



PORT OF HOOD RIVER

REGULAR SESSION

Tuesday, April 15, 2025

To begin immediately upon adjournment of the
Foundation Meeting, with a 5-minute transition break

Port Conference Room

1000 E. Port Marina Drive, Hood River

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

AGENDA

1. **Call to Order** – Following Planning Session
 - a. Modifications, Additions to Agenda
 - b. Public Comment (5 minutes per person per subject; 30-minute limit)
 1. Jet Fuel – Chris Robuck (*Written Comment, Pg. 3*)

2. **Consent Agenda**
 - a. Approve Minutes from Mar. 18, 2025 Regular Session & Apr. 4, 2025 Special Session (*P. Rosas, Pg. 7*)
 - b. Approve Columbia Area Transit IGA for Winter Shuttle Service (*P. Rosas, Pg. 13*)
 - c. Approve Res. No. 2024-25-23 Adopting County & Port Natural Hazard Mitigation Plan (*K. Greenwood, Pg. 19*)
 - d. Approve Standard Job Description for Interns (*D. Smith-Wagar, Pg. 23*)
 - e. Approve Accounts Payable to Beery, Elsner & Hammond, LLP (*D. Smith-Wagar, Pg. 27*)

3. **Informational Reports**
 - a. Monthly Financial Report (*D. Smith-Wagar, Pg. 31*)

4. **Executive Director Report** (*K. Greenwood, Pg. 35*)

5. **Commissioner, Committee Reports**

6. **Action Items**
 - a. To Read An Ordinance Creating By-Laws for the Port of Hood River Board of Commissioners (ORS 198) (*K. Greenwood, Pg. 63*) -
“copies of the ordinance is available at the office of the district board (ORS 198.540)”

 - b. Nomination for the HRWSBA (*K. Greenwood, Pg. 89*)

7. **Commission Call/Upcoming Meetings**
 - a. Upcoming Meetings:
 1. Budget Meeting – May 6, 2025
 2. Regular Session – May 20, 2025
 3. Regular Session – June 17, 2025

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

9. **Executive Session** – The Port Commission will meet in Executive Session pursuant to:

- a. **ORS 192.660(2)(f)**: To consider information or records that are exempt by law from public inspection.
- b. **ORS 192.660(2)(f)**: To consider information or records that are exempt by law from public inspection.
- c. **ORS 192.660(2)(e)**: Real Property Transactions.

Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the conclusion of the executive session, the Board may either return to open session to take further action or adjourn the meeting.

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.*

April 6, 2025

A citizen submitted the public comment on page 2 about the Port's misguided plans to add jet fuel at the airport. At the end of the March 18 Board meeting, that individual was dismissed as being "misinformed". Commissioners and the airport contractor said "we have no plans for jet A", "it is not under discussion", and "it hasn't even been talked about", then joked about having Delta flights land in Hood River.

Page 3 shows extensive discussions during which adding jet fuel at the airport was made one of the Port's top three priorities. The plan submitted to the County, on page 4, includes purchase of a jet A fuel tank "to support wildfire fighting", despite an earlier draft which explained that firefighting entities bring their own jet fuel and would not purchase it at the airport even if an operation were based there.

An apology to Keir Bryerton is both warranted and insufficient. The only meaningful response would be for the Port to commit to honoring its 2020 public survey in which the preponderance of respondents said that the Port should not expand the current use of the airport.

The Port justifies increasing airport traffic, without regard to the impact on residents, with the spurious assumption that it somehow produces revenue for the Port. The solution for when bridge tolls shift to a different governmental entity is simple. If 60% of the Port's work, revenue, and reason for being are cut, expense should be as well.

emailed to Port staff by Chris Robuck, Hood River

Patty Rosas

From: Streamline <noreply@specialdistrict.org>
Sent: Thursday, February 27, 2025 3:58 PM
To: Port of Hood River Info
Subject: New form submission received: Contact Us



Port of
HOOD RIVER

Contact Us

**Contact
Us Form:**

Name: Keir Bryerton

Email: [REDACTED]

Message:

Please include as public comment in the board meeting agenda. Dear Commissioners, As a resident of Hood River, I would like to express my dismay at current dialogue about adding jet fuelling services to the Hood River airport. WHY? What is the reason? Who benefits? As someone who lives a mile from the airport, I can tell you that airport noise is already a major concern. Jet planes would only make it worse. Why are you interested in a project that would benefit wealthy out-of-towners with small jets over actual Hood River residents who pay taxes to live here? What about all the other tourists who come and support the local economy? Do you think they'll enjoy jets coming and going while they visit farms on the fruit loop? Please give up this terrible idea, and work on projects that enhance Hood River instead of destroying it. Keir Bryerton Hood River

[Reply / Manage](#)

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Commission Memo

Prepared by: Kevin Greenwood, Exec. Director
Date: September 17, 2024
Re: Natural Hazard Mitigation Plan Review



The Port of Hood River is one of several agencies in Hood River County participating in a 5-year update to the County's Natural Hazard Mitigation Plan (NHMP or "Plan"). The purpose of the NHMP is to reduce the impact of natural disasters on people, property, and the environment in Hood River County. The plan's goal is to prevent natural hazards from becoming disasters and break the cycle of disaster damage and reconstruction. Once adopted, the Port is eligible for non-disaster and disaster mitigation project grants through 2030. Creating an emergency operations center at the Ken Jernstedt Airfield has been discussed over the last few years.

The Port has its own addendum to the County Plan which is required to be adopted by the Port Commission. The Port's draft addendum is included as an Informational Report for the Commission. The Port's steering committee for the County Plan included Tor Bieker, Commissioner; Kevin Greenwood, Executive Director; and Ryan Klapprich, Facilities Manager. All three participated in various planning sessions earlier this year. The County contracted with the University of Oregon's Institute for Policy Research and Engagement to develop the Plan and Charles Young, County Emergency Management Manager, managed the contract.

The draft included in tonight's packet includes a redlined version that includes the following:

1. Changes, corrections, and other edits.
- ✓ 2. Identify the 1-3 high-priority action items, or projects for which the Port would like to get funding in the next five years.
 - a. Create Facility for use as shelter, Emergency Operations Center, and/or wildfire operations at the Ken Jernstedt Airfield.
 - b. Advocate for replacement of the Hood River-White Salmon Bridge with a seismic resilient structure.
 - c. Purchase Jet A fuel tank for the north ramp at the Airfield.
 - d. Develop countywide plan for addressing trucks stranded during storms on I-84.

If you have any questions, comments or edits, please send those to Greenwood and Bieker to incorporate into the final document by the end of September. Once the county receives all the jurisdictional addenda, the entire draft Plan will be sent first to the Oregon Dept. of Emergency Management (OEM) and then to FEMA for a formal review. After OEM and FEMA comments have been incorporated into the final draft, the Port Commission along with other local agency boards will be asked to adopt the Plan. This is expected to occur early next year.

RECOMMENDATION: Informational only

Action Item #	Mitigation Action Title	Potential Funding Sources	Coordinating Organization	Partner Organizations	Timeline	Cost
4.2	Address seismic issues in identified vulnerable and critical facilities, including the Big 7 building, via structural and non-structural retrofits.	HMA; Seismic Rehabilitation Grant Program; Municipal Bond	Port of Hood River	County Emergency Management	M	VH
Extreme Heat Mitigation Strategies						
5.0	Given that Extreme Heat is categorized as low risk in the Hazard Vulnerability Assessment, the Steering Committee decided not to develop any mitigation action items for this hazard. This is in line with the decision-making process for low-risk hazards used by the 2024 Hood River County NHMP Steering Committee for the County Mitigation Strategy.					
Flood Mitigation Strategies						
6.0	The Steering Committee, using available local resources, will study this hazard further during the implementation and maintenance phase of this NHMP, seeking to identify cost effective actions that might be implemented to reduce community vulnerability.					
Landslide/Debris Flow Mitigation Strategies						
7.0	The Steering Committee, using available local resources, will study this hazard further during the implementation and maintenance phase of this NHMP, seeking to identify cost effective actions that might be implemented to reduce community vulnerability.					
Volcanic Event Mitigation Strategies						
8.0	Given that Volcanic Event is categorized as low risk in the Hazard Vulnerability Assessment, the Steering Committee decided not to develop any mitigation action items for this hazard. This is in line with the decision-making process for low-risk hazards used by the 2024 Hood River County NHMP Steering Committee for the County Mitigation Strategy.					
Wildfire Mitigation Strategies						
9.1	Purchase jet A fuel tank and fuel for the north ramp at the Ken Jernstedt Airfield to support wildfire fighting.	HMA; Federal Funding (Community Wildfire Defense Grant); State Funding (OSFM, ODF)	Port of Hood River	County Emergency Management; State Agencies (ODF, OSFM); USFS	M	VH

5

* *

REGULAR SESSION

PRESENT: Commissioners: Kristi Chapman, Ben Sheppard, and Mike Fox, Tor Bieker. **Staff:** Kevin Greenwood, Debbie Smith-Wagar, Daryl Stafford, Ryan Klapprich, and Patty Rosas. **Legal Counsel:** Ashleigh Dougill, Beery Elsner & Hammond LLP. **Guests:** Jeff Renard, Aviation Management Services; Tom Bacci, Kidder Mathews; Bonifacio Romero, Hood River Resident; Lisa Commander, The History Museum of Hood River County; Kathryn Thomas, Hood River Resident.

ABSENT: Commissioner Heather Gehring

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

a. **Modifications, Additions to Agenda:** Executive Director Kevin Greenwood noted that Eric Hoffman from SUM Design was unable to attend the meeting, so Greenwood will deliver Hoffman's presentation on his behalf.

b. **Public Comment:**

1. **Linda Maddox, Hood River Resident**, identified errors in the Marina Basin Update. She expressed concerns about the feasibility of financial self-sufficiency for non-bridge areas and consultant contract costs, suggested clarifying language on recreational use exceptions, and recommended increasing the Port's share of local property taxes.

2. **Brian Robb, Hood River Resident**, opposed reinterpreting the 1995 ordinance prohibiting additional commercial development at Port Marina Park, emphasizing it reflects voter intent and that parks should not be expected to be financially self-sustaining.

2. CONSENT AGENDA:

- a. Approve Minutes from February 18, 2025 Regular Session and March 10, 2025 Special Meeting
- b. Approve Amendment to Hood River White Salmon Bridge Authority (HRWSBA) Intergovernmental Agreement (IGA)
- c. Approve Amendment to HRWSBA Loan
- d. Approve Resolution No. 2024-25-22 Adopting the Safety & Health Policy Handbook
- e. Approve Dockage Agreement with American Cruise Lines
- f. Approve Use Agreement with Warm Springs for Temperature Probes at Nicholas Basin
- g. Approve Contract with Bulldog Welding for Bridge Deck Welding
- h. Approve Accounts Payable to Beery, Elsner & Hamond, LLP

Motion: Move to approve Consent Agenda.

Move: Fox

Second: Bieker

Discussion: None

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

Absent: Gehring

MOTION CARRIED

3. INFORMATIONAL REPORTS:

a. **Monthly Financial Report** – Commissioner Mike Fox expressed appreciation for the financial reporting improvements, noting that while the budget projected a \$3.5 million draw on reserves, \$1.6 million has already been used halfway through the year. He raised concerns about underperformance in capital improvement spending and revenue shortfalls in certain buildings,

emphasizing the need for departmental ownership and mid-year forecasting to guide strategic decisions.

- b. **Tollbooth Closure Update** – No discussion.
- c. **2024 Waterfront Report** – Commissioners acknowledged staff for the Waterfront Report and the Safety & Health Policy Handbook.

4. PRESENTATIONS & DISCUSSION ITEMS:

- a. **Administration Relocation Criteria** – Executive Director Kevin Greenwood gave a brief update on the relocation criteria. Commissioners expressed support for the project direction and affirmed staff should proceed. Staff will test the criteria on sites like the Marina East building, the airport, and a new construction option. Results will be shared at the Spring Planning Session, with the report expected in May.
- b. **Marina Upland Discussion** – Greenwood provided an overview of the Port’s commercial properties, clarifying that only the Port Office, Marina West (DMV building), and Marina East (old Chamber building) are commercial, while all others are industrial. Marina Green is open yard space, and Marina Park includes various Port-owned amenities.

Discussion then addressed toll subsidies, noting that Resolution 2022-23-13 requires non-bridge operations to be toll-free by June 30, 2026. While Marina buildings and Waterfront recreation areas operate at a deficit, paid parking helps offset costs. Parks aren’t expected to generate revenue, but additional strategies are being explored.

Zoning and development constraints were reviewed, including Land and Water Conservation Fund (LWCF) restrictions on Marina Green and mitigation requirements for the new bridge landing. Greenwood also summarized the 1995 Port Ordinance, which prohibits new commercial development in Port Marina Park. Legal counsel outlined its complex adoption history, and staff emphasized that amending the ordinance may be necessary to accommodate bridge construction.

Commissioners agreed the ordinance should be amended rather than repealed to balance public space preservation with necessary updates for bridge construction and Port development. Staff was directed to refine the language for clarity on recreational land use and development restrictions.

- c. **Draft Review of Commission Bylaws** – Greenwood began with a review of the draft Bylaws. The first decision was to remove Commissioner compensation.

Motion: Move to eliminate Commissioner compensation immediately.
Move: Sheppard
Second: Bieker
Discussion: None
Vote: **Ayes:** Chapman, Sheppard, Fox, and Bieker
Absent: Gehring
MOTION CARRIED

The Commission discussed officer elections and agreed to retain one-year terms. Greenwood also noted a revision related to written notes submitted to the record. Additionally, proposed language regarding a safe work environment was presented, and training requirements from House Bill 2805

were incorporated into the Bylaws. There were no objections from the Commission to any of the recommended changes.

The Commission discussed communication procedures between the Commission and staff. It was agreed to retain the suggested language in the draft Bylaws, establishing a single point of contact, with exceptions granted on a case-by-case basis. The general language will be incorporated into the Bylaws, with the common practice of the Commission meeting annually to grant exceptions by resolution.

The censure process was also discussed. It was agreed to include a censure procedure in the Bylaws, serving as a formal record of disapproval but not a removal from office. The goal was accountability rather than punishment.

5. EXECUTIVE DIRECTOR REPORT: Greenwood reported that the Senate passed recreational immunity legislation, which aims to make it easier for public and private property owners to allow recreational use on their lands. The bill now heads to the House. Additionally, it was noted that Cardinal Glass will host a Star Status celebration for safety achievements. The Port was encouraged to consider pursuing Star Status, which would signify a high level of safety culture.

6. COMMISSIONER, COMMITTEE REPORTS:

- a. Commissioner Ben Sheppard reminded Commissioners to file their SEI reports within the next couple of weeks.
- b. Commissioner Tor Bieker addressed a letter from constituent Keir Bryerton, who expressed concern about jet fuel services at the airfield, and clarified that there are no current plans for jet services or extended runway operations. To address misinformation, the possibility of creating short videos to share accurate information with the public was suggested. Staff will coordinate with the Commission to create these videos.

7. COMMISSION CALL: None

8. UPCOMING MEETINGS: No Discussion

9. CONFIRMATION OF DIRECTIVES:

- a. Staff was directed to refine the language of the Marina ordinance for clarity on recreational land use and development restrictions.
- b. Staff to coordinate with the Commission to create short informational videos.

10. ADJOURN: The meeting was adjourned at 6:27 p.m.

ATTEST:

Kristi Chapman, President

Michael Fox, Secretary

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**Port of Hood River Commission
Meeting Minutes of April 4, 2025 Special Meeting
Via Remote Video Conference & Marina Center Boardroom
10:30 AM**

Special Meeting

PRESENT: Commissioners: Kristi Chapman, Heather Gehring, Ben Sheppard, Mike Fox, and Tor Bieker (arrived 10:34 a.m.). **Staff:** Kevin Greenwood, Debbie Smith-Wagar, and Patty Rosas **Guests:** Noah Noteboom, Columbia Gorge News.

ABSENT: None

1. CALL TO ORDER: President Kristi Chapman called the Special Meeting to order at 10:30 a.m.

2. ACTION ITEM:

- a. **Approve new Property Manager job position** – Executive Director Kevin Greenwood proposed the creation of a new position, Property Manager, to manage the Port's real estate portfolio. This position would handle negotiations with real estate agents, tenants, and procurement scheduling. The salary range would be comparable to the Waterfront Manager position. The goal was to get applications as soon as April 18th, conduct interviews in the third week of April, and start the new position by mid-May.

Motion: Move to approve the Property Manager job description and salary range.

Move: Sheppard

Second: Fox

Discussion: None

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

MOTION CARRIED

3. ADJOURN: The meeting was adjourned at 10:43 a.m.

ATTEST:

Kristi Chapman, President

Michael Fox, Secretary

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Commission Memo

Prepared by: Daryl Stafford
Date: April 15, 2025
Re: Columbia Area Transit
Gorge-To-Mountain Express



At the February 2025 meeting the Commission directed Port staff to enter into Use Agreement negotiations with Columbia Area Transit (CAT) for use of the Event Site for the Gorge-To-Mountain Express Shuttle for next season.

