be recertified. Fire Dog scheduled in early April.
Ops Hangar		Fire extinguishers need to be recertified. Fire Dog scheduled in early April.
Collins Hangar		

Lighting:

- No issues noted with airport lighting. Pilot Controlled Lighting is in operation with no complaints noted.

Other:

- SDS hangar excavation work being conducted.

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Special Visit: Sheba Person-Whitley, Director of the Seattle Regional
Office for the U.S. Economic Development Administration

Thursday, April 28, 2022

9:30am- 4:30pm

DRAFT AGENDA

- 9:00 Skamania County stop: Start with a walk to stretch legs along Stevenson waterfront. Meet with Skamania County partners in Port office about current and future EDA projects (Partners: Skamania County, Skamania EDC, Port of Skamania, Stevenson, North Bonneville, Skamania PUD)
- 10:15 Travel to Cascade Locks
- 10:30 Cascade Locks stop: Tour of current and future EDA projects, Eagle Creek Fire information (Partners: City of Cascade Locks, Port of Cascade Locks)
- 11:40 Travel to Hood River
- 12:00 Informal Lunch: Riverside Restaurant(?) with Hood River and Wasco County Partners
Representatives from Hood River and Wasco County, Cities of Hood River and The Dalles, Ports of Hood River and The Dalles, Wasco EDC
- 1:30 Drive to Lot 1, Hood River Waterfront
- 1:40 Tour Lot 1, Hood River Waterfront (Partner: Port of Hood River)
- 2:00 Drive to The Dalles
- 2:25 Tour of in The Dalles (TBD) (Partners: Port of The Dalles, Wasco EDC, City of The Dalles?)
- 3:00 Drive to Dallesport Industrial Park
- 3:15 Tour of Dallesport Industrial Park projects (Partners: Port of Klickitat, Klickitat County EDA)
- 3:35 Drive to Columbia Gorge Regional Airport
- 3:45 Columbia Gorge Regional Airport and Port of Klickitat project discussion and tour (Partners: Airport, Port of Klickitat, Klickitat County EDA, Columbia Gorge Community College, City of The Dalles)
- 5:00 End

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