

**Port of Hood River Commission  
Meeting Minutes of February 7, 2024 Special Meeting  
Via Remote Video Conference & Marina Center Boardroom  
4:00 p.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, Ben Sheppard, Heather Gehring, Mike Fox, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Greg Hagbery, and Melissa Manzo. **Guests:** Scott Reynier, Columbia River Insurance; Scott Keillor, WSP.

**ABSENT:** None

**MEDIA:** None

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 3:59 p.m.

**2. ACTION ITEMS:**

**a. Approve 2024 CHUBB Bridge Insurance Policy Renewal.**

**Motion:** Move to approve CHUBB bridge insurance policy for calendar year 2024 at a \$100 million dollar limit with a \$1 million dollar deductible.

**Move:** Bieker

**Second:** Fox

**Discussion:** The Commission discussed bridge insurance coverage options, and potential risks and financial implications of a catastrophic event involving the bridge. The Commission settled on a \$100 million policy with a \$1 million deductible for 2024 bridge insurance renewal.

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

**MOTION CARRIED**

**b. Approve Contract with Beery Elsner and Hammond for Port General Counsel Services.**

**Motion:** Move to approve contract for general counsel services with Beery Elsner and Hammond.

**Move:** Bieker

**Second:** Fox

**Discussion:** Commissioner Chapman noted that the Personnel Committee along with the legal team and Executive Director Kevin Greenwood recommended Beery Elsner and Hammond as the Port's general counsel primarily due to their hands-on approach, commitment to fostering long-term relationships, and ability to communicate comfortably on a daily basis. A discussion followed related to the two finalists.

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

**MOTION CARRIED**

**3. DISCUSSION:**

**a. Negotiations with WSP on Owners' Representative Services Related to Lot 1 Transportation Improvements** – Greenwood noted that they had already completed a thorough procurement process for the owners' representative contract, which primarily involves grant writing, securing financing for the roundabout project, and coordinating with KPFF to meet scheduling targets. WSP was chosen as the top-scoring proposal out of three received, and negotiations began. The subsequent action item arises due to impending deadlines for grants. WSP is already under contract to begin preparing the necessary documents as a preview to this action item. In the event

that this negotiation does not materialize, WSP would transfer the work they have completed to the subsequent proposal. Scott Keillor, WSP, was introduced as the potential owners' representative. Keillor outlined the scope of work and discussed WSP's roles and responsibilities as an owners' representative of the project. The Commission emphasized the need for an owners' representative that can push the project forward, communicate effectively, and think strategically about funding and delivery.

**4. ACTION ITEMS:**

- a. **Approve contract with WSP USA to complete Connect Oregon grant application for Lot 1 transportation improvements.**

**Motion:** Approve contract with WSP for producing the Connect Oregon grant application for Lot 1 roundabout funding, with the addition of the Congressional Directive Spending application.

**Move:** Gehring

**Second:** Fox

**Discussion:** None

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

**MOTION CARRIED**

- 5. ADJOURN:** The meeting was adjourned by unanimous consent at 5:06 p.m.

**ATTEST:**

DocuSigned by:

*Kristi Chapman*

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Kristi Chapman, President

DocuSigned by:

*Mike Fox*

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Michael Fox, Secretary