

PORT OF HOOD RIVER
Resolution No. 2024-25-5

**A RESOLUTION APPOINTING AND AUTHORIZING THE FOLLOWING BUSINESS
MATTERS FOR THE FISCAL YEAR 2024-25**

WHEREAS, the Governance Policy for the Port of Hood River Board of Commissioners was last updated on September 5, 2023, via Resolution No. 2023-24-4; AND

WHEREAS, the Port of Hood River Commission met on August 20, 2024, and discussed matters related to new contracting procurement rules and certain related business matters; AND

WHEREAS, it was suggested to review certain related business matters on an annual basis, in July when other business items are set; AND

WHEREAS, the Commission last declared certain agents of record via Res. No. 2024-25-1 on July 16, 2024; AND

WHEREAS, this resolution will be reviewed annually and updated when necessary.

NOW THEREFORE, THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

TITLE I. DEFINITIONS.

“Board” means the Board of Commissioners for the Port of Hood River.

“Executive Director” means Kevin Greenwood, or Kevin Greenwood’s express designee.

“Finance Director” means Debbie Smith-Wagar.

“Executive Assistant” means Patty Rosas.

“Fiscal year” means fiscal year 2024-2025.

“Port Contracting Rules” means those rules set forth in Resolution No. 2024-25-4.

“Port” means the Port of Hood River.

TITLE II. COMMISSION OFFICERS.

Section 1. Officers of the Board for the fiscal year:

- A. President, Kristi Chapman, Pos. 4
- B. Vice President, Heather Gehring, Pos. 2
- C. Secretary, Michael Fox, Pos. 3
- D. Treasurer, Tor Bieker, Pos. 5
- E. Commissioner, Ben Sheppard, Pos. 1

TITLE III. FINANCIAL POSITIONS.

Section 1. Auditor. The auditor for the fiscal year is Pauly, Rogers, and Co., P.C., 12700 SW 72nd Ave., Tigard, Oregon 97223.

Section 2. Municipal Financial Advisor. The Municipal Financial Advisor for the fiscal year is PFM Financial Advisor, LLC, 650 NE Holladay Street, Suite 1600, Portland, Ore. 97232.

Section 3. Budget Officer. The Budget Officer for the fiscal year is the Executive Director.

Section 4. Custodian of Funds. The Custodian of Funds for the fiscal year is the Commission Treasurer, Executive Director and Finance Director.

TITLE IV. FINANCIAL AUTHORITIES.

Section 1. Procurement Authority. The Executive Director has full power and authority to conduct intermediate and small solicitations in accordance with the Port Contracting Rules without Board approval. The Executive Director shall receive Board approval of all formal procurement documents required in connection with all formal solicitations conducted in accordance with the Port Contracting Rules.

Section 2. Public Contracting Authority. The Executive Director has full power and authority to execute contracts for goods, services, personal services, construction-related personal services, and public improvements, as those terms are defined in the Port Contracting Rules, with an estimated value of equal to or less than \$20,000 without Board approval. For clarity's sake, The Board shall approve all such contracts with an estimated value of greater than \$20,000.

Section 3. Change Orders and Amendments. The Board shall approve all change orders and amendments to contracts for goods, services, personal services, construction-related personal services, and public improvements, regardless of value.

Section 4. Surplus Property Disposal. The Executive Director has full power and authority to dispose of all surplus property with an estimated value of equal to or less than \$20,000 without Board approval, provided the disposal is conducted in accordance with the Port Contracting Rules. For clarity's sake, The Board shall approve all such surplus property disposals with an estimated value of greater than \$20,000.

Section 5. Lease Authority. The Executive Director has full power and authority to seek, negotiate, and execute all leases of real property owned by the Port valued at less than \$75,000 per year without Board approval. For clarity's sake, The Board shall approve all leases valued at equal to or greater than \$75,000 per year and all lease amendments. Executive Director has full power and authority to execute renewal extensions per the terms of the fully executed lease without Board approval.

Section 6. Loans. The Board must approve all loans received or administered by the Port prior to execution of a loan agreement.

Section 7. Grants. All grant agreements requiring matching funds are to be brought before the Commission for review, approval, and execution by the Executive Director, unless the Commission designates an alternate signatory. Grants may be applied for without board approval, for timing reasons, but details will be provided to the Commission at the next available regular meeting.

Section 8. Custodian of Other Funds. The Custodian of Other Funds provided to the Port from the State or Federal level, whether through loans or grants, and authority to apply for, receive, and extend the same rests with the Commission Treasurer and Finance Director.

Section 9. Surplus Funds Investment Authority. The Investment Authority for Surplus Funds is the Custodian of other Funds.

Section 10. Expenditures.

