



## PORT OF HOOD RIVER COMMISSION

### AGENDA

Thursday, December 7, 2023

Remote Video Conference (Zoom) & Port Conference Room

1000 E. Port Marina Drive, Hood River

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1. **Call to Order** – 10:00 AM
  
2. **Action Items**
  - a. Authorize Purchase of HVAC Equipment for the Big 7 Building from Refrigeration Supplies Distributor Not to Exceed \$14,734 (*Ryan Klapprich*)
  - b. Authorize Creation of Executive Assistant Position (*Personnel Committee*)
  
3. **Adjourn**

If you have a disability that requires any special materials, services, or assistance, please contact us at 541,386,1645 so we may arrange for appropriate accommodations.

*The chair reserves the opportunity to change the order of the items if unforeseen circumstances arise. The Commission welcomes public comment on issues not on the agenda during the public comment period. With the exception of factual questions, the Commission does not immediately discuss issues raised during public comment. The Commission will either refer concerns raised during public comment to the Executive Director for a response or will request that the issue be placed on a future meeting agenda. People distributing copies of materials as part of their testimony should bring **10 copies**. Written comment on issues of concern may be submitted to the Port Office at any time.*

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# Commission Memo



Prepared by: Ryan Klapprich, Facilities Manager  
Date: December 5, 2023  
Re: Failed HVAC in Big 7 Building

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Over the last year, Blue Mountain (GorgeNet) Networks has had difficulty with their heating and ventilation unit. Staff has provided space heaters during this time. The existing HVAC system is over 20 years old and is due for replacement.

Staff has obtained three quotes though it has taken some time to separate labor from many of the cost estimates. The Port does have a general services contract with Divco for HVAC maintenance and installation. Only one of the bids broke out the equipment cost and that was Refrigeration Supplies Distributor (RSD) out of Yakima, Wash. In an amount of \$14,733.49. Divco reviewed the equipment specifications and has estimated installation costs of under \$2,500, within the purchase authority of the Executive Director.

This special meeting is being called so that the delivery and installation can be ordered as quickly as possible before another cold wave comes through the mid-Columbia region. Equipment is source and ready for delivery upon approval.

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

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**PORT OF HOOD RIVER  
DETERMINATION & JUSTIFICATION  
FOR SUPPLIES AND SERVICES**

Name/Title: Ryan Klapprich / Facilities Manager

Date: 12/5/2023

Description: HVAC replacement Big 7 (Blue Mt.)

QUOTE #1	
Business Name: <u>A &amp; E</u> Address: <u>2149 W. Cascade Ave - STE 106A-114</u> Phone #: <u>541-387-3311</u>	Quoted Price: <u>\$28,159.00</u> (Per Attachment) Per Phone Call Per Internet Search
Notes: <u>3-6 weeks out</u>	
QUOTE #2	
Business Name: <u>Precision Sheet metal</u> Address: <u>522 18<sup>th</sup> Ave Yakima, WA 98902</u> Phone #: <u>509-457-6261</u>	Quoted Price: <u>\$28,075.00</u> (Per Attachment) Per Phone Call Per Internet Search
Notes: <u>on the shelf</u>	
QUOTE #3	
Business Name: <u>RSD</u> Address: <u>2 East D St, Yakima WA 98901</u> Phone #: <u>509-452-8689</u>	Quoted Price: <u>\$17,093.49</u> (Per Attachment) Per Phone Call Per Internet Search
Notes: <u>Available now / our contractor install for the extra \$2360</u>	

Findings: I Recommend RSD and our contractor install for timing and major cost savings.