In the Director's report at the March 2025 meeting, Kevin updated the Commission with negotiation information, and let the Commission know that we would bring them a contract that includes a nominal fee for the use of the Event Site and continued free parking to CAT riders.

RECOMMENDATION:

MOTION to approve 2025/2026 Columbia Area Transit Gorge-To-Mountain Shuttle Parking Use Agreement.

ATTACHMENTS:

Use Agreement

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PORT OF HOOD RIVER

PROPERTY USE AND LICENSE AGREEMENT

2025/2026 COLUMBIA AREA TRANSIT GORGE-TO-MOUNTAIN SHUTTLE

This Use and License Agreement (“Agreement”) is made this ____ day of _____, 2025 (the “Effective Date”) by and between Hood River County Transportation District, dba Columbia Area Transit, a public transportation service that operates in Hood River County, Oregon, (“Grantee”), and the Port of Hood River, an Oregon municipal corporation (“Port”). Each party is individually referred to as “Party” and collectively referred to as “Parties”.

Recitals

WHEREAS, The Port owns property known as the Port Waterfront Event Site parking lot located at East Portway Avenue, Hood River, OR, more particularly described in Exhibit “A”, attached and incorporated into this Agreement (“Parking Lot”); and

WHEREAS, Grantee desires to use the Parking Lot for the Gorge to Mountain seasonal park and ride shuttle service; and

WHEREAS, the Port desires to permit Grantee’s use of the Parking Lot, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, intending to be legally bound, and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

Agreement

1. LICENSE- The Port grants to Grantee a temporary, limited, revocable, and non-transferrable license to use the Parking Lot for the use identified in Section 2 for the duration of the Use Dates.
2. USE- Grantee may use the Parking Lot for the Gorge-To-Mountain seasonal park and ride shuttle service during the Use Dates, subject to the terms of this Agreement and applicable statutes, ordinances and rules.
3. USE DATES- Grantee may use the Parking Lot pursuant to this Agreement on the following days and times (“Use Dates”):
 - **All days between November 21, 2025 – March 31, 2026, inclusive of the start and end dates, from 6:00 a.m. until 11:00 p.m.** Overnight parking in the Parking Lot is not allowed.
4. FEES- The fee for the Parking Lot use for the duration of the Use Dates will be **\$2,000**, which Grantee will pay to the Port in full no later than **December 31, 2025**. All fees are payable to the Port of Hood River and must be sent to the Office of the Port attention Finance Department, located at 1000 E Port Marina Dr., Hood River, OR 97031. Late payments shall bear interest thereon from the date due until paid at the rate of 20% per annum.
5. CONDITIONS- The parties further agree to the following terms and conditions in connection with Grantee’s use of the Parking Lot:

- a. Grantee may post temporary, low-impact (sandwich board) signage designating the Parking Lot as a park and ride during the Use Dates. Grantee shall not display any other advertising signs without the Port's prior consent.
 - b. To the extent reasonably possible, Grantee shall refer to the "Port of Hood River Event Site" in flyers or electronic communication advertising or promoting Grantee's use of the Parking Lot.
 - c. Grantee agrees to promptly remove any debris caused by or related to Grantee's use of the Parking Lot and to keep the area in a clean condition for the term of this Agreement. The Port shall provide standard garbage services to the Parking Lot. Should Grantee require additional garbage services during the term of this Agreement, the Port shall evenly split the cost of additional garbage services between Grantee and any other organization contractually permitted to utilize the Parking Lot during the Use Dates.
 - d. Upon completion of the Use Dates, Grantee shall ensure that the Parking Lot is returned to as good of a condition as it was in upon the Effective Date, ordinary wear and tear excepted. Grantee shall repair any damages to Parking Lot caused by Grantee's activities, including snow plowing, as requested by Port.
 - e. Grantee shall comply with any conditions imposed by the City of Hood River or County of Hood River applicable to Grantee's activities at the Parking Lot. Failure to comply with those conditions will lead to the revocation of this Agreement.
 - f. Grantee acknowledges that the Port makes no representations regarding the accessibility of vehicular ingress or egress routes or parking spaces during the Use Dates due to snow, ice or other weather conditions. The Port will not be responsible for plowing or sanding of any part of the Parking Lot or Parking Lot entrance areas.
 - g. Grantee acknowledges that the existing restroom facility near the Parking Lot will be closed during the Use Dates, however, the Port shall maintain a temporary restroom located in front of the Event Site restroom. Should Grantee's customers require an additional port-a-potty with cleaning services during the term of this Agreement, the Port shall evenly split the cost of additional rental and services between Grantee and any other organization contractually permitted to utilize the Parking Lot during the Use Dates. The Port will arrange the additional rental and services and bill the Grantees at the end of the term.
 - h. Grantee acknowledges that the Port has implemented Pay-To-Park areas near and in the Parking Lot. This Agreement allows Grantee's customers and guests to park without paying for the Pay-To-Park fee in the specified location of the Parking Lot for the Use Dates. Street parking or parking in any other location besides the Parking Lot is not included in this Agreement and regular fees apply to those locations. It is the responsibility of the Grantee to communicate with guests regarding the areas that they are allowed to park at no charge.
 - i. The Port reserves the right, in the Port's sole discretion and at any time to require Grantee to cease operations for a specified period, to change Grantee's permitted hours of operation, to change Grantee's location of operation, to require removal or concealment of signs or other advertising used by Grantee, and to restrict or prohibit the sale of any product by Grantee at the Parking Lot. The Port will provide fourteen (14) days' notice prior to any change to this effect.
6. INSURANCE- Grantee agrees to a) pay for and maintain Commercial Automobile Coverage, b) comprehensive business liability insurance policy with a company or companies satisfactory to

the Port with **insurance limits of a minimum of \$1,000,000**, c) name the Port as additional insured, and d) provide to the Port proof of insurance upon the Effective Date and for the duration of the term.

7. INDEMNITY- Grantee shall indemnify, defend, and hold the Port, its Commissioners, officers, employees, agents, and volunteers harmless from any claims, demands, suits, actions, proceedings, judgments, losses, damages, injuries, penalties, costs, expenses (including attorney's fees) and liabilities to the extent arising from or related to the Agreement or arising from or related to any act of Grantee or Grantee's agents, contractors, employees, invitees, licensees, or volunteers in or about the Parking Lot.
8. TERMINATION- This Agreement can be terminated immediately by the Port, upon written notice of said termination, for the following reasons: (1) failure to pay the Port within 30 days of the payment due date stated in Section 5 of this Agreement; (2) failure by Grantee to observe or perform any other provision of this Agreement; or 3) due to fire, hazardous conditions, threat to public safety and other unplanned acts of nature or circumstances beyond either Party's reasonable control that materially impact the use of the Parking Lot. In addition, the Port may revoke this Agreement at its discretion with fourteen (14) days prior notice of its intent to do so, and in such a case, neither Grantee, nor any third party, shall have the right to claim damages of any kind resulting from the cancellation, or compensation by the Port. If the Port terminates this Agreement at its discretion for convenience, the Grantee will be refunded a prorated amount of the cost of the Agreement yet unperformed. Grantee may terminate this Agreement for convenience with thirty (30) days written notice to the Port. If Grantee terminates this Agreement for convenience, Grantee will be responsible for any costs that were accrued by Port in service of this Agreement prior to Grantee's written request for termination.
9. ATTORNEY'S FEES- If either Party incurs attorney's fees (including attorney's fees incurred in any bankruptcy or administrative proceeding or in any appeal) as a result of a breach or default under the terms of this Agreement by the other Party, the Party incurring attorney's fees shall be entitled to reimbursement.
10. MISCELLANEOUS- Neither Party is to be considered an agent or employee of the other. This Agreement shall be governed by the laws of the state of Oregon without regard to conflict of law principles. Both Parties waive their right to a jury trial in the event of a conflict under this Agreement. This Agreement is intended both as the final expression of the agreement between the Parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until it is made in writing and signed by both Parties. If any provision of this Agreement shall be held or made invalid by a court decision, statute, or rule, or shall be otherwise rendered invalid, the remainder of this Agreement shall not be affected thereby. This Agreement may be executed in one or more counterparts, each of which when so executed shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

GRANTEE:

PORT OF HOOD RIVER:

Amy Schlappi, Executive Director
Hood River County Transportation District
224 Wasco Loop
Hood River, Oregon 97031
(541) 386-4202
amy.schlappi@catransit.org

Kevin M. Greenwood, Executive Director
1000 E. Port Marina Drive
Hood River OR 97031
(541) 386-1645
kgreenwood@portofhoodriver.com

If an individual is signing on his or her own behalf, that person shall be considered the “Grantee”. If a person is signing on behalf of an organization, corporation, or other public or private entity, the entity shall be considered the “Grantee”. If a person is signing on behalf of an organization, corporation, or other public or private entity, that person warrants that they have the right to sign for and bind the organization, corporation, or other public or private entity under this Agreement. Any person who signs this Contract for an organization, corporation, or other public or private entity without authority to bind the organization shall be considered the “Grantee” and shall be personally liable for the performance of the terms of this Agreement.

Exhibit “A” Site Plan- Event Site Parking Lot & Bus Stop



Commission Memo

Prepared by: Kevin Greenwood
Date: April 15, 2025
Re: County and Port Hazard Mitigation Plan



For over a year, the County Emergency Management office has been facilitating grant-funded work to update the County and the Port's Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP). The Draft NHMP (or Plan) is available here ... <https://www.portofhoodriver.com/2025-04-15-board-meeting-regular-session>. The Plan is almost 500 pages long and adoption allows the Port to apply for and receive Hazard Mitigation Plan grants.

The County facilitated a Port of Hood River Steering Committee on May 29, 2024 which included Tor Bieker, Commissioner; Kevin Greenwood, Executive Director; and Ryan Klapprich, Facilities Manager. The Committee updated recent history of hazard events in the District, reviewed and confirmed the County NHMP's mission and goals, discussed the Plan's outreach strategy, and updated the implementation program.

The County Plan includes a Port of Hood River Addendum, starting on pg. 398 of the hyperlink.

In addition to the focus on the existing Hood River Bridge, the Port's plan also calls out an Emergency Operations Center (EOC) at the Ken Jernstedt Airfield.

The Hood River County Commission adopted the five-year Plan last month and County Emergency Manager, Charles Young, assisted in the development of the attached resolution.

Upon passage, the Port will provide a hyperlink to the final document on the Port's website.

RECOMMENDATION:

MOTION to approve Resolution No. 2024-25-23 adopting the Port of Hood River Addendum to and inclusion in the 2025 update of the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan.

ATTACHMENTS:

Resolution No. 2024-25-23

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PORT OF HOOD RIVER
Resolution No. 2024-25-23

**A RESOLUTION TO ADOPT THE PORT OF HOOD RIVER ADDENDUM TO AND INCLUSION
IN THE 2025 UPDATE TO THE HOOD RIVER COUNTY MULTI-JURISDICTIONAL NATURAL
HAZARDS MITIGATION PLAN**

Whereas, the Port of Hood River (“District” or “Port”) recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

Whereas, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the Port has fully participated in the FEMA prescribed mitigation planning process to prepare the *Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan*, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

Whereas, the Port has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities within the Port District to the impacts of future disasters within the *Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan*; and

Whereas, these proposed projects and programs have been incorporated into the *Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the participating cities and special districts of Hood River County; and

Whereas, the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Hood River County, Multi-Jurisdictional Natural Hazards Mitigation Plan* and pre-approved it contingent upon this official adoption of the participating governments and entities;

Whereas, the NHMP is in an on-going cycle of development and revision to improve its effectiveness; and

Whereas, the Commission of the Port of Hood River adopts the NHMP and directs the Executive Director to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP; NOW THEREFORE,

THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:

Section 1. The Port of Hood River adopts *the Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan* as an official plan; and

Section 2. The Port will submit this Resolution to the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *Hood River County Multi-Jurisdictional Natural Hazards Mitigation Plan*.

Section 3. All prior NHMP Resolutions or Plans are hereby repealed.

Adopted by the Board of Commissioners of the Port of Hood River on this 15th day of April 2025.

SIGNED

ATTEST

Kristi Chapman, President

Michael Fox, Secretary

Commission Memo

Prepared by: Debbie Smith-Wagar
Date: April 15, 2025
Re: Intern Job Description



Over the years the Port has hired a variety of interns to assist with various projects. Each time an intern is hired a specific job description is created. Instead of continuing to create specific job descriptions, it seemed more efficient to create a somewhat “generic” job description that would then give department directors and managers the ability to hire interns and supervise them appropriately.

When hiring interns, it will be up to the supervisors to determine duties and set expectations with the intern and then review their work and make sure their contributions are beneficial to the Port.

RECOMMENDATION:

MOTION to approve the attached job description.

ATTACHMENTS

Job Description

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POSITION DESCRIPTION

JOB TITLE: INTERN

WORKING TITLE: VARIES BY DEPARTMENT

GENERAL EMPLOYEE • TEMPORARY

SALARY: \$26.02 - \$34.88 PER HOUR

PREPARED: 04/07/2025

DEPARTMENT:	SUPERVISED BY:	FLSA STATUS:
Varies by Assignment	Assigned Department Supervisor	Non-Exempt

JOB SUMMARY:

The Intern is a temporary position designed to provide students with practical, hands-on experience in a public sector organization. Interns support departmental operations through a variety of tasks including data entry, research, analysis, and administrative assistance. This opportunity is ideal for students pursuing degrees in areas such as public administration, business, finance, policy, planning, or a related field. The intern will gain exposure to real-world projects and contribute to the Port's mission of economic development and public service.

ESSENTIAL DUTIES:

- **Project Support and Data Analysis (50%)**
 - Assist with entering, organizing, and maintaining data in spreadsheets and reports.
 - Conduct basic research and prepare summaries for internal use.
 - Support staff in tracking project or program progress through data collection and simple analysis.
 - Create basic charts, tables, or visuals for presentations or public meetings.
- **Administrative and Departmental Assistance (50%)**
 - Organize digital and physical records according to department guidelines.
 - Assist with compiling materials for audits, compliance, or reporting.
 - Support review and summarization of key policies, procedures, or operational documents.
 - Perform general clerical tasks such as filing, scheduling, or communications support.

SUPERVISION:

Interns report to the designated Department Director or assigned supervisor. Day-to-day tasks may be assigned by other team members depending on department needs. Supervisors provide training, mentorship, and feedback throughout the internship.

MINIMUM QUALIFICATIONS:

- Currently enrolled in or recently graduated from a college or university program in a relevant field (e.g., Business, Public Administration, Finance, Planning, Communications, etc.).

- Strong organizational skills and attention to detail.
- Proficiency with Microsoft Office (especially Excel) and/or Google Workspace.
- Interest in public sector work and community impact.
- Ability to work independently and collaboratively.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Basic understanding of project coordination, research, or financial concepts (depending on department).
- Effective communication skills, both written and verbal.
- Willingness to learn and adapt in a professional environment.
- Strong time management and critical thinking skills.
- Comfort with handling sensitive or confidential information appropriately.

WORK ENVIRONMENT:

Work is performed in an office environment, with typical business hours of 8:00 AM to 5:00 PM. Flexible scheduling is available based on intern availability and academic commitments. The position follows Oregon labor laws, including required meal and rest breaks.

PHYSICAL DEMANDS:

Must be able to work at a computer for extended periods and perform standard office functions. Reasonable accommodations will be provided to enable individuals with disabilities to perform essential duties.

RELATIONSHIP WITH OTHERS:

Interns will interact regularly with Port staff through email, phone, and in-person meetings. Occasional contact with members of the public, stakeholders, or partner agencies may occur, depending on the nature of the work.

SUPERVISOR SIGNATURE _____

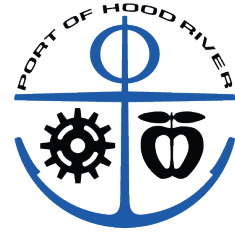
SUPERVISOR TITLE / DATE _____

EXECUTIVE DIRECTOR SIGNATURE / DATE _____

INTERN SIGNATURE _____

INTERN TITLE / DATE _____

Commission Memo



Prepared by: Debbie Smith-Wagar
Date: April 15, 2025
Re: Accounts Payable Requiring Commission Approval

Beery, Elsner & Hammond, LLP	\$7,812.20
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Attorney services per attached summary

TOTAL ACCOUNTS PAYABLE TO APPROVE	\$7,812.20
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Beery, Elsner & Hammond, LLP

**1804 NE 45th Ave
Portland, OR 97213-1416
(503) 226-7191
Tax ID #93-1234801**

April 1, 2025

Port of Hood River
1000 E. Port Marina Dr
Hood River, OR 97031
dsmith-wagar@portofhoodriver.com

Our File: PORTHR

SUMMARY OF ACCOUNT

NEW CHARGES PER ATTACHED STATEMENT(S)

<u>Matter</u>	<u>Balance Forward</u>	<u>Payments & Credits</u>	<u>Total New Charges</u>	<u>Balance Due</u>
AIRPORT-Airport	1,403.00	1,403.00	1,921.50	1,921.50
FINANCE-Finance	0.00	0.00	809.50	809.50
GENERAL-General	4,219.85	4,219.85	3,801.20	3,801.20
PERSON-Personnel	976.00	976.00	1,188.50	1,188.50
REALPROP-Real Property Transactions	197.50	197.50	91.50	91.50
TELECOM-Telecom	396.50	396.50	0.00	0.00
TOTAL	7,192.85	7,192.85	7,812.20	7,812.20

LEGAL FEES (per the attached itemization): \$ 7,803.00

DISBURSEMENTS (per the attached itemization): \$ 9.20

Balance (current bill) \$ 7,812.20

Previous Balance Due \$ 7,192.85

Total Payments and Credits \$ 7,192.85

TOTAL BALANCE DUE \$ 7,812.20

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Commission Memo

Prepared by: Debbie Smith-Wagar
Date: April 15, 2025
Re: February Financial Report



The attached report is a packet of activity with the summary reports by fund and then drilling down into more detail for the multiple departments/properties in the General Fund and the multiple departments in the Administration Fund. So far we are within budget expectations. Approximately 66.67% of the fiscal year has gone by, and our expenditures are reflecting that.

