

**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:

Signed by:

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Kristi Chapman, President

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Michael Fox, Secretary