Approved by: \_\_\_\_\_  
 Kevin Greenwood, Executive Director

Date: \_\_\_\_\_



REFRIGERATION SUPPLIES DISTRIBUTOR

RSD - Yakima

2 East D Street, Yakima, WA 98901

(509) 452-8689 Fax (509) 452-7891

# QUOTE

PAGE	1
ORDER NO	67135620-00
ORDER DATE	12/04/23
PO NUMBER	PORT OF HOOD RIVER
INVOICE DATE	

CUST.#: 1158

BILL TO: CASH/COD SALES  
DO NOT MAIL  
YAKIMA, WA 98901

67YAK

SHIP TO: PORT OF HOOD RIVER BIG 7  
1000 EAST PORT MARINA DR  
HOOD RIVER, OR 97031

INSTRUCTIONS			
SHIP POINT	SHIP VIA	SHIPPED	TERMS
RSD - YAKIMA	LTL SHIPMENT		COD

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY SHIPPED	UNIT PRICE	AMOUNT (NET)
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1	RDC RGEDZT102ACG15BAACA0 M1 8.5 TON 150K BTU 208/230-3 G/E PACK UNIT SS HEAT EXCH 2 STAGE COOL HINGED	1		1	12654.49	12654.49
2	CDI 2437248 NON STOCK CURB ADAPTER ICP-RUUD	1		1	1079.00	1079.00

NON-STOCK / SPECIAL ORDER ITEM

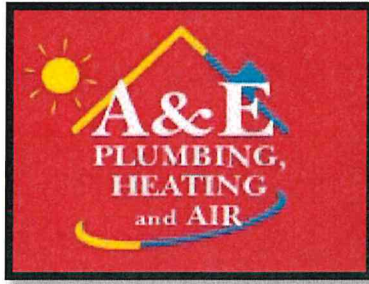
ALL NON-STOCK / SPECIAL ORDER ITEMS ARE SUBJECT TO THE MANUFACTURER'S TERMS, RESTOCKING FEE AND FREIGHT UPON CANCELLATION OR RETURN.

SIGNATURE: \_\_\_\_\_

ALL NON STOCK ORDERS WILL BE INVOICED AT THE TIME THE GOODS ARE RECEIVED OR WHEN THE ORDER IS COMPLETE

2	LINES TOTAL		QTY SHIPPED TOTAL	2	TOTAL	13733.49
					FRT OUT	1000.00
					INVOICE TOTAL	14733.49

RYAN



2149 W. Cascade Ave-STE 106A-114 · Hood River · OR 97031 · 541-387-3311

203004 · EHEATHA862KN

Wednesday, November 8, 2023

We hereby propose to provide labor and material necessary.

**Customer:** Port of Hood River      **Phone:** (541) 399-6136      **E-mail:** rklapprich@portofhoodriver.com

**Job Site Location:** Big 7 Building - 616 Industrial Street, Hood River, OR, 97031

**Scope of Work: Commercial Replacement**

Replace existing 7.5-Ton ICP roof-top package unit (Model: PGF090H16AB) with like-for-like Trane equipment, filters, and thermostat. Reattach to existing electrical and gas fixture.

Install 1 x 7.5-Ton Trane RTU. TPG YSJ090A3SOL0000

Install curb adapter and economizer.

**Total:** \$28,159.00

**Inclusions:** Permit. Crane.

**Exclusions:** High voltage electrical. Electrician. Screening/fencing. Structural Engineer. Any change orders required for 2022 Oregon Specialty Mechanical Code or 2022 Oregon Structural Specialty Codee if enforced and necessary. Markers for deeply buried ducts. Insulation if required beyond R-8 Value. R-19 insulation for any ductwork in unconditioned space. Roof terminations or sealant. Drywall. Sales tax. Prevailing wage.

**Limited Warranty**

A&E Plumbing, Heating, and Air Inc. warranties its workmanship for a period of 1 year from the date of service, unless otherwise agreed upon in writing. This warranty is null and void if the equipment or piping is abused or misused. A&E Plumbing, Heating, and Air Inc. makes no warranty, expressed or implied, for product loss. Any equipment warranty will be by the equipment manufacturer.

**Payment Schedule**

**Schedule: 50% Down Payment / 50% Upon Finish**

"Progress billing will be sent at completion of project phase i.e., underfloor, rough-in, finish. Or when a *substantial stoppage of work* is necessary due to inability to source materials for completion of a phase or stoppage of work is necessary for clarification or decisions of how to proceed based on customer preference. Progress billing will be as a percentage of work completed for that phase of work."