Reports this month include individual property reports for industrial properties, commercial properties, the marina basin, and the waterfront.

Toll traffic on the bridge continues to be down compared to the prior year. CDM Smith, the company preparing the Traffic and Revenue (T&R) Study for the Bridge Authority, says most of the traffic loss is going to the Dalles bridge and even as far east as Biggs Junction.

Notes have been added for items that vary significantly from budget expectations or where more clarification is needed.

RECOMMENDATION:

For information only

ATTACHMENTS

Monthly Report

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PORT OF HOOD RIVER

FY25 FUND ANALYSIS - BUDGET VS ACTUAL

For the period ending February 28, 2025 (66.67%)

		General			Administration			Bridge Operations			Bridge Replacement			HRWSBA			TOTAL			
		BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	BUDGET	YTD	%	
REVENUE																				
	Operating	\$ 4,047,750	\$ 2,607,341	64%	\$ 3,217,500	\$ 1,750,118	54%	\$ 10,935,000	\$ 6,209,062	57%								\$ 18,200,250	\$ 10,566,521	58%
	Non-operating																			
	Grants, interest, other income	\$ 6,439,600	\$ 504,821	8% {1}				\$ 376,000	\$ 105,900	28%	\$ 3,002,000	\$ 4,743,845	158%	\$ -	\$ 15,021			\$ 9,817,600	\$ 5,369,586	
	Transfers In	\$ 2,300,000	\$ -	0%										\$ 4,400,000	\$ 2,430,571	55%		\$ 6,700,000	\$ 2,430,571	36%
	TOTAL	\$ 12,787,350	\$ 3,112,162	24%	\$ 3,217,500	\$ 1,750,118	54%	\$ 11,311,000	\$ 6,314,962	56%	\$ 3,002,000	\$ 4,743,845	158%	\$ 4,400,000	\$ 2,445,592	56%		\$ 34,717,850	\$ 18,366,678	53%
EXPENSES																				
	Operating																			
	Personal Services	\$ 324,780	\$ 99,337	31% {2}	\$ 2,311,450	\$ 1,373,879	59%	\$ 667,600	\$ 393,628	59%								\$ 3,303,830	\$ 1,866,844	57%
	Materials & Service	\$ 1,882,700	\$ 1,132,409	60%	\$ 821,050	\$ 494,604	60%	\$ 1,563,000	\$ 843,420	54%								\$ 4,266,750	\$ 2,470,432	58%
	Internal Services (Admin/OH)	\$ 1,823,884	\$ 997,432	55%				\$ 1,318,455	\$ 709,517	54%								\$ 3,142,339	\$ 1,706,949	54%
	Debt Service	\$ 95,000	\$ 86,063	91% {3}														\$ 95,000	\$ 86,063	91%
	Other																			
	Subtotal	\$ 4,126,364	\$ 2,315,240	56%	\$ 3,132,500	\$ 1,868,482	60%	\$ 3,549,055	\$ 1,946,565	55%								\$ 10,807,919	\$ 6,130,288	57%
	Non-Operating																			
	Capital Outlay	\$ 3,791,800	\$ 299,697	8% {4}	\$ 85,000	\$ 61,205	72% {5}	\$ 1,620,000	\$ 1,122,965	69% {6}	\$ 3,002,000	\$ 2,631,322	88%					\$ 8,498,800	\$ 4,115,189	48%
	Transfers Out							\$ 6,700,000	\$ 2,430,571	36%								\$ 6,700,000	\$ 2,430,571	36%
	Special													\$ 4,400,000	\$ 2,433,591	55% {8}		\$ 4,400,000	\$ 2,433,591	55%
	Contingency	\$ 6,850,000		0%				\$ 1,000,000		0%								\$ 7,850,000	\$ -	0%
	Other																			
	Subtotal	\$ 10,641,800	\$ 299,697	3%	\$ 85,000	\$ 61,205	72%	\$ 9,320,000	\$ 3,553,536	38%	\$ 3,002,000	\$ 2,631,322	88%	\$ 4,400,000	\$ 2,433,591	55%		\$ 27,448,800	\$ 8,979,351	33%
	TOTAL	\$ 14,768,164	\$ 2,614,938	18%	\$ 3,217,500	\$ 1,929,687	60%	\$ 12,869,055	\$ 5,500,101	43%	\$ 3,002,000	\$ 2,631,322	88%	\$ 4,400,000	\$ 2,433,591	55%		\$ 38,256,719	\$ 15,109,639	39%
NET INCOME																				
	Operating	\$ (78,614)	\$ 292,101		\$ 85,000	\$ (118,365)		\$ 7,385,945	\$ 4,262,497		\$ -	\$ -		\$ -	\$ -			\$ 7,392,331	\$ 4,436,233	
	Non-Operating	\$ (1,902,200)	\$ 205,123		\$ (85,000)	\$ (61,205)		\$ (8,944,000)	\$ (3,447,636)		\$ -	\$ 2,112,523		\$ -	\$ 12,000			\$ (10,931,200)	\$ (1,179,194)	
	TOTAL	\$ (1,980,814)	\$ 497,224		\$ -	\$ (179,570)		\$ (1,558,055)	\$ 814,862		\$ -	\$ 2,112,523		\$ -	\$ 12,000			\$ (3,538,869)	\$ 3,257,039	
	BEG. FUND BALANCE	\$ 11,000,000	\$ 11,702,790		\$ -	\$ -		\$ 5,500,000	\$ 5,384,312		\$ -	\$ (7,597,687)		\$ -	\$ 303,566			\$ 16,500,000	\$ 9,792,981	
	END. FUND BALANCE	\$ 9,019,186	\$ 12,200,014		\$ -	\$ (179,570)		\$ 3,941,945	\$ 6,199,174		\$ -	\$ (5,485,164)	{7}	\$ -	\$ 315,566			\$ 12,961,131	\$ 13,050,020	

{1} Assumed sale of Big 7, estimated at \$4.3M

{2} Budgeted Development Manager as an employee (PS), instead contracted out (M&S)

{3} Principal payments made in November

{4} Capital outlay in the General Fund included some place holders for larger items such as the roundabout, storage units at Lower Mill, moving the administration building, and Parking Lots on the waterfront.

Work has been continuing on all of these projects, and as they ramp up spending will speed up to match the budget. Any work not completed this fiscal year will be carried over to next fiscal year.

{5} One vehicle purchased and \$18,000 paid for new accounting software in the current fiscal year.

{6} Includes repairs for bridge strike that will likely be covered by insurance

{7} \$4.5M BUILD20 received in December; expecting Washington State money soon

{8} Year to date toll transfer from Bridge Ops Fund to Bridge Authority for reserve fund

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Executive Director's Report
April 15, 2025

ADMINISTRATION – KEVIN GREENWOOD, EXECUTIVE DIRECTOR

- *Bridge Authority has reached out to Port about installing bridge monitoring equipment. HNTB (project management team) wants to monitor the movement of the existing bridge under normal conditions over a full year to understand how variations in environmental conditions impact the movement. Monitoring plan is being finalized but would like to begin monitoring before the summer heat this year.*
- *As part of the Parking Lot permitting process, city is requiring signs permits for pay-to-park signage located in the city right of way.*
- *Reviewed airport complaints for overhead noise and frequency.*
- *Submitted bridge repair plan for next year with Internal Bridge Committee.*
- *Have been assisting Tom Bacci, real estate, and staff on property management issues as the process continues to hire a Property Manager.*
- *Received a quote of \$40k for 60% design and a site plan for developing additional parking spots behind the Big 7. An amount equal to the 60% design costs will be required for the temporary easement. For the permanent easement, the Port will require full lot construction.*
- *Oregon Public Ports Association (OPPA) legislative update included in packet (see Attachment A).*
- *ODOT and Port picked up discussion correcting land ownership inconsistencies along I-84. This will require Commission approval, but it is unclear when the transfer documents will be completed.*
- *Coordinating Lot 1 event schedule with parking lot design engineers to identify laydown area during construction.*
- *Gorge Land Trust may have a parcel that could be used to mitigation loss of 6(f) recreational property.*
- *Worked with Sen. Daniel Bonham's chief of staff to schedule meeting with ODOT Director Kris Strickler and Commissioner Sheppard.*
- *Budget increases will use CPI West Size Class B/C which is 2.6% this year.*
- *Mid Columbia Economic Development District (MCEDD) has approved the Comprehensive Economic Development Strategy (CEDS) for 2025. Both the bridge replacement and waterfront transportation improvements are on the list. See Attachment B.*
- *Research on Public Employment Retirement System (PERS) side account grants.*
- *Started review of draft budget and outlining budget message.*
- *Accounts Receivable follow up.*
- *Letter of Support attached for HB 2184 (See Attachment C)*
- *Communications/Special Projects Report. Report attached (see Attachment D)*
- *Property Management. Report attached (see Attachment E)*
- *Airport Management. Reports attached (see Attachment F)*

- *Meetings Attended/Scheduled*
 - *Monthly Legal, Apr. 9*
 - *Cardinal Glass OSHA Celebration, Apr. 9*
 - *City Manager, Apr. 9*
 - *HRK Parking Lots, Apr. 9*
 - *Admin Relocation Study, Apr. 9*
 - *Bi-State Rec. Agency Coordination, Apr. 10*
 - *Rotary Luncheon, Apr. 10*
 - *HR Public Managers, Apr. 10*
 - *Candidate Meeting, Apr. 11*
 - *Staff Meeting, Apr. 11*
 - *Bridge Insurance Consultation, Apr. 11*
 - *Ore. Ret. Education Assoc. Lunch, Apr. 15*
 - *Commission Meeting, Apr. 15*
 - *Managers Meeting, Apr. 16*
 - *Celestino's 25th Anniversary, Apr. 16*
 - *Conduct Evaluation, Apr. 16*
 - *State Trade Team Social, Apr. 16*

- Sen. Bonham, ODOT & Comm. Sheppard, Apr. 17
- Rotary Luncheon, Apr. 17
- KIHR Radio, Apr. 21
- Mid-Columbia Housing Authority, Apr. 28
- Bridge NEPA, Apr. 29
- Rotary Luncheon, May 1
- Airport Recap, May 5
- EDA Grant, May 6
- Budget Committee, May 6
- pFriem Catch-up, May 6

ADMINISTRATION – PATTY ROSAS, EXECUTIVE ASSISTANT

- *Contacted multiple agencies to confirm there are no major events that would be affected by the Annual Bridge Deck Welding project scheduled to begin on April 21. The first public notice has been distributed.*
- *Conducting extensive outreach for all open positions. Not much interest for the Facility Worker positions. WorkSource has provided feedback indicating the current wage range may be a limiting factor.*
- *The temp agency has been unsuccessful in finding a candidate for the Front Office position. We have initiated our own search and are starting to receive applications.*
- *Responded to grievance complaint regarding noticing of Airport Advisory Committee meeting.*
- **March Social Media Posts:**
 - *3/3 – Marina Views (only Instagram)*
 - *3/11 - Scam Warning*
 - *3/12 – Traffic Alert - Bridge Lift*
 - *3/15 – Cider Fest (only Instagram)*
 - *3/17 - Board Meeting Reminder*
 - *3/18 – AAC Meeting Reminder*
 - *3/28 – Annual Bridge Deck Welding*
 - *3/29 – Tollbooth Closure*
 - *3/31 – Traffic Alert - Tolling Signs*
 - *3/31 – Job Opportunity*

FINANCE – DEBBIE SMITH-WAGAR, FINANCE DIRECTOR

- **Audit:** *The amount of money shown as expended for federal grants has changed as we determine the best course of action with the change in the new administration’s approach to grants. This required a change in the annual financial report. We have made that change and are now waiting on the auditors’ response to that change.*
- **Replacement Bridge:** *The focus remains on funding. Discussions with the Federal Highway Administration (FHWA) remains focused on getting an agreement for the BUILD (renamed from INFRA) grant that was awarded in January 2024. The Bridge Authority’s project contact at FHWA says there has been movement on releasing BUILD funds to states that have signed agreements. He is hopeful that the federal Department of Transportation will turn its attention to the awarded but unsigned grants next. There is also no word on the status of the Bridge Improvement Program (BIP). The Bridge Authority has an application in with BIP.*
 - *At the state level, Washington had allocated \$15M in state funds that is being used right now, and Oregon sold lottery bonds on April 8th that should provide another \$20M of funding while we wait on federal funds. Both Washington and Oregon has indicated that the replacement bridge will be included in funding bills this year. In addition, the Port still has just under \$3.0M in ARPA funds that will also be spent down as we wait for other federal funding to become available. The current plan is to continue with parts of the project that can be done now and then reassess at the beginning of September to see if there is sufficient funding available to continue with design. Estimates at this time indicate the project needs at least \$75M of BUILD (renamed from INFRA) grant money to launch into the rest of design.*

- *The Bridge Authority is working with Moss Adams for a federally approved overhead rate. This would allow the grants to pay for administrative costs. The contract is being negotiated.*
- **Toll Booth Closure:** *The toll booth closed on April 1. Everything went smoothly. The facilities crew put signs up the night before and closed the inner lanes at 10:00 p.m. on March 31st. Traffic has been flowing smoothly through the outside lanes. The front office has received hundreds of requests for BreezeBy accounts, so hopefully that will allow people to get lower toll rates and keep our administrative costs down.*
 - *BMS has begun printing and mailing our toll invoices. So far that has gone well. Because we allow 14 days for travelers to pay for their tolls before we send them an invoice, we will just now be seeing the uptick in the number of invoices being sent out. We went ahead and had BMS send out invoices starting April 2nd so we could see how things went with smaller batches. We also saw a big increase in BreezeBy customers as some local residents switched from paying cash to having a transponder.*
- **Other:** *The International Bridge Tunnel & Turnpike Association (IBTTA) is holding its 2025 Communications, HR & Legal Workshop in Portland June 1-3. The organization reached out to the Port to be its local host. There is no cost to the Port beyond the Finance Director attending the conference, so we agreed to be the host. Debbie will deliver a brief welcome message to the attendees on the first day of the conference.*

WATERFRONT/MARINA – DARYL STAFFORD, WATERFRONT MANAGER

- *Met with Carson Nielander ACL Logistics Manager to discuss 2025 and future operations.*
- *The Port has 2 ongoing IGA's with the HR Sheriffs Department for this summer:*
 - *Initiated 2025: The Port agrees to waive fees for the boathouse moorage, and to pay \$5,200 for Waterfront & Event Site patrols, emergency response services, enforcement of Vessel registrations, and to support an additional Marine Deputy from June 15- September 15.*
 - *Initiated 2018: The Port will pay for the Marine Sheriff's boat fuel June 15 – September 15.*
- *The Port received an application for a new Waterfront event "Wind Sport Public Demo Days" sponsored by Windance. It will be held at the Event Site May 19 – May 23rd.*
- *The Port Received an inquiry from the Hood River Latino Network (HRLN) regarding hosting a Latino Festival at the Waterfront Park on August 10th. We are currently working with the City of HR and HRLN to coordinate parking and logistics.*
- *Columbia RiverKeepers is coordinating an Earth Day Beach Clean Up out of Nichols Basin on April 19th. The Port contributes with supplies and garbage bag pick-ups.*
- *Port Waterfront Concessions are gearing up to start the season. Most leases start April 15th. A list of vendors is attached (see Attachment G).*
- *The 2025 Waterfront Event Schedule is filling up. A copy of the Schedule is attached (see Attachment H).*
- *Parking Enforcement- The Port is actively pursuing summer help for Parking Enforcement. Interviews started last week. We have 1 full time and 2 part time positions open.*
- *The NOAA Survey vessel will be in Port for the next 2 weeks working on local bathymetry readings. A marina tenant graciously donated the use of his slip for their use.*
- *Staff have a tentative meeting with Meadows Transportation Director next week to discuss 2025/26 parking at the Event Site. CAT and Meadows are working together on a plan and understand the Port's desire for an equitable fee.*
- *Advanced American Construction rented dock space for their skiff & barge over the winter while performing repairs to the railroad trestle over the mouth of the White Salmon River. They have secured a contract with the RR and have expressed interest in a long term contract through the off for use of the Commercial & Guest Dock.*
- *Assisting Exec. Director on parking lot project by applying for right of way (ROW) permit for paid parking signs on Portway. The signs lose their effectiveness if pushed fully off the ROW.*

GROUNDS AND FACILITIES – RYAN KLAPPRICH, FACILITIES MANAGER

- *Windows installed at Big 7.*
- *Paint tenant space Big 7.*
- *Started mowing parks.*
- *Turning on water and irrigation.*
- *Toll house closure.*
- *Bridge maintenance conference.*
- *Tenant floor quote.*
- *Pfriem door quotes.*
- *Gravel road maintenance.*

-###-

**INDUSTRIAL/COMMERCIAL FACILITIES • AIRPORT • INTERSTATE BRIDGE • MARINA**

1000 E. Port Marina Drive • Hood River, OR 97031 • (541) 386-1645 • Fax: (541) 386-1395 • portofhoodriver.com • Email: info@portofhoodriver.com

April 3, 2025

Co-Chair Gorsek, Co-Chair McLain, Members of the Committee:

Thank you for the opportunity to provide testimony in support of House Bill 2184, providing funds for the Hood River-White Salmon Bridge replacement project.

