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**THESE MINUTES ARE NOT OFFICIAL until approved by the Port Commission at the next regular meeting.**

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**Regular Session**

**PRESENT:** Commissioners: Ben Sheppard, Kristi Chapman (arrived 5:06 p.m.), Hoby Streich, and Heather Gehring (arrived 5:06 p.m.). Legal Counsel: Kristen Campbell. From Staff: Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Daryl Stafford, John Mann, Greg Hagbery, and Patty Rosas. From HNTB: Michael Shannon, Brian Munoz, and Kary Witt. Guests: Terra Lingley (via Zoom), Scott Reynier, David Hearn, Brendan McGowen, and Elain Howard (via Zoom).

**ABSENT:** None

**MEDIA:** None

**1. CALL TO ORDER:** President Ben Sheppard called the meeting to order at 4:59 p.m.

a. **Modifications or additions to the agenda:**

- 1) Move Presentation & Discussion item 4(d) Bridge Replacement Project Update to Informational Reports.
- 2) Move Consent Agenda item 2(c), 2(d), and 2(f) to Action Items.
- 3) Consent Agenda 2(e) – Revised attachment.

b. **Public Comment:** None

**2. CONSENT AGENDA:**

- a. Approve Minutes from the December 6, 2022 Regular Session
- b. Approve Amendment No.2 to Contract with HNTB for Project Management Services Related to the Bridge Replacement Project
- ~~c. Approve Moorage Use Agreement with Lindblad Expeditions, LLC at the Marina~~
- ~~d. Approve Lease with Hood River Yacht Club in the Marina~~
- e. Approve Resolution 2022-23-4 Approving Changes to VToll Billing Cycle Timeline
- ~~f. Approve Resolution 2022-23-5 Amending the Donation and Fee Waiver Policy~~
- g. Approve Accounts Payable to Jacques Sharp in the Amount of \$33,055 and Campbell Phillips in the Amount of \$6,632.50

**Motion:** Approve consent agenda with noted modifications.

**Move:** Hoby Streich

**Second:** Mike Fox

**Discussion:** None

**Vote:** Unanimous

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:** None

**4. PRESENTATIONS & DISCUSSION ITEMS:**

- a. **Bridge Insurance Policy Renewal Presentation** – Kevin Greenwood, Executive Director, introduced Scott Reynier, Columbia River Insurance, and his team for a brief presentation regarding the bridge insurance policy renewal. One of the key elements to the policy renewal is that the 3-year rate term no longer exists. The new policy would be for a 2-year rate term. This is due to changes in the market conditions. Discussion ensued with regards to the new policy. Commissioner Fox expressed his concern that the insurance provider might not have the most current bridge inspection fracture

critical reports. The Commission concluded that the insurance provider should verify that they have the most current bridge inspection reports.

- b. **Historic Highway Trail Update Presentation** – Greenwood introduced Terra Lingley, ODOT, for a summarization of the Historic Highway Trail project. Lingley noted that the Historic Columbia River Highway is being reconnected and restored by ODOT for bike and pedestrian use. The connection will be 72 miles from Troutdale, Oregon to The Dalles, Oregon. Commissioner Hoby Streich inquired on how the Port of Hood River (“Port”) could support the project related to increased tourism once the trail is complete. Lingley replied that they are currently working with the City of Hood River to look for opportunities to create extra space for cyclists and pedestrians and would like to continue networking with the Port as well. The Commission directed staff to set up a tour in the spring.
  - c. **Marina Guest Dock & Ramp Project Update** – John Mann, Facilities Director, reported that the docks were manufactured and installed as per the plans, but there were unforeseen issues that came about after the installation. Staff worked with Andrew Jansky, Flowing Solutions, and came up with a solution to correct the issue in-house. Mann commented that the facilities crew was able to resolve the issue. Commissioner Fox noted that precautions need to be taken in the future with regard to contracts to prevent these types of issues from reoccurring. Staff has already implemented a checklist to be used when reviewing contracts.
5. **EXECUTIVE DIRECTOR REPORT:** Greenwood reported that the Confederated Tribes of the Umatilla Indian Reservation (CTUIR) has requested full exception from toll fees. The Commission concluded that all tribes should be exempt from toll fees. The Budget Committee term for Judy Newman is about to expire. Staff has reached out to Newman to inquire about her renewal. If Newman does not accept or does not respond, the public will be notified of the vacancy. Greenwood commented that upon further review of the Commissioner Compensation Policy there is no need to change the policy to enable Commissioner compensation on a flat rate versus per meeting basis. Greenwood requested Commission direction on next steps. There was Commission consensus to keep the \$100 flat rate and to continue this discussion at a future planning session. Greenwood reported that the Port has a loan that is backed by tolls and with a payoff date of 2030. Commissioner Fox suggested that staff look for other alternatives to pay off the loan before the new bridge is built. Gorge Regional Transit Strategy is having one of their last meetings on January 11. Commissioner Kristi Chapman requested that staff identify Mt. Adams Transportation funding sources. Greenwood noted that general liability insurance will need to be presented to the Commission for approval. Commissioner Fox asked if the new Bridge Authority would be covered under the new policy. Greenwood replied that Staff will follow up with Colombia River Insurance and HNTB to verify if the committee is covered.
6. **COMMISSIONER, COMMITTEE REPORTS:** None
7. **ACTION ITEMS:**
- a. **Approve Moorage Use Agreement with Lindblad Expeditions, LLC at the Marina:**

