

**Port of Hood River Commission  
Meeting Minutes of March 19, 2024 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:** Kristi Chapman, Heather Gehring, Ben Sheppard, Mike Fox, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon, and Kary Witt. **Guests:** Dave Koebel, Judy Newman, and Scott Keillor.

**ABSENT:** Greg Hagbery

**MEDIA:** None

1. **CALL TO ORDER:** President Kristi Chapman called the meeting to order at 5:00 p.m.
2. **EXECUTIVE SESSION:** President Kristi Chapman recessed Regular Session at 5:00 p.m. to call the Commission into Executive Session under ORS 192.660(2)(h) to consult with counsel concerning the Port's legal rights and duties regarding current litigation or litigation likely to be filed.
3. **RECONVENE REGULAR SESSION:** The Commission was called back into Regular Session at 5:51 p.m. No action was taken as a result of Executive Session.
  - a. **Modifications, Additions to Agenda:**
    1. Add Discussion item to 6(c) – Board Member Access to Internal Documents.
  - b. **Public Comment:**
    1. **Dave Koebel**, Hood River Resident, expressed concern about the chosen location of the proposed hangars at the Ken Jernstedt Airfield ("Airport"). Koebel suggested an alternative location on the north side of the ramp.
    2. **Judy Newman**, Hood River Resident, disagrees with the chosen location of the proposed hangars and discussed the Airport Master Plan emphasizing the importance of compliance and the strategic placement of the new hangars on the north side of the ramp.
4. **CONSENT AGENDA:**
  - a. Approve Minutes from the February 20, 2024, Regular Session
  - b. Approve Amendment No. 5 to Contract with HNTB for Consulting Services Related to Bridge Replacement
  - c. Approve Authorization to Enter into Welding Contracts Not to Exceed \$100,000
  - d. Approve Listing Agreement for Real Estate Services
  - e. Approve Resolution No. 2023-24-13 Adopting Toll Policy for the Hood River Bridge
  - f. Approve Resolution No. 2023-24-14 Appointing John Benton, Larry Brown, and Bonifacio Romero to the Budget Committee
  - g. Approve Accounts Payable to Campbell Phillips in the Amount of \$1,260.00

**Motion:** Move to approve Consent Agenda with modifications to the minutes from February 20, 2024.

**Move:** Sheppard

**Second:** Bieker

**Discussion:** The minutes from February 20, 2024 were modified to clarify Commission direction regarding the lift span.

**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

## MOTION CARRIED

### 5. INFORMATIONAL REPORTS:

- a. **Bridge Replacement Project Update** – Michael Shannon, HNTB Project Director, announced that Hood River-White Salmon Bridge Authority (HRWSBA) secured \$8 million for the Bridge Replacement Project (“Project”), with \$4 million each from Oregon and Washington. Negotiations are underway with Kiewit for the Progressive Design Build contract. The contract is expected to be signed April 1. Furthermore, the team had a meeting March 19 to discuss the credit rating for the TIFIA loan. Commissioner Fox recognized Debbie Smith-Wagar, Finance Director, for her outstanding work during the credit rating meeting. Lastly, Shannon addressed funding for the administration building relocation and the need to push for pre-billing and reimbursement.

### 6. PRESENTATIONS & DISCUSSION ITEMS:

- a. **RV Park Feasibility at Lower Mill Site** – Kevin Greenwood, Executive Director, discussed the county's interest in moving forward with the land use process for an RV park. The county agreed to direct their staff to work on a legislative text amendment for temporary use, with the potential for a more permanent use in the future. Greenwood noted that a meeting has been scheduled with Odell Sanitary District as well. The manager of the Odell Sanitary District expressed a preference for a temporary arrangement. Staff sought feedback on whether the Commission wished to proceed, and if so, they would then require the assistance of a land use planner to draft the necessary code. A discussion ensued regarding the next steps. Staff was directed to reach out to Kiewit once they are under contract and engage in discussions about the development of temporary housing for their workforce.
- b. **Waterfront Development/Commercialization Discussion** – Daryl Stafford, Waterfront Manager, commented that the Port frequently receives proposals for use of the Waterfront. Staff proposed streamlining the process of reviewing Waterfront development proposals by suggesting an overarching policy, such as a moratorium on new developments in certain areas until existing projects are completed. A discussion followed and concluded with consensus from the Commission for staff to present a draft policy at Spring Planning.
- c. **Board Member Access to Internal Documents** – Commissioner Chapman discussed improving communication between staff and Commissioners regarding project updates. The suggestion was made to use a spreadsheet to track requests and make it accessible through platforms like Google Drive, ensuring Commissioners have easy access and can receive real-time updates. A discussion ensued and the importance of oversight and accountability in staff operations was emphasized. Staff received direction to grant the Commission access to staff tracking tools to stay updated on tasks.