As you know, the existing bridge—owned and operated by the Port of Hood River—is over a century old and functionally obsolete. It is narrow, weight-restricted, seismically vulnerable, and lacks safe facilities for bicyclists and pedestrians. Despite its limitations, it remains a critical crossing for thousands of vehicles per day, connecting Oregon and Washington communities for work, school, medical care, and commerce. A replacement bridge is not a luxury—it's a necessity.

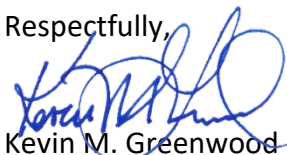
In 2023, the newly formed bi-state Hood River-White Salmon Bridge Authority assumed responsibility for the replacement project. With broad local support and significant investments already secured, the project is moving through design toward construction. But to move forward on schedule, additional state matching funds are essential. The replacement of the bridge continues to be the Port's number one priority.

HB 2184 provides that match. Passage of this bill would demonstrate Oregon's commitment to public safety, economic vitality, and regional collaboration. It would help secure remaining federal funds and keep the project on track to begin construction in 2027.

This project will also generate hundreds of family-wage construction jobs, improve freight and commuter reliability across the Gorge, and create a new, seismically resilient crossing that meets modern standards for the next hundred years. The economic, social, and environmental benefits are clear and far-reaching.

We respectfully urge your support for HB 2184. Thank you for your leadership and your continued investment in the infrastructure that connects and strengthens our state.

Respectfully,



Kevin M. Greenwood
Executive Director

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PORTS DAY AT THE CAPITOL

Bills of Interest

SB 795 – (Passed in the Senate 29-1, currently in House Committee) will provide DSL and other authorized agencies, like ports, updated tools to more efficiently address the challenges that **Abandoned and Derelict Vessels (ADVs)** pose by allowing agencies to remove them more quickly, holding those who cause ADVs more accountable, expanding enforcement options. The OPPA enthusiastically supports SB 795, and we look forward to our continued partnership with DSL on this important subject.

ADVs pose environmental hazards and threats to navigation and are also just plain ugly along our coastline and rivers. Our members have consistently reported that the current system of notification, seizure, removal, storage, demolition and disposal of ADVs from their marinas or waterways is complex, slow, inefficient, and oftentimes comes at considerable expense to the individual ports and their taxpayers. And the problem will only get worse without needed changes and, importantly, holding those who cause these problems financially responsible.

SB 357 – This bill, introduced by Senator Brock-Smith, would require cities, counties and the state to contribute to the payment for the removal of sedimentation and aggregate that come from culverts into marinas and channels. There are examples, Brookings Harbor and Bandon where culverts have led to the closing of marina space and limiting the ability to operate a vessel hoist to only high tides. The OPPA supports the bill because the cost of dredging has become so expensive that when another government entity contributes to our dredging needs there should be a way to recover costs proportional to the problem be attributable to that source.

SB 361 – This bill, introduced by Senator Brock-Smith has a dash-three amendment that would provide dredging funding to six ports on the Oregon Coast. Those are Brookings Harbor, Bandon, Coos Bay, Newport, Garibaldi and Astoria. The funding contained in this measure and the dash one amendment represents 50% of the anticipated costs for the dredging projects for each of the ports listed, with the exception of Garibaldi. Furthermore, the ports listed either already have their permits in hand or are nearing completion of the permitting process

Ports have limited revenue streams and with increasing storm activity our ports are struggling to keep up with their dredging projects due in part to the dramatically escalating costs. Each project must go through a lengthy, complicated, and expensive permitting process which includes oftentimes finding upland disposal sites, and expensive mitigation requirements. Compounding the expense of this work has been the dramatic increase in costs for dredging in recent years. For example, a dredging project that cost approximately \$350,000 in 2017 was estimated to cost \$1.2 million in 2023 and we continue to see those costs escalate.

HB 2415 – We are seeking a change to the Port Planning and Marketing Fund - Under the state's Port Planning and Marketing Fund, ORS 285A.657, Business Oregon is limited to a maximum grant of \$50,000 or 75 percent of the total project cost to a port. This monetary threshold **was last increased in 2007**, and it no longer has the purchasing power it had in years past (In today's dollars, it would be in excess of

\$76,000) . The amendment to this bill would eliminate the \$50,000 threshold and would replace that with language that would permit Business Oregon to establish the maximum grant amount by rule instead.

Oregon state law recognizes the important role of ports in economic development. Business Oregon supports ports' economic development efforts through several programs including The Port Planning & Marketing Fund. The fund provides grants for strategic business planning as well as other planning and marketing projects that improve a port's ability to carry out its authorized functions.

Because ports are required to produce, review, and update their strategic business plans every 10 years by state law ([ORS 285A.660](#); [OAR 123-025-0016](#)), grant applications to develop or update strategic business plans are given the highest priority under the fund. Furthermore, **ports must have a current strategic business plan to be eligible for funding for other planning and marketing projects.**

HB 5024 - OBDD budget bill – includes \$15.16 million to support the Port of Portland's work to maintain the depth of the Lower Columbia River navigation channel, and \$20.2 million to support container service at Terminal 6.

HB3050 - establishes the Port Capital Improvement Fund, which would provide critical infrastructure funding for Oregon ports that move containers.

The Port of Portland is Oregon's only port tasked with dredging to keep the Lower Columbia River deep and wide enough for ships to safely navigate — which benefits ports from Astoria to Umatilla, and communities throughout the Columbia-Snake River System. At least 40,000 local jobs rely on this system, from farmers and truck drivers to tugboat crews and Longshore workers.

Terminal 6 is Oregon's only international container port and provides critical access for businesses in every part of our state, moving products ranging from seafood to animal feed, to building supplies. More than 1,500 jobs are tied to container operations at Terminal 6, generating annual local and state tax revenue estimated at \$20 million. Without container service, Oregon shippers would incur an estimated \$19.2 million in additional net trucking costs annually.

These investments, coupled with the \$5 million in the rebalance package – represent the \$40 million Governor Kotek proposed last year in to support of our marine economy, and the many businesses and communities who rely on it.

2025 Regional Priority Rank (Washington)

Rank	Sponsor	Project	Reasoning
1	Hood River-White Salmon Bridge Authority	<p><u>Hood River-White Salmon Bridge Replacement Project</u></p> <p>The Hood River-White Salmon Bridge, now over 100 years old, is structurally obsolete, seismically deficient, and slated for closure by 2040. A replacement is critical to ensure safe, efficient, and multi-modal transportation of people and goods across the Columbia River, connecting the communities of Bingen and White Salmon, Washington with Hood River, Oregon. The project is making significant progress, with design advancing to 15% completion at the end of 2024. Final design is expected to be completed in 2026.</p>	Core transportation connection. Resilience issue. Impact to key industry sectors.
2	Port of Skamania	<p><u>Cascades Business Park</u></p> <p>Cascades Business Park is one of the few large remaining industrial sites in the Columbia River Gorge NSA within a one-hour drive of Portland. A market and feasibility study done in 2021 concluded that the business park could employ 379 people with an average salary of \$56,000. Commercial/light industrial buildings are needed to provide local employment. Roadway through industrial park will be completed and dedicated to the City of North Bonneville in 2024. The 2023-25 WA State Capital Budget includes \$1 million for infrastructure extensions to building construction sites. Funds are needed to construct commercial/industrial buildings.</p>	Opens development in an otherwise severely land-constrained county. Addresses opportunities for key industry sectors.
3	Klickitat County	<p><u>Goldendale Pumped Storage Hydro</u></p> <p>Project is a proposed \$2 billion+ pumped-hydro energy storage project. Using existing pumping infrastructure from an old aluminum smelting facility, the closed-loop system would include three variable-speed reversible pump-turbines for a total generating capacity of 1200 MW and a total pumping capacity of 1552 MW. The project would provide a range of services to the grid to support reliability and resilience in addition to specifically balancing variable wind generation. Federal Energy Regulatory Commission (FERC) released the Final Environmental Impact Statement in February 2024. The project is in final design and engineering with construction estimated to start in 2027.</p>	Key industry sector impact and potential to open huge economic development opportunities regionally. Adds resiliency to the region.
4	Skamania County	<p><u>Bridge Replacements</u></p> <p>Skamania County has 6 bridges on County roads with structural concerns and load ratings. Some may be able to be repaired and some may need to be completely replaced. The project is to cover full engineering reviews to provide guidance on what it will take to repair these bridges and remove the load ratings. \$500,000 needed for the engineering reviews now, more TBD depending on outcomes.</p>	Core transportation connections. Resilience issue. Impact to key industry sectors.
5	Port of Klickitat	<p><u>Industrial Park Development</u></p> <p>Dallesport Industrial Park Lot 38/39 Development: Seeking funds to complete a 10,000 sq ft light industrial building space.</p> <p>Bingen Point Business Park: Task 1 is to fill Lots 1-9 to provide 5 additional acres of shovel ready condition property for development. \$6.2 million needed (estimate). Task 2 is construction of a 15,000 sq. ft. flex building. \$4.4 million needed (estimate). Task 3 is construction of street and public utility improvements on Maple Street for targeted properties.</p>	Addresses opportunities for key industry sectors and encourages development in an economically distressed area.

2025 Regional Priority Rank (Washington)

6	Cities of Bingen and White Salmon	<p><u>Publicly Owned Treatment Works Plant Improvement</u></p> <p>The City of Bingen has a Publicly Owned Treatment Works (POTW) that serves both the City of Bingen and the City of White Salmon for a total service population of 3,342 people. The POTW was last rehabbed and updated in 1996 and its aging components are progressively failing and improvements are necessary to keep the plant functional. Phase 1 includes upgrades to the Power Distribution System, Control System, UV Disinfection System, Dewatering System, Headworks, and Effluent Pumping Station. Phase 2 includes upgrades to the WAS Pumps, RAS Pumps, Digester Building Improvements, Oxidation Ditch Rotors, Oxidation Ditch Mixers, Clarifier Mechanism, Plant Drain Pumps, Effluent Pump Station Replacement, and Operations Building Improvements. Upgrades would allow the plant to maintain existing service, and service increased population. \$12M needed.</p>	<p>Water/wastewater is a key infrastructure need outlined in the CEDS. Opens opportunities for development. Adds resiliency to the region.</p>
7	Port of Skamania	<p><u>Army Corp Building Renovations/ Upgrades</u></p> <p>The Port is acquiring industrial zoned property from USACE in the City of North Bonneville. This is a rare property within a CGNSA urban area and zoned industrial. It includes a 45 year old 5,000 sq.ft. commercial/light industrial building on a 1.56 acre lot. The building has been vacant and flooded for several years so it requires an extensive renovation to return it to usable condition for local economic development.</p>	<p>Opens development in an otherwise severely land-constrained county. Addresses opportunities for key industry sectors.</p>
8	Klickitat County and City of Goldendale	<p><u>Youth/Early Childcare Center</u></p> <p>Repurpose an existing facility to become a new home for the youth center and expand the services to include early childcare. The cost estimate factors in anticipated building improvements that could be needed. Planning is already funded via grant and City funds.</p>	<p>Childcare needs (costs, lack of access) is a priority strategy in the CEDS. Addresses support for workforce participation.</p>
9	Skamania PUD	<p><u>Underwood Water System Generators</u></p> <p>The Underwood Water System serves 1,000 people in the rural community of Underwood, Washington. The water system uses a series of three booster pump stations that lack standby generators for backup power during outages, which happen regularly due to weather, fires, and planned substation maintenance. Without power, the pump stations cannot move water into the reservoirs for customer use. This project includes procurement and installation of three generators and transfer switches. Installation of these generators will help ensure a reliable supply of water when the area experiences power outages and increase resiliency. Project cost: \$675,000.</p>	<p>Water/wastewater is a key infrastructure need outlined in the CEDS. Adds resiliency to the region.</p>
10	City of North Bonneville	<p><u>City of North Bonneville Lift Station Replacement</u></p> <p>The City's lift station #3 continues to need constant maintenance and patching to function without the funds for complete replacement. Lift station #4 is also in need of upgrades, but priority is on #3. Continues to be high priority. The City is working on water and sewer rate studies.</p>	<p>Water/wastewater is a key infrastructure need outlined in the CEDS. Adds resiliency to the region.</p>

2025 Regional Priority Rank (Oregon)

Rank	Sponsor	Project	Reasoning
1	Columbia Gorge Education Service District	<p><u>Columbia Gorge Early Learning Center</u> The Columbia Gorge Early Learning and Climate Resiliency Center aims to tackle the region’s severe childcare shortage by creating 200 new childcare slots for children aged 0-5, along with after-school care for older students. Housed in the renovated Chenoweth Middle School, the facility will also serve as a practicum site for early childhood educators, addressing persistent workforce shortages in this field. In addition to providing high-quality, affordable childcare to families of all income levels, the center will prioritize sustainability, integrating climate resiliency features into its design. The total cost of the project is \$22 million, with \$2.2 million secured so far. An additional \$500,000 EPA grant for asbestos removal has been approved, and the project is pursuing significant state, federal, and philanthropic funding. This facility will become a central hub in the Gorge’s network of early learning centers, serving as a model for addressing childcare and climate resiliency challenges in tandem.</p>	Childcare needs (costs, lack of access) is a priority strategy in the CEDS. Addresses support for workforce participation.
2	Sherman and Gilliam Counties, City of Hood River	<p><u>Housing</u> <u>City of Hood River Affordable Housing:</u> Begin acquisition of land and other resources for affordable housing, plus infrastructure support and other financial incentives for developers of housing units serving 120% AMI and below. Total project cost estimate: \$10M to start</p> <p><u>Sherman and Gilliam Workforce Housing:</u> The housing stock in Sherman and Gilliam County is lacking the quantity and quality necessary for new employees to find a place to live in the County. Sherman County has created four incentive programs to encourage the construction of new housing or the rehabilitation of existing housing. Both Counties continue to look for creative ideas that would solve the housing issues. Gilliam County is particularly interested in adding many units in Arlington to serve the newly proposed Amazon facility.</p> <p><u>Sherman Senior Housing:</u> The County is working to explore additional opportunities for a senior living facility in Moro to support aging in place in the County. A parcel of land has been identified near the existing facility.</p>	Addressing the lack of available and affordable is a priority issue in the CEDS.
3	Cities of Sherman County	<p><u>Significant Sewer Projects in Each Sherman County City</u> <u>City of Wasco:</u> The sewer line running underneath Clark Street is collapsing and needs to be replaced immediately. \$320,000 total cost. <u>City of Grass Valley:</u> The City continues to move towards construction of a municipal wastewater system. \$2M in FY24 Congressionally Directed Spending will cover a portion of project costs and other sources are still being explored. \$6 million total cost. <u>City of Rufus:</u> The existing wastewater treatment plant requires upgrades to meet the future needs of the city. With the anticipated influx of workers for the John Day Dam construction and the proposed hydro facility across the river, the city anticipates a significant need for housing. The current system is insufficient for the expected demands. <u>City of Moro:</u> The desired sewer upgrade would significantly reduce the number of crossings under Highway 97, consolidating six existing crossings into two larger, strategically located crossings. This project would also replace the aging terracotta wastewater pipes beneath Highway 97, ensuring modern infrastructure is in place while minimizing disruptions to traffic flow through the city.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Opens opportunities for business and housing development. Adds resiliency to the region.
4	Wasco County	<p><u>Columbia Gorge Resolution Center</u> Community partners from Wasco, Hood River, and Sherman Counties formed the Columbia Gorge Resolution Center (CGRC) Advisory Council to address critical mental and behavioral health challenges in the region by establishing a regional facility and programs for individuals experiencing acute and sub-acute mental/behavioral health crises, substance use disorders, and dual diagnoses. Since August 2023, the CGRC has been revitalized with new facilities and programs, including a 16-bed Secure Residential Treatment Facility (SRTF), a 16-bed Residential Treatment Facility (RTF), a 16-bed Substance Use Disorder Facility, a 10-recliner Crisis Stabilization unit, a consumer drop-in center, and psychosocial rehab services, at an estimated cost of \$50.4M. Progress continues with \$12.5M allocated from the Oregon Lottery and House Bill 4022, and OHA committing an additional \$4.5M for the SRTF. However, challenges remain, including funding gaps, IMD Rule restrictions on facility placement, and inflation concerns. The goal is to begin construction in 2025, prioritizing the substance use facility to gain momentum. The CGRC will serve the region's most vulnerable residents and provide critical bed space for the entire state.</p>	Workforce supports, job creation.

