



PORT OF HOOD RIVER  
**SPECIAL MEETING**  
Tuesday, April 29, at 11 AM  
VIRTUAL MEETING

View the live stream at: <https://www.youtube.com/@portofhoodriver2178/streams>

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## AGENDA

1. **Call to Order** – 11:00 AM
  
2. **Action Items**
  - a. Nomination for the HRWSBA (*K. Greenwood, Pg. 3*)
  - b. Approve Anchor Way & Portway Parking Lots Procurement (*K. Greenwood, Pg. 7*)
  - c. Decision on Odell Light Industrial Properties (*K. Greenwood, Pg. 9*)
  
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: Kevin Greenwood, Executive Director  
Date: April 29, 2025  
Re: HRWSBA Nominations



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## **BACKGROUND:**

Hood River White Salmon Bridge Authority (HRWSBA) Commissioner Michael Fox submitted his letter of resignation as of July 1, 2025 from the HRWSBA board last month creating a vacancy.

The Commission Formation Agreement (CFA) forming the HRWSBA requires that Hood River County appoint members to the Hood River White Salmon Bridge Authority (HRWSBA). Exhibit D requires the County to seek out nominations from the City of Hood River and Port of Hood River.

County Resolution 2529 notes their appointment authority. The County Administrator's letter dated March 31, 2025 asks that the Port submit its nomination – if any – by May 1, 2025.

It should be noted that the Port has no chartered right to have one of its commission members serve on the HRWSBA board. A Port Commissioner serving on the Bridge Authority does so as a private individual and not because of their membership on the Port Commission.

## **DISCUSSION**

- (1) does the Port Commission want to forward a nomination to the County and
- (2) who would it like to nominate?

## **RECOMMENDATION:**

If the Commission chooses to nominate an individual, direction can be given to staff to forward the name to the County.

## **ATTACHMENTS:**

- County Letter, March 31, 2025
- County Res. No. 2529

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# Hood River County Board of Commissioners

Allison Williams, County Administrator

601 State Street · Hood River, OR 97031 · (541) 386-3970 · FAX (541) 386-9392

## COMMISSIONERS

Jennifer Euwer – Chair  
Leticia Moretti – District No. 1  
Arthur Babitz – District No. 2  
Ed Weathers – District No. 3  
Chad Muenzer – District No. 4

March 31, 2025

APR 04 2025  
*King*

Mayor Paul Blackburn  
City of Hood River  
211 2<sup>nd</sup> Street  
Hood River, OR 97031

Chair Kristi Chapman  
Port of Hood River, Board of Commissioners  
1000 E. Port Marina Drive  
Hood River, OR 97031

Dear Mayor Blackburn and Chair Chapman,

I am writing on behalf of Hood River County to inform both the City of Hood River and the Port of Hood River about the resignation of a member from the Hood River White Salmon Bridge Authority (HRWSBA), as well as the procedure for addressing the upcoming vacancy.

On March 2, 2025, Mike Fox submitted his resignation as Chair and Commissioner of the HRWSBA, effective July 1, 2025. In accordance with Resolution 2529, which outlines the process for recruiting and appointing new board members, the County will be seeking nominations from both the City of Hood River and the Port of Hood River.

We kindly request your assistance in submitting nominations for the vacant position. The County will be advertising the opening from May 7 through May 28, 2025. Following this, applicants will be invited to interview during the Board of Commissioners' regular meeting on June 16, 2025. We ask that you provide any recommendations by May 1, 2025, and County staff will assist your nominees throughout the application process.

Hood River County values its ongoing collaboration with the City and the Port, and we remain committed to advancing the bridge replacement project. Thank you for your attention to this matter, and we look forward to your continued partnership.