General Contractor to provide (if applicable): Clean, dry, and accessible work site. Sheet rock, if necessary, and/or equipment platform in attic as required by code. Soffits and chase ways of ample size. Proper roof jacks for penetrations to be provided. Level and compacted outdoor unit site.

Proper use of equipment clause (if applicable): Clearly stated in most HVAC equipment manufactures warranty literature expressing the voiding of parts warranty if systems are used for drying sheet rock and paint during construction. A&E Plumbing, Heating, and Air Inc. stands behind their products with a 1-year labor guarantee, if used correctly. If the general contractor deems it necessary to use installed HVAC equipment for construction heat, we do not take responsibility for harm or subsequent repairs necessary to equipment or system as a whole.

"Due to the extreme volatility of the world markets price can only be held for 30 days from original proposal date. Like most industries, we are experiencing unprecedented price increases that are being announced and implemented with as little as immediate notice. If equipment and materials can be purchased and delivered pre-price increase date, we will require a deposit to lock pricing of equipment and materials. If equipment and materials cannot be procured before a price increase goes into effect, we will do our best to find a suitable substitution. You will be notified and provided with documentation of the price increase at that time."

**Scope of Work Change Order:** To be written change orders signed by both parties.

**Proposals valid for 30 days. *Contract to follow acceptance of proposal.***

X

Port of Hood River

X

A&E Plumbing, Heating, and Air, Inc.





**Precision Sheet Metal**  
HEATING AND AIR CONDITIONING

**Precision Sheet Metal LLC**  
522 18th Ave  
Yakima, WA 98902 US  
precisionsheetmetal.llc@gmail.com

**ADDRESS**

Ryan Klapprich  
Port of Hood River  
1000 E Port Marina Dr  
Hood River, WA 97031  
USA

**SHIP TO**

Ryan Klapprich  
Port of Hood River  
616 Industrial St  
Hood River, WA 97031  
USA

**Estimate 711430-rv2**

**DATE 11/09/2023**

**EXPIRATION DATE 11/17/2023**

	DESCRIPTION	QTY	RATE	AMOUNT
<b>Commercial HVAC Service</b>	Like & Kind Replacement: WeatherMaker Gas/Electric Rooftop • 208/230-3-60 • Low gas heat • 7.5 Tons • Single circuit, two stage cooling • Standard Packaging • Direct drive, EcoBlue, medium static fan • Non fused disconnect & thru the base connections • Ultra-Low Leak Enthalpy economizer with barometric relief • Return air smoke detector and CO2 sensor • Al/Cu cond. coil - Al/Cu evap coil hail guard • Electro-Mechanical Controls w/ JADE W7220 • Hinged panel, unpowered convenience outlet Curb Adapter -Must Be Field Verified Lead Time (5-7 day production time) Crain Rental Labor Misc. Parts/Materials	1	28,075.00	28,075.00

Estimate is for the like/kind replacement of 7.5ton RTU and Curb Adapter at listed address.

<b>SUBTOTAL</b>	28,075.00
<b>TAX</b>	0.00

\*RTU Standard Lead Time 23 Weeks. Warehouse has ONE in stock and available from a cancelled

order, which is rare to find one ready to go over the last 24 months.

If estimate is accepted respond via email or call the office at (509) 457-6261 to order equipment and schedule work.

Late Payments Are Subject to a 10% Late Fee If Payment Isn't Made Within 5 Days, and continue to be subjected to said fee every following 5 days.

WA CC # PRECISM832KQ  
WA EL # PRECISM772OG  
OR CCB # 239558

General Exclusions: Permitting, electrical, Roofing, structural engineering.

All exclusions can be added at customer request.

TOTAL	\$28,075.00
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Accepted By

Accepted Date

# Commission Memo



Prepared by: Personnel Committee  
Date: December 7, 2023  
Re: Executive Assistant Position Authorization

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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. The current Executive Director has had an Executive Assistant in the past and many of the other duties supported by the Deputy position can be contracted out.

