

**Port of Hood River Commission**  
**Meeting Minutes of July 11, 2023 Regular Session**  
**Via Remote Video Conference & Marina Center Boardroom**  
**5:00 p.m.**

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

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**Regular Session**

**PRESENT: Commissioners:** Ben Sheppard, Kristi Chapman, Mike Fox, Heather Gehring (left at 5:12 p.m.) and Tor Bieker. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Greg Hagbery, Ryan Klapprich, Daryl Stafford, and Patty Rosas. **HNTB:** Michael Shannon, and Brian Munoz. **Guests:** Abigail Elder

**ABSENT:** None

**MEDIA:** None

**1. CALL TO ORDER:** President Ben Sheppard called the meeting to order at 5:02 p.m.

a. **Modifications or additions to the agenda:** None

b. **Oaths of Office:** Kristi Chapman and Tor Bieker were sworn into office by Notary Public Patty Rosas.

c. **Election of Officers:**

**Motion:** Move to Appoint Kristi Chapman as President  
**Move:** Gehring  
**Second:** Fox  
**Discussion:** None  
**Vote:** **Aye:** Chapman, Gehring, Fox, Bieker, Sheppard  
**Absent:** None

**MOTION CARRIED**

**Motion:** Move to Appoint Heather Gehring as Vice President  
**Move:** Fox  
**Second:** Sheppard  
**Discussion:** None  
**Vote:** **Aye:** Chapman, Gehring, Fox, Bieker, Sheppard  
**Absent:** None

**MOTION CARRIED**

**Motion:** Move to Appoint Mike Fox as Secretary  
**Move:** Gehring  
**Second:** Chapman  
**Discussion:** None  
**Vote:** **Aye:** Chapman, Gehring, Fox, Bieker, Sheppard  
**Absent:** None

**MOTION CARRIED**

**Motion:** Move to Appoint Tor Bieker as Treasurer  
**Move:** Sheppard  
**Second:** Fox  
**Discussion:** None  
**Vote:** **Aye:** Chapman, Gehring, Fox, Bieker, Sheppard  
**Absent:** None

**MOTION CARRIED**

d. **Public Comment:** Written public comment provided in the packet.

**2. CONSENT AGENDA:**

- a. Approve Minutes from June 20, 2023 Regular Session and Budget Hearing
- b. Approve Reappointment of Columbia River Insurance as Insurance Agent-of-Record for FY 2023-24
- c. Approve Reappointment of Pauly Rogers and Company, P.C. as Auditor for FY 2023-24
- d. Approve Amendment No. 4 to Contract with HNTB for Consulting Services Related to Bridge Replacement
- e. Approve Addendum No. 1 to Lease with Columbia Gorge News in the Marina Park #2 Building
- f. Approve Insurance Policy with CHUBB for Hood River-White Salmon Bridge Authority

## g. Approve Accounts Payable to Campbell Phillips in the Amount of \$17,044.50

**Motion:** Move to approve Consent Agenda with Option #2 for insurance coverage on Consent Agenda item 2(b).

**Move:** Fox

**Second:** Chapman

**Discussion:** Commissioner Mike Fox referenced Consent Agenda item 2(c) and stated that he was very disappointed with the auditor and only agrees to extend their contract for one more year. Commissioner Fox also commented on Consent Agenda item 2(b) and noted that the Hood River-White Salmon Bridge authority (HRWSBA) recommends Option #2.

**Vote:** **Aye:** Chapman, Fox, Bieker, Sheppard

**Absent:** Gehring

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:** Commissioner Fox commented that Representative Jeff Helfrich took a tour today on the barge that is out on the river doing sampling for the replacement bridge foundation. Project Director Michael Shannon, HNTB, commented that the Replacement Bridge Project (“Project”) received \$3.6 million for a RAISE grant that will go towards evaluating pedestrian and bike facilities on the new bridge. HNTB is in the process of submitting a grant application for \$200 million through Multimodal Project Discretionary Grant (MPDG).

**4. PRESENTATIONS & DISCUSSION ITEMS:**

a. **City of Hood River Westside Urban Renewal District** – Abigail Elder, City of Hood River Manager, discussed the Formal Consult and Confer Letter and the City of Hood River’s request for comment on the formation of the Westside Urban Renewal District (URD). Comments must be received by August 1, and a public hearing is scheduled for August 14. The Westside URD is expected to begin January 1. A discussion ensued regarding the Waterfront and Westside URD.

b. **Commissioner Committee Assignments** – Genevieve Scholl, Deputy Executive Director, commented that a list of Commissioner committee assignments is included in the packet. Each Commissioner has the opportunity to serve on the committees. Appointments will be confirmed at the next Commission meeting.