Sincerely,

Signed by:  


9872D3BC6736449...  
Allison Williams, County Administrator  
Hood River County

**BEFORE THE HOOD RIVER COUNTY BOARD OF COMMISSIONERS  
HOOD RIVER COUNTY, OREGON**

**ESTABLISHING RULES FOR APPOINTING )  
COUNTY REPRESENTATIVES TO THE )  
HOOD RIVER WHITE SALMON BRIDGE )  
AUTHORITY BOARD OF DIRECTORS )**

**RESOLUTION NO. 2529**

**WHEREAS**, Hood River County approved the Commission Formation Agreement to form and charter the Hood River White Salmon Bridge Authority, and;

**WHEREAS**, the Agreement requires participating Counties to adopt a Resolution outlining the procedures for recruiting and appointing Authority Board of Directors, and;

**WHEREAS**, Hood River County shall follow appointment criteria set forth in the Commission Formation Agreement 4.1 – 4.5, as well as Exhibit D Section IV – Nomination & Selection Process, and;

**WHEREAS**, county staff will advertise for vacancies, on the county website as well as the local newspaper, when they arise, as well as seek nominations from the City of Hood River and Port of Hood River, and;

**WHEREAS**, applications will be submitted to the County Administration office through the means determined as current practice, and;

**WHEREAS**, the Board of Commissioners may conduct interviews of interested parties that have applied, and;

**WHEREAS**, the Board of Commissioners shall make all volunteer appointments, and;


**NOW, THEREFORE BE IT RESOLVED**, that Hood River County will make the following appointments to the Hood River White Salmon Bridge Authority:

1. Appoint three (3) individuals to the Board of Directors.
2. May appoint up to two (2) alternates, however one (1) alternate is sufficient to cover all three-county Board of Director appointees.


**Approved this 15<sup>th</sup> day of May 2023.**

DocuSigned by:  
  
 B370FE4F4542408

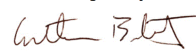
Leticia Moretti, Commissioner

DocuSigned by:  
  
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Ed Weathers, Commissioner

DocuSigned by:  
  
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Jennifer Euwer, Chair

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Arthur Babitz, Commissioner

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Les Perkins, Commissioner

# Commission Memo

Prepared by: Kevin Greenwood, Executive Director  
Date: April 29, 2025  
Re: Parking Lots Procurement



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## BACKGROUND:

For the last 12-months the Port’s engineering firm, HRK Design, has been working to complete the appropriate permits, design, specifications and procurement documents for the installation of two parking lots on the Port waterfront. One lot is located on Portway and 8<sup>th</sup> in between the Maritime Building and the City Park. The other lot is located on W. Anchor Way behind Ryan’s Juice. Both lots will add 130 new permitted parking spaces able to accommodate larger vehicles such as sprinter vans. The intent of these lots is to generate new revenue to be applied directly to cover expenses at the waterfront parks. This project continues to be a high priority for the Commission as the Port looks to other revenue sources to make up the loss of tolls.

At Spring Planning, the Commission asked that if the lots could not be installed by July 4<sup>th</sup> to wait for construction to begin September 2<sup>nd</sup> after Labor Day. Upon approval of the procurement documents, legal will complete its review and the procurement will be publicly released shortly thereafter.

## POLICY CONSIDERATION:

The Port’s Procurement Rules adopted Sept. 17, 2024 via Res. No. 2024-25-4 in Section 8 (Large Procurements for Goods and Services, and Public Improvements), Subsection A states:

*“When the estimated payment to the contractor for goods or services is above \$250,000, or when the Port anticipates executing as an on-call, master, or other form of contract with an indefinite value, the Port shall either solicit an invitation to bid in accordance with OAR 137-047-0255 or a request for proposals in accordance with OAR 137-047-0260, each as approved by the Commission (if required by the Resolution Appointing and Authorizing Business Matters.)”*

Res. No. 2024-25-5 “Appointing and Authorizing the Following Business Matters for the Fiscal Year 2024-25” adopted Sept. 17, 2024, in Title IV “Financial Authorities”, Section 1. “Procurement Authority” states the following:

*The Executive Director has full power and authority to conduct intermediate and small solicitations in accordance with the Port Contracting Rules without Board approval. The Executive Director shall receive Board approval of all formal procurement documents required in connection with all formal solicitations conducted in accordance with the Port Contracting Rules.*

## BUDGET IMPACT:

This project is included in the current fiscal year budget as well as in the proposed fiscal year budget as a Capital Outlay expenditure in the General Fund>Parking Department budget. The design costs to date are under budget as most of this project will be expended in Fiscal Year 2025-26.

## RECOMMENDATION:

MOTION to approve the procurement documents for the installation of two waterfront parking lots pending legal and administrative review and to direct staff to publicly notice the opportunity.