2025 Regional Priority Rank (Oregon)

5	City of Hood River	<p><u>Hood River Elevated Sewer Line</u> The existing elevated sewer main on the south side of the interstate is very old, exposed and there is no means to divert or stop the flow if there is a break on the main, with potentially catastrophic environmental costs. This project will install a lift station and re-route the sewer line. Total project cost estimate: \$8.4M with \$7.8M still needed.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Addresses key business needs. Adds resiliency to the region.
6	Gilliam County	<p><u>Broadband</u> Gilliam County is currently working with a contractor to obtain BEAD funding for broadband infrastructure to all homes in the County. The grant application will be submitted in 2025. Total cost TBD.</p>	Broadband is a key infrastructure need outlined in the CEDS. Opens opportunities for development.
7	Port of Hood River	<p><u>Waterfront Transportation Improvements</u> Lot 1 is the largest remaining light industrial property in Hood River. A significant infrastructure investment- specifically, water, sewer, and public streets - is necessary to prepare the site for industrial development to meet long term job creation and economic development goals of the community. The focus will be construction of roundabout at North Second Street and Riverside Drive. Total cost: est. \$10 million.</p>	Addresses opportunities for key industry sectors.
8	City of Maupin	<p><u>Water System Improvements</u> The City's water source is a spring feeding into the system via a single, 40-year-old above-ground 6" pipe. The Water System Master Plan (2022) estimates the total cost of improvements at \$10 million. Priority actions include replacing the aging, above-ground main transmission line from the springs to the main reservoir, which is vulnerable to hazards like rock damage or freezing. Additionally, critical line replacements in a vulnerable neighborhood along the Lower Deschutes aim to improve fire protection. Estimated cost: \$3.2 million, with funding being sought from the Safe Drinking Water RLF and USDA Rural Development. The cracked reservoir is the most critical piece to fix. Currently, the reservoir can only be filled halfway due to leaking and structural instability. This issue poses serious risks during fire season as the pump must be manually controlled.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Adds resiliency to the region.
9	City of Mosier	<p><u>Mosier Center</u> The City of Mosier and Mosier Fire District are partnering to construct a 10,000 sq. ft. joint-use facility in downtown Mosier. This building will serve as a City Hall, fire station, community center with kitchen and food pantry, and a designated cooling shelter. The project has been scaled down to cut costs to \$6.5 million. \$6M has been raised but a shortfall of approximately \$500,000 remains. Concerns about the Fire District potentially withdrawing are driving urgency to secure the remaining funds.</p>	Main Street building enhancement; supporting critical services and resiliency.
10	Cities of Moro and Rufus	<p><u>Municipal Well Improvements</u> <u>City of Moro New Primary Municipal Well:</u> Moro completed a Water System Master Plan in 2024. Proposed system-wide upgrades include a new primary municipal well, a well pump station, a 400,000-gallon reservoir, reservoir transmission lines, water meters, hydrants, GIS development, and water line replacements. A backup water source would help to ensure clean/adequate water supplies for sanitation, and fire suppression efforts during a natural hazard/grid down scenario. A new well will facilitate future commercial and residential growth. <u>City of Rufus Well #3 Upgrades:</u> Rufus' primary well has been underperforming for years even with consistent maintenance. Unsure about water levels or well future capabilities. With expected residential growth, improvements are needed.</p>	Water/wastewater is a key infrastructure need outlined in the CEDS. Adds resiliency to the region.

2025 Regional Priority Rank (Oregon)

11	Hood River County	<p><u>County Courthouse, Public Safety and Administration Building Replacement</u></p> <p>Hood River County seeks to secure funds for the replacement of its courthouse and administrative facilities. Hood River County's courthouse remains one of the lowest ranked/highest need courthouses in the State of Oregon as a result of the 2009 Courthouse Facilities Assessment with an overall ranking at that time of 2.64, ranking it 46th out of 48 courthouses statewide. The facility was characterized as "expecting to suffer severe structural and non-structural damage in the design earthquake." This facility provides the location for statutorily required public services. Hood River County is one of the smallest counties in the state and has one of the state's lowest overall permanent property tax rates at \$1.42/1000, and an overall debt limit below current cost estimates making self funding such facilities infeasible. The project is in the planning phase which will be completed by June 2025. Alternative funding opportunities will be put in place in 2026. Formal design and construction documents would be prepared in 2027, followed by bids and construction. A 24-month construction window is anticipated with additional time required for temporary relocation of services, and a bond election. The funding request anticipates early 2029 will be mid-point of construction. Funding sought: \$85,826,843</p>	Key resiliency project.
12	Gilliam County	<p><u>Expansion of Condon Early Learning Center</u></p> <p>This project would be important to offer more childcare spots in the County. Currently construction bids have been requested. The total project is estimated at \$2.9 million with \$1.7 contributed by Gilliam County.</p>	Childcare needs (costs, lack of access) is a priority strategy in the CEDS. Addresses support for workforce participation.

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April 15, 2025

Memo: Updates from Gretchen Goss



Social Media

- Instagram will continue to promote community engagement and the positive sides of Port operations.
 - Upcoming posts:
 - Live Cam on the Bridge
 - Earth Day Reel
 - Spring Reel of Marina
 - Board Meeting
 - Riverkeeper repost: Earth Day Cleanup
- After the March 15th Commissioner meeting, looking into creating short 2 minute video clips/segments for updates on large issues after Board Meetings.

Newsletter

- Articles are being outlined for the July edition of the Port newsletter
 - Would the Commission like to give space for the HRWSBA to update the community on the Bridge replacement project?
 - Would like to include an article about the success of fully electronic tolling, and remind the public to sign up for BreezeBy

License Plate Project

- The Port of Hood River Foundation has put a pause on moving forward with the License Plate Project and have pivoted to focusing on the projects that would be funded in order to have a fuller, more robust marketing plan once the project continues.
 - Heather Gehring and Gretchen Goss gathered a group of waterfront focused community members on March 10 and discussed possible projects that the Foundation may be interested in.
 - A clear and focused purpose and project list will be presented to the Foundation on April 15th.

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Property Management Report – March 2025

Leases

Executed	Drafting
Big 7 #301A - Clay Commons	Big 7 #303 - Industrial Street Studios Big7 #401, #102, Roof - Blue Mountain Networks Big7 #403, #404 - Wolf Ceramics Big7 #101 - North Shore Watersports

Projects

Completed	In Progress
Big 7 Tenant Improvement Evaluations <ul style="list-style-type: none"> • Wolf Ceramics • Blue Mountain Networks Spectrum Phone Line Installation Elevator Maintenance Planning Jensen Verizon Right of Entry Agreement	<ul style="list-style-type: none"> • Big 7 Window Installation • New Tenant Onboarding – North Shore Watersports, Industrial Street Studios, and Clay Commons

Vacancies

Building	Unit	Rentable Area SqFt
Big 7	203	3,230
Big 7	204	2,799
Big 7	301B	1,632
Big 7	401B	1,029
Big 7	402A	628
Big 7	402B	785
Marina East	101	363
Marina East	102	229
Marina East	200	1,060
Marina East	201	1,626
Marina West	B	593
Marina West	C	205
Wasco	102	2,416
Wasco	103	899
Wasco	200	5,936
Wasco	202	2,320
Total Vacancies		25,750

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Airport Admin Report – March 2025

Leases

Executed	Drafting
Land Lease – Holzman and Cochran	HoodTech Box Hangars <ul style="list-style-type: none"> • Streich Hangar • Yellow Hangar • Heli Hangar Residential Through the Fence (RTTF) Agreement – Tad McGeer

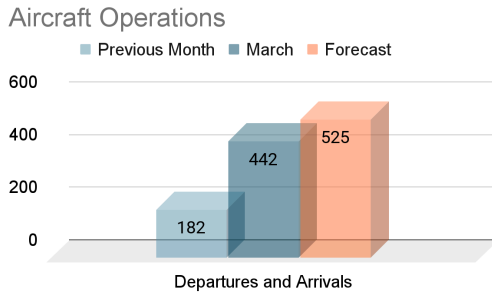
Projects

Completed	In Progress
Land Leases <ul style="list-style-type: none"> • New lease template and legal review Capital Improvements Planning <ul style="list-style-type: none"> • C Row Spray Insulation Scheduling Survey 2026 T-Hangar Lease Draft	<ul style="list-style-type: none"> • Box Hangar Pass through cost analysis • HoodTech Account Review • Land Leases review • Residential Through the Fence FAA Review

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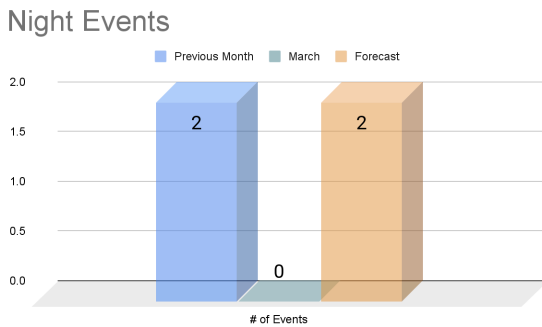
Airport Activity:

March weather proved to be favorable for conducting flight operations. Expect to see a continued increase in operations throughout the Spring and into Summer.



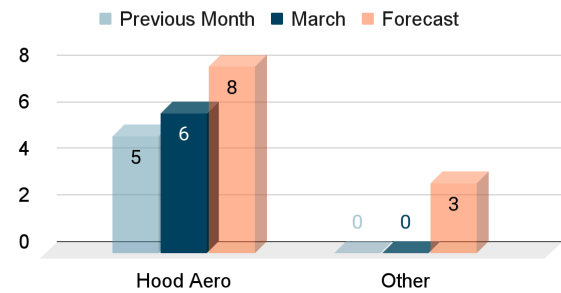
Night Flights:

No large night events scheduled for March or April. No night events took place in March.



Flight Training: 6 training events took place in March. Some of these training events were sea plane ratings and some were high performance endorsements. Anticipate continued upswing in local training throughout the Spring and Summer. There are other SASO training operations on the field that we do not have insight into for event numbers.

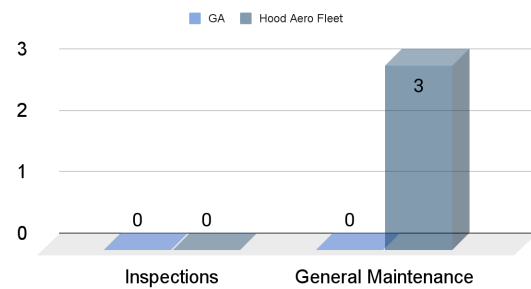
Flight Training Events



Maintenance Activity:

3 maintenance events took place in March. We are actively looking for an IA. We are able to bring support in from KDLS as needed. Other SASO maintenance activity is on the airfield but we do not have insight as to how many maintenance events they are completing.

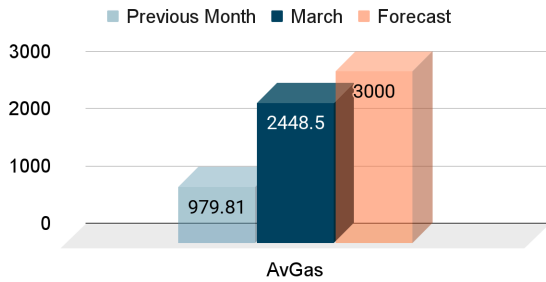
Maintenance Events



Fuel Sales: Fuel sales increased dramatically from last month. This is consistent with the increase seen in aircraft operations. Anticipate the trend to

continue..

Fuel Sales (Gallons)



Fuel Flowage Fees:

\$245 paid in flowage fees to the Port of Hood River in February. Based on .10 per gallon and a rounded sale of 2448.5 gallons.

Tie Down Activity:

- 23 total spots. 17 spots rented.
- 74% utilization for February averaged.
- \$0 collected for tie down fees in March.

Noise Feedback:

No noise complaints received by the FBO in March.

Pilot Feedback:

No feedback was provided to the FBO in March.

Airport Surfaces:

	Condition	Notes.
Rwy 7/25		
Grass Strip		
N. Ramp		
S. Ramp		

S. Gravel		
Taxiways		

Facilities:

	Condition	Notes.
N. Hangars		
S. Hangars		
FBO		
MX Hangar		
Ops Hangar		
Collins Hangar		
Blue Hangar		

Lighting:

- No issues noted with airport lighting.

Other:

- No other issues noted.

		2025 Waterfront Concessions			
		4/7/2025			
		Concession	Lease Term/Dates	Locations	Description
1	Cruise Line	ACL	3/1/2025 -2/28/2030	Marina Jetty Maintenance Fee	4 large cruise ships 250' plus
			3/1/2025 -2/28/2030	Marina Commercial Dock Landing Fees	
2	Watersport Recreation	Big Winds	4/15/2021 - 10/15/2025	Hook	SUP, Wing Foil- Lesson & rental
			4/15/2021 - 10/15/2025	Marina Park Shed	
3	Watersport Recreation	Brian's	4/15/2021 - 10/15/2025	Upper ES Dock- #4	SUP, Kite, Wingfoil Lesson & rental
			4/15/2021 - 10/15/2025	Marina Park Shed	
4	Watersport Recreation	Cascade Kiteboarding	4/15/2021 - 10/15/2025	Upper ES Dock- #1	Kite & Wingfoil Lesson & Rental
				Maritime Parking Storage	
5	Watersport Recreation	CGW2- Gorge Groms	4/1/25 - 9/30/2025	Hook	SUP & Windsurf club
				Maritime Parking Storage	
6	Watersport Recreation	Doug's HR Water Adventures	4/15/2022 - 10/15/2025	Upper ES Dock- #5	Kite & Wingfoil Lesson & Rental
				Maritime Parking Storage	
7	Watersport Recreation	Gorge Jr. Sailing	4/1/25 - 3/31/26	South Basin Dock	Kids Sailing Program
8	Watersport Recreation	Gorge Kiteboard School	4/15/2021 - 10/15/2025	Upper ES Dock- #3	Kite & Wingfoil Lesson & Rental
			4/15/2021 - 10/15/2025	Marina Park Shed	
9	Watersport Recreation	Gorge Paddle Center	4/15/2021 - 10/15/2025	Nichols Basin	Kayak & SUP lesson & rental
				Building Rent/Winter Storage	
10	Watersport Recreation	Gorge Sailing Ventures	4/15/25 - 10/15/25	Marina Commercial Dock	35' Sailboat Charter business
11	Watersport Recreation	Hood River Outrigger Canoe Club	4/1/25 - 10/1/25	Nichols Basin	Canoe Club- Adults and children
12	Pedicab	Hood River Pedicab	5/1/25 - 10/1/25	Mobile Concession	
13	Watersport Recreation	Hood River SUP & Kayak	4/15/2021 - 10/15/2025	Hook	Kayak & SUP lesson & rental
14	Marina	Hood River Yacht Club	5/1/2025- 4/30/2026	Club House	Dock Rental
15	Marina	Hood River Yacht Club	5/1/2025- 4/30/2026	South Basin Dock	
16	Watersport Recreation	Kite the Gorge	4/15/2021 - 10/15/2025	The Spit	Kite & Wingfoil Lesson & Rental
			10/15/25 -4/15/2026	Winter Shed Storage	
16	Cruise Line	Lindblad Cruise Lines	3/1/25 - 11/15/25	Marina Commercial Dock- Landing Fee for Vessels at dock	3 Cruise Ships 100-150'
				Marina Commercial Dock- Landing Fee for shuttles	
17	Watersport Recreation	Wylde Wind & Water	4/1/25 - 9/30/25	Lower ES Dock- #2	Kids SUP & Wing Foil camps

