



**PORT OF HOOD RIVER COMMISSION  
AGENDA**

**Tuesday, December 17, 2024**

**Port Conference Room**

1000 E. Port Marina Drive, Hood River

View meeting at: <https://www.youtube.com/@portofhoodriver2178/streams>

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1. **Call to Order** – 5:00 PM
  - a. Modifications, Additions to Agenda
  - b. Open public hearing for public comment on the exemption for HVAC services
  - c. Close public hearing
  - d. Public Comment (5 minutes per person per subject; 30-minute limit)
    1. Airport - Cathleen Jabonski (*Written Comment, Pg. 3*)
2. **Consent Agenda**
  - a. Approve minutes from the November 19, 2024 Regular and Fall Planning Sessions. (*P. Rosas, Pg. 5*)
  - b. Approve Res. No. 2024-25-15 Naming Port Commission as Board of Foundation (*K. Greenwood, Pg. 13*)
  - c. Approve Res. No. 2024-25-16 Adopting Findings for Sole Source Procurement (*R. Klapprich, Pg. 17*)
  - d. Approve Master Services Agreement with DIVCO for HVAC Services (*R. Klapprich, Pg. 23*)
  - e. Approve Accounts Payable to Beery, Elsner & Hammond, LLP (*D. Smith-Wagar, Pg. 55*)
3. **Informational Reports**
  - a. Review of Fall Planning Directives (*K. Greenwood, Pg. 59*)
  - b. Financial Report (*D. Smith-Wagar, Pg. 83*)
  - c. Bridge Replacement Project Update (*Michael Shannon, Pg. 87*)
4. **Presentations & Discussion Items**
  - a. PSquare Toll Billing Failure
    1. Review PSquare Memo (*D. Smith-Wagar, Pg. 95*)
    2. Review Port's Communication Plan (*P. Rosas, Pg. 101*)
  - b. Consideration of All Electronic Tolling Implementation (*D. Smith-Wagar, Pg 107*)
5. **Executive Director Report** (*K. Greenwood, Pg. 109*)
6. **Commissioner, Committee Reports**
7. **Action Items**
  - a. Approve Master Services Agreement with Gretchen Goss for Communication and Project Management Services. (*K. Greenwood, Pg. 137*)
8. **Commission Call/Upcoming Meetings**
  - a. Upcoming Meetings:
    1. Regular Session – January 21, 2024
    2. Regular Session – February 18, 2024
    3. Regular Session – March 18, 2024
9. **Confirmation of Commission Directives to Staff**

## 10. 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.*