**ATTACHMENTS:**

The following documents are available for review at the following location:

<https://www.portofhoodriver.com/2025-04-29-board-special-meeting>

- Draft Invitation to Bid
- Design and Specifications for the Anchor Way parking lot
- Design and Specifications for the Portway parking lot



# Commission Memo

Prepared by: Kevin Greenwood  
Date: April 29, 2025  
Re: Decision on Odell Properties



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## **BACKGROUND:**

As part of the Port's strategy to diversify off bridge tolls, the Port has explored several options for continuing the ownership of the 12-acre Odell property by looking at developing light industrial flex space, workforce housing and storage units.

Jeff Renard has been meeting with the County informally on the storage units. Renard reports that the storage facility will not need to be paved, but would need to be "dust free." There are concerns about the drainage elevations and the cul-de-sac, which is 72', will need to be increased to 96'. There will also need to be follow-up with the fire department. A pre-application will need to be filed with the County, but currently there is 5-6 month wait on scheduling such a meeting.

Costs for fencing and other construction are being developed, but are not known at this time.

## **POLICY CONSIDERATION:**

In 2018, the Port Commission adopted a Real Estate Asset Strategy with the help of EcoNorthwest. There were seven policy assumptions stated including:

1. Balance financial return with other economic development objectives.
2. Increase real estate portfolio and decrease financial reliance on the bridge.
3. Maintain a broad portfolio to ensure that businesses at all stages have space to grow.
4. Consider projects that leverage the Port's public sector resources and capabilities.
5. Develop and manage each property to maintain its separate financial sustainability.
6. Consider regional priorities and needs when making portfolio decisions.
7. Adhere to the Port's financial policies.

## **DEVELOPMENT OPTIONS**

The Lower Hanel Mill sites were recommended to sell as an immediate action. Though the site is now shovel ready, the Commission should decide on whether to pursue selling the property (there currently are no For Sale signs on the property), change the status of the report from Sell to Hold until the storage unit planning is completed.

## **BUDGET IMPACT:**

There are significant budget impacts on this decision. Currently there is \$500,000 in the FY25 budget of which none has been spent. Proceeds for the development would come out of Port cash reserves. Alternatively, the Second St. and Riverside intersection could benefit from an infusion of cash for construction which could jumpstart opportunities at Lot 1 or Lot 900.

It could be some time until the true costs and revenues are known for the storage unit facility.

**DISCUSSION:**

Based upon the recommendations in the 2018 Real Estate Strategy Portfolio, does the Commission want to pursue selling the property or continue to explore the storage unit development. If the Commission does want to sell the land should the proceeds go into the roundabout project? Alternatively, the proceeds could be placed in the government investment pool and earn 5% that could be used to cover other waterfront or marina basin expenses.

**ATTACHMENTS:**

Link to Port's 2018 Real Estate Asset Strategy Report ...

<https://www.portofhoodriver.com/files/7770f9108/2018.RealEstatePortfolioStrategyReport.pdf>

Map of Lower Mill Property

LOCATION:

A RE-PLAT OF LOT 16 OF THE LOWER MILL INDUSTRIAL PARK SUBDIVISION, LOCATED IN A PORTION OF THE NORTHWEST QUARTER AND SOUTHWEST QUARTER OF SECTION 25 IN TOWNSHIP 2 NORTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, HOOD RIVER COUNTY, STATE OF OREGON

HOOD RIVER COUNTY SURVEYOR'S OFFICE

CS# \_\_\_\_\_

DATE FILED: \_\_\_\_\_

BY: \_\_\_\_\_

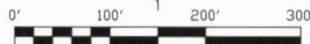
BASE MAP for PORT OF HOOD RIVER

LOCATION OF SURVEY:

TRACTS OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER AND THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 2 NORTH, RANGE 10 EAST, WILLAMETTE MERIDIAN, HOOD RIVER COUNTY, OREGON.