**5. EXECUTIVE DIRECTOR REPORT:** Kevin Greenwood, Executive Director, reported that there have been several complaints related to the homeless camps on Port property. There was a meeting today with Port staff, Mt. Hood Railroad and City Police to develop a plan to clear the camp located between I-84 and UP Railroad. Greenwood summarized the plan and added that they should see results in the next couple weeks.

Commissioner Fox inquired on whether staff has considered changing the fuel surcharge at the airport to a percentage instead of \$0.05 per gallon. Greg Hagbery, Development/Property Manager, commented that industry standards state \$0.10 per gallon and staff is considering going in that direction. Commissioner Fox encouraged staff to consider a percentage to be able to fluctuate the rate as inflation changes.

Commissioner Fox asked staff for an update at Lower Mill and what the plan is to get that property ready for development. Ryan Klapprich, Facilities Manager, commented that they are planning to bring in a contractor to complete the work.

**6. COMMISSIONER, COMMITTEE REPORTS:**

- a. **Waterfront Recreation Advisory** – Daryl Stafford, Waterfront Manager, reported that the Kiteboard for Cancer event took place last week and went well. The Gorge Downwind Champs event is happening all this week. This is one of the largest events of the year with over 800 participants. Commissioner Fox noted that the barge should be notified of the influx of boaters out in the water.
- b. **Hood River-White Salmon Bridge Authority (HRWSBA)** – Commissioner Fox commented that July 10 was the first meeting for the HRWSBA. Senator Curtis King attended the meeting. The HRWSBA concluded that Jake Anderson will be the interim First Co-Chair and Mike Fox will be the interim Second Co-Chair.

**7. ACTION ITEMS:**

- a. **Approve Contract with KPFF for AE/Design Contract for E. Anchor Way/N. First St. Project.**

**Motion:** Move to Approve Personal Service Contract with KPFF Inc. for the East Anchor Way North 1<sup>st</sup> Street and Utilities Project Design & Engineering project, not to exceed \$484,428.98, subject to final legal review.

**Move:** Fox

**Second:** Bieker

**Discussion:** None

**Vote:** **Aye:** Chapman, Sheppard, Bieker, Mike Fox  
**Absent:** Gehring

**MOTION CARRIED**

- b. **Approve Task Order No. 3 to the Professional Services Agreement with Precision Approach Engineering (PAE) for Consulting Services for the Fuel Tank Project at the Ken Jernstedt Airfield.**

**Motion:** Move to Approve Task Order No. 3 to the Professional Services Agreement with Precision Approach Engineering (PAE) for consulting services in support of finalizing and closing out the Fuel Tank Project at the Ken Jernstedt Airfield, not to exceed \$31,000.

**Move:** Fox

**Second:** Sheppard

**Discussion:** None

**Vote:** **Aye:** Chapman, Sheppard, Bieker, Fox  
**Absent:** Gehring

**MOTION CARRIED**

- c. **Approve Resolution No. 2023-24-1 Authorizing Toll Increase to Fund Hood River-White Salmon Bridge Authority.** Shannon commented that in response to public feedback from their outreach efforts, the HRWSBA recommends that the Commission move forward with implementing Option 1, effective September 1, 2023. Greenwood noted that the resolution was revised, and a copy was provided to the Commissioners.

**Motion:** Move to Approve Resolution No. 2023-24-1 Authorizing Toll Increase to Fund Hood River-White Salmon Bridge Authority.  
**Move:** Sheppard  
**Second:** Fox  
**Discussion:** Commissioner Fox commented that Section 2 on the resolution should include that the funds will be administered by the HRWSBA. Greenwood replied that those details will be noted in the Intergovernmental Agreement (IGA). A discussion followed regarding who would administer the funds.  
**Vote:** **Aye:** Chapman, Sheppard, Bieker, Fox  
**Absent:** Gehring

**MOTION CARRIED**

**8. COMMISSION CALL:** None

**9. CONFIRMATION OF DIRECTIVES:**

- a. Greenwood inquired on whether the Commission would like to submit comment on the Westside URD plan. There was consensus for Commissioner Chapman to provide a recommendation to the Port Commission for comment on the Westside URD plan.

**10. EXECUTIVE SESSION:** None

**11. POSSIBLE ACTION:** None

**12. ADJOURN:** President Kristi Chapman moved that the meeting be adjourned, and this was agreed upon at 6:02 p.m.

**ATTEST:**

DocuSigned by:  
*Kristi Chapman*  
00DEADE439F8421...

Kristi Chapman, President

DocuSigned by:  
*Mike Fox*  
1D968775DD2542A...

Michael Fox, Secretary