This position won't have an impact on the budget as it will replace the prior position. Any cost savings in salary and benefits will be used with contractors for specialty help. This will allow more flexibility as projects are completed.

The attached job description has been reviewed and edited by HR Answers, the Port's human resources consultant.

The Personnel Committee has reviewed the position and will individually provide their recommendation at the meeting. Upon approval, staff will immediately initiate an internal recruitment and expect to be able to fill the position within the month.

**RECOMMENDATION:** MOTION to authorize Executive Assistant Job Position.

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PORT OF HOOD RIVER  
Position Description



**JOB TITLE: EXECUTIVE ASSISTANT**

GENERAL EMPLOYEE • REGULAR • FULL TIME

SALARY RANGE: \$72,000 - \$93,600 ANNUALLY

UPDATED: 11/30/2023

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Administration	Executive Director	Exempt

**JOB SUMMARY:**

The Executive Assistant (“EA”) serves in a key leadership and management role, with responsibility for key functional and administrative areas of the Port while primarily serving as the assistant to the Executive Director in all matters. The EA is responsible for the duties of the Port’s contracts administrator, recorder, public records archivist, and is the primary coordinator and quality control of Port Commission and internal official communications, including dissemination of Port Commission meeting notices and compilation of meeting packets and agendas. The EA understands the complexity of the many functions of the Port and assists in managing issues within all levels of management.

The EA works closely with the Executive Director and management team to prepare or review policy and legal documents, including Board memoranda, contracts, personal services agreements, leases, grants, request for proposals, job descriptions, recruitments, and other documents related to personnel matters.

The EA attends Port Commission and Hood River White Salmon Bridge Authority meetings, serving as recorder and coordinating video recordings/live streams and preparing the meeting minutes. The EA will carry out a variety of special projects as assigned by the Executive Director.

The EA performs a variety of technical, specialized, and complex administrative work requiring sound independent judgment. The EA , working with the Office Manager and others, analyzes and resolves office administrative and procedural issues. The EA interprets and assists in the implementation of Port policies and procedures. The EA utilizes and manages many varied computer applications, programs, and websites.

The EA must have the ability to exercise judgement in evaluating situations and making decisions at a level determined by the Executive Director; utilize problem solving skills; understand directions; apply interpersonal skills; and use discretion.

**ESSENTIAL DUTIES:**

- **Office Administration: \_\_\_\_\_ (Requires 30% of Time)**
  - Monitor and manage all Port email correspondence, including Commissioner email accounts.
  - Reviews Port correspondence, memos, Commission packet materials, manuals, and other documents for quality assurance.
  - Prepare, edit, produce, and distribute Port correspondence, memos,

## PORT OF HOOD RIVER

### Position Description

- Commission packet materials, manuals, and other documents.
  - Review Port policy and legal documents including Board memoranda, contracts, personal services agreements, leases, grants, RFPs and RFQs, job descriptions, recruitments and other documents related to personnel matters.
  - Support functions of the Board of Commissioners including preparation of meeting minutes, and preparation and distribution of meeting packets.
  - Monitors and directs Port general email via [porthr@gorge.net](mailto:porthr@gorge.net) and portofhoodriver.com online forms.
  - Coordinate and assist in the management of Port website and social media postings.
  - Establishes relationships and maintains ongoing communication with businesses and public agency representatives.
  - Coordinates response to public information requests.
  - Provides quality control for all Port public, constituent, and customer messaging.
  - Develops, implements, and maintains new office communication systems including shared calendars and files, facilities work order system, digital and paper archive file structure.
- **Administrative Support:** **(Requires 30% of Time)**
    - Serves as the primary executive assistant to the Executive Director.
    - Provides administrative support to the Hood River-White Salmon Bridge Authority as directed by the Executive Director.
    - Coordinate travel, training, conference, and meeting arrangements as needed for Commissioners and staff.
    - Assist department managers with a variety of administrative tasks such as word processing, Spanish translation, copying, scanning, file organization, faxing, etc.
    - Provide training to new and current employees on relevant software, computer applications, and websites as needed for Port operations.
- **Contracts Administration:** **(Requires 30% of Time)**
    - Prepares and monitors organizational structure for Port hard copy and electronic filing system and ensures compliance with OAR records retention schedule.
    - Prepares and coordinates Port policy documents, board memoranda, contracts, leases, grants, RFPs and RFQs, job descriptions, recruitments and other documents related to personnel matters.
    - Organizes and maintains office electronic shared files including photo library.
    - Oversees and coordinates consultant and vendor agreements, performance, and schedule.
    - Reviews and performs quality control of contracts, leases, and other agreements.
    - Ensures compliance with ORS regarding public meetings laws, records, ethics, etc.

