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

Regular Session

PRESENT: Commissioners: Ben Sheppard, Kristi Chapman, Hoby Streich, Mike Fox, and Heather Gehring. **Legal Counsel:** Kristen Campbell. **From Staff:** Kevin Greenwood, Genevieve Scholl, Debbie Smith-Wagar, Daryl Stafford, John Mann, Greg Hagbery (via Zoom), and Patty Rosas. **From HNTB:** Michael Shannon, and Brian Munoz. **Guests:** Abigail Elder, Mark Zanmiller, Linda Maddox

ABSENT: None

MEDIA: Noah Noteboom, Columbia Gorge News

1. CALL TO ORDER: President Ben Sheppard called the meeting to order at 5:03 p.m.

a. **Modifications or additions to the agenda:** None

b. **Public Comment:** Written public comment included in the packet.

2. CONSENT AGENDA:

a. Approve Minutes from February 21, 2023 Regular Session and February 28, 2023 Special Work Session

b. Approve Allowance to Sublease to Ferment for Grasslands BBQ in Suite 102 of the Jensen Building

c. Approve IGA with ODOT for Unified Certification Program for Disadvantaged Business Enterprises

d. Approve Accounts Payable to Campbell Phillips in the Amount of \$11,554.17

Motion: Approve consent agenda.

Move: Hoby Streich

Second: Mike Fox

Discussion: None

Vote: **Aye:** Ben Sheppard, Kristi Chapman, Mike Fox, Hoby Streich, Heather Gehring

MOTION CARRIED

3. INFORMATIONAL REPORTS:

a. **Bridge Replacement Project Update** – Michael Shannon, HNTB Project Manager, reported that they now have meetings set up with all four Treaty Tribes regarding the Memorandum of Agreements (MOA). The Biological Opinion (BiOp) and 106 MOA are advancing. The Request for Proposal (RFP) for the procurement of the Progressive Design Build team is underway and expected to be completed by the end of the year.

4. PRESENTATIONS & DISCUSSION ITEMS:

a. **Westside Urban Renewal District Discussion** – Mark Zanmiller, Hood River City Council, introduced Abigail Elder, City of Hood River, and Elaine Howard, Howard Consulting, for a brief presentation on the proposed Westside Urban Renewal District. Zanmiller commented that they are seeking support from the Port of Hood River (“Port”) to defer the tax revenue for the life of the Westside district to help build up the infrastructure.

Elder summarized the preliminary Westside District concept which includes proposed projects for transportation, housing, and recreation. Many of these projects need to be undertaken in the Westside area to allow it to develop with appropriate infrastructure and to add housing and recreational opportunities for Hood River residents. Urban renewal commonly uses Tax Increment

Financing (TIF) as a tool to help pay for projects specified in the city's master plans. A recently completed feasibility study concluded that sufficient tax increment revenues could be generated to fund the Westside district. Commissioner Kristi Chapman suggested phasing the new district into two tiers. Which would then allow the Waterfront District to remain open for a few more years to complete infrastructure projects such as the development of Lot 1.

Elder noted that their goal is to complete the Urban Renewal and TIF Plan process by September 2023, and begin the district in January 2024.

- b. **Marina Basin Planning Discussion** – Daryl Stafford, Waterfront Manager, commented that this topic was brought forward from the last Commission meeting where staff was directed to begin the process for a Marina Redevelopment Plan (“Plan”). Staff has identified various components of a study plan and it was presented to the Commission. The Commission requested to submit ideas for the Plan and suggested that staff consider the possibility of acquiring property near the Marina. Stafford noted that the focus for today should be the relocation of the Port office and maintenance shed. A discussion ensued regarding the relocation of the Port office and maintenance shed. Commissioner Mike Fox suggested that staff create a decision tree to help determine an appropriate location. The Commission directed staff to provide a recommendation for a new location for the Port office and maintenance shed.

