

Port of Hood River Commission
Meeting Minutes of January 23, 2024 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, Heather Gehring (arrived 5:04 p.m.), Mike Fox, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar (via Zoom), Greg Hagbery (via Zoom), Daryl Stafford, Ryan Klapprich, and Patty Rosas. **HNTB:** Michael Shannon **Guests:** Curt Vanderzanden, KPFF (via Zoom); Paul Schmidtke (via Zoom), KPFF; William Ohle, Schwabe Williamson & Wyatt (via Zoom); Anna Goodwin, HRC Heritage Council; Susan Donnelly, HRC Heritage Council; Scott Reynier, Columbia River Insurance.

ABSENT: None

MEDIA: None

1. CALL TO ORDER: President Kristi Chapman called the meeting to order at 5:02 p.m.

- a. **Modifications or additions to the agenda** – Add Action Item 7(b) - Negotiations with WSP for Owner’s Rep Services.
- b. **Public Comment:** None

2. CONSENT AGENDA:

- a. Approve Minutes from the December 19, 2023 Regular Session
- b. Approve Resolution No. 2023-24-11 Updating BreezeBy Terms and Conditions
- c. Approve Contract with Nova Group GBC for Facility Inspection Services in the Amount of \$27,200
- d. Approve Memorandum of Understanding with Aircraft Storage, LLC for North Apron Development
- e. Approve Resolution No. 2023-24-10 Updating the Port’s Mission, Vision & Values Statements
- f. ~~Approve 2024 Bridge Insurance Renewal in the Amount of \$425,632.74~~
- g. Approve Accounts Payable to Campbell Phillips in the Amount of \$1,912.50

Motion: Move to approve Consent Agenda, striking item 2(f).

Move: Bieker

Second: Fox

Discussion: The Commission raised concerns about the notable rise in costs related to the bridge insurance renewal. Scott Reynier, Columbia River Insurance, was available for questions. Following a discussion, the Commission reached a consensus to review the policy and make adjustments that align with the current needs of the bridge. Consent Item 2(f) was deferred till the next meeting.

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

MOTION CARRIED

3. INFORMATIONAL REPORTS:

- a. **Bridge Replacement Project Update** – Kevin Greenwood, Executive Director, announced that the Bridge Replacement Project (“Project”) was awarded a \$200 million federal grant. Greenwood thanked HNTB and the Hood River-White Salmon Bridge Authority (HRWSBA) for their efforts in securing the grant. Michael Shannon, HNTB Project Director, commented on the importance of the award and its substantial impact on the Project. Commissioner Mike Fox recognized the Commission and the Bi-State Working Group (BSWG) for fostering an environment conducive to success and expediting the project. Shannon noted that the Project currently has \$320 million in grant funding. In addition, there will be reserves and a TIFIA loan that brings the total to

approximately \$400 million available to the Project. The remaining funds are expected to be sourced from Oregon and Washington.

Shannon reported that they received three proposals for the Progressive Design Build RFP. Staff is in the process of evaluating the proposals. A firm will be selected on February 26.

