

**Port of Hood River Commission**  
**Meeting Minutes of September 17, 2024 Regular Session**  
**Via Remote Video Conference & Marina Center Boardroom**  
**5:00 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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**Regular Session**

**PRESENT: Commissioners:** Kristi Chapman, Heather Gehring (arrived at 5:04 p.m.), Mike Fox, Ben Sheppard, and Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Daryl Stafford, Ryan Klapprich, Jeff Renard, and Patty Rosas. **Legal Counsel:** Ashleigh Dougill. **Guests:** Amy Schlappi, CAT; Scott Keillor, WSP; Eric Hoffman, Sum Design Studio & Architecture; Gretchen Goss, Goss Creations.

**ABSENT:** None

**1. CALL TO ORDER:** President Kristi Chapman called the meeting to order at 5:00 p.m.

a. **Modifications, Additions to Agenda:**

1. Move Consent Agenda item 2(b) regarding Parking Permits to Action Item 7(a).

b. **Public Comment:** None

**2. CONSENT AGENDA:**

a. Approve Minutes from the August 20, 2024, Regular Session

~~b. Approve Parking Permits with Mt. Hood Meadows and Columbia Area Transit~~

c. Approve Task Order No. 4 for \$86,500 and Task Order No. 5 for \$96,250 for engineering and design services at the Ken Jernstedt Airfield with PAE

d. Approve Contract with True West Entertainment for Centennial Event Coordination

e. Approve Addendum No. 4 to Lease with Earth & Muscle in Marina East Bldg.

f. Approve Addendum No. 1 to Lease with Aletta Wilson in Marina East Bldg.

g. Approve Property Use & License Agreements with Waterfront Recreation Concessions

**Motion:** Move to approve Consent Agenda with removal of item 2(b) which will be discussed during Action Items.

**Move:** Bieker

**Second:** Sheppard

**Discussion:** A request was made for staff to include details on how budget-related consent or action items impact the current budget.

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

**Absent:** Gehring

**MOTION CARRIED**

**3. INFORMATIONAL REPORTS:**

a. **Bridge Replacement Project Update** – No Discussion

b. **Natural Hazard Mitigation Plan (NHMP) Review** – Commissioner Tor Bieker emphasized the importance of the plan, a 5-year process primarily led at the county level, and highlighted the potential for securing federal and state funding. He clarified that the policy framework is more focused on determining the allocation of funds for capital projects, rather than operational emergency plans.

**4. PRESENTATIONS & DISCUSSION ITEMS:**

a. **CAT/Lot 1 Progress Presentation** – Kevin Greenwood, Executive Director, emphasized the Port's long-standing partnership with Columbia Area Transit (CAT) and acknowledged the recent grant awarded to CAT. He then introduced Amy Schlappi, Executive Director of CAT, for a presentation.

Schlappi provided an overview of CAT's public transportation services, shared updates on ridership statistics, and reviewed revenue sources. She also presented plans for establishing an interregional transit hub at Lot 1, with potential locations being explored, including the possibility of leasing a kiosk from the Port. Parking options for riders were also discussed. The Commission reached a consensus for staff to collaborate with CAT on developing an Intergovernmental Agreement (IGA).

- b. **Architectural Scoping Discussion for Administrative Offices** – Greenwood discussed the Port's efforts over the past year to hire an architect for the relocation of its operational functions due to the bridge replacement project. After a competitive selection process, Eric Hoffman's firm was chosen, but the project was paused due to federal reimbursement rules. In July 2024, the Port received confirmation of a flat dollar amount, allowing the process to continue. Staff now recommends Hoffman's firm develop a study to explore interim or permanent relocation options, reconsidering the old Chamber building at Marina East. Hoffman will present the study in October, with a goal to finalize a contract and begin the 18-month process.

Eric Hoffman from Sum Design Studio & Architecture introduced himself and expressed enthusiasm about the opportunity to collaborate with the Port. He discussed the potential office relocation, suggesting it may be more practical to move to another property within the Port's portfolio. Hoffman then invited the Commission to share their key criteria for the relocation.

**Key criteria from the Commission included:**

- **Cost Efficiency:** The relocation should prioritize lower-cost areas, avoiding high-value properties like the Marina West/East Building, and explore partnerships with other government agencies to reduce overall costs.
- **Long-Term Sustainability:** The solution should be long-term, avoiding temporary fixes that use public funds inefficiently. The facility should meet future operational needs post-bridge construction, when space requirements are expected to decrease.
- **Optimal Use of Space:** The relocation should make use of less rentable properties, reserving prime locations for future retail or revenue-generating tenants. The potential for a new facility at the airport with rentable spaces was also suggested.
- **Operational Needs:** The facility must accommodate current and future operational requirements, especially for tolling and maintenance. Consideration is being given to splitting tolling and maintenance functions into different locations, reassessing the necessary space and number of staff after the bridge is completed.
- **Future Flexibility:** The location and design should offer flexibility to adapt to changes in operational needs, especially as the Port transitions after the new bridge is built.
- **Additional Funding Opportunities:** The Port should take advantage of potential funding opportunities to support the development of a permanent, multi-functional facility for the Port's operations.

