

Port of Hood River Commission
Meeting Minutes of August 15, 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, Heather Gehring, Ben Sheppard, Mike Fox, and Tor Bieker. **Legal Counsel:** Kristen Campbell. **Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Greg Hagbery, and Patty Rosas. **HNTB:** Michael Shannon. **Guests:** Steve Wrye, Christine Holland, and Kelly Yearick.

ABSENT: Daryl Stafford, and Ryan Klapprich.

MEDIA: Noah Noteboom, Columbia Gorge News (left at 6:08 p.m.)

1. CALL TO ORDER: President Kristi Chapman called the meeting to order at 5:00 p.m.

a. Modifications or additions to the agenda:

- 1) Move Consent Agenda items 2(b) and 2(g) to Action Items.
- 2) Commissioner Mike Fox requested that they review the comments he submitted to staff regarding items on the agenda. A copy was provided to the Commission. Commissioner Chapman suggested that they allow time for Commissioners to review the document and discuss it at the next meeting. There was consensus from the Commission to discuss the document at the next meeting if necessary.

b. Public Comment:

- 1) **Steve Wrye**, Hood River resident, commented that the new parking fees are too high, and the mobile application is difficult to use. Wrye requested a \$30 annual fee for parking.

2. CONSENT AGENDA:

- a. Approve Minutes from July 11, 2023 Regular Session
- ~~b. Approve Commissioner Committee Assignments~~
- c. Approve Lease with Northwave, Inc. in Suite 120 of the Jensen Building
- d. Approve Addendum No. 3 to Lease with Earth and Muscle in Suite 102 of the Marina Park #1 Building
- e. Approve Lease Extension with Aletta Wilson, LMT in Suite 101 of the Marina Park #1 Building
- f. Approve Amendment No. 2 to the FBO Agreement with Hood Aero at the Ken Jernstedt Airfield
- ~~g. Approve Resolution 2023-24-2 Approving Check Signing Authorization for Port Bank Accounts~~
- h. Approve Accounts Payable to Campbell Phillips in the Amount of \$8,939.50

Motion: Move to approve Consent Agenda with items B & G moved to Action Items.

Move: Sheppard

Second: Fox

Discussion: None

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

Nay: Fox

MOTION CARRIED

3. INFORMATIONAL REPORTS: None

4. PRESENTATIONS & DISCUSSION ITEMS:

- a. **CRuSE/Forth Mobility Pilot Project Closeout Presentation** – Kelly Yearick, FORTH Mobility, provided a presentation on the CRuSE program. Yearick discussed the program objectives which

are to increase access to clean transportation and EV charging. Also presented was a timeline and walk through of their accomplishments, challenges, and learnings. Yearick then turned to Christine Holland, FORTH Mobility, for a brief overview of total program costs. A discussion ensued regarding the program costs and the potential use or removal of the EV charging station hosted by the Port on N. 1st Street.

- b. **Fiscal Year 2022-23 Year End Financial Report** – Debbie Smith-Wagar, Finance Director, briefly summarized the financial review for the year ended. Smith-Wagar emphasized that the Bridge Replacement information is all in one fund that started in the last fiscal year. Some of the report highlights were a slight increase in toll revenue, as well as a significant increase in interest income for all funds. Lease income also increased about 5% in fiscal year 2023. Smith-Wagar noted that all line items were well within budget. Commissioner Fox commented that area managers should be providing this report for their areas with an analysis of what happened and how it can be improved. Smith-Wagar replied that once the new financial software is in place it will be easier for staff to provide the reports that Commissioner Fox is requesting.
- c. **Committee Formation Policy Discussion** – Kevin Greenwood, Executive Director, noted that staff was contacted about the creation of a Bridge Committee for the current Hood River Bridge. Greenwood walked through the different types of Committees. Staff recommended that the Bridge Committee be an Internal Committee. Greenwood requested to be the lead staff person on the new Committee, and he would bring in other managers as needed. A discussion followed regarding the formation of the Bridge Committee. The discussion concluded with consensus from the Commission to proceed with an Internal Committee and change Section 1(E) on the draft resolution to incorporate Commissioner Fox’s recommendation with modifications.

The Commission discussed inactive Committees and there was consensus from the Commission to remove The Architectural Site Review Committee and the Community Relations Committee. Staff was also directed to clarify in the Governance Policy that Commission positions on “standing” Committees are non-voting.

Commissioner Committee Assignments – Approve Commissioner Committee Assignments.