4. PRESENTATIONS & DISCUSSION ITEMS:

- a. **KPFF Additional Service Request No. 1 for Lot 1 Transportation Improvements** – Greenwood commented that the Port Commission approved a contract with KPFF in July 2023 for the design of E. Anchor Way and No. First St. After a report was presented in late fall, the Commission preferred the idea of installing a roundabout at No. Second Way and Riverside Way instead of E. Anchor Way extension. Originally budgeted at \$500,000 and to be paid for from a COVID funding grant, the new work resulted in a \$250,000 net cost increase. Lacking funding for the additional work, the Port asked KPFF to reduce the scope to stay within the \$500,000 budget. This adjustment will allow work to commence as staff pursues additional grant funding. Representatives from KPFF were available for questions. A discussion followed regarding the scope of work. The Commission requested that KPFF take the roundabout scope to 100% design including the connection with No. First St. Staff will revise the contract and bring it back to the Commission for approval.
- b. **Budget Committee Members** – Debbie Smith-Wagar, Finance Director, noted that there are a couple of vacancies on the Budget Committee. Traditionally, the Port has allowed existing committee members to express their interest in continuing service, with reappointment for those interested. There has been some interest in advertising the positions and inviting individuals whose terms have expired to reapply if they are interested. Staff sought direction on how to move forward with recruiting Budget Committee members. There was consensus from the Commission to advertise the Budget Committee vacancies. The Commission also directed staff to create a policy to always advertise the vacancy for Statutory, Standing, or Ad Hoc Committees.
- c. **HRWSBA IGA Progress and Invoice Processing** – Greenwood commented that the absence of an Intergovernmental Agreement (IGA) between the Port and the HRWSBA poses a challenge when HRWSBA invoices are submitted to the Port for payment. Without an IGA, the payment process may not meet auditing standards, risking current and future grant eligibility. Greenwood turned to William Ohle, Schwabe Williamson & Wyatt, to discuss the drafted resolution. The resolution would grant the Port Executive Director the ability to expend the funds that are legally available to the Port, to cover in the short term, the expenses of the HRWSBA. Staff recommended adopting the resolution.

Motion: Move to adopt Resolution 2023-24-12 for temporary funding of the HRWSBA.

Move: Sheppard

Second: Gehring

Discussion: None

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

MOTION CARRIED

5. **EXECUTIVE DIRECTOR REPORT:** Greenwood reported that staff is working closely with HNTB and Federal Highway Administration (FHWA) to transfer \$5 million from the BUILD 2020 grant to HRWSBA and to allow the non-federal match to include Washington state and/or Oregon funds. Greenwood is also conducting

interviews this week for the recruitment of a Port attorney. A meeting is scheduled for January 25 with Senator Ron Wyden, Senator Jeff Merkley, and staff from Representative Earl Blumenauer to discuss congressionally directed spending for the roundabout project. Furthermore, Greenwood noted that with the development of E. Anchor Way there was a component for the Columbia Area Transit (CAT). CAT has inquired whether there would be a location on No. First St. for them. Staff sought direction from the Commission and there was consensus for staff to work with CAT on a location on No. First St.

6. COMMISSIONER, COMMITTEE REPORTS:

- a. **Urban Renewal Agency (URA)** – Commissioner Heather Gehring reported that the City is looking to increase its maximum indebtedness at the Waterfront. Commissioner Gehring and Commissioner Sheppard will be meeting with William Norris to discuss this further.
- b. **Internal Bridge Committee (IBC)** – Commissioner Fox commented that they are waiting for the contractor to do a risk assessment of what happened with the lift span malfunction. A discussion took place concerning the decommissioning of the lift span resulting in a request to invite a coast guard representative to the next IBC meeting.

7. ACTION ITEMS:

- a. ~~Approve KPFF Additional Service Request No. 1 in the Revised Total Amount of \$499,984.10.~~
- b. **Approve Negotiations with WSP for Owner’s Rep. Services for Lot 1 Transportation Improvement.**

Motion: Move to enter into negotiations with WSP for Owner’s Representative Services for Lot 1 Transportation Improvement.

Move: Gehring

Second: Fox

Discussion: None

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

MOTION CARRIED

8. COMMISSION CALL: None

9. CONFIRMATION OF DIRECTIVES:

- a. Review bridge insurance policy and make adjustments to align with current needs of bridge.
- b. Revise KPFF contract.
- c. Advertise Budget Committee vacancies and create policy.
- d. Invite coast guard representative to the next IBC meeting.

10. EXECUTIVE SESSION: President Kristi Chapman recessed Regular Session at 6:19 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 6:49 p.m. The following action was taken as a result of Executive Session:

Motion: Move to approve the lease with the Hood River County Heritage Council on Suite 201 and 202 in the Big 7 building.

Move: Bieker

Second: Sheppard

Discussion: None
Vote: **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker
MOTION CARRIED


12. ADJOURN: The meeting was adjourned by unanimous consent at 6:51 p.m.

ATTEST:

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Kristi Chapman, President

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Michael Fox, Secretary