5. **EXECUTIVE DIRECTOR REPORT:** Greenwood provided an update on Rapid Readymix, noting that the lot has been cleared. He also discussed the bridge emergency repair that cost approximately \$1.4 million, which exceeded the budget, and indicated that insurance will likely be involved. Additionally, he highlighted the upcoming Centennial Bridge reception at the Hood River Museum on October 3, featuring a new exhibit of historic photos of the Hood River Bridge.

Greenwood received a call from Merkley’s office regarding an Earmark request for the roundabout project, which was not awarded but may be reconsidered in the upcoming round opening in January or February. A draft agenda for fall planning was included in the packet.

Furthermore, Ryan shared his experience removing large boulders at the maritime lot and presented a 1924 plaque that will be reinstalled on the bridge. A discussion followed regarding lift span training, during which Commissioner Mike Fox suggested implementing simulated training for new lift operators to avoid unnecessary lifting of the span.

**6. COMMISSIONER, COMMITTEE REPORTS:**

- a. **Centennial Bridge Event** – Commissioner Chapman and Gretchen Goss updated on the centennial celebration scheduled for October 6, noting 2,389 RSVPs as of September 17. The logo design is complete, apparel is ordered, and three musical acts are confirmed. The bridge will close at 9:30 AM, reopen for pedestrians at 10 AM, and vehicular traffic will resume at 12:30 PM. To manage the expected crowd, staff and security will be on-site, with additional support from the sheriff being considered. The event will feature speeches from elected officials and performances, with check-in tables for day-of attendees. The Port is coordinating with local emergency services and has reached out to the sheriff for a marina boat.

**7. ACTION ITEMS:**

- a. **Approve Parking Permits with Mt. Hood Meadows and Columbia Area Transit.**

**Motion:** Move to approve parking permits with Mt. Hood Meadows and Columbia Transit.  
**Move:** Sheppard  
**Second:** Gehring  
**Discussion:** Concerns were raised about the lack of compensation for parking on Port property and a suggestion was made for a potential increase in seasonal fees to cover expenses. A discussion followed regarding additional fees, during which it was agreed to honor existing agreements while also developing a more robust policy for the upcoming year.  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, and Bieker  
**Nays:** Fox

**MOTION CARRIED**

- b. **Approve Resolution No. 2024-25-4 Establishing Procurement Rules.**

**Motion:** Move to adopt Resolution No. 2024-25-4 establishing Public Contracting Regulations.  
**Move:** Gehring  
**Second:** Fox  
**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

- c. **Approve Resolution No. 2024-25-5 Establishing Business Matters FY 24-25.**

**Motion:** Move to adopt Resolution No. 2024-25-5 establishing Business Matters.  
**Move:** Bieker  
**Second:** Fox  
**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker

**MOTION CARRIED**

d. **Approve Resolution No. 2024-25-6 Adopting Donation Policy.**

**Motion:** Move to approve Resolution No. 2024-25-6 adopting a donation policy.  
**Move:** Bieker  
**Second:** Fox  
**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

e. **Approve Procurement for Real Estate Leasing/Sales Personal Services.**

**Motion:** Move to approve procurement for Real Estate Leasing/Sales Personal Services.  
**Move:** Fox  
**Second:** Gehring  
**Discussion:** None  
**Vote:** **Ayes:** Chapman, Gehring, Sheppard, Fox, and Bieker  
**MOTION CARRIED**

8. **COMMISSION CALL:** None

9. **UPCOMING MEETINGS:** No Discussion

10. **CONFIRMATION OF DIRECTIVES:**

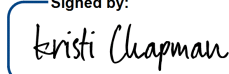
- a. Staff to include details in Commission memos on how budget-related consent or action items impact the current budget.
- b. Review parking agreement policy for the coming year.
- c. Commissioner Chapman requested that staff be given the opportunity to discuss relocation options with the architect.

11. **EXECUTIVE SESSION:** President Kristi Chapman recessed Regular Session at 7:05 p.m. to call the Commission into Executive Session under ORS 192.660(2)(e) – Real Property Transactions to discuss Hood River-White Salmon Bridge Authority (HRWSBA) property needs. ORS 192.660(i) was postponed to a later meeting.

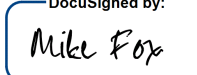
12. **POSSIBLE ACTION:** The Commission was called back into Regular Session at 7:12 p.m. No action was taken as a result of Executive Session.

13. **ADJOURN:** The meeting was adjourned by unanimous consent at 7:12 p.m.

**ATTEST:**

Signed by:  
  
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Kristi Chapman, President

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Michael Fox, Secretary