LEGEND:

- SET 5/8" IRON ROD WITH CAP, L.S. 72306
- FOUND MONUMENT AS NOTED.
- FOUND 3/4" IRON PIPE, SET ON C.S. 1433
- ⊙ FOUND 5/8" IRON ROD WITH PLASTIC CAP, L.S. 1815, SET ON C.S. 2003-027
- ⊕ FOUND 5/8" IRON ROD WITH PLASTIC CAP, L.S. 1815, SET ON C.S. 2005-007
- FOUND 5/8" IRON ROD WITH PLASTIC CAP, L.S. 1815, SET ON C.S. 2005-087
- ◆ FOUND A 1" DIAMETER SURVEY NAIL IN PAVEMENT SET ON C.S. 2005-007
- ⊠ FOUND 5/8" IRON ROD WITH PLASTIC CAP, L.S. 72306, SET ON C.S. 2016-013
- CALCULATED BOUNDARY CORNER
- ( ) PLAT/RECORD CALL



BASIS OF BEARING:  
THE SUBDIVISION PLAT OF "LOWER MILL INDUSTRIAL PARK"  
C.S. 2005-087-1

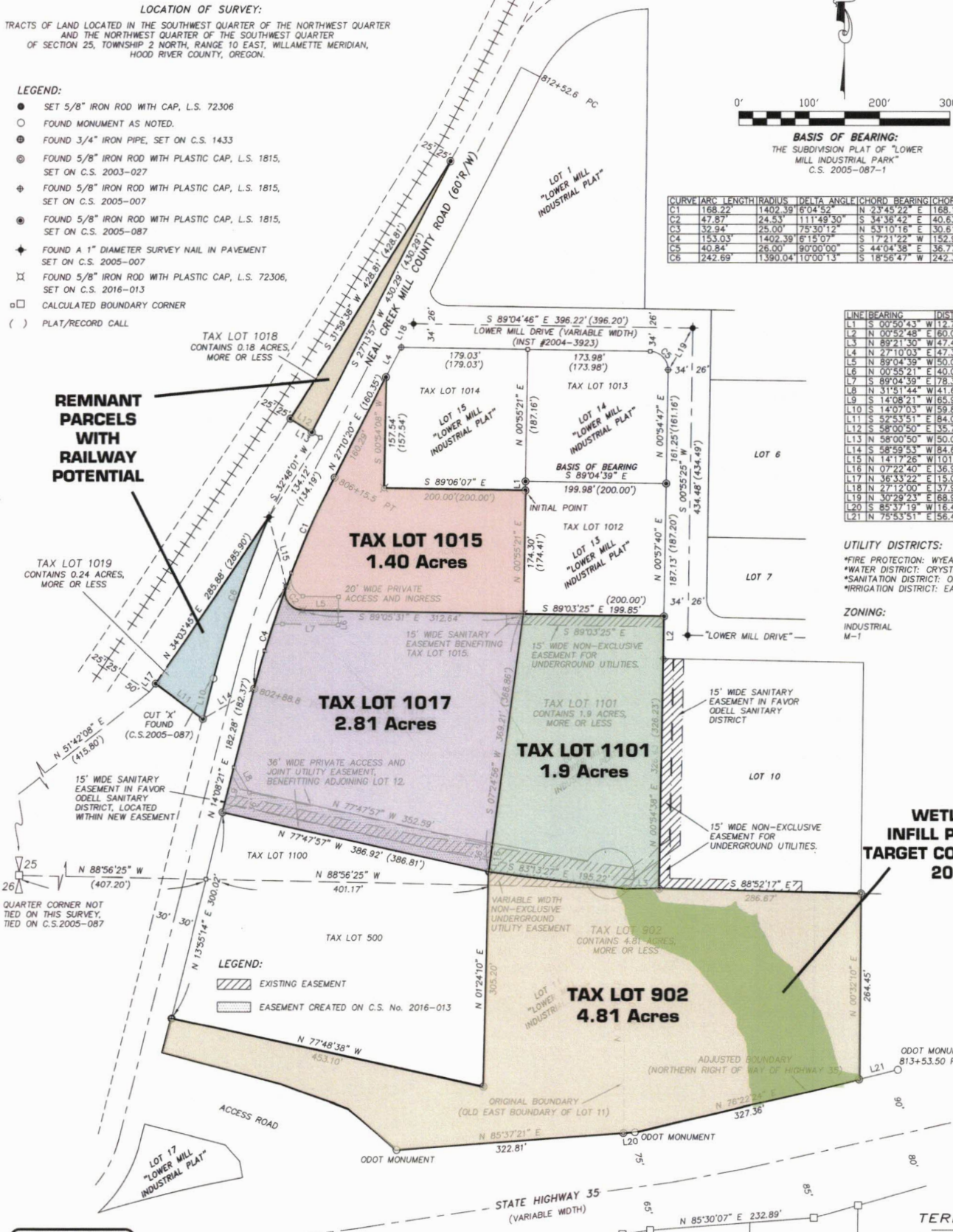
CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	168.22'	1402.39'	6°04'52"	N 2°45'22" E	168.12'
C2	47.87'	24.53'	111°49'30"	S 34°36'42" E	40.63'
C3	32.94'	25.00'	75°30'12"	N 53°10'16" E	30.61'
C4	153.03'	1402.39'	6°15'07"	S 17°21'22" W	152.95'
C5	40.84'	26.00'	90°00'00"	S 44°04'58" E	36.77'
C6	242.59'	1390.04'	10°00'13"	S 18°56'47" W	242.39'