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Last Updated: 03/05/2025				
Start Date	Multiple days- End Date	Event Name	Location	Description
2/10/2025	4/24/2025	Drone Product demonstrations- Use Agreement	Lot #1	Local company utilizing Lot #1 for drone product demonstrations
4/1/2025	11/1/2025	Rugby practice Every Tuesday 5:30-7:30	Marina green	Columbia Gorge Rugby Club
4/14/2025	6/4/2025	HRP&R Youth Soccer practice- Monday, Wednesdays, Thursdays	Marina Green	K-2 Youth soccer practice
4/19/2025		Oregon Bass Federation Fishing Tournament/ Club-Cascade Bassmasters	Marina Boat Ramp/Guest Dock	Fishing competition held out on the Columbia. Boats put in and take out at the HR Boat Ramp.
4/25/2025	4/27/2025	Oregon Bass Federation Fishing Tournament/ Club-Cascade Bassmasters	Marina Boat Ramp/Guest Dock	Fishing competition held out on the Columbia. Boats put in and take out at the HR Boat Ramp.
4/26/2025		Grassland Barbeque Anniversary Party	Ferment Brewery South Lawn	Family friendly anniversary celebration with music
5/3/2025		Ciderfest- TruWest	Event Site/ Lot #1	Local Cideries and artisans showcase their products for purchase. Music, alcohol, kids games.
5/10/2025	5/10/2025	Bristol Hospice Kite Festival & Memorial	Lot #1	Fundraiser for Bristol Hospice
5/10/2025		Oregon Bass Federation Fishing Tournament/ Club-Cascade Bassmasters	Marina Boat Ramp/Guest Dock	Fishing competition held out on the Columbia. Boats put in and take out at the HR Boat Ramp.
5/19/2025	5/23/2025	Hood River Wind Sports Public Demo Days	Event Site	Equipment Demos
5/25/2025		CGW2 Gear Swap #1	Lot #1	Gear Swaps where people pay a fee to participate in order to sell their sporting goods
6/2/2025	6/5/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
6/9/2025	6/12/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
6/16/2025	6/19/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
6/23/2025	6/26/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at

				Nichols basin and the Marina Beach Park.
7/4/2025		Fireworks	Spit/ Waterfront	Launched from the Spit, the area is closed to the public
7/5/2025		CGW2 Gear Swap #2	Lot #1	Gear Swaps where people pay a fee to participate in order to sell their sporting goods
7/7/2025	8/15/2025	Gorge Jr. Sailing Program Kids Program	Marina Basin/ SB Dock	(5 sessions)day kids learn to sail camps
7/10/2025	7/13/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
7/11/2025	7/13/2025	KB4C- "Crest & Conquer"	Event Site	Kiteboard fundraiser for Cancer victims who participate in Project Koru. Participants are on teams who compete to raise money. Kites are allowed to launch and land from the grass.
7/12/2025		Gorge Outrigger Canoe Race	Stevenson/Bingen	Outrigger Canoe race from Stevenson to Bingen
7/14/2025	7/19/2025	Gorge Downwind Paddle Champs- Canoe/Outrigger Race	Stevenson/Waterfront Park/Lot #1 parking	Outrigger Canoe race from Stevenson to the Waterfront Park.
7/14/2025	7/18/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
7/21/2025	7/24/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
7/25/2025	7/25/2027	Gorge BlowOut downwind race- Stevenson to the sandbar	Stevenson to the Sandbar	Windsport race: Kite, SUP, Windsurf, Wing, Foil
7/29/2025	8/1/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
8/2/2025		Pfriem 13th Anniversary Party	Lot #1 for overflow parking/ Event held at the Waterfront Park	Part of Music Festival of the Gorge. Pfriem beer, food, vendors, music, and lawn games at the Waterfront Park
8/4/2025	8/7/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
8/10/2025		Latino Festival	Waterfront Park Parking Rental Lot #1/Maritime?	Music/Celebration of Heritage
8/11/2025	8/15/2025	ABK Windsurfing Clinics- #1 Session	Marina Beach	1- week- (5 day) windsurfing and wing foil camps

8/11/2025	8/14/2025	Wet Planet Kayak Camp	Frog Beach/Marina Beach	Wet Planet Kayak Center in Husum runs kids camps at Nichols basin and the Marina Beach Park.
8/16/2025	8/17/2025	Gorge Challenge- SUP, Wing, Foil races	Waterfront Park	Downwind and Course races: SUP, wing, foil, kite?
8/18/2025	8/22/2025	ABK Windsurfing Clinics- #2 Session	Marina Beach	1- week- (5 day) windsurfing and wing foil camps
8/31/2025		CGW2 Gear Swap #3	Lot #1	Gear Swaps where people pay a fee to participate in order to sell their sporting goods
9/3/2025	9/5/2025	AWSI Trade Show- Private Event	Event Site & Lot #1	Private tradeshow for windsport gear. Distributors showcase products for retailers to purchase for the upcoming year
9/20/2025		Pfriem Oktoberfest	Lot #1 for overflow parking/ Event held at the Waterfront Park	Octoberfest Celebration of german style beer. Featuring Grassland BBQ, variety of beer, live music, and lawn games.
10/4/2025		Columbia Gorge Marathon- Breakaway Promotions	Event Site	Running race that starts and finishes at the Event Site. Runners go throughout the valley.
10/4/2025		Hops Fest- TruWest	Event Site	Beer tasting party
10/10/2025	10/12/2025	Harvest Fest- TruWest	Event Site & Lot #1	Food, craftes, beer, wine & artisons showcase their products for purchase. Music, alcohol, kids games.
10/11/2025		Oregon Bass Federation Fishing Tournament/ Club-Cascade Bassmasters	Marina Boat Ramp/Guest Dock	Fishing competetion held out on the Columbia. Boats put in and take out at the HR Boat Ramp.

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Commission Memo

Prepared by: Kevin Greenwood, Executive Director
Date: April 15, 2025
Re: By-laws for the Port of Hood River
Board of Commissioners



BACKGROUND:

The Port Commission received draft By-laws at the February 18 regular meeting as part of the Information Report agenda item. At the March 18 regular meeting, the Commission discussed a number of policy adjustments to the By-Laws.

POLICY ADJUSTMENTS

1. The Commission agreed to modified language regarding a safe work environment. See Section 4(H), Page 6.
2. The Commission agreed to refine the interaction between individual commission members and staff. See Section 4(S), Page 8.
3. The Commission agreed to codify training requirements. See Section 5(B), Page 10.
4. The Commission chose not to receive compensation. See Section 6(A), Page 10.
5. The Commission chose to keep Commission officer terms to one year with the assumption that Commissions can re-elect officers to the same position if the majority so chooses. See Section 15(C), Page 13.
6. The Commission agreed to submit written notes to the record. See Section 27(B), Page 19.
7. The Commission agreed to add a provision for disciplining a commission member with a public reprimand. The Commission may also consider revocation of stipend as an additional option for discipline. See Section 40, Page 23.

PROCESS:

Upon a motion to read the Ordinance by title only at the May regular meeting, staff will file the appropriate notices. At the May regular meeting, there will be two motions: one, to read the Ordinance by title only, followed by staff reading the Ordinance title; and, two, to adopt the Ordinance. Upon adoption, the President and Secretary will need to sign a notarized copy of the Ordinance to be filed with the County.

RECOMMENDATION:

MOTION to approve to read the Ordinance by title only at the next meeting.

ATTACHMENTS:

Draft Bylaws Ordinance

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**PORT OF HOOD RIVER
ORDINANCE NO. 29**

**AN ORDINANCE CREATING BY-LAWS FOR
THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS**

WHEREAS, the Port of Hood River is a duly organized municipal corporation of Hood River County, Oregon (ORS 777); and

WHEREAS, it is in the best interest of the citizens of the district of this Port and the public generally to have certain ordinances and regulations regarding and relating to the public process of policy development codified; and

WHEREAS, an ordinance adopting, amending or repealing a regulation shall not be voted upon unless the ordinance title is included in the published agenda of the meeting (ORS 198.540(1)) and the ordinance title included on the May 20, 2025 agenda was published in the May 14, 2025 issue of the *Columbia Gorge News*; and

WHEREAS, the agenda with the ordinance title was published on May 14, 2025 in the *Columbia Gorge News* six days in advance of the regularly scheduled Port of Hood River Board Meeting (ORS 198.540(2)); and

WHEREAS, a copy of the ordinance was made available to the public (ORS 198.550(1)(a)); and

WHEREAS, the Board of Commissioners (the "Commission") voted to read the ordinance by title only (ORS 198.550(1)(b)) on April 15, 2025 and again on May 20, 2025; and

WHEREAS, any interested person who is a landowner within the district or an elector registered in the district may petition the district board to adopt, amend or repeal an ordinance and shall be given a reasonable opportunity to be heard (ORS 198.590); NOW THEREFORE,

**THE PORT OF HOOD RIVER BOARD OF COMMISSIONERS ORDAINS
AS FOLLOWS:**

PART I. GOVERNANCE BY POLICIES

Section 1. Name. This document and future amendments to this document will collectively be referred to as "By-laws for the Port of Hood River Board of Commissioners" or simply as "By-laws".

Section 2. Policies and Procedures.

A. The Commission shall adopt, by a majority vote of the entire Commission, By-Laws, fiscal policies, administrative policies, and any other policies determined necessary and reasonable to govern the operation of the Commission, at any regular or special meeting. The Executive Director shall give

thirty (30) days' public notice prior to proposed changes to the By-Laws. Administrative Policies and By-Laws be reviewed no less than every three (3) years, unless otherwise directed by individually approved policies.

B. Any action of the Commission relative to personnel, administrative, or fiscal matters shall be referenced in the Minutes according to the applicable policy and procedure.

C. In the absence of an applicable policy or procedure, the Commission may take such action as is necessary for the operation of the Commission by a majority vote. Such action shall become a policy or procedure of the Commission.

PART II. BOARD OF COMMISSIONERS

Section 3. Membership

A. Positions and Terms.

1. The Commission shall consist of five members, each of whom shall be an elector registered in the Port, serving four-year terms staggered by two years.

2. Each Commission member is identified by a position number. Position numbers shall be transferred to the successors of each Commission position. Positions 1, 2 and 3 run concurrently. Positions 4 and 5 run concurrently.

4. All Commission members shall represent the entire district.

B. Election of Commissioners. The election of Commissioners shall be conducted as provided by ORS chapter 777 and 255.

C. Qualifications. No person elected or appointed to the Commission shall be sworn in unless such person meets the qualifications for office set forth in these By-Laws. If questions exist regarding the eligibility of any candidate, the Commission shall obtain an opinion from the Port's legal counsel prior to swearing in such person. No person shall be eligible to be a Commission member under the following circumstances:

1. If, at the time of election or appointment, the person is not an elector registered in the Port. (ORS 777.135(1)).

2. If the person is affiliated with organizations advocating the overthrow of the government. (ORS 236.030)

3. An employee of the district. (ORS 198.115)

D. Oath of Office. Each newly elected or appointed Commission member shall take an oath of office, after certification of the election, prior to assuming the duties of the position. A Circuit Court Judge, the Port's Elections Officer, or other, shall give the oath of office:

"Please raise your right hand. Do you solemnly swear that you will honestly and faithfully discharge the duties of the Office to which you have been

elected/appointed, and that you will support the Laws and Constitution of the State, and of the United States of America to the best of your ability?”

E. Term of Office - Starting Date. Except where the Commission is filling a vacancy on the Commission, terms of office shall start on July 1st following the Port of Hood River's regular election.

F. Vacancies.

1. *Occurrence.* The Commission shall formally declare a position vacant before the expiration of the term if a Commission member:

- a. dies, resigns, or is removed;
- b. ceases to be an elector of the district;
- c. is convicted of an infamous crime, or any offense involving the violation of the oath of office;
- d. refuses or neglects to take the oath of office, or to give or renew the official bond of the Commission member, or to deposit such oath or bond within the time prescribed by law;
- e. the Commission member's election or appointment is declared void;
- f. is found to be mentally unfit to hold such position by the decision of a competent tribunal;
- g. ceases to possess any other qualification required for election or appointment to such office;
- h.
- i. is absent from four (4) or more consecutive regular meetings of the Commission.

2. *Filling.* The Commission shall establish a policy for the filling of vacant Commission positions by resolution.

3. *Term.* An individual appointed to fill a vacancy shall only fill that vacancy until the June 30 next following the Port's next regular election. The successor elected at the Port's next regular election shall fill the vacancy from July 1 to the end of the term during which the vacancy occurred. (ORS 198.320(2) and 255.245)

Section 4. Powers and Duties

A. The primary duty and function of the Commission is to conform in every way to all applicable local, state, and federal laws in its functioning and to execute the laws of the state of Oregon governing port districts. Oregon's ports are granted broad authority by the Oregon legislative authority to promote economic development within their local districts. The powers and functions of ports are delineated in the principal act for port districts, Oregon Revised Statutes (ORS) Chapter 777, specifically ORS 777.080 – 777.725. The power of Ports, as special districts, are specified in ORS Chapter 198, and elections for ports are specified in ORS Chapter 255.

B. If any policy, rule, or portion thereof is found to conflict with any local, state, or federal law or regulation, such policy or portion as determined by the

Commission shall be deemed void until further Commission action. It shall be the responsibility of all Port personnel to bring any such conflict to the Executive Director's attention immediately upon discovery for consideration by the Commission.

C. Meeting the Needs of the Port. The Commission shall exercise those powers granted to it, and shall carry out those duties assigned to it by law, in such a way as to best meet the needs of the Port.

D. Represent Constituents. The Commission shall: (1) represent the constituents of the Port; (2) inform the public concerning the progress and needs of the Port and solicit and consider public opinion as it affects the programs and services provided by the Port; (3) limit contact with the media to re-stating the Commission's position and not individual agendas. Official statements from the Commission shall be directed through the President with coordination with the Executive Director.

E. Formulation and Interpretation of Port Policy, Rules, and Regulations. The Commission shall establish and interpret policy, rules, and regulations, reserving to itself all authority and responsibility not expressly assigned to the Executive Director.

F. Select Officers/Compensation. The Commission shall select board officers, create personnel rules by resolution, create employment classifications, and determine compensation and reimbursement amounts.

G. Form Committees.

1. *General*. The Commission has the authority to form, dismantle, inactivate, or activate committees as permitted by state law. Committees do not have the authority to act on behalf of the Commission though they may make recommendations. Committees formed by the Commission shall conform to public meeting, ethics, and records laws. Unless specified differently in resolution, committee members must be electors of the Port District; and include at least one non-voting Commissioner who shall serve as the liaison between the committee and the Commission. All Commissioner liaisons to committees must be appointed as such via resolution. Committee reports shall be given to the Commission monthly.

2. *Types of Committees*.

a. Statutory. The Budget Committee, mandated and governed by ORS 294.336, is a statutory committee whose membership consists of the members of the Commission and five private citizen appointees. Budget Committee members must be electors of the district. A resolution is not necessary for the Budget Committee.

b. Permanent. Permanent Committees are standing committees that exist to make recommendations to the Commission and work with staff on issues primarily related to specific departments of the Port.

c. Ad Hoc. Ad Hoc Committees have limited assignments set by resolution and typically are terminated upon completion of an assignment or a decision of the Commission.

d. Internal. Internal Committees are made solely of no more than two Commissioners and staff. These committees assist staff with operational issues or allow for a more detailed discussion of Port operations than would normally be accommodated during a regular Commission meeting. A quorum shall not be present at Internal Committee meetings. Internal Committees shall not make recommendations directly to the Port Commission.

3. *Creation of Committees*. Other than those required by state law, committees shall be formed by resolution. Committees shall use the Port Commission Rules of Order. The resolution should, at minimum, address the following criteria:

- a. Membership and quorum requirements;
- b. Appointing requirements;
- c. Criteria for membership (if any);
- d. Staff person assignment (if any);
- e. Length of membership terms;
- f. Committee category (ad hoc, internal, statutory, or permanent);
- g. Purpose, scope, and authority;
- h. Budget (if any) for carrying out the purpose; and
- i. Acknowledgement of budgetary impacts to the port (if any) generated by a recommendation from the committee.

4. *Procedures for Member Recruitment*.

- a. Required for Statutory, Permanent and Ad Hoc Committees.
- b. Advertise position vacancy in local media for two (2) consecutive weeks.
- c. Require applicants to complete and return to the Port a written application.
- d. Staff will prepare staff report with qualifying applicants for the reviewing board. Reviewing board will select those to be interviewed.
- e. The Commission may choose to forego the interview process if the entire Commission agrees.
- f. Appoint members to the committee.
- g. Incumbents are required to re-apply at the end of their terms as part of the recruitment process.
- h. The Commission may modify these procedures by separate resolution, if necessary.

5. *Removal, suspension, or reprimand*. The Commission may remove, suspend or reprimand a member whenever, upon proper proceedings for that purpose, it appears to the Commission that:

- a. The member has committed an act or carried on a course of conduct of such nature that, if the member were applying for the commission, the application should be denied;

- b. The member has been convicted in any jurisdiction of an offense which is a misdemeanor involving moral turpitude or a felony under the laws of this state, or is punishable by death or imprisonment under the laws of the United States, in any of which cases the record of the conviction shall be conclusive evidence;
- c. The member is guilty of willful misconduct;
- d. The member is guilty of violation of any of the provisions of Oregon Government Ethics Law;
- e. The member is guilty of gross or repeated neglect of duty on the committee, including having three or more unexcused absences within two years; or
- f. The member has violated any of the provisions of the resolution establishing such commission.

H. Provide Safe Work Environment. The harassment and discrimination policies that apply to Port personnel also apply to elected officials. Commission members are held to the same standard and for doing their part in reaching this goal of a harassment- and discrimination-free workplace by ensuring clear and written policies on these topics and abiding by these policies.

