



**PORT OF HOOD RIVER COMMISSION  
AGENDA**

**Tuesday, January 21, 2025**

**Port Conference Room**

1000 E. Port Marina Drive, Hood River

View meeting at: <https://www.youtube.com/@portofhoodriver2178/streams>

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1. **Call to Order** – 5:00 PM
  - a. Modifications, Additions to Agenda
  - b. Public Comment (5 minutes per person per subject; 30-minute limit)
  
2. **Consent Agenda**
  - a. Approve Minutes from the December 17, 2024 Regular Session (*P. Rosas, Pg. 3*)
  - b. Approve 2024 Annual Report of the Board of Commissioners (*P. Rosas, Pg. 7*)
  - c. Approve Job Description for Operations Administrator Position (*D. Smith-Wagar, Pg. 13*)
  - d. Approve Contract with BBSI for Temporary Administrative Support (*D. Smith-Wagar, Pg. 19*)
  - e. Approve Accounts Payable to Beery, Elsner & Hammond, LLP (*D. Smith-Wagar, Pg. 37*)
  
3. **Informational Reports**
  - a. Monthly Financial Report (*D. Smith-Wagar, Pg. 41*)

**Presentations & Discussion Items**

- a. Rudy Kellner, pFriem, Year in Review (*K. Greenwood, Pg. 45*)
  - b. Kelley Wilson, SUM Design, Administration Relocation Criteria (*K. Greenwood, Pg. 55*)
4. **Executive Director Report** (*K. Greenwood, Pg. 91*)
  
  5. **Commissioner, Committee Reports**
  
  6. **Action Items**
    - a. Approve 2025 SDIS Property/General Liability Insurance Policy (*D. Smith-Wagar, Pg. 131*)
    - b. Approve 2025 CHUBB Bridge Insurance Policy Renewal (*D. Smith-Wagar, Pg. 179*)
    - c. Approve Permanent Tollbooth Closure (*D. Smith-Wagar, Pg. 203*)
    - d. Approve RFP for Invoice Printing and Mailing Services (*D. Smith-Wagar, Pg. 217*)
  
  7. **Commission Call/Upcoming Meetings**
    - a. Upcoming Meetings:
      1. Regular Session – February 18, 2025
      2. Regular Session – March 18, 2025
      3. Regular Session – April 15, 2025

8. **Confirmation of Commission Directives to Staff**

9. **Executive Session** - None

## 10. 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.*