

Port of Hood River Commission
Meeting Minutes of December 19, 2023 Regular Session
Via Remote Video Conference & Marina Center Boardroom
5:00 p.m.

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

Regular Session

PRESENT: Commissioners: Kristi Chapman, Ben Sheppard (left at 6:18 p.m.), Heather Gehring, Mike Fox (via Zoom), and Tor Bieker. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Greg Hagbery, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon **Guests:** None

ABSENT: None

MEDIA: Noah Noteboom, Columbia Gorge News

1. CALL TO ORDER: President Kristi Chapman called the meeting to order at 4:57 p.m.

a. **Modifications or additions to the agenda:**

- 1) Move Possible Action Item 11(a) Executive Director's Employment Agreement to Consent Agenda item 2(g).
- 2) Move Consent Agenda item 2(e) Renewal of SDIS Property/Casualty Insurance to Action Items for discussion.

2. CONSENT AGENDA:

- a. Approve minutes from November 14, 2023 Fall Planning Work Session and Regular Session and the December 7 Special Meeting
- b. Approve Resolution No. 2023-24-7 Adopting Financial Policy
- c. Approve Resolution No. 2023-24-8 Changing Marina Boat Launch Parking Lot Rates
- d. Approve Amendment to Lease with Oregon DMV in the Marina West Building
- e. ~~Authorize Renewal of SDIS Property/Casualty Insurance Policy for 2024~~
- f. Approve Accounts Payable to Campbell Phillips in the Amount of \$4,185.00
- g. Approve Amendment 1 for One-Year Extension to Executive Director's Employment Agreement with Adjustment to the Salary by 3.2% Starting October 1, 2023.

Motion: Move to approve Consent Agenda with modifications.

Move: Bieker

Second: Sheppard

Discussion: A discussion ensued regarding the Executive Director's Employment Agreement. A suggestion was made for the following year to consider a bonus for the Executive Director if expectations are met. The Commission reached consensus to increase the Executive Director's salary by 3.2% that is retroactive to October 1, 2023. This item was added to the Consent Agenda item 2(g) for approval. The request was also made to move Consent Agenda item 2(e) Renewal of SDIS Property/Casualty Insurance to Action Item 7(c) for discussion.

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

MOTION CARRIED

3. INFORMATIONAL REPORTS: No Discussion.

4. PRESENTATIONS & DISCUSSION ITEMS:

- a. **Review of Fall Planning Goals** – Kevin Greenwood, Executive Director, led a group discussion on Fall Planning directives. Commissioner Mike Fox addressed his concerns with the scope of work for Communications/Public Relations Services such as holding off on the rebranding and redesign

of the Port logo and reducing the amount of social media posts. A discussion followed on the scope of work and concluded with consensus from the Commission for staff to move forward with the Request for Proposals (RFP) with the removal of the focus videos from the work of scope.

The Commission reviewed the Mission and Vision statement samples provided by staff. The suggestion was made to change the Vision Statement to “The Port of Hood River fosters commerce and recreation while providing outstanding environmental and fiscal stewardship”. There was consensus from the Commission to move forward with the suggested Vision Statement and not change the Mission statement. Staff will provide a resolution at the next meeting for final approval.

Commissioner Ben Sheppard clarified that development of workforce housing was not a directive to staff, but rather to look at the possibility of an RV park. Commissioner Sheppard also commented on the directive to relocate the Port Administrative Office and noted that Marina #1 building should be considered as a temporary location. Greenwood touched on the development of the roundabout at Second Street and Riverside Drive and emphasized that the Port would be liable for \$2 million in project costs if grants are not successful. Greenwood also noted that staff is developing an RFP to solicit an Owner’s Representative to assist with seeking additional grant funding as well as provide oversight of KPFF throughout the project. A discussion ensued regarding the four bridge risk items that were identified and concluded with consensus from the Commission to have staff proceed with the procurement process on all four items.