LINE	BEARING	DISTANCE
L1	S 00°50'43" W	12.74'
L2	N 00°52'48" E	60.01'
L3	N 89°21'30" W	47.48'
L4	N 27°10'03" E	47.39'
L5	N 89°04'39" W	50.00'
L6	N 00°55'21" E	40.04'
L7	S 89°04'39" E	78.37'
L8	N 31°51'44" W	41.69'
L9	S 14°08'21" W	65.98'
L10	S 14°07'03" W	59.82'
L11	S 52°53'51" E	84.03'
L12	S 58°00'50" E	35.72'
L13	N 58°00'50" W	50.00'
L14	S 58°59'53" W	84.69'
L15	N 14°17'26" W	101.05'
L16	N 07°22'40" E	35.95'
L17	N 36°33'22" E	115.01'
L18	N 27°12'00" E	37.90'
L19	N 30°29'23" E	68.94'
L20	S 85°37'19" W	116.45'
L21	N 75°53'51" E	56.42'

UTILITY DISTRICTS:  
\*FIRE PROTECTION: WYEAFT RURAL FIRE DEPARTMENT  
\*WATER DISTRICT: CRYSTAL SPRINGS  
\*SANITATION DISTRICT: ODELL SANITATION  
\*IRRIGATION DISTRICT: EAST FORK

ZONING:  
INDUSTRIAL M-1

WETLAND INFILL PROJECT  
TARGET COMPLETION 2023



- LEGEND:
- EXISTING EASEMENT
  - EASEMENT CREATED ON C.S. No. 2016-013

REFERENCES:

- FILED AT THE HOOD RIVER COUNTY SURVEYORS OFFICE.
- C.S. 1433, SURVEY BY FREY, NOVEMBER 1966.
- C.S. 1987-021, SURVEY FOR HINMAN ORCHARDS BY TERRA (L.S.1815), FILED ON MAY 2, 1987.
- C.S. 1993-032, SURVEY FOR G.S. LONG CO., BY KLIEN (L.S. 932), FILED ON JUNE 14, 1993.
- C.S. 2003-027, PLA SURVEY FOR HANEL DEVELOPMENT GROUP BY TERRA (L.S.1815), FILED ON APRIL 17, 2003.
- C.S. 2005-007, PARTITION PLAT (200502P) FOR HANEL DEVELOPMENT GROUP BY TERRA (L.S.1815), FILED ON JANUARY 24, 2005.
- C.S. 2005-078, "LOWER MILL INDUSTRIAL PARK" SUBDIVISION PLAT OF FOR HANEL BY TERRA (L.S.1815), FILED ON OCTOBER 21, 2005.
- C.S. 2015-056, PLA SURVEY FOR THE PORT OF HOOD RIVER BY TERRA (L.S. 72306), FILED ON DECEMBER 23, 2015.
- C.S. 2016-013, PARTITION RE-PLAT FOR THE PORT OF HOOD RIVER BY TERRA (L.S. 72306), FILED ON FEBRUARY 18, 2016.

REGISTERED PROFESSIONAL LAND SURVEYOR

for review

OREGON  
December 30, 2005  
ERIK M. CARLSON  
72306

Expires: December, 2021

TERRA SURVEYING

DATE: JUNE, 2020  
P.O. BOX 617  
HOOD RIVER, OREGON 97031  
PHONE: (541) 386-4531  
E-Mail: terra@gorge.net  
www.terrasurveying.com

SCALE: 1" = 100'  
PROJECT: 15068BASE  
ASSESSORS MAP: 2N-10E-25C