I. Strategic Business Planning. The Commission shall update its strategic business plan no later than every ten years and use this plan as its guiding document in the development and direction of the Port's mission, vision and goals. The Commission should annually review components and goals stated within the Strategic Business Plan, as part of the budget planning process. (OAR 123-0025)

J. Fiduciary Responsibilities. The Commission has ultimate responsibility over the Port's finances, including the adoption of the budget (ORS 294), approval of financial reports, payment of bills and the annual audit. The Commission shall adopt resolutions for the development of financial policies.

K. Membership Liaisons. The Commission shall annually review organizational memberships and assign liaisons to represent the Port's interests to and participation in those organizations.

L. Appointment/Removal of Executive Director.

1. The Commission confers chief executive authority to the Executive Director. A resolution naming the Executive Director as the Port's registered agent shall be forwarded to the Secretary of State and County Clerk. (ORS 198.340)
2. The Commission is solely responsible for the appointment and removal of the Director. The Director is responsible to the Port Commission.
3. A majority of the full Commission shall appoint and may remove the Director.
4. When the Director is temporarily unable to act as Director or when the office of Executive Director becomes vacant, the Commission shall appoint a Director pro tem. The Director pro tem has the authority

and duties of Director, except that a pro tem Director may appoint or remove employees only with Commission approval. If the Director will be taking paid time off, the Director will name a Director pro tem.

5. Upon a vacancy in the office, the Commission shall fill the position within six months. The Commission shall adopt a process for the appointment of the Director by resolution.

6. No Commissioner shall directly or indirectly attempt to coerce the Director or a candidate for the office of Director in the supervision, appointment or removal of any employee, or in administrative decisions regarding the implementation of port policies.

7. The Commission shall review the Director's work performance annually as set forth in the Port's personnel policy or employment agreement.

M. Approve all Contract Agreements. The Commission is designated as the Port local contract review board for the purpose of carrying out the obligations of ORS 279A, 279B, and 279C, and enacting, enforcing, and regulating the Port local contracting rules. The Commission shall approve all contracts and agreements as set forth in the Port local contracting rules and other policies.

N. Adopt Annual Budget. Prior to the last regular meeting of the fiscal year, the Executive Director or his/her designated representative shall submit to the Commission a proposed operating budget for the upcoming year for review by the Commission. The proposed budget will have been approved and recommended by the Budget Committee, per Oregon Budget Law. Matters involving the budget shall be handled in accordance with ORS 294. The fiscal year for the Commission shall commence on July 1 and end on June 30.

O. Conduct Audit. A financial audit of the Port shall be done on an annual basis. The Finance Director, shall ensure the preparation of an annual financial report which shall be presented to the State of Oregon pursuant to the provisions of ORS 297.425.

P. Access to Attorney; other consultants. The President and/or Executive Director may request any legal, financial or insurance advice that may be needed in dealing with matters pertaining to the welfare of the Port. Individual Commissioners should direct requests for information from contracted service providers through the President and/or Director to avoid incurring personal charges for unapproved contact. A quorum of the Commission may request information from Port consultants during any public meeting.

Q. Direct Use and Disposal of Real Estate and Property. The Port has real estate holdings that are important strategic assets for the Port and the region. Therefore, the Port engages in acquisition, disposition and leasing of real property on a regular basis. The Port shall adopt a resolution that describes the procedures for management of Port property.

R. Leasing of Port Property. Matters involving the leasing of Port

property shall be handled in the matter prescribed by the Port's adopted Lease Policy, when adopted by resolution.

S. Interactions with Port Personnel. Neither the Commission nor any of its Commissioners shall give orders or directives directly to any Port employee, other than the Executive Director and any other Port officers directly appointed by the Commission, except to and through the Executive Director. The Commission and its Commissioners shall respect the separation between the Commission's policy role and the Executive Director's administrative responsibilities by:

1. Not interfering with the day-to-day administration of Port business, which is the Executive Director's responsibility and includes personnel management.
2. Refraining from actions that would undermine the Executive Director's authority.
3. Directing individual inquiries and requests for information to Port personnel through the Executive Director, who will then communicate with Port personnel on the requesting Commissioner's behalf.
4. Refraining from contacting Port personnel, other than the Executive Director.
5. Notwithstanding the above, Commissioners may interact with Port personnel directly in the following circumstances:
 - a. Commissioners who are given express permission to contact Port personnel by the President, or by majority vote of all Commissioners present at a public meeting, may contact such Port personnel directly.
 - b. Commissioners who are appointed by the Commission to serve as liaison to Port committees may contact Port personnel associated with the committees regarding matters related to those the committees.

T. Decorum and Conduct.

1. Commissioners shall observe the highest levels of decorum and conduct during all Commission meetings and while representing the Commission.
2. Commissioners shall not, by conversation or action, delay or interrupt any proceedings or refuse to obey the orders of the President or these by-laws.
3. Commissioners shall, at all times, be mindful of the role of the Commission and of their roles as Commissioners and shall refrain from acting outside of their role or in a manner that unduly interferes with the conduct of the Port's business.
4. Commissioners shall, at all times, treat their fellow Commissioners, Port personnel, Port volunteers, and members of the public with respect and courtesy and refrain from using profanity and vulgarity and from making abusive and harassing comments.

Section 5. Commissioner Orientation

A. Cooperation with Commission Candidates. The Commission, through its Executive Director, shall cooperate impartially with candidates for the Commission and provide them with information about policies, administrative regulations and other aspects of the operation of the Port.

B. Orienting New Commissioners. The Commission and its Executive Director shall assist each new member-elect and appointee to understand the Commission's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. New Commission members shall be invited to attend and participate as a member of the audience in public Commission meetings prior to being sworn in.
2. New Commission members shall be invited to meet with the Executive Director to discuss services provided by the Port.
3. The Executive Director shall provide material pertinent to Port meetings and respond to questions regarding such material upon request.
4. The Executive Director shall provide access (preferably via digital files) to each new Commission member:
 - a. A current list of all active ordinances and resolutions.
 - b. A copy of the Port's most recent Strategic Business Plan including Mission, Vision and Goals.
 - c. A copy of the Attorney General's "Public Records and Meetings Manual."
 - d. A list of all Port personnel by position and the Executive Director's employment contract.
 - e. Copies of the minutes of all Commission meetings, except for executive sessions, for the preceding twelve (12) months.
 - f. Copies of the Port's current and previous fiscal year budgets and financial audits.
 - g. Copies of the Port's insurance policies upon request.
 - h. Copies of all such documents as the Port's attorney may recommend with respect to any pending claims or lawsuits upon request.
 - i. Such other materials as the Commission may direct or the Executive Director deems appropriate.
5. New Commission members shall receive training sanctioned by the Special Districts Association of Oregon (SDAO), Oregon Public Ports Association (OPPA), Oregon Government Ethics Commission (OGEC) and/or other similar organization within one year of taking office. It is strongly encouraged that Commission members maintain continuing training in subsequent years. The Port budget shall include funds to train Commissioner members. Commission member education or training shall be generally described and summarized in the Annual Report to the Commission.

Section 6. Financial Considerations

A. Commissioner Compensation. Commission members shall not receive compensation for their service to the Port District unless otherwise defined

in the Annual Business Matters Resolution.

B. Travel Advancement and/or Reimbursement. Commission members shall be advanced or reimbursed for their actual and reasonable travel and other expenses incurred in the performance of official Port duties, as funds are available through the budget process following the same procedures as identified in the Port's Personnel Policy.

C. Advancement/Reimbursement Documentation. Commission members incurring reimbursable expenses or requesting advancement shall submit proper documentation of such expenses on a signed form to the Executive Director for reimbursement or advancement by the Port. Payment shall be made following normal bill paying procedures.

Section 7. Bonding and Insurance. The Commission shall purchase crime coverage that addresses the fiduciary responsibility set forth in ORS 198.220 and the Port shall pay the premium.

Section 8. Political Activities. Any Commission political activities will be conducted in accordance with Oregon state law (ORS 260.432).

Section 9. Public Records. The Commission shall adopt a Public Records resolution in accordance with ORS 192.440.

PART III. DUTIES OF COMMISSION OFFICERS

Section 10. Duties of the President.

A. The President of the Commission shall preside at meetings of the Board of Commissioners.

B. The President shall consult with the Executive Director regarding the preparation of each Commission meeting agenda.

C. The President shall have the same right as other members of the Commission to discuss and to vote on questions before the Commission.

D. The President may call Special Meetings of the Commission as described here forth.

E. The President shall serve as Port's media contact.

F. The President shall sign and shall sign all resolutions, contracts, leases, and other instruments on behalf of the Commission, unless otherwise provided by a decision of the Commission.

G. Shall submit an annual report to the Commission. (ORS 777.140(2))

H. The President shall perform all such other duties as are incident to his/her office or are properly required of him/her by the Commission.

I. The President shall ensure and enforce decorum during all Commission meetings, as required by these by-laws.

Section 11. Duties of the Vice President.

A. The Vice President of the Commission shall, in the President's absence, or during any disability of the President, have the powers and duties of the President of the Commission.

B. The Vice President shall submit an annual report to the Commission. (ORS 777.140(2))

C. The Vice President shall have such other powers and duties as a majority of the Commission may from time to time determine.

Section 12. Duties of the Secretary.

A. The Secretary shall attest the signature of the President on all officially approved documents.

B. The Secretary shall ensure that minutes, documents and records created through public meetings are properly recorded and codified. These responsibilities shall be delegated to staff.

C. The Secretary shall submit an annual report to the Commission. (ORS 777.140(2))

Section 13. Duties of the Treasurer

A. The Treasurer shall ensure that the Commission maintains accounting and financial statements. These responsibilities shall be delegated to staff.

B. The Treasurer shall review financial reports.

C. The Treasurer shall submit an annual report to the Commission. (ORS 777.140(2))

D. The Treasurer shall have such powers and duties as usual in accordance with the office as described in ORS 777.140 and shall act in the capacity of Acting Secretary when the Secretary is absent or unable to fulfill his/her duties.

E. The Treasurer shall strive to meet with staff monthly to review financial documents.

Section 14. Duties of Commissioners Generally.

A. All Commission members are eligible to sign checks upon approval.

Public officials, however, are prohibited from signing checks paid to themselves, their relatives, or businesses with which the official or their relatives are associated, as such terms are defined by state law.

B. Commission members shall have such other powers and duties as a majority of the Commission may from time to time determine.

C. If any office becomes vacant, the vacancy will be filled at the next regular meeting of the Commission following the process set forth in the Election of Commission Members.

Section 15. Election of Officers. At the first regular meeting of July, on an annual basis, the Commission shall elect a President, Vice President, Secretary and Treasurer.

A. The order of nominations shall be President, Vice President, Secretary and Treasurer.

B. Process:

1. Four of five Commission members must be in attendance before an officer may be elected.

2. A Commission member may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Commission member may not nominate or second their nomination but may vote on the nomination.

3. If the nominated Commission member does not receive a majority, the sitting Commission President shall continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder shall remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.

4. An alternative process is to elect a plank of officers. Commission member not on the proposed plank shall nominate their nomination. All Commission members are eligible to second and vote for the plank.

5. In case of emergency, other processes may be used to appoint officers.

C. The one-year term of office is from July 1st until June 30th of the following year.

PART IV. ETHICS AND CONFLICTS OF INTEREST

Section 16. Public Officials. Elected officials are public officials for purposes of Oregon's Ethics Laws. (ORS 244.020(14))

Section 17. Prohibitions Regardless of Disclosure. The following actions are prohibited regardless of disclosure:

A. Use of or an attempt to use official position for financial gains or to avoid financial detriment that would not otherwise be available but for the public official's holding of the official position or office for the public official, a relative or household member of the public official, or any business with which the public official or a relative or household member of the public official is associated (ORS 244.020(15));

B. Using confidential information to further or attempt to further the personal gain of the public official, a relative or household member of the public official, or any business with which the public official, a relative or household member is associated;

C. Promises of future employment based upon a specific vote, official action, or judgment of the public official;

D. Receipts of gifts over \$50 in a calendar year received by a public official, relative or member of their household from anyone who has a legislative or administrative interest in the business of the port (ORS 244.025);

E. A public official may not participate in any interview, discussion or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative as defined by ORS 244.175(4); or

F. A person may not, for two years after they cease to hold a public official position, have a direct beneficial interest in a public contract that was authorized by:

1. The person acting in the capacity of a public official; or
2. The person participating as a member of the commission authorizing the contract.

Section 18. Nepotism. Commission members cannot participate in any personnel action taken by the Port that would impact the employment of a relative or member of the Commission member's household. (ORS 244.177) The Commission is prohibited from hiring an applicant for the position of Executive Director if a member of the Commission is related to the applicant. The Commission should avoid appointing a Commission member to fill a vacancy who is related to the Executive Director.

Section 19. Financial Disclosure. Commission members are required to file Statements of Economic Interest (SEI) annually (ORS 244.050(r)).

Section 20. Conflicts of Interest. There are two types of Conflicts of Interest: potential and actual. There are also exceptions to these rules.

A. Potential Conflict of Interest. A potential conflict of interest is any official action of a public official that *could* result in private financial benefit detriment to the person, or the person's relative, or any business with which the person or the person's relative is associated. When a Commission member becomes aware that his or her public action may result in a personal financial benefit to himself/herself, or one of his/her relatives, or a business with which he/she or one of

his/her relatives is associated, then the Commission member must publicly disclose the nature of the conflict of interest. After publicly announcing the potential conflict of interest at each meeting where the matter giving rise to the conflict is being discussed or acted upon, the Commission member may participate in the discussion and vote on that matter. The disclosure must be recorded in the meeting minutes. A Commission member must announce a conflict of interest on each occasion when the matter giving rise to the conflict of interest is discussed or debated.

B. Actual Conflict of Interest. An actual conflict of interest is any official action of a public official that *shall* result in private financial benefit or detriment for the person, or the person's relative, or any business with which the person or the person's relative is associated. As with potential conflicts of interests, the Commission member must publicly disclose the nature of the conflict of interest at each meeting where the matter giving rise to the conflict is being discussed or acted upon. The disclosure must be recorded in the meeting minutes. When facing an actual conflict of interest, the Commission member must also refrain from participating in any official action on the matter, including any discussion or vote. A Commission member must announce an actual conflict of interest on each occasion when the matter giving rise to the conflict of interest is discussed or debated.

C. Class Exemptions Regarding Conflicts of Interest. The "class exemption" regarding conflicts of interest means that a public official does not have a conflict of interest if their decision or action would affect them and a large group of people ("class") to the same degree, essentially meaning their personal interest is not significantly different from the interest of the whole group they are part of, allowing them to participate in the decision-making process without a conflict of interest issue. The Oregon Government Ethics Commission (OGEC) has the authority to decide whether a group constitutes a valid "class" and whether a class exemption applies in a particular situation.(ORS 244.020(12)(c))

Section 21. Acceptance of Contributions. The Commission may accept contributions from individuals, groups, corporations, foundations, or any branch of government. Such contributions shall be regulated according to ORS 244.020(6)(a).

PART V. COMMISSION MEETINGS

Section 22. Preparation for Meetings

A. Preparation of Agenda. The Executive Director shall draft the Agenda after conferring with the President. Any Commission member may submit a request to the President or Executive Director for an item to be added to the agenda no later than five days before a scheduled meeting.

B. Distribution of Materials to Commission Members. The Agenda, Executive Director's Report, financial reports and other materials related to Commission business shall be given to each Commission member at least five (5) days prior to any regularly scheduled Commission meeting, unless circumstances require otherwise. The Port shall attempt to distribute materials electronically or

digitally to conserve resources. At the same time, the Executive Director shall provide members with detailed information relative to the Agenda, and references to existing policy pertinent to Agenda items.

C. Anonymous Communications. Anonymous and unsigned communications shall not be introduced in Commission meetings or included in the board packet and record.

Section 23. Order of Business. Agenda items and/or the order of business may be modified from time to time at the discretion of the President, as necessary. The following order shall be generally observed:

A. The following order shall be generally observed:

1. Call to Order
2. Changes to the Agenda
3. Public Comment/Correspondence
4. Consent Agenda
5. Informational Reports
6. Presentations & Discussion Items
7. Executive Director's Report
8. Commissioner, Committee Reports
9. Action Items
10. Commission Call/Upcoming Meetings
11. Adjournment

B. Consent Agenda.

1. The purpose of the consent agenda is to expedite regular Commission meetings by grouping routine or uncontested items of business so that they may be approved by one motion. The consent agenda may include any or all of the items on the regular agenda. The President and Executive Director shall develop the consent agenda during preparation of the agenda. The Commission, by consensus, may add any item of business on the regular agenda to the consent agenda. Any Commission member may remove any item from the proposed consent agenda for consideration during Action Items. Revisions, corrections, or clarifications to consent agenda items shall be considered first, prior to voting on and without removing these items from the consent calendar. The remaining items on the consent agenda may then be considered for action by a single vote. A vote in favor of or opposition to the consent agenda is considered to be a vote on each of the individual action items.

2. Consent agendas may not include action items related to Ordinance adoption.

3. If the consent agenda is used, public comment shall be scheduled in advance of the consent agenda adoption.

C. Modifications to the Order of Business can be made by a consensus of the Commission.

Section 24. Notice and Location of Meetings

A. Application. This policy applies to all meetings of the Board of Commissioners, and to any meetings of committees or advisory groups appointed by the Commission if such committees are subject to Oregon public meetings law.