- b. **Hood River-White Salmon Bridge Authority (HRWSBA) Agreement Concepts** – Commissioner Kristi Chapman led a group discussion on the Concept sheet for the pending Intergovernmental Agreement (IGA) between the Port and HRWSBA. The Commission touched on the line of credit from the Port to HRWSBA and the right of way on both sides of the river. A suggestion was made to include expenses related to relocating the Port Administrative Office as its own discussion point. The urgency to have an IGA in place was also addressed. There was consensus from the Commission to proceed with legal review.
 - c. **Participation on City of Hood River Urban Renewal District Board** – Commissioner Heather Gehring noted that with the Waterfront district closing, there was a question about whether the Port’s presence on the Urban Renewal Board was necessary. A discussion ensued and concluded with consensus from the Commission not to proceed with Port membership on the Urban Renewal Board. Staff will report back to the Urban Renewal Board of the Commission’s decision.
5. **EXECUTIVE DIRECTOR REPORT:** Greenwood acknowledged Genevieve Scholl, Deputy Executive Director, who will be leaving the Port after 10 years of service. Greenwood touched on Scholl’s accomplishments including the procurement of \$3.3 million in grants. Scholl gave a brief speech acknowledging key staff and encouraged Commissioners to support staff in their continued professional development.

The Commission discussed whether to have their next meeting on January 16 or January 23. There was consensus from the Commission to meet on January 23. Commissioner Fox addressed the possibility of floatplanes at the South Basin Dock and cautioned that it may be an issue with the barges during construction of the new bridge.

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

7. **ACTION ITEMS:**

a. Authorize Renewal of SDIS Property/Casualty Insurance Policy for 2024.

Motion: Move to approve the SDIS insurance renewal for property/casualty coverage for the Port for \$132,176.
Move: Gehring
Second: Bieker
Discussion: Commissioner Bieker addressed a discrepancy regarding the SDIS policy increase of 21.26%. It was clarified that the policy increase was about 7% and not 21.26%.
Vote: **Ayes:** Chapman, Gehring, Fox, and Bieker
Absent: Sheppard
MOTION CARRIED

b. Authorize Staff to Pursue Land Use Application for Lower Hanel Property.

Motion: Move to authorize staff to work with an architect and land use attorney to prepare an estimate for the approvals, design and construction of an RV/Trailer Park in Odell.
Move: Bieker
Second: Gehring
Discussion: None
Vote: **Ayes:** Chapman, Gehring, Fox, and Bieker
Absent: Sheppard
MOTION CARRIED

c. Approve Resolution 2023-24-9 Lowering the Load Limit on the Bridge.

Motion: Move to adopt Resolution No. 2023-24-9 decreasing the load limit on the Hood River-White Salmon Interstate Bridge to 64,000 pounds with an effective date of March 1, 2024.
Move: Bieker
Second: Gehring
Discussion: Greenwood requested flexibility in the schedule to implement the lower load limit. Commissioner Fox requested that staff communicate the change to the heavy haulers before the signs are made. There was consensus from the Commission to implement the lower load limit by March 1, 2024.
Vote: **Ayes:** Chapman, Gehring, Fox, and Bieker
Absent: Sheppard
MOTION CARRIED

8. COMMISSION CALL:

- a. Commissioner Bieker noted that there was a discussion at the last Airport Advisory Committee (AAC) meeting regarding the former SDS hangar, and there was concern about how the port plans to monetize it. Greg Hagbery, Property Manager, replied that the direction from the Commission was to keep maintaining a revenue stream while incrementally upgrading the facility and pursue a commercial tenant. A discussion followed regarding the hangar.

9. CONFIRMATION OF DIRECTIVES:

- a. Staff to move forward with an RFP for Communications/Public Relations Services, with removal of videos from the scope of work.
- b. Staff to create a resolution for the Mission and Vision statement for final approval.
- c. Staff to proceed with the procurement process of the four bridge risk items.
- d. Proceed with legal review on concept sheet for the IGA.
- e. Notify Urban Renewal Board that the Port will no longer be participating on the Board.
- f. Staff to communicate with heavy haulers of the lower load limit before signs are made.

10. EXECUTIVE SESSION: President Kristi Chapman recessed Regular Session at 6:57 p.m. to call the Commission into Executive Session under ORS 192.660(2)(i) – Performance Evaluations of Public Officers & Employees.

11. POSSIBLE ACTION: The Commission was called back into Regular Session at 7:10 p.m. No action was taken as a result of Executive Session.


12. ADJOURN: The meeting was adjourned by unanimous consent at 7:11 p.m.

ATTEST:

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Kristi Chapman, President

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Michael Fox, Secretary