## PORT OF HOOD RIVER

### Position Description

#### **NON-ESSENTIAL DUTIES:**

- As assigned.

#### **SUPERVISION:**

The EA works under the supervision of the Executive Director. Day-to-day activities are primarily self-directed. The Executive Director provides the annual review with feedback from others related to projects that cross-over into other areas. New or unusual assignments or situations receive guidance from the Executive Director. Guidance is communicated orally and/or in writing, and results are reviewed for accuracy and to assure use of proper methods. Other duties assigned that can be various and related to projects or tasks as deemed necessary by the Executive Director.

#### **SUPERVISORY RESPONSIBILITIES:**

The EA does not supervise employees but may oversee the work of consultants and vendors.

#### **MINIMUM QUALIFICATIONS:**

- Education: At least 2-4 years direct equivalent experience, or, Associates degree and 1-2 years equivalent experience, or a Bachelor's degree and 1 year equivalent experience.
- Experience: Prior local government recorder or archivist experience, office administration, records retention, contract management experience. Experience working in Port and/or local government or public agency work environment preferred.
- Approvals: Must be bondable.
- Notary.
- Certifications: Possess and maintain a valid driver's license with good driving record.
- Any equivalent combination of education and experience which provide the knowledge, skills, and abilities required to perform the duties as described.

#### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to exercise independent judgment and initiative.
- Ability to apply considerable knowledge of programs and procedures to daily management tasks.
- Technical skills commonly used in an office environment including file organization, document duplication, clerical skills and knowledge of typical office systems.
- Substantive knowledge of information systems, internet and website management software and applications.
- Excellent bilingual verbal and written communication skills, including public speaking and interpersonal communication.
- Ability to work with the public in a professional manner and demeanor.
- Port-paid membership with the Oregon Association of Municipal Recorders (OAMR).

#### **WORK ENVIRONMENT:**

Typical office environment. Private or non-private office or desk. Significant work out of office in professional and/or public meetings. Occasional work out of doors on Port grounds. Evening work required (*i.e., attendance at Commission and other committee meetings.*)

PORT OF HOOD RIVER  
Position Description

**PHYSICAL DEMANDS:**

Requires strength and mobility for this setting, including prolonged sitting and use of computer. Work occasionally requires lifting objects weighing a maximum of 35 pounds each. Corrected vision sufficient for computer use.

**RELATIONSHIP WITH OTHERS:**

The Executive Assistant has regular telephone or in-person contact with employees of other departments, Port Commissioners, vendors and consultants, external agencies, customers, and members of the general public to provide and exchange information. Will require attendance and testimony in public meetings and with businesses, legislators, consultants and vendors. Contact typically involves providing and clarifying information; resolving discrepancies; negotiating, verifying, or enforcing the terms of contract agreements; enforcing compliance with rules and lease contract terms; and communicating Port policies and procedures. Communication may be both oral and written.

SUPERVISOR SIGNATURE \_\_\_\_\_

SUPERVISOR TITLE / DATE \_\_\_\_\_

EXECUTIVE DIRECTOR SIGNATURE / DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

EMPLOYEE TITLE / DATE \_\_\_\_\_