<b>Motion:</b>	Approve 2023 Moorage Use Agreement with Lindblad Expeditions, LLC subject to legal review.
<b>Move:</b>	Heather Gehring
<b>Second:</b>	Kristi Chapman

**Discussion:** Commissioner Fox asked if their moorage rates were compatible with others in the area. Daryl Stafford replied yes and explained how the rates were calculated. Commissioner Fox suggested that staff consider other alternative locations for Lindblad due to the construction of the new bridge.

**Vote:** Unanimous

**MOTION CARRIED**

- b. **Authorize Staff to Request Formation of Single-Property Urban Renewal District for Lot 1 Development:** Greenwood noted that Elain Howard, Elaine Howard Consulting, is available for questions. Her recommendation is to approach the City of Hood River for a new single-property Urban Renewal District for Lot 1 development.

**Motion:** Authorize Staff to Request Formation of Single-Property Urban Renewal District for Lot 1 Development.

**Move:** Mike Fox

**Second:** Kristi Chapman

**Discussion:** None

**Vote:** Unanimous

**MOTION CARRIED**

- c. **Approve Lease with Hood River Yacht Club in the Marina:**

**Motion:** Approve Lease with Hood River Yacht Club in the Marina Maintenance Building for the term 2023-2024 upon legal review.

**Move:** Kristi Chapman

**Second:** Hoby Streich

**Discussion:** Commissioner Fox suggested that the clause referencing the lease extension needs to be clarified.

**Vote:** Unanimous

**MOTION CARRIED**

- d. **Approve Resolution 2022-23-5 Amending the Donation Fee Waiver Policy:**

**Motion:** Approve Resolution 2022-23-5 Amending the Port Donation and Fee Waiver Policy.

**Move:** Kristi Chapman

**Second:** Heather Gehring

**Discussion:** None

**Vote:** Unanimous

**MOTION CARRIED**

- e. **Approve Project Delivery Approach for the Bridge Replacement Project:**

**Motion:** Approve the use of Progressive Design Build (PDB) as the delivery method for the replacement bridge.

**Move:** Kristi Chapman

**Second:** Heather Gehring

**Discussion:** None

**Vote:** Unanimous

**MOTION CARRIED**

- f. **Approve CHUBB Bridge Insurance Policy for 2023 as Presented in an Amount not to Exceed \$379,729.00:**

**Motion:** Approve CHUBB Bridge Insurance Policy for 2023 as presented in an amount not to exceed \$379,729.00 subject to confirmation that the insurance provided is knowledgeable of the most current fractur critical bridge report.

**Move:** Mike Fox

**Second:** Hobby Streich

**Discussion:** None

**Vote:** Unanimous

**MOTION CARRIED**

**8. COMMISSION CALL:**

- a. Commissioner Streich suggested that staff consider the possibility of bike camping as a potential revenue stream.

**9. CONFIRMATION OF DIRECTIVES:**

- a. Staff to inquire about Mt. Adams transportation funding sources.
- b. Staff to schedule a tour of the Historic Highway Trail for Commissioners.
- c. Ensure that Columbia River Insurance has current bridge reports.
- d. Staff to seek alternatives to pay off loan before new bridge is built.
- e. Staff to follow up with insurance provider regarding the Bridge Authority insurance coverage.
- f. Staff to see alternative locations for Lindblad docking.
- g. Staff to implement quality control procedures for binding agreements.
- h. Staff to review feasibility of bike camping.

- 10. EXECUTIVE SESSION:** President Ben Sheppard recessed Regular Session at 7:10 p.m. to call the Commission into Executive Session under ORS 192.660 (2)(e) to conduct deliberations with persons designated to negotiate real property transactions, ORS 192.660 (2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation to be filed.

**11. Possible Action:** None

**12. ADJOURN:**

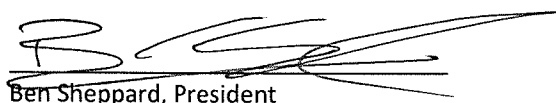
**Motion:** Adjourn the meeting


**Vote:** Unanimous

**MOTION CARRIED**

The meeting was adjourned at 7:36 p.m.

**ATTEST:**

  
Ben Sheppard, President



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Michael Fox, Secretary