- Motion:** Move to approve Committee Assignments as discussed.
- Move:** Gehring
- Second:** Bieker
- Discussion:** Genevieve Scholl, Deputy Executive Director, noted that the approval of the Committee Assignments includes a recommendation to nominate Commissioner Ben Sheppard and Commissioner Heather Gehring to the Hood River Urban Renewal Agency. Scholl also clarified that the Personnel Committee needs to be corrected to add Kevin Greenwood as the Executive Director. Commissioner Chapman requested that she be removed as the lead and placed as the alternate for the Hood River County Chamber of Commerce and Visit Hood River Committee and recommends that Commissioner Gehring be added as the lead. Smith-Wagar noted that she needs to be added as the Finance Director on the Budget Committee. Commissioner Gehring requested that Commissioner Tor Bieker be added as the lead to the Airport Advisory Committee, and Commissioner Gehring as the alternate. There was also Commission consensus to remove the

Bridge Tolling Committee and clarify in the Governance Policy that there be a lead and an alternate on each Committee.

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

MOTION CARRIED

5. **EXECUTIVE DIRECTOR REPORT:** Greenwood provided an update on the gearbox. The motor is in good condition and the gearbox should be repaired in 3-4 weeks. Ryan Klapprich, Facilities Manager, will be contacting helicopter companies to replace the gearbox. Scholl has contacted various agencies to inform them of the closure on November 3 through November 6 for the Wire Rope Replacement Project. Commissioner Sheppard suggested completing welding work on the bridge during the closure. Greenwood noted that parking fees have brought in approximately \$50,000 compared to last year. Staff is anticipating about \$75,000 by the end of the season. A discussion ensued regarding the parking fees and mobile application. Commissioners directed staff to post on social media and the Port website the QR code for the mobile application for Marina and Waterfront parking. Staff was also directed to add signs at the Marina Boat Launch parking lot stating that annual passes were valid there too.

6. **COMMISSIONER, COMMITTEE REPORTS:**

- a. Commissioner Fox Commented that Representative Tawna Sanchez from the Joint Transportation Committee visited the project site on August 15 and toured the Geotechnical investigation in the river. Senator Daniel Bonham is scheduled to visit on August 16. Commissioner Fox added that they will be submitting the federal grant application next week.

7. **ACTION ITEMS:**

- a. **Approve Resolution No. 2023-24-3 Establishing Accounts Receivable Policy.**

Motion: Move to approve Resolution No. 2023-24-3 establishing an accounts receivable aging monitoring policy with noted changes in discussion.

Move: Sheppard

Second: Fox

Discussion: A discussion ensued regarding the policy. The Commission directed staff to no longer send out monthly invoices to tenants, instead staff will send out a yearly notice of what is due. Staff was also directed to change Section 3(D) to 45 days.

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

MOTION CARRIED

- b. **Approve Security Worker Position Authorization** – Greenwood noted that the Personnel Committee has reviewed the position. The position is still within the budget.

Motion: Move to authorize Security Patrol Worker position subject to legal review.

Move: Fox

Second: Sheppard

Discussion: None

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

MOTION CARRIED

- c. **Approve Resolution 2023-24-2 Approving Check Signing Authorization for the Port Bank.**

Motion: Move to approve Resolution No. 2023-24-2 authorizing Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Kristi Chapman, and Tor Bieker as Signatories for Port bank accounts.

Move: Gehring

Second: Fox

Discussion: Staff explained the reasoning behind multiple check signers in the past which was mainly due to being short staffed.

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

8. COMMISSION CALL:

- a. Commissioner Sheppard attended a meeting last week with the engineers and staff regarding Lot 1. Commissioner Sheppard was impressed with staff's ability to answer all his questions as well as completing all directives from the Commission.

9. CONFIRMATION OF DIRECTIVES:

- a. Clarify in the governance policy that Commission positions on Ad Hoc Committees are non-voting
- b. Provide QR code for mobile application to pay for parking on Port website and social media.
- c. Add signs at the Marina Boat Launch parking lot stating that annual passes are valid there too.

10. EXECUTIVE SESSION: President Kristi Chapman recessed Regular Session at 6:59 p.m. to call the Commission into Executive Session under ORS 192-660(2)(e) – Real Property Transactions.

11. POSSIBLE ACTION: The Commission was called back into Regular Session at 7:03 p.m. No action was taken as a result of Executive Session.

12. ADJOURN: The meeting was adjourned by unanimous consent at 7:04 p.m.

ATTEST:

DocuSigned by:

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Kristi Chapman, President

DocuSigned by:

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Michael Fox, Secretary