- A. Authorized Signors. The following individuals are authorized to sign checks on behalf of the Port:
 - a. Executive Director Kevin Greenwood
 - b. Finance Director Debbie Smith-Wagar
 - c. Commissioner Kristi Chapman (President)
 - d. Commissioner Tor Bieker (Treasurer)
- B. The Finance Director is authorized to sign for and manage the Port's purchasing card/credit card program with Umpqua Bank.

Section 11. Revenue Facilities.

- A. Umpqua Bank (Hood River, Ore. Branch): Business checking account and money market fund.
- B. Investment Pool: Local Government Investment Pool (LGIP) for the State of Oregon: To invest surplus funds.
- C. Hood River County Treasurer: To receive property taxes imposed by Hood River County for disbursement to the Port of Hood River.
- D. Piper Sandler & Co. and Stifel Investments as safekeeping investment companies for investments allowed under Oregon law.

TITLE V. LEGAL/PUBLIC NOTICE DESIGNATIONS (ORS 192.640).

Section 1. Commission Meeting Notice Posting Sites. Commission meeting notice and posting sites are: Port website: www.portofhoodriver.com and notice boards in main office.

Section 2. Newspaper of Record.

- A. The newspaper of record is Columbia Gorge News.
- B. For legal notices required for public improvement contracts valued over \$125,000, and for all other public contracts valued over \$250,000, the Port shall publish notice in the Daily Journal of Commerce as the trade newspaper of general statewide circulation.
- C. The Port may also publish notice on the state of Oregon, Department of Administrative Services procurement website portal (currently, OregonBuys), as it sees fit.

Section 3. Commission Meeting Location. The commission meeting location is 1000 E. Port Marina Way.

Section 4. Commission Meeting Day and Time. The Commission meets on the third Tuesday of each month at 5:00pm.

Section 5. Meeting minutes. Meeting minutes will be prepared and retained by staff and presented to the Board for review prior to the next board meeting where they will be subject to approval by the Board on the consent agenda.

TITLE VI. OTHER ADMINISTRATIVE PROVISIONS.

Section 1. Election Officer. The Election Officer for the fiscal year is the Executive Assistant.

Section 2. Filing of Bonds. Executive Director files bonds.

Section 3. Legal Counsel. Ashleigh Dougill, Beery Elsner and Hammond, LLC, 1804 NE 45th Ave., Portland, Ore. 97213, is legal counsel for the fiscal year.

Section 4. Health Insurance Agent of Record. Health insurance agent of record is Olson Insurance Group, 115 McNary Estates Dr. N, Suite A, Keizer, Ore. 97303 for the fiscal year.

Section 5. General Liability Insurance Agent of Record. The general liability insurance agent of record is Scott Reynier, Columbia Insurance Group, Hood River, Ore for the fiscal year.

Section 6. Registered Agent (ORS 198.340). The registered agent for the fiscal year is the Executive Director.

Section 7. Registered Office. The registered office is 1000 E Port Marina Dr, Hood River, Ore. 97031.

Section 8. Purchasing Manager. The purchasing manager is the Executive Director.

Section 9. Clerk of the Board. The clerk of the board for the fiscal year is the Executive Assistant.

Section 10. Airport Engineer of Record. The airport engineer of record for the fiscal year is Precision Approach Engineering, 5125 SW Hout Street, Corvallis, Ore. 97333.

Section 11. Structural Bridge Engineer of Record. The structural bridge engineer of record for the fiscal year is HDR Engineering, Inc. 1050 SW 6th Ave Suite 1800, Portland, Ore. 97204.

Section 12. Electrical/Mechanical Bridge Engineer of Record. The electrical/mechanical bridge engineer of record for the fiscal year is Wiss, Janney, Elstner Associates, INC., 800 Hyde Park, Doylestown, PA 18902.

Section 13. Equal Opportunity Employer. The Port of Hood River is an equal opportunity employer.

TITLE VII. MISCELLANEOUS

Section 1. Repeal. Res. No. 2024-25-1 is hereby repealed and this Resolution fully and

entirely replaces it.

Section 2. Severability. If any provision, section, phrase, or word of this resolution or its application to any circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

Section 3. Codify. Staff is directed to organize these rules and potential future amendments to these rules into a generally accepted professional format for public use and viewing.

Section 4. Recitals. The recitals of this resolution are incorporated herein by reference and adopted as findings in support of this resolution.

Section 5. Scrivener’s Errors. A scrivener’s error in any portion of this resolution may be corrected by the Executive Director during codification.

Section 6. Effective Date. The effective date of the Resolution is the date upon which it is adopted.

Adopted by the Board of Commissioners of the Port of Hood River on this 17th day of September 2024.

SIGNED

Signed by:

Kristi Chapman

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Kristi Chapman, President

ATTEST

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Mike Fox

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Michael Fox, Secretary