Commissioner Fox raised concerns about the potential for liquefaction in piers 6 through 11 of the bridge and proposed creating an emergency response plan to deal with such a scenario, including the possibility of contracting with Kiewit for mutual aid. Staff was directed to reassess operational plans in light of the aging bridge and its associated risks.

7. **EXECUTIVE DIRECTOR REPORT:** Greenwood reported that Bill Ohle, Schwabe, will be assisting with reassigning the contracts held by the Port to the HRWSBA as per the Intergovernmental Agreement (IGA). Furthermore, a small contract was signed with the Port of Cascade Locks (POCL) for the use of the Port's boat and 8 hours of labor to help with the reinstallation of POCL's pedestrian bridge. Greenwood also

provided a brief update on East Anchor Way extension. Lastly, the team acknowledged Jay Cruz's 25th anniversary at the Port.

**8. COMMISSIONER, COMMITTEE REPORTS:** None

**9. ACTION ITEMS:**

- a. **Approve Halyard Facility Repairs** – Greenwood discussed the need for maintenance on the loading dock surface and the bay door in one of the suites at the Halyard building, with costs totaling over \$65,000.

**Motion:** Move to approve replacement of the Halyard Building loading dock surface area and the bay door of Suit 103 for a total cost not to exceed \$65,875 pending review and approval of the request by Ryan Klapprich before the repairs are made.

**Move:** Fox

**Second:** Sheppard

**Discussion:** A discussion ensued regarding the repairs. The Commission requested that Ryan Klapprich, Facilities Manager, first review and approve the request before the repairs are made.

**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

- b. **Approve IGA with HRWSBA to Establish Terms and Conditions for Services.**

**Motion:** Move to authorize signing the Intergovernmental Agreement with the Hood River-White Salmon Bridge Authority for matters related to the replacement of the Hood River Bridge.

**Move:** Fox

**Second:** Gehring

**Discussion:** Commissioner Fox noted that this is a significant milestone for the new bridge and recognized Commissioner Chapman and Commissioner Gehring for their involvement.

**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

- c. **Approve MSA/Work Order No. 1 with WSP for Owners Rep Services related to Lot 1** – Greenwood noted that Commissioner Sheppard and staff held a total of four negotiation sessions with Scott Keillor's WSP team to create Work Order 1. There are two significant contingency tasks that include NEPA work and construction management services if needed.

**Motion:** Move to approve a Master Services Agreement and Work Order No. 1 with WSP for Owners Representative Services related to Lot 1 Transportation Improvements.

**Move:** Bieker

**Second:** Fox

**Discussion:** None

**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

d. **Purchase Agreement with Mt. Hood Railroad.**

**Motion:** Move to approve Sales Agreement with Mount Hood Railroad for the sale of tax parcel 02N10E25B01018 and 02N10E25B01019.  
**Move:** Fox  
**Second:** Sheppard  
**Discussion:** A discussion ensued regarding concerns about how low the down payment was.  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

e. **Approve Entering into Negotiations with SUM Design Studios for Architectural Services –**  
Greenwood noted that staff concluded their evaluation of the three architectural firms and briefly discussed the scope of work.

**Motion:** Move to enter into negotiations with SUM Design Studios for a Master Services Agreement and a Work Order to design, permit and construct parking at various waterfront locations.  
**Move:** Fox  
**Second:** Sheppard  
**Discussion:** Commissioner Sheppard requested that the facilities shed relocation be near Marina East building be addressed as well.  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

f. **Modify listing agreement for Real Estate Services.**

**Motion:** Move to modify Consent Agenda Item 4(d) regarding the contract with Copper West where the first property sale will be a 5% total fee. Subsequent sales will be negotiated individually.  
**Move:** Fox  
**Second:** Bieker  
**Discussion:** Commissioner Fox expressed his concern regarding the high brokerage fee related to the Real Estate Service contract with Copper West, suggesting a modification to the contract that allows for individual negotiations on future sales.  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

**10. COMMISSION CALL/FUTURE MEETINGS:** No Discussion.

**11. CONFIRMATION OF DIRECTIVES:**

- a. Staff to reach out to Kiewit once they are under contract and engage in discussions about the development of temporary housing for their workforce.
- b. Staff to present a draft policy at Spring Planning to help streamline the process of reviewing Waterfront development proposals.
- c. Staff to grant the Commission access to staff tracking tools to stay updated on tasks.

- d. Staff to reassess operational plans in light of the aging bridge and its associated risks.
- e. Staff to address the relocation of the facilities shed near Marina East building.

**12. ADJOURN:** The meeting was adjourned by unanimous consent at 7:00 p.m.

**ATTEST:**

DocuSigned by:  
*Kristi Chapman*  
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Kristi Chapman, President

DocuSigned by:  
*Mike Fox*  
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Michael Fox, Secretary