

**Port of Hood River Commission  
Meeting Minutes of December 7, 2023 Special Meeting  
Via Remote Video Conference  
10:00 a.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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**Special Meeting**

**PRESENT: Commissioners:** Kristi Chapman, Heather Gehring, Mike Fox, Tor Bieker, and Ben Sheppard. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Ryan Klapprich, and Patty Rosas.

**ABSENT:** None

**MEDIA:** None

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 10:00 a.m.

**2. ACTION ITEMS:**

a. **Authorize Purchase of HVAC Equipment for the Big 7 Building from Refrigeration Supplies Distributor Not to Exceed \$14,734.**

**Motion:** Move to authorize purchase of HVAC equipment from Refrigeration Supplies Distributor in an amount not to exceed \$14,734 for the Big 7 Building.

**Move:** Fox

**Second:** Gehring

**Discussion:** Commissioner Mike Fox expressed his concern with the lower price difference between the other vendors and questioned whether the quality was there. Ryan Klapprich, Facilities Manager, assured the Commission that this was the best option, and added that it was a like-brand with warranty.

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

**MOTION CARRIED**

b. **Authorize Creation of Executive Assistant Position.**

**Motion:** Move to authorize Executive Assistant Job Position.

**Move:** Bieker

**Second:** Sheppard

**Discussion:** Commissioner Kristi Chapman noted that with the retirement of Genevieve Scholl as the Port's Deputy Executive Director, the Personnel Committee and Executive Director have discussed changing the position to an Executive Assistant position. A discussion ensued regarding concerns with the job description in correlation with the wage and job title.

**Vote:** **Aye:** Chapman, Gehring, Sheppard, and Bieker.

**Nay:** Fox

**MOTION CARRIED**

**3. ADJOURN:** The meeting was adjourned by unanimous consent at 10:35 a.m.

**ATTEST:**

DocuSigned by:  
  
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Kristi Chapman, President

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DocuSigned by:  
*Mike Fox*  
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Michael Fox, Secretary