B. Location of Meetings. All meetings shall be held within the geographic boundaries of the Port, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination based on race, creed, color, sex, age, national origin or disability is practiced. All meetings shall be held in places accessible to the handicapped. All regular and special meetings will be held at the Commission meeting location named in the annual Business Matters Resolution or at such other place designated by the President, subject to all notice requirements as provided by statute and this Ordinance. The President shall have discretion as to how public comment is received.

C. Meetings Held by Telephone or E-Mail. The Commission shall refrain from e-mail exchanges or conference calls between or involving a quorum of the Commission that may trigger public meeting rules. A series of one-on-one conversations between members of the Commission with the intent to discuss a vote or the outcome of a vote (a "serial" or "shuttle" meeting) would also be considered an improperly noticed meeting.

D. Regular Meetings. The Commission shall hold one regular monthly meeting on the third Tuesday of each month. Such meetings shall be held at the Port of Hood River's Registered Business Office or other location as stated by resolution at 5:00 p.m. or at such other places and times as the Commission may designate from time to time. The Commission may reconsider meeting times and locations annually as part of the review of the annual Business Matters Resolution. (ORS 198.340(2))

E. Special Meetings. The Commission shall hold special meetings at the request of the President or any three members of the Commission. If the President is absent from the Port, Special Commission meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than 24 hours public notice.

F. Work Sessions. Work sessions may be called by the President or by any three members of the Commission. Notices of work sessions will be given, and minutes taken the same as with special meetings. Work sessions may be held for the purpose of discussing Port business that requires more time and exploration than a regular meeting would allow. Final decisions shall not be made at a work session. However, a workshop may be held in conjunction with a regular or special meeting where a final decision may be made.

G. Emergency Meetings. Emergency meetings of the Commission may be held upon a call of the President or any three members of the Commission and require as much notice as possible under the circumstances. The minutes of the

meetings must reflect the reason for the emergency meeting and explain why less than 24 hours' notice was given. Only such matters as pertaining to the emergency may be discussed at such a meeting. Final action may be taken at an emergency meeting.

H. Executive Sessions. The President or any two members of the Commission may call an executive session. Only Commission members and persons specifically invited by a majority of the Commission shall be allowed to attend executive sessions. Members of the press may attend executive sessions. Attendance should be in person to ensure discretion. Any person present may disclose no matter discussed during such session, though members of the press may use information gained during an executive session to follow new leads. Notices shall be given in the same manner as for regular, special and emergency meetings, except that the notice need only indicate the general subject matter to be considered by citing the statutory basis for calling the executive session. Before entering executive session, the President shall read into the record the statutory authority for the executive session in accordance with ORS 192.660. The Commission shall not take any votes nor make any final decisions while in executive sessions.

I. Notice of Meetings.

1. The proposed Agenda will simultaneously be distributed to all Port Commission members and personnel, local and other news media, and posted at the required locations convenient for review by the public following guidance in the Commission's Annual Business Matters Resolution.

2. Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda.

3. The agenda shall be published on the Port's website.

4. E-mailed notice shall also be sent to any persons whom the Port knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, notices shall be issued or phone calls made to local media; and interested persons shall be notified by e-mail or telephone. For emergency meetings, the Port shall attempt to contact local media and other interested persons by telephone to inform them of the meeting. The Port shall attempt to distribute Agendas and Notices via e-mail or the Port's website when possible.

J. Social Gatherings, Public Functions and Training. Gatherings or other functions in which the purpose is not to discuss business items or to receive background information on a potential future business item are not covered by Public Meeting Law. However, Commission members should be warned that if during the course of the gathering a quorum of the Commission were to deliberate on a matter, that would lead to a violation.

Section 25. Quorum. Three Commission members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action unless

otherwise allowed by policy. A lesser number may meet and adjourn from time to time and compel the attendance of absent members.

Section 26. Roster. Staff shall require all members of the public interested in speaking to sign a public roster indicating agenda items of interest and affiliations. The roster shall be part of the public record.

Section 27. Minutes of Meetings

A. Written Minutes. The Commission shall keep and approve written minutes of all its meetings in accordance with the requirements of ORS 192.650. Minutes shall be signed by the President, attested by the Secretary and codified following standard practices. Minutes of public meetings shall include at least the following information:

1. All members of the Commission present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. Results of all votes, including the vote of each member by name unless unanimous;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

B. Written Notes Submitted to Record. Staff's written notes, if any, used to develop the minutes, shall be submitted into the record. If these notes contain substantive information not included in the official minutes, they shall be retained in accordance with the applicable records retention schedule. Otherwise, they may be discarded once the official minutes are approved. All recordings of public meetings shall be submitted into the record.

C. Minutes of Executive Sessions. Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. (ORS 192.650(2))

D. Disclosure of Executive Session Matters. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Commission. (ORS 192.650 (2))

E. Amendments to Minutes. Additions and corrections to minutes shall be identified in the minutes of the meeting in which the additions and corrections were discussed.

F. Retention. Officially approved minutes, resolutions, ordinances and a meeting packet shall be retained in accordance with the Oregon Administrative Rule (OAR) 166 Division 150 County and Special District Retention Schedule. Audio

recordings of the Meeting Minutes will be kept for three years, unless otherwise noted in OAR.

G. Availability to the Public. Draft and approved minutes of public meetings shall be made available to the public within a reasonable time after the meeting. Every attempt will be made to post minutes to the Port's website to increase public access. (ORS 192.650(1))

PART VI: RULES OF ORDER

Section 28. Purpose. The rules of order should be liberally construed to that purpose, and Commissioners should avoid invoking the finer points of parliamentary procedure when such points serve only to obscure the issues before the commission as a whole and confuse the audience at public meetings and the citizens in general.

Section 29. Presiding Officer. The President shall preside at Commission meetings. In the President's absence, the Vice President shall preside. If both the President and Vice President are absent, any other member of the Commission may preside.

Section 30. Convening the Meeting. At or near the time appointed, the President shall immediately call the meeting to order. Staff shall enter in the meeting minutes the names of the Commission members present.

Section 31. Recognition. Every Commission member, staff member and member of the public shall refrain from discussion until recognized by the President. The President reserves the right to lessen recognition requirements to encourage communication as long as staff can adequately record the proceedings.

Section 32. Changes to the Agenda. A request to add a business item to the agenda or to otherwise consider a special order of business may be requested by any Commission member, but shall require a majority concurrence of the Commission members present.

Section 33. Public Comment.

A. Generally. Public comment during Commission meetings is not an absolute right. Rather, the Commission permits public comment only for the limited purpose of hearing from the public about matters directly related to the business of the Port that is within the Commission's jurisdiction. The public comment period is a limited public forum and comments are therefore appropriately limited to matters of concern, official action, or deliberation which are or may come before the Commission. The Commission is not creating an opportunity for and will not accept public comment on matters that fall outside the scope of the Commission's jurisdiction. Any member of the general public wishing to address the Commission on a matter within the Commission's jurisdiction may do so at the time set for public comment during each regular meeting. Public comment shall be limited to three minutes per person. The Commission, in its sole discretion, may extend this time, or may request further information be presented to the Commission at a later date.

B. Complaints and Suggestions to the Commission. When any citizen

brings a complaint before or makes a suggestion to the Commission, other than for items already on the agenda, the President shall first determine whether the issue is legislative or administrative in nature and then:

1. If legislative, and a complaint about the letter or intent of the legislative acts or suggestions for changes to such acts, and if the Commission finds such complaint suggests a change to an ordinance or resolution of the Port, the Commission may refer the matter to staff for study and recommendation.

2. If administrative, and a complaint regarding staff performance, administrative execution or interpretation of legislative policy, or administrative policy within the authority of the Executive Director, the President shall then refer the complaint directly to the Executive Director for review. The Commission may direct the Executive Director to report to the Commission when the review has been made. In a complaint against the Executive Director, the President may investigate and report back to the Commission at a later date.

C. Decorum. All those participating in public comments must adhere to the same standards of decorum as the Commissioners. Public comment must not unduly interfere with the Commission's ability to conduct business or otherwise disrupt Commission meetings. Comments that substantially interrupt, delay, or disturb the peace and good order of the proceedings of the Commission are not permitted. Examples of such types of comments include shouting, use of profanity or vulgarity, or speaking outside of allotted time. In addition, public comment may not be used for belligerent or abusive behavior including true threats, fighting words, or incitements to imminent lawless action. Abusive and harassing comments that could lead to the creation of a hostile work environment for Commission employees required to attend Commission meetings likewise unduly interferes with the Commission's ability to conduct its business and are therefore prohibited. The Commission requests that all public comment is provided in a manner that is respectful to those in attendance at the meeting.

Section 34. Forms of Action. A motion is a procedural device to place a matter before the Commission for consideration and action. Motions may be made by any Commission member in attendance including the President, and each motion shall require a second. Each form of action listed below (except consensus) must be initiated by motion, and shall be recorded in the official minutes kept for such purpose:

A. Ordinances. Ordinances have the force of law. They are generally used to enact rules and regulations that apply to residents or customers of the Port and can be enforced by the Commission or by local law enforcement personnel. Adoption of ordinances is subject to statutory adoption procedures found in ORS 198.510 to 198.600. Except under emergency provisions, ordinances must be available for the public to comment on in two consecutive meetings. Ordinances shall be numbered consecutively without regard to year, signed by the President, attested by the Secretary, notarized, codified and a copy sent to the County Clerk.

B. Resolutions. Resolutions are used to establish policy, express a

position of the Commission (often associated with a grant or agreement), form committees, incur debt, create rules and policies required by ordinance, set fees and create the budget. Many resolutions are updated annually or more frequently than would be required by an ordinance. Resolutions may be passed at a single meeting. Resolutions shall be numbered first by fiscal year and secondly in the order adopted within the fiscal year, signed by the President, attested by the Secretary and codified following standard practices. Resolutions shall continue in force from year to year and may be amended or repealed by a majority vote of the Commission.

C. Routine Decisions. Routine decisions, decisions of an administrative nature, and other procedural matters may be decided by a simple vote of the Commissioners, which is recorded in the minutes.

D. Consensus. Minor questions of clarification, interpretation, implementation or procedure may be determined by a consensus of the Commission without motion. Consensus shall be used sparingly and not for determining business matters in front of the Commission.

Section 35. Motions Process.

A. The President shall entertain motions from the Commission, though the President may ask for a staff report in advance to suggest a recommended motion along with background material. The President shall refrain from making or seconding motions.

B. No motion shall be debated until it has been seconded and announced by the President. Before debate, Staff will ensure the accuracy of the motion for the minutes.

C. If a motion does not receive a second, then the issue is not considered. The President shall allow an opportunity for the motion to be rephrased or otherwisepresented before moving on to the next business item.

D. A motion may not be withdrawn without the consent of the Commission member seconding it.

E. If during discussion, the originator of the motion and the Commission member seconding it agree, a friendly amendment may be moved forward.

Section 36. Debate.

A. Any Commission member who has the floor shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any member argument or vote.

B. Commission members shall limit their remarks on a subject to five minutes unless granted additional time by the majority of the Commission.

C. Commission members, once recognized, shall not be interrupted while

speaking, unless called to order by the President, or unless a Commission member raises a point of order while he or she is speaking, in which case, he or she shall cease speaking immediately until the point is determined. Points of order focus on whether the rules are being followed. If ruled to be in order, he or she shall be permitted to proceed; if ruled to be out of order, he or she shall remain silent or shall alter his or her remarks as to comply with the ruling. (Robert's Rules of Order Newly Revised, 10th Edition, pg. 240)

D. Commissioners desiring to question the administrative staff shall address his or her question to the President, who shall be entitled to either answer the question or designate a staff member for that purpose.

E. Citizens desiring to address the Commission shall first be recognized by the President and shall limit remarks to the question then under discussion. All remarks and questions shall be addressed to the Commission as a whole and not to any individual Commission member thereof. The President has full authority to allow or disallow public comments during debate.

F. Subsidiary Motions. When a question is before the Commission, no motion shall be entertained except:

1. to postpone indefinitely (dispose the question without a vote).
2. to amend (make changes to the question);
3. to refer (establish a committee to further review);
4. to postpone (consider the question at a later time);
5. for the previous question (end discussion and vote);

These motions shall have precedence in the order indicated. Any such motion, except a motion to amend, shall be put to a vote without debate. (RR, 10th Ed., pg. 60)

Section 37. Voting.

A. Votes Made Public. Upon conclusion of discussion or when the previous question has been called for, the President shall first ask for the 'yes' votes, followed by the 'no' votes. After a vote has been taken, the President shall announce the results of the vote. Modifications to this policy are allowed, but all individual votes must be made public and entered into the minutes.

B. Voting Required. When the vote has been called for, every present Commission member shall vote either yes, no, or abstain. Commissioners shall, at the time of voting, make a statement for the minutes indicating their reason for abstaining. No Commissioner may vote by proxy.

C. Minimum Votes Required. The passage of any motion shall require the affirmative vote of at least a quorum of the whole Commission or as defined by resolution.

D. Tie Vote. In case of a tie vote, the proposal shall be considered lost.

E. Changes. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.

F. Abstention. For purposes of voting, an abstention is neither an affirmative vote nor a negative vote on any matter before the Commission. A Commission member who abstains from voting is still counted towards the number of members required present for a quorum, but the abstention vote does not count for either a yes or no.

Section 38. Recess. The President may call a recess of a meeting for a specified time whenever it appears, in the opinion of the President, that a meeting will be unusually long or that a recess would be beneficial for other reasons. A recess may be called during debate or at any other time during the meeting.

Section 39. Adjournment. The meeting shall be adjourned by decision of the Chair, a majority vote or as a result of the loss of a quorum. The time of adjournment shall be recorded in the minutes.

Section 40. Violations of By-Laws.

A. The Commission has the authority to enforce these By-laws and ensure compliance with Port ordinances and state laws applicable to the Port and special districts generally. If a Commissioner violates these By-laws, Port ordinances, or state law applicable to the Port Commission, the Commission may take action to protect the integrity of the Commission and impose discipline on the Commissioner in the form of a public reprimand.

B. Prior to imposing a public reprimand, the Commission must issue the Commissioner written notice of intent to impose a public reprimand. The notice must state, with particularity, the grounds on which the Commission is considering imposing a public reprimand and must include reference to the specific Bylaw, local ordinance, or state law that the Commission believes the Commissioner to have violated. The written notice must inform the Commissioner that the Commissioner has the right to respond to the notice either in writing or at an open public meeting. The notice must state the date on which the Commissioner's response must be received by the Commission in order for the Commission to consider such response.

C. After the Commissioner has the opportunity to respond to the Commission's notice of intent to impose a public reprimand, the Commission shall decide whether to impose a public reprimand. The Commission's decision shall take into consideration the severity of the violation and any information or mitigating circumstances that the Commissioner provided in the Commissioner's response. If the Commission decides to impose a public reprimand, the Commission shall do so via resolution.

PART VIII. ADMINISTRATIVE PROVISIONS

Section 41. Amendment. These by-laws may be amended by Ordinance by following the provisions in ORS 198.510 to 198.600.

Section 42. Severability. If any provision, section, phrase, or word of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions that can be given effect without the invalid provision or application.

Section 43. Codify. Staff is directed to organize these by-laws and potential future amendments to these by-laws into a generally accepted professional format for public use and viewing.

Section 44. Recitals. The recitals of this Ordinance are incorporated herein by reference and adopted as findings in support of this Ordinance.

Section 45. Scrivener’s Errors. A scrivener’s error in any portion of this ordinance may be corrected by the Executive Director during codification.

Section 46. Repeal. Previously adopted policies that conflict with this Ordinance are hereby repealed.

Section 47. Effective Date. All rights and privileges hereby granted shall be effective 30 days after its adoption. (ORS 198.570(1))

APPROVED AND ADOPTED BY THE BOARD OF COMMISSIONERS THIS ___ DAY OF _____, 2025

Kristi Chapman, President

ATTEST

Michael Fox, Secretary

**CERTIFICATE
Attestation of a Copy of a Document**

State of Oregon)
Hood River County)

I certify that this is a true and correct copy of a document in the possession of the Port of Hood River.

Date: _____, 2025

Notary Public – State of Oregon

Commission Memo

Prepared by: Kevin Greenwood, Executive Director
Date: April 15, 2025
Re: HRWSBA Nominations



BACKGROUND:

The Port Commission received draft By-laws at the February 18 regular meeting as part of the Information Report agenda item. At the March 18 regular meeting, the Commission discussed a number of policy adjustments to the By-Laws.

The Commission Formation Agreement (CFA) 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.

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 2nd 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:

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Allison Williams, County Administrator
Hood River County

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**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 15th day of May 2023.


DocuSigned by:

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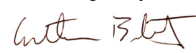
Leticia Moretti, Commissioner

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Ed Weathers, Commissioner

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Jennifer Euwer, Chair

DocuSigned by:

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Arthur Babitz, Commissioner

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Les Perkins, Commissioner