- 5. **EXECUTIVE DIRECTOR REPORT:** Kevin Greenwood, Executive Director, noted that the packet includes a draft Rate & Fee Resolution for the Commissions consideration as part of the FY23-24 approval process. Some of the fees are things that other Ports charge for, but the Port currently does not. Greenwood fielded questions or comments regarding the document. Commissioner Fox requested more information such as the previous rates, increase amount, justification for the increase, and public feedback. Commissioner Heather Gehring requested that the document include information on how the fees and rates support the Ports goal for self-sufficiency. Debbie Smith-Wagar, Finance Director, commented that she is working on a 10-year forecast that will demonstrate Gehring’s request as well as other scenarios for the Port.

Greenwood noted that a draft memo is included in the packet, for Lot 1 future development that needs to be submitted to the Urban Renewal Board before March 13. Greenwood is seeking consensus from the Commission to submit the memo. There was consensus from the Commission to proceed with the drafted memo.

Commissioner Fox inquired about the repair work regarding the Lumen bridge utilities and suggested involving legal counsel to advance the repair work. Staff will work with legal counsel to prepare and submit a letter to Lumen.

- 6. **COMMISSIONER, COMMITTEE REPORTS:** None

7. **ACTION ITEMS:**

- a. **Approve Issuance of Bid Solicitation for Underwater Pier Concrete Repairs on the Bridge**

Motion:	Authorize issuance of Invitation to Bid for the Underwater Concrete Repairs Project
Move:	Heather Gehring
Second:	Mike Fox
Discussion:	None

Vote: **Aye:** Ben Sheppard, Kristi Chapman, Mike Fox, Hoby Streich, Heather Gehring

MOTION CARRIED

- b. **Approve Resolution 2022-23-10 Authorizing Application to the EDA Public Works and Economic Adjustment Assistance Grant Program.** Genevieve Scholl, Deputy Executive Director noted that the grant will fund 23% of the total construction project cost of E. Anchor Way/N. 1st Street. Funding for the remaining costs of the project will need to come from the Port's real estate reserve fund, other grants, or a combination of both.

Motion: Approve Resolution 2022-23-10 authorizing submission of an application to the EDA Public Works and Economic Adjustment Assistance grant program and confirming the availability of matching local funds for the road and utility infrastructure project on Lot 1.

Move: Kristi Chapman

Second: Mike Fox

Discussion: Commissioner Fox inquired on how the Port could minimize their involvement so that cash reserves are not used for the E. Anchor Way/N. 1st Street project. Scholl replied that they would need to obtain other grants funding. Commissioner Fox requested that staff seek other grant opportunities for the project and report back in a year.

Vote: **Aye:** Ben Sheppard, Kristi Chapman, Mike Fox, Hoby Streich, Heather Gehring

MOTION CARRIED

8. COMMISSION CALL:

- a. Commissioner Streich suggested a temporary RV park at Lot 1 for construction workers during the construction period of the replacement bridge.
- b. Commissioner Fox thanked Debbie Smith-Wagar for getting the Ports financials in order. Commissioner Fox also suggested that everyone visit the new bridge website.
- c. Commissioner Gehring acknowledged staff for all their efforts and is proud to be part of the team.
- d. Commissioner Chapman suggested that Enterprise relocate to the airport to provide car rental services at the airport.

9. CONFIRMATION OF DIRECTIVES:

- a. Create a decision tree for the relocation of the Port office and maintenance shed.
- b. Incorporate Commissioners comments on the Marina Plan and add property acquisitions.
- c. Include more information of the Rate & Fee Resolution such as previous rates, increase amount, justification for the increase, and public feedback.
- d. Work with legal counsel to create a letter to submit to Lumen.
- e. Search for other grant opportunities for the E. Anchor Way/N. 1st street project and report back to Commission in a year.

- 10. EXECUTIVE SESSION:** President Ben Sheppard recessed Regular Session at 6:31 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 and ORS 192.660 (2)(h) to consult with legal counsel regarding current litigation or litigation likely to be filed.

11. **Possible Action:** The Commission was called back into Regular Session at 7:27 p.m. No action was taken as a result of Executive Session.
12. **ADJOURN:** The meeting was adjourned by unanimous consent at 7:28 p.m.

ATTEST:



Ben Sheppard, President



Michael Fox, Secretary